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(see addenda pages for a summary of updates added by month)

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

Dr. John G. Sperling
Founder
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Annual Security Report Notice

The University of Phoenix annual security report includes statistics for the previous three years concerning reported 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 DECEMBER 1, 2019

GENERAL POLICY UPDATES

- The Program and Cumulative Grade Point Average section was updated. (see ACADEMIC POLICIES)
- The Academic Forgiveness section was added. (see ACADEMIC POLICIES)
- The Contact Information for Filing Complaints section was updated. (see CONSUMER INFORMATION)
- The Cost of Attendance section was updated. (see CONSUMER INFORMATION)
- The Crossover Payment Periods section was updated. (see CONSUMER INFORMATION)
- The Servicemember Readmission section was updated. (see UNIVERSITY POLICIES)
- The Fees section was updated. (see TUITION AND FEES)
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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 is 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

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 43 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 make have come to pass. Today, roughly 80 percent of part-time undergraduate students and 43 percent of full-time undergraduate students are employed, at least part-time and approximately one quarter of all students have dependent children. The educational tenets set forth by Dr. Sperling in 1976 now apply to the majority of college students in the United States.

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.

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.
College of Education and Education Programs

- Doctor of Management
- Doctor of Business Administration
- Master of Science in Accountancy
- Master of Management
- Master of Business Administration
- Bachelor of Science in Business
- Bachelor of Science in Accounting
- Associate of Arts with a concentration in Business
- Associate of Arts with a concentration in Accounting

College of Nursing Programs

- Bachelor of Science in Nursing
- Master of Science in Nursing

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.

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.

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

- To use technology to create effective modes and means of instruction that expand access to learning resources and that enhance collaboration and communication for improved student learning.
- To assess student learning and use assessment data to improve the teaching/learning system, curriculum, instruction, learning resources, counseling, and student services.
- To be organized as a private institution in order to foster a spirit of innovation that focuses on providing academic quality, service, excellence, and convenience to the working student.
- To generate the financial resources necessary to support the University’s mission.

Accreditation and Affiliations

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

- For additional information, visit acbsp.org.
- For additional information, visit caep.org.
- For additional information, visit cacrep.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.

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.

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, the 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, the National League for Nursing, the National Board for Certified Counselors, the National Association for Foreign Student Admissions, the Association of International Educators, the National Association of Veterans Program Administrators, the Service Members Opportunity College, and the Defense Activity for Non-Traditional Support. Additionally, the University maintains memberships in various professional, program specific organizations.
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 campuses and 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 business and management, nursing and health sciences, education, criminal justice, social sciences, natural sciences, humanities, and information technology. Undergraduate students are required to complete general education requirements that are distributed across traditional liberal arts categories and interdisciplinary components. General Education requirements are described in greater detail in the Undergraduate Programs section of the catalog. Not all programs are offered at all campuses. Specific programs offered are listed later in this catalog.

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 are made available through license agreements with content providers and are not accessible to the general public like web pages found through an Internet search engine.

Getting Started with the University Library

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

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

Electronic Reserve Readings

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

- Reference services allow users to receive direct and in-depth reference assistance from accredited librarians.
- Interlibrary loan and documents retrieval services allow users to request a document or book not available in the University Library. Specific timelines and rules apply to this service.
- 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 Library Handbook includes detailed information on the library 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 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 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 & AAFP) are involved in collaborative learning activities, and a small number of courses may require participation in formal Learning Teams.

Collaboration

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

Emphasis on Application and Relevance

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

University-Wide Learning Goals

The University’s faculty leadership has established five broad learning goals that guide curriculum development, instruction, learning assessment, and program evaluation and improvement. The University Learning Goals are:

1. Professional Competence and Values
2. Critical Thinking and Problem Solving
3. Communication
4. Information Utilization
5. Collaboration

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

Curriculum

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

Awarding Credit Hours

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

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

<table>
<thead>
<tr>
<th>Credits</th>
<th><strong>Minimum required faculty-directed classroom-based hours</strong></th>
<th><strong>Minimum faculty recommended hours for student-directed homework (includes reading, research, study time, and assignment development)</strong></th>
<th><strong>Minimum hours</strong></th>
<th>Minimum required duration of course in total weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>15</td>
<td>30</td>
<td>45</td>
<td>2 (*22.5/week)</td>
</tr>
<tr>
<td>2</td>
<td>30</td>
<td>60</td>
<td>90</td>
<td>4 (*22.5/week)</td>
</tr>
<tr>
<td>3</td>
<td>45</td>
<td>90</td>
<td>135</td>
<td>5 (*27/week)</td>
</tr>
<tr>
<td>4</td>
<td>60</td>
<td>120</td>
<td>180</td>
<td>6 (*22.5/week)</td>
</tr>
<tr>
<td>5</td>
<td>75</td>
<td>150</td>
<td>225</td>
<td>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 Degree: 120 credits
- Master’s Degrees: minimum 30 credits beyond the Bachelor Degree
- Ph.D. or Applied Doctorate: minimum 30 credits beyond the Master’s Degree

**Access and Convenience of Time and Place**

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

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

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

**Program Format**

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

When a course ends, the next course usually begins the following week. This intensive calendar allows students to achieve their educational goals in a more time-efficient manner. The University’s low student/faculty ratio and class size that 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 work in Learning Teams. Learning Teams are small groups of three to six students drawn from within the larger cohort. Learning Teams are an essential design element in the University’s teaching and learning model through which students develop the ability to collaborate -- an ability expected of employees in information-age organizations and one of the University’s primary learning goals. Due to the unique teaching and learning model and objectives, students enrolled in an associate degree program at online (excluding AACR & AAPF) usually do not participate in Learning Teams, but are encouraged to collaborate and participate in classroom assignments.
All students enrolled in degree programs and/or designated certificate programs using the learning team model must meet learning team attendance policies. Teams may meet in person or via teleconference, real-time electronic conferencing, or asynchronous meeting in the classroom team forums. Students must indicate their participation in the learning team meetings and/or assignment deliverables. Students are expected to actively participate in the team’s activities. Students attending a local campus must acknowledge participation in their learning team each week in the Assignments section of eCampus. At the end of each course, students are given the opportunity to evaluate the contributions of each team member to the accomplishment of team goals.

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 adaptive 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.

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.

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.

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 Professionals, 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 (or trackpad)
  - A web camera capable of video web conferencing
  - Public access computers may not permit usage of web cameras.

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

Software and Applications

You 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® Windows</td>
<td>Windows 7</td>
<td>Windows 10 or higher</td>
</tr>
<tr>
<td>Apple® Mac OS X</td>
<td>Mac OS X 10.10</td>
<td>Latest Version</td>
</tr>
<tr>
<td>Apple iOS</td>
<td>11</td>
<td>Latest Version</td>
</tr>
<tr>
<td>Android</td>
<td>5</td>
<td>Latest Version</td>
</tr>
<tr>
<td>Chrome OS</td>
<td>Not Supported</td>
<td></td>
</tr>
</tbody>
</table>

Microsoft® Windows may be required for some technology courses.
The University of Phoenix only supports the browsers listed above.

**Additional Software**
- Microsoft® Office 2013 or later for a personal computer (PC), Microsoft® Office 2011 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 and Microsoft® Project.

**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.

**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.

**eCampus: Student and Faculty Portal**

eCampus is a secure multifunctional electronic gateway to student services, the University Library, class schedules, course materials, the electronic class environment, assignment feedback and grade reports, as well as transcripts. eCampus is accessible 24/7 and requires no special software. Students can login to eCampus from any computer and Internet Service Provider. Student resources on eCampus include the University Library, eBooks, Media Library, Center for Writing Excellence, Center for Mathematics Excellence, student workshops, Life Resource Center, and Phoenix Link. Changes made at the institution are provided to students through catalog updates and other communications available through eCampus.
When students are admitted to a program, they are provided with all the information needed to connect to eCampus. This electronic class environment is where assignments are turned in and exams are accessed. Each student’s eCampus login credentials are unique; students must not share their login credentials with anyone.

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

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

University of Phoenix authorizes 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 assignment links to assist in the resolution of grade disputes, grievances, and charges of academic dishonesty, as well as to confirm and/or investigate other academic-related issues as necessary.

Classroom Recording Policy

Students may only make audio and/or video recordings of University of Phoenix class presentations, activities, and discussions if they meet one or more of the following criteria:

- The recording occurs with the prior written consent of the faculty teaching the class and of all students in the class at the time of the recording.
- There is a documented University of Phoenix Disabilities Service Office authorized accommodation requiring recording of specific parts of a class session.

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

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

- Messages in a course
- Assignment submissions posted via the online classroom
- Quiz/Exam submissions recorded by the system via the online classroom
- Learning Team Acknowledgements via the online classroom
- Physical Attendance verified by a signed attendance roster (local campus courses only)

Courses offered in Blackboard:

- Discussion posts in a course (Blackboard “Messages” and “Course Room” interactions do not count towards 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 for activities in Audited (AU) courses. Blackboard “Messages” do not count towards course attendance.

Institutionally Scheduled Break

For all students, the University’s winter institutionally scheduled break for the 2019/2020 award year is December 24, 2019 - January 4, 2020.

For students attending a local campus, one or more additional University institutionally scheduled break(s) may apply for University observed holidays for the 2019/2020 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.
- 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.
- FlexNet: Students are in attendance at the local campus workshops if they physically attend the local campus workshop meeting during the scheduled class hours and sign the attendance roster. They are in attendance during the online class weeks if they post 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.
- 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. 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</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
Students may submit a request for an excused absence prior to or after the missed week of attendance, 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 may request a Leave of Absence (LOA). 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.
- An LOA will not be approved if a student requests the LOA after 14 consecutive days of nonattendance, is in an unofficial withdrawal (UW) status, and the request is not due to unforeseen circumstances that occurred prior to the UW status.
- If a student requests an LOA start date in the future and is officially withdrawn, unofficially withdrawn, or administratively withdrawn from the University prior to the start date of the LOA, the LOA 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 he/she took the LOA.
- Student must return on the date designated as the Return Date on his/her 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 were 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.
- 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.
- The withdrawal date for students who cease attendance at the University, including a student who does not return from an approved leave of absence, is the last date of attendance in an ARA determined from University attendance records.
- For a student with an approved leave of absence, the University will review the student record on or after the original approved return date.
- 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 with an approved leave of absence, the DOD is the day after the student’s scheduled return 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.
- 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.
University Withdrawal Procedure

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. Students who rescind their intent to withdraw and subsequently withdraw without official notification to the University of their intent to withdraw, will be considered unofficial withdrawals. If the student officially or unofficially withdraws after rescinding the intent to withdraw, the withdrawal date is the last date of academic attendance or ARA determined from University attendance records.

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.
- Re-entry students may re-enroll into their program version without appeal if the program version is 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.

Holiday Calendar

The University’s holiday calendar is listed below.

**2019-2020 Online Holiday Calendar**

| Winter Break | December 24, 2019 - January 6, 2020 |

**2019-2020 Online Associates Holiday Calendar**

| Winter Break | December 23, 2019 - January 5, 2020 |

Course Equivalencies

Equivalent courses are University approved courses that act as an acceptable alternative to a required course, as determined by the College and may apply to a program in place of a required course. Courses must have substantially similar content, course objectives, and/or learning outcomes. The equivalencies are subject to change based on program update or College need.

Equivalent courses must be an equal level or higher, and have the same number of credit hours or higher.

Combination equivalencies are used when the content of two or more courses taken together are deemed to have substantially similar content, course objectives, and/or learning outcomes to the content of one course. Unless stated, when a combination of multiple courses is used to satisfy an equivalency with a course, the excess credits from the combination may apply towards the Additional Liberal Arts, Interdisciplinary, and/or Elective requirements for the program.

If all courses needed to satisfy a combination equivalency are not completed, the equivalency will not be satisfied. Students should complete the required course as outlined in the program policy.

When two equivalent courses are completed, only the most recent course completed will be counted for credit and grade point average calculations.

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

Course Cancellation

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 Dean approved courses, as available, via Directed Study delivery as outlined below:

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

Concurrent Enrollment

- Concurrent enrollment is defined as simultaneous enrollment in any two 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.
- Concurrent enrollment in the first four courses is prohibited for all new students.
Multiple University Credentials

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

Students may only earn one associate degree.

Students may not complete more than one degree from the College of Doctoral Studies with the exception of Educational Specialist (EdS). EdS graduates may return to the College of Doctoral Studies and earn a doctoral degree.

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 the University. The number of credits completed within a 12 month period is limited by the program level of study the student is actively pursuing.
• All undergraduate students may complete a maximum of 45 UOPX credits in a 12 month period.
• Graduate students may complete a maximum of 39 UOPX graduate credits in a 12 month period.

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

Course Credits

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

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

Student Identification

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 must be provided to staff to confirm student identity and eligibility

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 request 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.

3rd Party Requests - A FERPA release is required if the letter is to be faxed, mailed, or encrypted emailed to a third party for non-directory information.
Student Requests - A FERPA release form may be required if the 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. The Registrar’s Office is unable to provide letters of recommendation or assist with scholarship letters or scholarship nominations. Students who are requesting letters of recommendation or nominations regarding scholarships should contact scholarships@phoenix.edu for assistance.

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.

Auditing students who have met the minimum attendance requirement are governed by all University policies and procedures unless otherwise negotiated with the faculty member.

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

Student Requests - A FERPA release form may be 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.

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 cannot comply with or complete certain forms. Directory information requests do not require a FERPA release form.

3rd Party Requests - A FERPA release is required if the form is to be faxed, mailed, or encrypted emailed to a third party for non-directory information.

Student Requests - A FERPA release form may be 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.

Record Maintenance
University of Phoenix requires students to complete and sign all student related documents in connection with their education record. Nobody other than the student may sign forms (wet signature or e-signature) on behalf of a student.

Course Audit Policy
With approval of a Director of Academic Affairs or designated appointee, students may register for and audit University courses.

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

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

Auditing students who have met the minimum attendance 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. Students who have selected to audit a course may not change their auditing status after the start of the course.

Servicemember Readmission
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 full-time National Guard duty under Federal authority for a period of more than 30 consecutive days under a call or order to active duty of more than 30 consecutive days.

A call/order to active duty includes state-side deployment of active duty military personnel and deployment outside of the country. This does not include National Guard service under authority of State law.

Iowa: In addition to the above definition of affected servicemember, the Military Deployment Policies and Procedures will also apply to residents of the state of Iowa who meet the following criteria:

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

The Military Deployment and Servicemember Readmission policies will also apply to servicemembers and reservists that are temporarily unable to attend class for between 15-30 days due to a military service obligation.

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

The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) should give advanced verbal or written notice to Student Services as far in advance as is reasonable under the circumstances of the student’s upcoming deployment. 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 official at the University may 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 does not exceed five years.

The student must give oral or written notice of her intent to
A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school 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 reenroll 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 practices.

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

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

Provided a student meets the readmission criteria, the University must promptly readmit the student to his/her program by assisting the student in enrolling in the next available class or classes in his/her program unless the student requests a later date of readmission or unusual circumstances require the University to admit the student 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 begin attendance because of service in the uniformed services. The student will be considered to be enrolled with the same academic status as long as the University admits the student:

1. To the same program to which he or she 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 admission to a different program.
2. At the same enrollment status that the student last held, unless the student requests or agrees to admission at a different enrollment status.
3. With the same number of credit hours completed previously by the student, unless the student is readmitted to a different program or program version to which the completed credit hours are not transferable.
4. With the same academic standing in terms of satisfactory academic progress (SAP) the student previously had.
5. If the student is readmitted to the same program, for the first academic year in which the student returns, the student will be assessed:
   a. 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
   b. 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
6. 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 he/she left off, or will not be able to complete the program, the University will make reasonable efforts to help the student become prepared to enable the student to complete the program including, but not limited to, providing refresher courses at no extra cost and allowing the student to retake a pretest at no extra cost.

If after reasonable efforts, the student is still not prepared to resume the program at the point he or she left off, the University determines that the student is unable to complete the program, 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 he or she 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 adheres to the Higher Education Opportunity Act (HEOA) to support the educational needs of servicemember students who are deployed.

At the time a student learns he or she will be deployed, students are advised to notify Student Services either orally or in writing. It is recommended that documents sufficient to show the student will be deployed, such as, but not limited to, a copy of the military deployment paperwork or a signed official letter from the commanding officer, be submitted to the student’s campus. Although this formal documentation is not required at the time of deployment, students should be advised that it will be necessary in order to be readmitted. If documentation is provided, the campus must fax the documents to eXp for inclusion in the student’s file for future reference.

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.

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

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

If the student would like an opportunity to complete the course while deployed, an incomplete “I” grade can be issued instead of a “W” grade. The “I” grade may be issued with an initial extension of six (6) weeks beyond the traditional five (5) week extension. The campus practice of requiring final grades to be lowered by one full letter grade as a result of the incomplete “I” grade shall be waived for deployed students.

Students scheduled to be deployed for active military duty are advised to contact their campus Financial Representative regarding the status of their account and/or financial aid.
If documentation is provided at the time of deployment, the campus may place the student in the military forbearance status. The 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 following deployment, the University’s Servicemember Readmission policy will 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 a regional or approved national accrediting body, or a foreign institution recognized/authorized by the country’s Ministry of Education, will be reviewed for transfer into the University. In addition, graduate level coursework from institutions that hold accreditation through the ABA (American Bar Association) or that have been provisionally approved for accreditation may also be reviewed for transfer into the University. Coursework from ABA accredited institutions that is not from a Graduate level program will not be accepted. JD, LLB, LLM are considered graduate level programs.
2. American Council on Education credit recommendations
3. National testing program credit earned from:
   a. College Level Examination Program (CLEP®)
   b. Excelsior
   c. Berlitz
   d. National League of Nursing Exams (NLN)
   e. Advanced Placement Examinations (AP)
   f. Defense Language Proficiency Tests (DLPT)
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 transferability are determined by program requirements and by state or jurisdiction.

**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 institutions 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 transferability are determined by program requirements and by state or jurisdiction.
Specific regulatory requirements regarding credit limit applications are listed in the grid 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 grid below). Use this grid for the given states only.

<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>No more than 25% of the degree can be earned using any one specific award type.</td>
<td>National Testing Programs - Including A.C.E. evaluated military or workforce training activities (i.e. StraighterLine)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students cannot exceed 50% of their degree being earned using a combination of these award types.</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
<tr>
<td>Oregon Residents (Online)</td>
<td>30 for bachelor's programs</td>
<td>National Testing Programs- Including A.C.E. evaluated military or workforce training activities (i.e. StraighterLine)</td>
</tr>
<tr>
<td></td>
<td>15 for associate's programs</td>
<td>Portfolio Assessments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experiential Essays</td>
</tr>
<tr>
<td>Washington Residents (Local Campuses and Online)</td>
<td>30 for bachelor's programs</td>
<td>National Testing Programs- Including A.C.E. evaluated military or workforce training activities (i.e. StraighterLine)</td>
</tr>
<tr>
<td></td>
<td>15 for associate's programs</td>
<td>Portfolio Assessments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Experiential Essays</td>
</tr>
</tbody>
</table>

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

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

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

**Associate degree transfer policy:** Students transferring to University of Phoenix into an undergraduate bachelor's degree program (excluding BSN, LPN/BSN, LVN/BSN, P/VN/BSN, BLS, BSED, BS/BIO, BA/ENG, BS/EVS, BS/HST, and BSIT [all concentrations]) with a previously completed regionally accredited Associate of Arts degree 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 using this policy will still need to meet all pre-requisite or state specific content requirements as outlined in the Academic Progression and General Education Requirements policy sections for their chosen program.

**California block transfer policy:** Students transferring to University of Phoenix into an undergraduate bachelor’s degree program (excluding BSN, LPN/BSN, LVN/BSN, P/VN/BSN, BLS, BSED, BS/BIO, BA/ENG, BS/EVS, BS/HST, and BSIT [all concentrations]) or students residing in Arkansas, Nevada, Oregon, Puerto Rico) with a previously completed CSU (California State University) or IGETC (Intersegmental General Education Transfer Curriculum) certification from a regionally accredited California college or university will be considered as satisfying their general education liberal arts component for their degree program. Students using 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.

Students may appeal transfer activity evaluation decisions to the Student Appeals Center within 90 days from notification of the decision by the University.

A signed Enrollment/Disclosure 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 the 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.

Massachusetts residents please visit https://www.phoenix.edu/about_us/regulatory/ma-regulatory-information.html.

**Reverse Transfer Agreements**

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

With a reverse transfer agreement in place, University of Phoenix will notify the partner transfer institution 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.
Articulation Agreements

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

Corporate Partnerships

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

Nondiscrimination Policy

University of Phoenix is guided by the principle of equal opportunity and respect for others. The University is firmly committed to providing equal opportunity in its educational programs and activities, including admission, and employment practices.

The University will not tolerate any discrimination or harassment of any kind including, but not limited to, race, color, religion, sex (including pregnancy or childbirth), sexual orientation, gender identity, gender expression, gender transition, transgender status, gender variance, age, ethnicity, national origin, disability, veteran status, or any other category protected by federal, state, or local law. More specifically, the University complies with Title IX of the Education Amendments of 1972, Titles VI and VII of the Civil Rights Act of 1964 and regulations, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination in Employment Act of 1974, and any other applicable federal, state, or local law.

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

Discrimination Grievance Procedures:

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

2. Allegations of sex discrimination (including discrimination based on sex, sexual orientation, gender identity, gender expression, gender transition, transgender status and gender variance) must be presented to Marcie L. Batschelett, JD, Interim Title IX Coordinator, 4025 S. Riverpoint Parkway, Mailstop CF-K304, Phoenix, AZ 85040, 602.557.3391, TitleIX@phoenix.edu.

   a. All University staff members are considered “responsible employees.” This means University staff (e.g. faculty members, enrollment representatives, academic or finance advisors, managers, etc.) cannot keep complaints confidential and are required to immediately report any instances of alleged sex discrimination (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator.

   b. The Title IX Coordinator or their designee will follow procedures outlined in the University’s Title IX/VAWA Policy (http://www.phoenix.edu/content/dam/altcloud/doc/UOPX-Title-IX-and-VAWA-Policy-accessible-final.pdf).

3. All other discrimination claims should be presented to the campus Director or their respective designee or the Ethics Helpline.

   a. The University will conduct a prompt, thorough and impartial investigation and make a determination on whether the student presented a factual connection between the allegation of discrimination and the alleged actions.

   b. If the appropriate director or designee finds that there is a factual connection between the allegation of discrimination and the alleged actions then one of the following procedures will be followed:

      i. If the accusation is against a faculty member then the Faculty Code of Conduct procedures apply.

      ii. If the accusation is against a student then the Student Code of Conduct procedures apply.

      iii. If the accusation is against an employee then the appropriate campus director or their designee will contact Human Resources and human resources policies for processing claims of discrimination will be followed.

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

Harassment Policy

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

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

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

Harassment Grievance Procedures

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

Allegations of sexual harassment must be presented to Marcie L. Batschelett, JD, Interim Title IX Coordinator, 4025 S. Riverpoint Parkway, Mailstop CF-K304, Phoenix, AZ 85040, 602.557.3391, TitleIX@phoenix.edu.
• All University staff members are considered “responsible employees.” This means University staff (e.g. faculty members, enrollment representatives, academic or finance advisors, managers, etc.) cannot keep complaints confidential and are required to immediately report any instances of alleged sexual harassment (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator.
• The Title IX Coordinator or their designee will follow procedures outlined in the University’s Title IX/VAWA Policy (http://www.phoenix.edu/content/dam/altcloud/doc/UOPX-Title-IX-and-VAWA-Policy-accessible-final.pdf).
• All other harassment claims should be presented to the campus Director or their respective designee or the Ethics Helpline.
• The University will conduct a prompt, thorough and impartial investigation and make a determination on whether the student presented a factual connection between the allegation of harassment and the alleged actions.
• If the appropriate director or designee finds that there is a factual connection between the allegation of harassment and the alleged actions then one of the following procedures will be followed:
  • If the accusation is against a faculty member then the Faculty Code of Conduct procedures apply.
  • If the accusation is against a student then the Student Code of Conduct procedures apply.
  • If the accusation is against an employee then the appropriate campus director or their designee will contact Human Resources and the policies of the Human Resources Department for processing claims of harassment will be followed.
• In the event that the University finds that the harassment was not caused by an individual’s actions, but rather by a discriminatory policy or practice, the University will take steps to remedy the harassment and prevent its reoccurrence. These steps may include revising a policy or practice that has resulted in harassment, eliminating the policy or practice, and/or addressing any effects of the harassment on the individual filing the grievance.
• In instances where it is determined that harassment did not occur, involved parties are issued a closure letter which reflects that the investigation did not find substantial evidence of harassment.

Accessibility and Disability Services

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

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 Organizations

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

Conditions of Recognition for Student Organizations

The University has established the following minimum criteria that each student organization must meet to be recognized by, and to function within, the University of Phoenix community:
• Recognized Student Organizations are independently installed, organized, and managed by students enrolled and actively attending at the University.
• All student members of a University Recognized Student Organization must be enrolled in and must have posted positive attendance within the last 90 days.
• Recognized Student Organizations must operate under the appropriate bylaws and/or policies to ensure that their student members remain in good academic and financial standing with the University and are free from code of conduct violations and related disciplinary action.
• Recognized Student Organizations are recognized by, but not official units of University of Phoenix or Apollo Education Group, Inc.
• Recognized Student Organizations must have a published purpose/mission 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. Said 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.
Recognized Student Organizations must have a University-approved Campus Liaison. The role of the Campus Liaison is voluntary and intended to serve as a liaison between the campus-based student organization and the University and to provide general guidance related to installing, organizing, leading, managing, assessing, and sustaining a healthy and productive student organization. If it becomes necessary for a student organization to be dissolved, the Campus Liaison will provide guidance/support to ensure a seamless exit strategy for the participating students, student organization, and the University. Information pertaining to the minimum UOPX Campus Liaison criteria is provided on pages 11-12.

Recognized Student Organizations may not possess any financial ties or result in any financial impact to University of Phoenix. All expenses related to installing, organizing, leading, managing, and/or sustaining a student organization are the sole responsibility of the student organization.

The tax status of the University does not extend to student organizations. Student organizations must follow all local, state, and federal guidelines. Student organizations have sole responsibility for securing, maintaining, or demonstrating that they operate under the appropriate nonprofit tax exemptions (i.e., 501(c)(7) or tax employer identification numbers, as appropriate. Under no circumstances are student organizations allowed to utilize the federal tax numbers or designations of University of Phoenix.

Consistent with the University of Phoenix Mission, Recognized Student Organizations must strive to enhance the student experience, the University culture, and their communities as demonstrated with the organization’s purpose/mission and charter.

Recognized Student Organizations must meet all Conditions of Recognition and agree to abide by all University of Phoenix regulations, policies, and procedures. This includes, but is not limited to, all academic catalog policies, campus safety policies, consumer information policies, public relations policies, marketing/advertising guidelines, privacy policies, and the student, faculty, and staff codes of conduct.

Recognized Student Organizations must be open to all students who meet the membership requirements. Recognized Student Organizations may not limit membership based on race, color, gender, age, religion, disability or perceived disability, veteran status, sexual orientation, gender identity, national origin, or any other category protected by federal, state, or local law.

Student organizations must submit a Student Organization Recognition application to the University of Phoenix Office of Multicultural Affairs & Diversity 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 an organization. Exceptions will be made for new organizations 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 student organization recognition and continued compliance with regulatory, policy, and procedural changes.

Student Organizations that are academically oriented or request to install an institutional-level chapter/chapter must receive approval from the appropriate Institutional Sponsor (i.e., College/School Dean or Director-level representative in University of Phoenix Central Administration), as appropriate.

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

Recognized Student Organizations must meet one of the University’s approved Student Organization Types and Recognition Statuses as defined below.

Approved Recognized Student Organization “Types”

• Academic excluding Honor Societies - Academic organizations are generally intended for students with common academic interests, pursuing a particular field of study, and/or students who are interested in academic engagement and support beyond the classroom.

• Honor Societies - Honor Societies are generally geared toward students who demonstrate a high level of academic achievement. Membership in honor societies (e.g., Delta Mu Delta) is typically by invitation and criteria-based.

• Professional -Established professional associations are generally intended for students with a specific program, interest area, and possibly occupational aspirations in a professional field (e.g., Project Management Institute [PMI], Society for Human Resource Management [SHRM]).

• Service - Service organizations are generally intended for students seeking opportunities to participate in community service and/or philanthropic activities.

Approved Recognized Student Organization Recognition "Statuses"

• University-Level Recognition - Student organizations, which have been approved by the University and the participating student organization’s corporate office to install an institutional-level chapter/chapter under which all local campus sites would operate. For example, University of Phoenix installed the Delta Mu Delta Lambda Sigma institutional charter in 2009, under which all campus sites are eligible to apply to install a local area co-chapter.

• Local Campus-Level Recognition - Additional local campus sites that have been approved by the University to operate under the governance/oversight of the University-Level recognized charter/chapter. For example, the 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 - Student organizations which have been approved by the University and the participating student organization’s corporate office to install a charter/chapter to operate separately and independently at one of the University’s local campus sites.

• Non-Standard Recognition - Student organizations, which do not fit any of the other recognized affiliation statuses, may apply for affiliation under this status. These requests are considered on a case-by-case basis.

Acceptable Computer Use for Faculty and Student

University computing and communication resources are for approved business and educational purposes consistent with Uni-
Computing and communication resources comprise all components of the University’s computer information systems, including, but not limited to, facilities, hardware, software, network infrastructure, and related devices, including those used for voice and video communication.

The University's computing and communication resources are the property of the University. Use of University computing and communication resources is a privilege and is provided as a service to the University's users. Among other purposes, these resources are provided for the delivery of curriculum and related materials; for conducting online classes; for conducting educational research; for communication between and among students, faculty, and staff; and for accessing and obtaining the University's services.

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 the foregoing, 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/or 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 expressly 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.

Explicitly:

- Unauthorized use of University trademarks or logos and other protected trademarks and logos is prohibited.
- Infringing upon the copyright, trademark, patent, or other intellectual property rights of others in computer programs or electronic information (including plagiarism and unauthorized use or reproduction) is prohibited.
- The unauthorized storing, copying or use of audio files, images, graphics, computer software, data sets, bibliographic records and other protected property is prohibited except as permitted by law.

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

Monitoring
System and network activities of users are routinely logged and monitored. These activities include:

- Use of accessed accounts
- Time and duration of network activity
- Web pages accessed and duration of access
- Network software accessed
- Volume of data storage and transfers

In the case of a suspected violation of this policy, University officials may authorize 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. Therefore, all users should exercise caution when sending personal, financial, confidential, or sensitive information by e-mail or across the Internet.

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

Violations and Enforcement

Reporting Violations

Any actual or suspected violation of this policy should immediately be brought to the attention of the system administrator of the equipment or facility most directly involved. Alternatively, a report may be made directly to the University Office of Dispute Management or University of Phoenix Information Security.

Office of Dispute Management
4025 S. Riverpoint Parkway, Mail Stop: CF-K301
Phoenix, AZ 85040
602-557-5566
Email: oodm@apollogrp.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 offending material pending further investigation.

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

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

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

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

Do Not Call Policies

- Consumers (including students and potential students) who are listed on a state-specific or the federal National Do Not Call Registry may not be called for sales or solicitation purposes unless they have provided consent to the University, or an Established Business Relationship (EBR) exemption exists.
- 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 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. (R1)
The IRB is expected to review a research study design presented by the researcher to determine risk to the human 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.

The University of Phoenix (UOPX) holds a Federal Wide Assurance filed with the U.S. Department of Health and Human Services (FWA: 00004202) and maintains an Institutional Review Board (IRB) to assure that all University 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).

All researchers associated with or conducting research at the University of Phoenix (UOPX) is considered a subject when the research study:
- samples students, faculty, and staff associated with the University
- begins research activities. Researchers must complete human subjects’ ethics training through the Collaborative Institutional Training Initiative (CITI) Program and receive CITI certification prior to submitting an IRB application for review and beginning research activities. Researchers’ CITI certification must be 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 Non-Exempt. 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. Exempt studies are given an expiration date of three (3) years after the initial exempt determination. The Continuing Review of research form is found in the UOPX IRBNet system.

- IRB Reports: The UOPX IRB may reach out to researchers if the following situations occur: Serious or continuing noncompliance with 45 CFR 46 or institutional policies, and if study participants contact the University or the IRB Office with a complaint about a study. Researchers are to contact the UOPX IRB Office if unanticipated problems or adverse effects occur during a study being conducted. Unanticipated problems are unexpected incidents (in terms of the nature, severity, or frequency) where an IRB-approved research protocol and informed consent documents are not followed; such incidents relate or possibly relate to participation in the research (possibly relate means there is a reasonable possibility that the incident or experience or outcome may have been caused by the procedures involved in the research) and the research places participants or others at a greater risk of harm (physical, psychological, economic, or social harm) than was previously known or recognized. Based on an IRB review of the unanticipated problem based on the criteria listed, consideration of substantive changes in the research protocol or informed consent process or other corrective actions may need to occur up to and including suspension or termination of IRB approval. Researchers are to contact the UOPX IRB Office as soon as possible if an unanticipated problem or adverse effect occurs during the study.

**Research, Scholarship, and Surveys**

**General Research Policies**

- University of Phoenix (UOPX) encourages student, faculty, and staff research and scholarship efforts. To support faculty, 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 student, faculty, staff, or external constituents of University of Phoenix who plan to systematically sample, collect, and analyze data for public dissemination.

- All researchers associated with or conducting research at the University of Phoenix must gain appropriate approvals prior to conducting research. All research conducted by any student, faculty, or staff of UOPX is subject to Internal Board Review (IRB) approval. The IRB is a federally required review of all research requests to determine:
  - if the work is research,
  - if the research is on human subjects, AND
  - if human subjects are involved, the overall risks and if they are protected and treated fairly.

- Research in or on the University, where the subject of any proposed research is UOPX, must gain appropriate approvals prior to conducting research, regardless of the researcher(s)’ affiliation. The Committee on Research (COR) shall be responsible for the review and approval of any and all research and scholarship, for public dissemination, where UOPX is recognized as a subject. UOPX is considered a subject when the research study:
  - samples students, faculty, and staff associated with the University
  - requests that include University records, data, or materials
• Utilizes University-associated systems, websites, and/or tools.

All researchers using University of Phoenix as a subject for research require Committee on Research (COR) approval prior to UOPX Institutional Review Board (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 the University of Phoenix. If a person or group has received permission from COR to pursue research activities at the University and their activities will impact protected populations, as defined under federal law, they must still submit their proposed research to UOPX’s IRB or they must show that they have received approval from another university’s IRB. Approval by COR shall not be misconstrued as approval by an Institutional Review Board. Further approval from another, non-UOPX IRB prior to COR submission shall not be misconstrued as approval by COR.

• 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 University of Phoenix Students, Faculty, Staff or Data

• Research studies where University of Phoenix 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 university-wide committee run by the Office of Scholarship Support.

• The COR can be found at: https://research.phoenix.edu/content/committee-research Office of Scholarship Support
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 http://www.phoenix.edu/campus_locations.html

ABOUT UNIVERSITY OF PHOENIX

Accreditation, Licensures, Reviews and Approvals

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

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

Regional 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
http://hlcommission.org

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

State and International Licensures
University of Phoenix is 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
• Colorado Department of Higher Education, Commission on Higher Education
• Florida Commission for Independent Education
• Georgia Nonpublic Postsecondary Education Commission
• Hawaii Post-secondary Education Authorization Program
• Illinois Board of Higher Education
• Michigan Department of Licensing and Regulatory Affairs
• Nevada Commission on Postsecondary Education
• New Jersey Secretary of Higher Education
• New Mexico Higher Education Department
• Board of Governors for the University of North Carolina
• Pennsylvania Department of Education
• Tennessee Higher Education Commission & Student Assistance Corporation
• Texas Higher Education Coordinating Board
• Utah Division of Consumer Protection
• State Council of Higher Education for Virginia
• Washington Student Achievement Council

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

**Business Accreditation**
The Accreditation Council for Business Schools and Programs (ACBSP) 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.acbsp.org

**Accreditation Council for Business Schools and Programs**
11520 West 119th Street
Overland Park, KS 66213
(913) 339-9356

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

**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 cacrep.org.

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

**Education Accreditation**
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. Following a merger of accreditors, NCATE accreditation is 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/Secondary Education
- Master of Arts in Education/Special 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

For additional information, please visit caepnet.org.

**Council for the Accreditation of Educator Preparation**
1140 19th St NW, Suite 400
Washington, DC 20036
(202) 223-0077

In addition, educator preparation programs have been reviewed and approved by the state education agency in Arizona, California, Hawaii and Utah. Educator preparation programs are offered in Florida based on home-state approval (Arizona). The College of Education offers state-specific initial and/or advanced educator preparation programs in these states. 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 http://www.phoenix.edu/about_us/accreditation.html.

To obtain a copy of University accreditation and licensure documents, or information on how to contact any of the agencies that regulate the University, contact the 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 http://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 www.phoenix.edu/faculty. A list of faculty at a particular location may be obtained from each local campus.

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

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

Student Borrowing

During the period of time spanning July 1, 2017, through June 30, 2018 52.5% of students enrolled received federal student loans.

Loan Default Rate
The University’s loan default rate for Fiscal Year 2015 was 12.3 and the national average was 10.8. The University’s loan default rate for Fiscal Year 2014 was 12.8 and the national average was 11.5

Median Borrowing
The median federal debt of undergraduate borrowers who completed is $31,977. The Federal loan payment over ten years for this amount is approximately $340 per month. Your borrowing may be different.

Graduation Rates

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must publish information regarding graduation rates as defined by the National Center for Education Statistics (NCES). This graduation measure includes the cohort of full-time, first-time (FTFT) degree/certifi-

cate-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 2012-2013 cohort and the percentages of those students who graduated within 150% by Aug. 31, 2018.

The table below shows FTFT undergraduate students and is derived from the IPEDS graduation rate survey, although shown in aggregate rather than by degree/award type. The University is a nontraditional institution that caters to a wide variety of students, including many who have previously attended another institution of higher education, and would not be classified as first-time students. Data includes recipients of Pell Grants or subsidized loans, or neither type of aid during the 2012-2013 cohort year (September 1 - August 31).

<table>
<thead>
<tr>
<th>FTFT Degree- or Certificate-seeking Undergraduate Students in the 2012-2013 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>22,552</td>
<td>3,732</td>
<td>17%</td>
</tr>
<tr>
<td>Male</td>
<td>7,946</td>
<td>1,118</td>
<td>14%</td>
</tr>
<tr>
<td>Female</td>
<td>14,606</td>
<td>2,614</td>
<td>18%</td>
</tr>
<tr>
<td>Nonresident Alien</td>
<td>320</td>
<td>106</td>
<td>33%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>2,016</td>
<td>414</td>
<td>21%</td>
</tr>
<tr>
<td>American Indian/Alaskan Native</td>
<td>218</td>
<td>46</td>
<td>21%</td>
</tr>
<tr>
<td>Asian</td>
<td>121</td>
<td>34</td>
<td>28%</td>
</tr>
<tr>
<td>Black or African American</td>
<td>4,398</td>
<td>487</td>
<td>11%</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>124</td>
<td>18</td>
<td>15%</td>
</tr>
<tr>
<td>White</td>
<td>8,268</td>
<td>1,924</td>
<td>23%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>662</td>
<td>112</td>
<td>17%</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 in the next fall.

<table>
<thead>
<tr>
<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>22,552</td>
<td>3,732</td>
</tr>
<tr>
<td>Race or Ethnicity Unknown</td>
<td></td>
<td>9%</td>
</tr>
<tr>
<td>Pell Grant Recipients</td>
<td></td>
<td>16%</td>
</tr>
<tr>
<td>Subsidized Stafford Loan Recipients who did not receive a Pell Grant</td>
<td></td>
<td>28%</td>
</tr>
<tr>
<td>Students who received neither Pell Grants nor Subsidized Stafford Loans</td>
<td></td>
<td>17%</td>
</tr>
</tbody>
</table>

*Excludes 31 students who became deceased after entering the cohort, but before they graduated.

Retention Rates for FTFT Undergraduate Students

<table>
<thead>
<tr>
<th>Total Enrollment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>179,522</td>
<td>100%</td>
</tr>
</tbody>
</table>

Male 61,500 34.3%
Female 118,002 65.7%
Nonresident Alien 3,588 2.0%
Hispanic/Latino 19,578 10.9%
American Indian or Alaskan Native 1,045 0.6%
Asian 2,750 1.5%
Black/African American 36,819 20.5%
Native Hawaiian or Other Pacific Islander 1,245 0.7%
White 48,447 27.0%
Two or more races 4,431 2.5%
Unknown 61,619 34.3%

Student Diversity

In accordance with the Higher Education Act (HEA) of 1965, as amended, each postsecondary educational institution must make available information regarding student diversity as defined by the IPEDS. Data reported are for enrolled full-time students. Table 1 represents all enrolled students from July 1, 2017, through June 30, 2018. Of the total enrolled students, those who received Pell Grant funds during the July 1, 2017, through June 30, 2018, timeframe are shown in Table 2.

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

<table>
<thead>
<tr>
<th>Gender</th>
<th>Total Enrolled</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>61,500</td>
<td>34.3%</td>
</tr>
<tr>
<td>Female</td>
<td>118,002</td>
<td>65.7%</td>
</tr>
<tr>
<td>Nonresident Alien</td>
<td>3,588</td>
<td>2.0%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>19,578</td>
<td>10.9%</td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td>1,045</td>
<td>0.6%</td>
</tr>
<tr>
<td>Asian</td>
<td>2,750</td>
<td>1.5%</td>
</tr>
<tr>
<td>Black/African American</td>
<td>36,819</td>
<td>20.5%</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>1,245</td>
<td>0.7%</td>
</tr>
<tr>
<td>White</td>
<td>48,447</td>
<td>27.0%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>4,431</td>
<td>2.5%</td>
</tr>
<tr>
<td>Unknown</td>
<td>61,619</td>
<td>34.3%</td>
</tr>
</tbody>
</table>

Table 2: Pell Grant Recipients by Gender and Race/Ethnicity

<table>
<thead>
<tr>
<th>Pell Grant Recipients</th>
<th>Total Enrolled</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>17,200</td>
<td>27.6%</td>
</tr>
</tbody>
</table>

* Excludes students who became deceased and those who were enrolled in and completed a certificate program shorter than 1 year in length who would not be expected to be retained in the following year.
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 12% of students who completed a bachelor’s degree from University of Phoenix between July 1, 2017, to June 30, 2018, went on to enroll in a graduate or professional program at University of Phoenix. The most common programs students enrolled in are as follows:

- Master of Business Administration
- Master of Science in Psychology
- Master of Management
- Master of Health Administration
- Master of Science in Counseling Clinical Mental Health Counseling

The data is derived from the IPEDS Completions Survey (July 1, 2017 to June 30, 2018 data) and the IPEDS Fall Enrollment Survey (Aug. 1, 2018 to Oct. 31, 2018 data).

Alumni Attending Graduate School

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

Sixty-five percent of University of Phoenix bachelor program graduates indicated they are attending or planned to attend a master's degree at University of Phoenix.

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

Working Alumni

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

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

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

University of Phoenix Alumni Employment by Industry

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

Table 2: Pell Grant Recipients by Gender and Race/Ethnicity

<table>
<thead>
<tr>
<th>Race/Ethnicity</th>
<th>Total Enrolled</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nonresident Alien</td>
<td>772</td>
<td>1.2%</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td>7,466</td>
<td>12%</td>
</tr>
<tr>
<td>American Indian or Alaskan Native</td>
<td>379</td>
<td>0.6%</td>
</tr>
<tr>
<td>Asian</td>
<td>589</td>
<td>0.9%</td>
</tr>
<tr>
<td>Black/African American</td>
<td>15,650</td>
<td>25.1%</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>406</td>
<td>0.7%</td>
</tr>
<tr>
<td>White</td>
<td>16,746</td>
<td>26.8%</td>
</tr>
<tr>
<td>Two or more races</td>
<td>1,902</td>
<td>3.0%</td>
</tr>
<tr>
<td>Unknown</td>
<td>18,515</td>
<td>29.7%</td>
</tr>
</tbody>
</table>

Note: Information reported on student diversity for all enrolled students is from the IPEDS 12 Month Enrollment Survey (July 1, 2017 to June 30, 2018). Pell recipients were those students from the 12 Month Enrollment Survey who were disbursed Pell funds during the July 1, 2017, to June 30, 2018 timeframe.
Alumni Occupations

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

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

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

Title II of Higher Education Act-Academic Year 2015-2016

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 2015–2016:

**Arizona**
- Professional knowledge — Elementary: 99%
- Professional knowledge — Secondary: 94%
- Professional knowledge — Early Childhood: Less than 10 candidates, score not provided
- Aggregate professional knowledge: 96.5%
- Aggregate content areas: 97.8%
- Special populations: 98%

**California**
- California basic educational skills test (CBEST): 100%
- Reading instruction competence assessment (RICA) — Elementary only: 88%
- Aggregate content areas: 98%

**Hawaii**
- Aggregate basic skills: 100%
- Aggregate professional knowledge: Less than 10 candidates, score not provided
- Aggregate academic content areas: Less than 10 candidates, score not provided

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

**Missouri**
- Aggregate professional knowledge: Less than 10 candidates, score not provided

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

**New Mexico**
- Aggregate basic skills: Less than 10 candidates, score not provided

**Texas**
- Aggregate professional knowledge: Less than 10 candidates, score not provided

**Utah**
- Aggregate academic content areas: 100%
- Aggregate teaching special populations: Less than 10 candidates, score not provided
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 http://www.phoenix.edu/programs/degree-programs/academic-catalog.html

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

- 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.

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 http://www.phoenix.edu/campus-locations.html

General Eligibility Requirements

General eligibility requirements for federal financial aid are as follows:

- Be a U.S. citizen or an eligible noncitizen.
- Have a valid Social Security number (with the exception of students from the Republic of the Marshall Islands, Federated States of Micronesia, or the Republic of Palau).
- Be registered with Selective Service, if you’re a male (you must register between the ages of 18 and 25).
- Be enrolled or accepted for enrollment as a regular student in an eligible degree or certificate program.
- Be enrolled at least half-time to be eligible for Direct Loan Program funds.
- Maintain satisfactory academic progress in college or career school.
- Not be in default on a federal student loan and do not owe a federal grant overpayment.
Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell grants may be awarded to undergraduate students who have not earned a bachelor’s or a professional degree. The amount of aid students can receive varies depending on their financial need, cost of attendance and other eligibility criteria. Students can receive the Federal Pell Grant for no more than 12 semesters or the equivalent: http://studentaid.ed.gov/types/grants-scholarships/pell/calculate-eligibility

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

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

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

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

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

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

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

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

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 http://www.phoenix.edu/campus-locations.html

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

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

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

Institutional Scholarships

University of Phoenix offers a number of institutional scholarships to current or potential students. The University website, http://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

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

A student’s eligibility for an external scholarship depends on qualifying requirements that vary from scholarship to scholarship as determined by the provider. The CSE evaluates external scholarship programs, determines applicability to the University student populations, and communicates these opportunities to students and campuses. The website is updated regularly as opportunities become available.

Loans

Federal Direct Loan (DL) Program

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

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

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

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

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

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

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

For more detailed information on eligibility and how to apply for the Federal Direct Loan Program, visit https://www.studentaid.ed.gov/types/loans/subsidized-unsubsidized

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

Federal Direct PLUS Loan for Parent(s)

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child’s education expenses as long as certain eligibility requirements are met. Direct PLUS Loan eligibility is dependent upon the applicant’s credit history. If it is determined that the applicant has adverse credit history, the applicant will have the option to appeal the credit decision or pursue an endorser. 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://studentloans.gov/myDirectLoan/launchMpn.action?mpnType=parentPlusMpn

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, http://www2.ed.gov/offices/OSFAP/DirectLoan/plusrights.pdf, attached to the Master Promissory Note (MPN).

For more detailed information on eligibility and how to apply for Direct Parent PLUS Loans, visit http://www.studentaid.ed.gov/types/loans/plus

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

35
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://studentloans.gov/myDirectLoan/launchMpn.action?mpnType=gradPlusMpn

**Borrower's Rights and Responsibilities** - Students receiving federal financial aid have varying rights and responsibilities in accordance with the Borrower's Rights and Responsibilities Statement, http://www2.ed.gov/offices/OSFAP/DirectLoan/plusrights.pdf, 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 http://studentaid.ed.gov/types/loans/plus

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

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

Federal Direct Subsidized and Unsubsidized Annual Loan Limits

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

<table>
<thead>
<tr>
<th>Grade 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</td>
<td>$9,500</td>
<td>$20,500</td>
</tr>
<tr>
<td></td>
<td>- No more than $3,500 of this amount can be subsidized loan</td>
<td>- No more than $3,500 of this amount can be subsidized loan</td>
<td>The aggregate amounts for graduate students include loans for undergraduate study.</td>
</tr>
<tr>
<td>2 Sophomore</td>
<td>$6,500</td>
<td>$10,500</td>
<td>The aggregate amounts for graduate students include loans for undergraduate study.</td>
</tr>
<tr>
<td></td>
<td>- No more than $4,500 of this amount can be subsidized loan</td>
<td>- No more than $4,500 of this amount can be subsidized loan</td>
<td></td>
</tr>
<tr>
<td>3 &amp; 4 Junior and Senior</td>
<td>$7,500</td>
<td>$12,500</td>
<td>$138,500</td>
</tr>
<tr>
<td></td>
<td>- No more than $5,500 of this amount can be subsidized loan</td>
<td>- No more than $5,500 of this amount can be subsidized loan</td>
<td></td>
</tr>
</tbody>
</table>

**Maximum total loan debt (aggregate loan limits)**

<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></td>
<td>$31,000</td>
<td>$57,500</td>
<td>$138,500</td>
</tr>
<tr>
<td></td>
<td>- No more than $23,000 of this amount may be in subsidized loans</td>
<td>- No more than $23,000 of this amount may be in subsidized loans</td>
<td></td>
</tr>
</tbody>
</table>

**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 http://studentaid.ed.gov/types/loans/interest-rates

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

Prior Federal Loans and Financial Aid History
Federal financial aid borrowers can check the interest rate, servicer information and other financial aid history via the National Student Loan Data System (NSLDS) at https://nslds.ed.gov/nslds/nslds_SA/

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

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

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

Students may choose to use any eligible lender that offers private loans. The University does not maintain a list of lenders that offer private loans, nor will it endorse a particular lender.

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

Washington Student Loan Advocate Statement
For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit www.wsac.wa.gov/loan-advocacy or contact the Student Loan Advocate at loanadvocate@wsac.wa.gov.

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.
- Doctoral programs are a minimum of 24 credits and 48 weeks of instructional time.

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

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

The academic policy of the University prohibits a student from taking more than two courses concurrently without written approval from the Campus Director of Academic Affairs. Please refer to the University’s Academic Year Definition Policy found within the University’s academic catalog for further information.
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>Doctoral Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition*</td>
<td>$8,235</td>
<td>$9,459</td>
<td>$9,460</td>
<td>$9,240</td>
<td>$12,204</td>
<td>$15,672</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>$1,644</td>
</tr>
<tr>
<td>Living Expense and Loan Fees**</td>
<td>Total $7,245</td>
<td>Total $7,245</td>
<td>Total $8,060</td>
<td>Total $8,080</td>
<td>Total $7,290</td>
<td>Total $9,732</td>
<td>Total $9,720</td>
</tr>
<tr>
<td>Room and Board</td>
<td>$4,725</td>
<td>$4,725</td>
<td>$5,250</td>
<td>$5,250</td>
<td>$4,725</td>
<td>$6,300</td>
<td>$6,300</td>
</tr>
<tr>
<td>Transportation/Miscellane-</td>
<td>$2,484</td>
<td>$2,484</td>
<td>$2,760</td>
<td>$2,760</td>
<td>$2,484</td>
<td>$3,312</td>
<td>$3,312</td>
</tr>
<tr>
<td>ous/Personal care expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loan Fees</td>
<td>$36</td>
<td>$45</td>
<td>$50</td>
<td>$70</td>
<td>$81</td>
<td>$120</td>
<td>$108</td>
</tr>
<tr>
<td>Annual COA</td>
<td>$16,668</td>
<td>$18,072</td>
<td>$18,880</td>
<td>$18,680</td>
<td>$20,664</td>
<td>$26,964</td>
<td>$30,708</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 24 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 calculator web page at http://www.phoenix.edu/tuition_and_financial_options/tuition_and_fees.html

For a list of all tuition and fees 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>24-48</td>
</tr>
<tr>
<td>GL 3 (junior)</td>
<td>49-72</td>
</tr>
<tr>
<td>GL 4 (senior)</td>
<td>73+</td>
</tr>
</tbody>
</table>

Note: A student in a two-year program cannot receive more than a grade level 2 (GL 2) annual loan limit in any given year, no matter how long it takes to complete the program. A student in an undergraduate certificate program cannot receive more than a grade level 1 (GL 1) annual loan limit in any given year, no matter how long it takes to complete the undergraduate certificate. For information on academic year definitions, please see the Academic Year Definition Policy in the Financial Aid Policies appendix.
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 Acknowledgement to identify the student has been selected for verification. The purpose of verification is to maintain the integrity of federal financial aid programs by verifying the information provided by students and parents on financial aid applications. 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. The University will not accept professional judgments made for a student by another school, but will independently review the circumstances and, if appropriate, document the professional judgment decision. The decision of the University regarding professional judgment is final and cannot be appealed to the U.S. Department of Education. A student should contact Student Financial Services if interested in submitting a professional judgment request.

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

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

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

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

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

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

Academic Probation
Academic probation (AP) shall occur when a grade point average (GPA) falls below acceptable levels for the program. Probation lasts for a period of four consecutive program-applicable courses. Concurrent enrollment is prohibited during the four-course AP sequence. Associate degree students enrolled online should continue traditional block scheduling format with concurrent enrollment in two courses (excluding AACR and AAPF). In graduate programs, the four-course sequence excludes any undergraduate prerequisite courses.

Financial aid students will continue to receive funds during the probationary period. Veteran students will continue to receive DVA education benefits during the probation period.

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

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

Meeting Financial Plan Obligations
Students who primarily attend a physical University of Phoenix campus are subject to finance approval by their primary campus prior to enrolling in a course. Tuition and all applicable fees for each course must be paid according to the terms of the primary financial option indicated in the student's Financial Plan located on the student website. Students will not be allowed to attend courses if a payment is due, or if paperwork is required. All necessary paperwork or payment arrangements must be resolved prior to the course deadline. Students are also required to be in compliance with University financial policies before grades and transcripts will be issued or the degree awarded.

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

Electronic Course Materials and Books Fees
Electronic course materials and books for each course must be paid at the time they are ordered or in accordance with a student’s stated payment option. Electronic course materials fees are nonrefundable, unless prohibited by law. A student who 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 Tax
Various states require universities to collect a tax on tuition, fees, digital goods or access to digital information. The University will collect the appropriate tax on tuition, fees and electronic course materials fees charged to the student in these states. Contact Student Financial Services for the current list of states requiring tax to be collected.

Financial Policies

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

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

Payment Policies
Payments are accepted on the student website (https://ecampus.phoenix.edu/portal/portal/public/login.aspx) by check, credit card or debit card. 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 and electronic course materials fees will be charged to that card. Automatic payments are set prior to each course upon request. The University is not responsible for fees or penalties incurred as a result of payment with a debit card or other restrictive payment cards. The student should contact his or her financial institution for account balances, daily transaction limits and other restrictions.

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

Late Payment Fees
Payments must be made in accordance 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.

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

If payment for tuition and electronic course materials fees is not received in accordance with the Student Responsibility to Pay Agreement, the student may be withdrawn from the program and all official transcripts withheld.

Financial Options

Understanding and choosing the right finance plan is critical to the successful completion of the student’s selected program. University of Phoenix offers a number of finance plan options to assist the student in managing financial obligations. The 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. The student can utilize one or more of the plans listed below, depending on personal circumstances. For more detailed information regarding actual tuition fees for programs and locations, visit the tuition and fees calculator web page at http://www.phoenix.edu/tuition_and_fees.html, or contact a financial 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 electronic course materials fees. Under the Cash Plan, tuition and electronic materials 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 electronic materials fees. Under the Federal Financial Aid Plan, tuition and electronic materials 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 electronic course materials 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 elec-
tronic course materials fees invoiced. Tuition and electronic materials 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.

**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.

To learn more, please visit https://www.phoenix.edu/tuition_and_financial_options/financial_options/tuition-deferral-plan.html

**Third-Party Billing Plan**

The Third-Party Billing Plan is available to students who receive tribal education benefits or whose employer is approved by the University for direct billing of the student's tuition. Under the Third-Party Billing Plan, tuition and electronic materials fees will be assessed and invoiced in a single invoice at the beginning of the payment period.

**Approved Employer**

Under the Third-Party Billing Plan, the University will directly bill the employer for the student's tuition and will defer payment of applicable tuition invoiced based on the approved employer's tuition payment 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

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**Military Benefits**

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**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. Students who intend to use federal VA educational benefits for a specific program at an institution should confirm the program is eligible for federal VA funding on the WEAMS Institution Search website.

Federal VA education benefit eligibility and payment rates vary depending on each individual's military history and the educational program being pursued. Only the VA can determine eligibility. For information, a student should contact a VA representative at 888 GI BILL 1 (888 442 4551) or review http://www.gibill.va.gov.

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

Students needing to withdraw from the University should provide official notification of their intent to withdraw. Withdrawing may impact federal VA education benefits for the current course, as well as the availability of federal VA 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 http://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 a transcript, from a regionally accredited or candidate-for-accreditation college or university will be evaluated according to University policies, and accepted subject to the approval of the University Office of Admissions and Evaluation.
Transfer credits based on a different unit of credit than the one prescribed by University of Phoenix are subject to conversion before being transferred. Only the official transcript and course evaluations performed by the University Office of Admissions and Evaluation or Prior Learning Assessment Center are final. Any preliminary reviews by campus personnel are unofficial, not binding and subject to change.

Military Tuition Assistance
To obtain federal Military Tuition Assistance, visit your 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 http://www.phoenix.edu/colleges_divisions/military/military-financial-options/tuition-assistance.html
A student can currently receive 100% of federal tuition assistance from military service, with a $250 cap per semester hour and a $4,500 annual limit. If a student wants to apply for Military Tuition Assistance, that student will need to submit a completed authorization form to a military advisor at least two weeks before a course start date.

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 website at https://www.benefits.va.gov/gibill.

Readmission of Servicemembers
Any student whose absence from the University is necessitated by reason of service in the uniformed services is entitled to readmission if the following criteria are met:
- The student (or an appropriate officer of the Armed Forces or official of the Department of Defense) gives verbal or written notice to the University’s Military Division verifying that the student’s absence from the University was necessitated by service in the uniformed services.
- The cumulative length of the absence and of all previous absences from the University by reason of service in the uniformed services does not exceed five years.

Note: If the student submits an application for readmission to the University after week 24 if the VA records indicate the student has not exceeded the specified service limitations and that the student’s eligibility for readmission has not been terminated. Examples of documentation to verify that the student is still within the acceptable service limitations include the student’s deployment paperwork or a letter from the commanding officer that includes the student’s dates of service.

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

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

A student’s eligibility for readmission under this section by reason of such student’s service in the Armed Services terminates upon the occurrence of any of the following events:
- A separation of such person from the Armed Forces. (Including the National Guard and Reserves) with a dishonorable or bad conduct discharge, or
- A dismissal of such person permitted under section 1161(a) of Title 10, USC, or
- A dropping of such person from the roles pursuant to section 1161(b) of Title 10, USC.

Note: If the student does not submit a notification of intent to reenroll within the time limits, the student is subject to the University-established leave of absence policy and general practices. In addition to the above definition of affected servicemember, the Military Deployment Policies and Procedures will also apply to residents of the state of Iowa who meet the following criteria:
- A student who is an Iowa resident and is a member of the Iowa National Guard or Reserve Force of the United States who has been ordered to National Guard duty under state authority without such unit being federalized or ordered to federal active duty;
• A student who is an Iowa resident and is the spouse of a member of an Iowa National Guard or Reserve Force of the United States who has been ordered to National Guard duty under state authority without such unit being federalized or ordered to federal active duty, provided the member of the Iowa National Guard or Reserve Force of the United States has a dependent child

Federal Financial Aid Counseling

Federal Direct Loan Entrance Counseling

The University ensures loan entrance counseling is conducted using an online counseling module for students borrowing Federal Subsidized/Unsubsidized Loans or PLUS Loans for the first time. A link to the iGrad entrance counseling module is displayed within the University financial aid website. Entrance counseling generally includes the following:

• An explanation of the use of a Master Promissory Note (MPN)
• Importance of repayment obligation
• Description of consequences of default
• Sample repayment schedules
• Information in reference to a borrower’s rights and responsibilities
• Information on the National Student Loan Data System (NSLDS), 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 deferment
• Impact of borrower responsibility for accruing interest on the borrower’s total debt
• Other terms and conditions

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

Federal Direct Loan Exit Counseling

The University notifies students to complete loan exit counseling online at the U.S. Department of Education website (https://studentaid.ed.gov/sa/sites/default/files/loan-exit-counseling.pdf), generally includes the following:

• An explanation of the use of a Master Promissory Note (MPN)
• Importance of repayment obligation
• Description of consequences of default
• Sample repayment schedules
• Information in reference to a borrower’s rights and responsibilities
• Information on the National Student Loan Data System (NSLDS), 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 deferment
• Impact of borrower responsibility for accruing interest on the borrower’s total debt
• Other terms and conditions

A letter is sent to students advising them of the exit counseling requirement. This letter includes an attachment with all required exit information. The attachment can be found at https://studentaid.ed.gov/sa/sites/default/files/loan-exit-counseling.pdf

Federal Teacher Education Assistance for College and Higher Education Grant Counseling

Effective September 22, 2016, the University no longer participates in the TEACH Grant Program. For information on TEACH Grant exit counseling for any students who may still be receiving TEACH Grant at the University, please see the Federal Financial Aid Counseling Policy.

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 the Registrar’s Office for processing. The loan holder or servicer makes the final determination to grant a deferment request.

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

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

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://studentloans.gov/myDirectLoan/mobile/repayment/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>
</table>
Sample Standard Repayment Calculator Detail

<table>
<thead>
<tr>
<th>Monthly Payment</th>
<th>$138</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Interest Payment</td>
<td>$4,572</td>
</tr>
<tr>
<td>Total Loan Payment</td>
<td>$16,572</td>
</tr>
</tbody>
</table>

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 $17,632.

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.


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)


Financial Aid Disbursements

Federal Funds

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

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

<table>
<thead>
<tr>
<th>Federal Loans</th>
<th>First Disbursement Eligibility</th>
<th>Second Disbursement Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct</td>
<td>30 days after academic year or program start date</td>
<td>Successfully completes ½ weeks and credits in academic year or program, is meeting SAP and has posted attendance for the second payment period</td>
</tr>
<tr>
<td>Direct</td>
<td>7 days after the academic year start date or 7 days after date of certification if the academic year start date is in the past</td>
<td>Successfully completes ½ weeks and credits in academic year or program, is meeting SAP and has posted attendance for the second payment period</td>
</tr>
</tbody>
</table>

Federal Grants
Cancellation of Federal Financial Aid

The student (or parent in the case of a Parent PLUS 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.

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.

Leave of Absence

Any student wishing to request a leave of absence (LOA) should contact his/her academic counselor to discuss options available. 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 within the University’s Academic Catalog for further information. You may also refer to the Leave of Absence Policy found in the appendix of this consumer information guide.

Return of Title IV Policy

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

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

Federal Loans

<table>
<thead>
<tr>
<th>First Disbursement Eligibility</th>
<th>Second Disbursement Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pell Grant</strong></td>
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<tr>
<td>Iraq Afghanistan</td>
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<tr>
<td>Servicemembers Grant (IASG)</td>
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<tr>
<td></td>
<td>7 days from the academic year</td>
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<tr>
<td></td>
<td>start date or 7 days from date</td>
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<td>of certification if the</td>
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<td></td>
<td>academic year start date in the</td>
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<td></td>
<td>past</td>
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<td></td>
<td>Successfully completes ½ weeks</td>
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<td></td>
<td>and credits in academic year or</td>
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<td></td>
<td>program, is meeting SAP and has</td>
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<td></td>
<td>posted attendance for the</td>
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<tr>
<td></td>
<td>second payment period</td>
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<td></td>
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<tr>
<td><strong>Federal Student Education</strong></td>
<td></td>
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<tr>
<td><strong>Opportunity</strong></td>
<td></td>
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<tr>
<td><strong>Grant (FSEOOG)</strong></td>
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<tr>
<td></td>
<td>7 days from the academic year</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td>posted attendance for the</td>
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<tr>
<td></td>
<td>second payment period</td>
</tr>
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<td></td>
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</tr>
<tr>
<td><strong>State and Institutional</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Grants</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Varies: Dependent on individual</td>
</tr>
<tr>
<td></td>
<td>state requirements</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Private Loans</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Varies: Dependent on individual</td>
</tr>
<tr>
<td></td>
<td>state requirements</td>
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<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The student (or parent in the case of a Parent PLUS Loan) must inform the University if all or a portion of their loan must 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.
Tuition Refund Policy

Institutional

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

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

Here 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.
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 based upon 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.

Here is an illustrative example of a refund for a 5-week course at the University:

<table>
<thead>
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</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>
<tr>
<td>6 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.

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 campuses (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 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.
- Students providing written notification of withdrawal prior to the first class session who have not attended will receive a full refund of tuition paid for the unattended course.
- Refunds are paid within 30 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 that paid the tuition within 15 calendar days after one of the following, whichever is applicable:
  - The date of cancellation by a student of his or her enrollment
  - Termination by the University of the enrollment of the student
  - The last day of an authorized leave of absence, if a student fails to return after the period of authorized absence
  - The last day of attendance of a student
- For purposes of this refund calculation, the period of attendance must be measured from the first day of instruction, as set forth in the Enrollment Agreement, through the last day of actual attendance, regardless of absences. In addition, tuition must be calculated using the tuition and fees set forth in the Enrollment Agreement and does not include books, educational supplies or equipment listed separately from tuition and fees. Books, educational supplies or equipment for individual use are not included in the policy for refund, and a separate refund will be paid by the University to the student if those items were not used by the student.
- If the University cancels or discontinues a course or educational program stated in the Enrollment Agreement, the University will refund all monies paid for that course or program.

Virginia
Students in the state of Virginia have three business days, excluding weekends and holidays, during which enrollment may be cancelled 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.

Consumer Policies and Codes of Conduct

University of Phoenix Family Educational Rights and Privacy Act

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

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

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

Note: University Orientation Workshops are not considered university courses.

Access to Education Records

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

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

The following are not interpreted as education records:

- Personal records maintained by an individual; must be kept in the sole possession of the individual and are not accessible to others
- Records of the law enforcement unit of an educational institution
- Personnel records; records related to a person as an employee not used for any other purpose
- Medical records

Exception: The Student Health Insurance Plan Enrollment/Acknowledgment form completed by local campus students in New Jersey is defined as an education record.

- Records created after the student is no longer a student; alumni records

Releasable Information - Directory

In compliance with FERPA, a University-designated representative without prior written or authorized electronic consent of the student can release the following educational record information, provided the student does not have a FERPA Hold Request form on record.

- Student name
- Home address
- Email address
• Home telephone number
• Year of birth
• Dates of attendance at the University
• Dates of admission to the University
• University programs of study
• University degree completion dates and type of degrees earned
• Current enrollment status
• Most recent previous institutions attended and degree(s) earned
• Grade level (freshman, sophomore, junior or senior)
• Photographs
• Honors and awards received
• Participation in officially recognized activities

Exception: If a student submits written or authorized electronic requests via a FERPA Hold Request form that directory information not be released to a third party, no information can be released, absent a judicial order or a lawfully issued subpoena. A FERPA Hold Request is valid throughout the student's enrollment.
To add a FERPA Hold Request, the student must complete and submit a FERPA Hold Request form to the Registrar’s Office. For a student to remove a FERPA Hold from their record, the student will need to fill out a FERPA Hold release form. For a student to remove previously authorized parties from his or her record, the student would complete a FERPA Release Rescind form listing any/all parties to which that information should no longer be released.

Information Not Released - Non-Directory
Information that must not be released: In compliance with FERPA, the following student information shall not be released by the University without prior written or authorized electronic consent of the student, a judicial order or a lawfully issued subpoena. The student’s signature on the written requests shall be verified before acting upon the request.
• Place of birth*
• Month and day of birth*
• Social Security number (SSN), individual record number (IRN) or personal identification number (PIN)**
• Grades or grade point averages
• Course schedules
• Employment information including: employer, position held, work address or work telephone number
• Academic performance information, such as academic suspension, probation disqualification or academic dishonesty charges
• Admission information, including test scores or entry grade point averages
• Financial and accounting information
• Gender*
• Race*
• Ethnicity*
• Citizenship*
• Country of origin*

Note: Non-directory information can only be released to third parties via telephone or in person if the student has provided written or authorized electronic consent including a security word. If the student does not complete the release information, including security word, information is not released via telephone or in person.
Note: All third parties, including parents, with inquiries require a FERPA Release form on file unless the third party meets one of the definitions under FERPA allowing access without prior written or authorized electronic consent from the student.
* Although this information may be disclosed without prior written consent according to FERPA, the University policy is to maintain the confidentiality of this student information.
** Student IRN, SSN or PIN numbers generally should not be released to a third party, unless necessary to perform a required task (e.g., Student Financial Agreement, FBI request, etc.).

Exceptions: The University may release personally identifiable information (PII), directory and non-directory information without the student’s consent under the following conditions:
• School officials with legitimate educational interests, which include any University employee acting within the scope of her or his University employment, and any duly appointed agent or representative of the University acting within the scope of his or her appointment
• Person or company with whom the University has contracted as its agent acting as a school official to provide a service instead of using University employees or officials such as Apollo Education Group, Nelnet Scholarship Management, Aptomus, Prodigity, ACS, National Student Clearinghouse, iParadigms, LLC, Taylor Corporation, Education Sales Management, Double Positive, Hills Consulting Group, SCRIPSAFE, Student Outreach Solutions, i3, Insidetrack, Salesforce, Iron Mountain, Cevneo, IntraEdge, ITC Info Tech, Western International University, Vocado, iGrad, Google, HCL Technologies, Regent Education, TK2I, College Board, Loan Science, Civitas 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.

Note: Non-directory information can only be released to third parties via telephone or in person if the student has provided written or authorized electronic consent including a security word. If the student does not complete the release information, including security word, information is not released via telephone or in person.
• 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 person or company that University of Phoenix is contracted with as its agent to perform a service and/or benefit such as healthcare insurance and coverage.
• 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.
• The disclosure is to officials of other schools where the student seeks or intends to enroll.

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 institution must 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 to review.
• A designated University official must be present when a student wishes to review his or her records at a campus location. This includes documents on file or student history notes that do not reference other student information. Printed files requested by the student and mailed from the Registrar’s Office will not include 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.) University of Phoenix cannot deny students access to their records. Copies do not need to be provided, unless by not providing copies, the students’ rights are denied.

Exception: The University may release foreign transcripts to students.

Rationale: Original transcripts from institutions in other countries may be difficult or impossible for students to replace. The University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations absent a judicial order or legally issued subpoena:

- The student is not in compliance with his or her UOPX financial plan.
- There is an unresolved disciplinary action against the student.
- Transcripts will be issued as an exception to the above if one of the two following exception criteria is met:
  - A student has filed for bankruptcy and has provided UOPX with a copy of the bankruptcy petition filed with the courts.
  - A student has graduated from a previous UOPX program on record as that student had previously satisfied his or her financial obligation for that program.

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

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

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

For a period of 25 years following the death of a student, education records of deceased students may only be released to the executor of the estate (written authorization required) or immediate family members (notarized affidavit required) 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.

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

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

If available, the following information will also be provided:

- Email address
- Degrees received
- Most recent educational institution attended
**Student Loan Code of Conduct**

The University protects students with established loan policies. University of Phoenix follows federal regulations that govern student loan requirements. The Student Loan Code of Conduct at http://www.phoenix.edu/tuition_and_financial_options/student_loan_code_of_conduct.html creates and maintains uniform student loan practices that focus on the best interest of student borrowers.

It also manages relationships between school employees, learning institutions, lender advisory board members and student loan organizations.

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

**Consumer Privacy Policy**

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

**Scope of Privacy Policy**

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

**Information Collected**

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

**Information Uses**

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

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

**Your Rights and Choices**

**Marketing Communications**

If you do not wish to receive marketing email communications or direct mail communications from us, you may express your choice where indicated on the applicable email or other communication, or cut and paste this link into a browser: http://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. We or our Business Associates may use data collected on this site for Online Behavioral Advertising purposes, e.g., to customize ads to you on other websites as you browse the web. 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
Phoenix, AZ 85040

Contact Information for Filing Complaints

Students wishing to file a complaint may contact the University’s Office of Dispute Management. Local students also have the option to file a complaint directly with the designated state regulatory agency in the state in which they reside. Please note many states require students to exhaust the institution’s internal complaint policy before filing one with their 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 member institution. (http://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 Postsecondary Education. SARA complaints must first be submitted internally for resolution through the University’s Office of Dispute Management. 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 (http://azsara.aziana.edu).

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, Ste. 3008, Phoenix, AZ 85007, telephone 602.542.5709, website address: www.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.

Colorado: The student may contact the Colorado Department of Higher Education, Office of Private Postsecondary Education, 1560 Broadway Road, Suite 1600, Denver, CO 80202; telephone 303.862.3001.

Florida: The student may contact the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400; telephone 850.245.3200.

Georgia: The student may contact the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084-5305; telephone 770 414 3300, website: http://gnpec.georgia.gov/student-complaints

Hawaii: The student may contact the Hawaii Post-Secondary Authorization Program, P.O. Box 541, Honolulu, HI 96809; telephone 808.886.7327, cca.hawaii.gov/hpeap

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

Michigan: The student may contact the Michigan Department of Licensing and Regulatory Affairs, Corporations, Securities, & Commercial Licensing Bureau, P.O. Box 30018, Lansing, MI 48909; telephone 517.241.9221.

Nevada: The student may contact the Nevada Commission on Postsecondary Education, 2800 E. St. Louis, Las Vegas, NV 89104; telephone 702.486.7330. Website: www.cpe.nv.gov

New Jersey: The student may contact the Office of the Secretary of Higher Education, 1 John Fitch Plaza, 10th Floor, Trenton, NJ 08625-0542; telephone 609.984.3738.

New Mexico: The student may contact the New Mexico Higher Education Department, 2044 Galisteo Street, Suite 4, Santa Fe, NM 87505-2100; telephone 505.476.8409.

North Carolina: The student may contact the Board of Governors of the University of North Carolina, General Administration, 910 Raleigh Road, P.O. Box 2688, Chapel Hill, NC 27514; telephone 919.962.4558.

Pennsylvania: The student may contact the Pennsylvania Department of Education, 333 Market Street, 12th Floor, Harrisburg, PA 17126-0333; telephone 717.783.8228.

Tennessee: The student may contact the State of Tennessee Higher Education Commission, Parkway Towers, 404 James Robertson Pkwy, Suite 1900, Nashville, TN 37243-0830; telephone 615.741.5293.

Texas: The student may contact the Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, TX 78711-2788; telephone 512.427.6520.

Utah: The student may contact the Utah Division of Consumer Protection, 160 East 300 South, 2nd Floor, Salt Lake City, UT 84114-6704; telephone 801.530.6601.

Virginia: The student may contact the State Council of Higher Education for Virginia, 101 N. 14th Street, 10th Floor, James Monroe Building, Richmond, VA 23219; telephone 804.225.2600.

Washington: The student may contact the Washington Student Achievement Council, PO Box 43430, Olympia, WA 98504-3430; telephone 360.753.7869, 360.753.7866.
17 U.S.C. § 501(a) states, “Anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright or right of the author.” Generally, under the law, one who engages in any of these activities without obtaining the copyright owner’s permission may be liable for infringement.

Specific information on copyright law and fair use may be found at the following sites: The U.S. Copyright Office: http://www.copyright.gov

The Electronic Frontier Foundation fair use frequently asked questions Peer-to-Peer File Sharing

Peer-to-Peer (P2P) file sharing is a general term that describes software programs that allow computer users, utilizing compatible P2P software, to connect with each other and directly access digital files from one another’s hard drives. Many copyrighted works may be stored in digital form, such as software, movies, videos, photographs, etc. Through P2P file sharing, it has become increasingly easy to store and transfer these copyrighted works to others, thus increasing the risk that users of P2P software and file-sharing technology will infringe the copyright protections of content owners. If P2P file-sharing applications are installed on your computer, you may be sharing someone else’s copyrighted materials without realizing you are doing so. As a user of the University network, recognizing the legal requirements of the files that you may be sharing with others is important. You should be careful not to download and share copyrighted works with others.

The transfer and distribution of these works without authorization of the copyright holder is illegal and prohibited.

Violations and Penalties under Federal Law

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

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

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

A student’s conduct in the University classrooms and websites is subject to and must fully conform to the University Student Code of Conduct policy, its Acceptable Computer Use for Faculty and Students policy and any other applicable University policies.

The University may monitor traffic or bandwidth on the networks utilizing information technology programs designed to detect and identify indicators of illegal P2P file-sharing activity. In addition to, or as an alternative, the University may employ other technical means to reduce or block illegal file sharing and other impermissible activities.

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

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

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

Education and Awareness

The University uses a variety of means to inform students, faculty and other network users about copyright laws and the response to copyright infringement claims by the University.

The University informs its campus community through the Consumer Information Guide and other periodic communications that unauthorized distribution of copyrighted material, including unauthorized P2P file sharing, may subject students and faculty to civil and criminal liabilities and their possible extent.

The Consumer Information Guide, http://www.phoenix.edu/about_us/regulatory/consumer-information.html, is available on the University website, is provided to potential students and employees, and is sent by email on a yearly basis to current students, faculty and employees.
Legal Sources for Online Music and Videos
The legal sources for online music and videos are reviewed annually by University Legal Services. The following links are online sources that provide information on legal access to copyrighted music and videos:
- EDUCAUSE is an association of colleges and universities, which maintains a list of legal media sources: http://www.educause.edu/legalcontent
- The Recording Industry Association of America (RIAA), together with the Music Business Association (Music Biz), provides a current list of legal music sources: http://whymusicmatters.com/whymusicmatters.com/index.html

Digital Millennium Copyright Act Policy (DMCA)
The University of Phoenix, in compliance with the federal Digital Millennium Copyright Act (DMCA), has established a mandated process for receiving notices of alleged copyright infringement and taking appropriate actions. Such actions may include terminating repeat infringers’ 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 respects the rights of the copyright owners and expects its faculty, staff, students and other network users to comply with U.S. copyright laws. Federal law prohibits the reproduction, distribution, public display or performance of copyrighted materials over the Internet without permission of the copyright owner, except in compliance with fair use or other copyright applicable statutory exceptions. Please refer to the University’s Copyright Infringement and Peer-to-Peer File Sharing Policy for more information.

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 swear, under penalty of perjury, that the information in the notification is accurate and that I am the copyright owner or am authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.”
- The notice must be signed.

Process for Filing Counter Notification of Alleged Infringement
The person or provider of the alleged infringing material may present a counter notification pursuant to the DMCA. Upon proper counter notification, the University may reinstate the removed content. Notice must be given in writing to the designated copyright agent as specified above and contain the following information:
- Identify the material that has been removed. This may include providing the location or the URL when possible.
- Provide your name, address, telephone number and email address if available.
- Provide a statement that you consent to the jurisdiction of Federal District Court for the judicial district in which you reside, or for any address outside the United States or any judicial district, in which the service provider may be found, and that you will accept service of process from the person who provided notification to the University of the alleged infringement or an agent of such person.
• Provide the following statement: “I swear, under penalty of perjury, that I have a good faith belief that the material identified above was removed or disabled as a result of a mistake or misidentification of the material to be removed or disabled.”
• The notice must be signed.

Register to Vote

The University of Phoenix makes the effort to educate students regarding the importance of exercising their right to vote and makes Voter Registration information available at the campuses. The National Mail Voter Registration Form can also be used to register U.S. citizens to vote, to update registration information due to a change of name, make a change of address or to register with a political party. You must follow the state-specific instructions listed for your state. After completing the form, you must sign your name where indicated and send it to your state or local election office for processing.

The national form also contains voter registration rules and regulations for each state and territory. For more information about registering to vote, contact your state election office at http://www.eac.gov/voter_resources/contact_your_state.aspx

Register to vote by following your state-specific instructions and using the National Mail Voter Registration form at http://www.eac.gov/voter_resources/register_to_vote.aspx

Campus Safety 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 http://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 http://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 Clery Act. The information included relates to the following:
• Alcohol and other drugs prevention, health risks 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
• Effects of alcohol and other drug use
• Prohibited use or distribution of alcohol and other drugs
• Safety and awareness
• Sex offender registry
• Sexual violence policy and prevention

The information is intended to provide a useful description of University of Phoenix campus safety policies; however, it is not intended to serve as a contractual agreement between the University and the recipient. Additionally, the University will disseminate and publicize, for each of its campus locations, crime statistics from the most recent calendar year and two preceding calendar years.

Campus Crime Statistics

The Clery Act delineates the violations which need to be reported. The University of Phoenix Annual Security Report includes all Clery Act crimes reported to campus security authorities (CSAs), regardless of who reported, whether an investigation is initiated, or whether there is any decision by a court, prosecutor, or any other non-campus official unless it has been “un-founded” by law enforcement personnel. In addition, the University’s Annual Security Report includes any Clery crimes reported to local law enforcement collected by the Campus Safety Coordinator through an information request. The statistics cover crimes reported to the University over the previous three years that occurred on campus, in certain off-campus buildings or property owned or controlled by the University, and on public property within or immediately adjacent to and accessible from the campus. If a crime has occurred but has not been reported, it cannot be reflected in the following statistics. For this reason, University of Phoenix encourages everyone to report all crimes to a CSA reporting contact and local law enforcement agency.

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 provided by the Violence Against Women Act and repeated in the Office of Justice Program’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 http://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 http://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 cam-
pus, or anywhere in the United States, visit the Sex Offender data-
You can search by city, county or ZIP code. This information is col-
lected by other agencies, and this institution 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.

Florida Sexual Predator and Sexual Offender Registry
The University of Phoenix Campus Safety website at http://www.
phoenix.edu/about_us/campus-safety.html provides a link to the
Florida Department of Law Enforcement (FDLE) sexual predator
and sexual offender registry website at http://
offender.fdle.state.fl.us/offender/homepage.do and toll-free
telephone number, 1-888-357-7332 (TTY/TTD users dial 711 to
connect with the telecommunications relay service). These give
access to Florida sexual predator and sexual offender public
information, including a database to search for offenders employed
or enrolled at Florida universities.

Emergency Mass Notification Policy
University of Phoenix (UOPX) 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 UOPX community
at a UOPX site or that significantly disrupts UOPX’s normal course
of 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
UOPX site, these processes enable UOPX to without delay and tak-
ing into account the safety of the community determine the content
of the notification and initiate the notification system to students,
faculty and staff, including those who are enrolled at UOPX 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 Poli-
cies at http://cdn assets-phoenix net/content/dam/altcloud/
doc/about_uopx/Campus-Safety-Policies.pdf

Campus Safety Contact List
To help ensure the safety of the University community, the Univer-
sity 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 Univer-
sity can also contact these CSA reporting contacts to report crimes.

Global Security Operations Center (GSOC)
866-992-3301  GSOC@phoenix.edu
602-557-7000
Sr. Director Security
Steve Lindsey  602-557-7537  Steve.Lindsey@phoenix.edu

Title IX Coordinator
Bridget Beville  602-557-1832  TitleIX@phoenix.edu

Ethics Helpline
888-310-9569  http://www.UOPXhelpline.com

Campus Safety Coordinators
Find your Campus Safety Coordinator’s name and contact infor-
mation 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 preven-
tion and awareness program for their students and employees Uni-
viersity 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 eth-
ically, 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, depending on the serious-
ness of the situation. 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/content/dam/altcloud/doc/about_uopx/Campus-Safety-Policies.pdf

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 con-
trolled by the University. The University enforces a “zero tolerance”
policy regarding underage drinking and will enforce state under-
age drinking laws on its campus premises (Note: the minimum
legal drinking age in the United States is 21 with the exception that
in Puerto Rico the minimum legal drinking age is 18). If any indi-
vidual 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 regard-
ing unlawful possession of drugs and the unlawful consumption of
alcohol. Any member of the University community found consum-
ing or selling alcohol and other drugs on University property is
subject to disciplinary action up to and including dismissal from
the University, depending on the seriousness of the situation.
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 sanc-
tions up to and including expulsion or termination of employment
and referral for prosecution, for violation of the standards of con-
duct.
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 Staf-
ford Loans, Federal PLUS Loans, Graduate PLUS Loans and other
financial assistance.
The Free Application for Federal Student Aid (FAFSA) asks stu-
dents 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.

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:
- Be qualified to receive funds from a federal, state or local government agency or program, or from a state-licensed insurance company, or
- Be administered or recognized by a federal, state or local government agency or court, or by a state-licensed hospital, health clinic, or medical doctor.

**Conversions for Offense That Occurred During Enrollment**
Federal regulations require an enrolled student convicted of a drug offense after receiving federal financial aid to notify Student Financial Services immediately. The student may be ineligible for further aid in that academic year and required to pay back all federal aid received after the date of the conviction. Student Financial Services will work with the student regarding all of the available options.
APPENDIX- FINANCIAL AID POLICIES

Academic Year Definition Policy

Overview
The Academic Year Definition Policy provides the defined academic year for each program (by credential level) offered by the University.

Policy
A student’s academic year begins with the first eligible course of a degree program and ends when the student successfully completes the credits and weeks of instructional time requirements. A week of instructional time is a week (a consecutive seven day period) in which one day of instruction occurs. Instructional time does not include periods of vacation, orientation, or homework.

The University defines its academic years as follows:
- Undergraduate Certificate Programs are a minimum of 24 credits and 40 weeks of instructional time
- Graduate Certificate Programs are a minimum of 24 credits and 48 weeks of instructional time
- Associate Programs (9-week model) are a minimum of 24 credits and 36 weeks of instructional time
- Associate Programs (5-week model) are a minimum of 24 credits and 40 weeks of instructional time
- Bachelor Programs are a minimum of 24 credits and 40 weeks of instructional time
- Masters Programs are a minimum of 24 credits and 48 weeks of instructional time
- Doctoral Programs are a minimum of 24 credits and 48 weeks of instructional time

Students who take more than one course at a time or have courses with overlapping instructional weeks may complete the minimum number of credits (24) prior to completing the required weeks of instructional time. In order for a student to complete the academic year, both credits and weeks of instruction must be met. Therefore, students may need to complete additional weeks to successfully complete the academic year definition.

Example:
A student is enrolled in a Bachelor program and has two courses that overlap by one instructional week. The student would be completing 24 credits in 39 weeks; however, the academic year definition is a minimum of 24 credits and 40 weeks. Therefore, the academic year would not be over until the student completes at least one more week of instructional time. In order to do this, the student must complete at least one additional week in the subsequent course.

Overlapping Academic Years
An academic year that begins before a prior academic year has ended is considered an overlapping academic year. This 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 or 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 (including tuition for directed study and state sales tax)
- Mandatory institutional fees
- Electronic course materials fees and books (rSource Fee)
- 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
- California Student Tuition Recovery Fund (CA STRF), if applicable

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.)

Campus-Based Programs Policy

Overview
The Campus-Based Policy defines the University’s selection criteria and packaging philosophy for awarding campus-based funds consistently to all eligible students.

Policy
The University participates in one of the three campus-based programs, the Federal Supplemental Educational Opportunity Grant (FSEOG) Program. The University will make FSEOG funds reasonably accessible to all eligible students, to the extent of available funds. Furthermore, it will not exclude from consideration any one particular type or category of student.

Federal Supplemental Educational Opportunity Grant (FSEOG)
The following represents selection criteria and procedures for determining which students may be awarded FSEOG funds. These selection procedures are uniformly applied.

First Selection Group
- Undergraduate students who have not earned a bachelor’s or first professional degree
- Students eligible to receive federal Pell Grant funding (based on EFC and credential level) during the same award year in which the campus-based funding will be disbursed
- Students with an EFC of zero and exceptional need are reviewed for funding under the following formula:
Establishing Categories of Students

FSEOG and Pell Lifetime Eligibility Used

*Refer to the Packaging Policy for additional information.

After the University has determined a student's eligibility, the University determines the student's eligibility.

The University first awards all funds to students meeting the conditions of the first selection group. When all students in the first selection group are awarded and disbursed FSEOG program funds, the University will determine if students in the second selection group can be awarded.

**Second Selection Group**

- Undergraduate students who have not yet earned a bachelor's or first professional degree
- Students eligible to receive federal Pell Grant funding (based on EFC and undergraduate standing) during the same award year in which the campus-based funding will be disbursed
- Students with exceptional financial need (defined as students with the lowest EFCs who are not receiving Pell Grants). This group also includes students who have exceeded their Pell LEU.

Cost of Attendance

- EFC
- Estimated Financial Assistance (EFA)*  
  = Exceptional financial need of at least $500

*Refer to the Packaging Policy for additional information.

The University keeps documentation of the eligible EFC calculated for the student and confirms Pell Grant eligibility prior to disbursement of the FSEOG. If the FSEOG recipient does not receive Pell Grant funds during the award year, but the documentation shows that the FSEOG award and disbursement were made in good faith, the University is not required to recover the FSEOG funds already disbursed to the student. If the student loses Pell Grant eligibility prior to disbursement of the FSEOG, the University will cancel the FSEOG award.

FSEOG and Pell Lifetime Eligibility Used

If a student receives a Pell Grant for only one payment period of an award year due to reaching the Pell lifetime eligibility (LEU), the student may still receive an FSEOG award for both payment periods in the award year. The University determines the Pell lifetime LEU and disburse FSEOG funds, the University will determine if students in the second selection group can be awarded.

**Crossover Periods**

Crossover periods are payment, award, or loan periods that overlap two award years. If a student is receiving a Pell Grant during a payment period that occurs in two award years and the student is among those with the lowest EFC, the student satisfies the FSEOG first selection group requirements for the same crossover period regardless of which award year the Pell Grant funds are attributed. A student can also receive FSEOG funds under the first selection group requirements during a crossover payment period, from either award year allocation, as long as the student also receives a Pell Grant in the award year to which the crossover payment period is attributed.

If the second payment period of an academic year starts before July 1 and the University awarded FSEOG using the first award year's allocation, the University will disburse those funds up until the September Federal Register dead-line as long as the student is eligible for those funds.

If the second payment period of an academic year starts after July 1, the University awards the second FSEOG disbursement using the subsequent award year's funds if the student meets the eligibility criteria in the subsequent award year. This includes being eligible to receive federal Pell Grant funding during the same award year in which the campus-based funding is disbursed. However, the University uses the original award year's Cost of Attendance (COA) and EFC in calculating the student's financial need and eligibility for aid from the campus based programs.

**Nonfederal Share Requirement for FSEOG**

The University meets its nonfederal match of 25% using the aggregate matching method. The University's resources used to reach the nonfederal match may include institutional scholarships and grants; waivers of tuition or fees; the nonfederal portion of state scholarships and grants; and funds from foundations or other charitable organizations.

The University's own resources used to fund FSEOG must be dis-
bursed before or at the time the federal dollars are disbursed. However, outside resources can be used to match federal dollars even if the funds are received at a later date, as long as the University has written information about the funds being award to a student. This written information will be kept on file at the University.

**FSEOG Carry-Foward and Carry-Back**

The University may spend up to 10% of its current award year FSEOG allocation in the following award year. Carry-forward funds are spent before the current year allocation. The University may also spend up to 10% of its current year FSEOG allocation of expenses incurred in the prior award year.

Carry-forward and carry-back funds are matched in the award year they are spent. Information for both carry-forward and carry-back transactions are reported on the Fiscal Operations Report and Application to Participate (FISAP).

**Recalculating Campus-Based Funds**

Any time a student at the University begins attendance in at least one course but does not begin attendance in all courses scheduled, the University checks to see if it is necessary to recalculate the student’s eligibility for campus-based funds. This recalculation is based on the revised enrollment status and cost of attendance. The University does not include any costs associated with classes the student failed to begin in the COA.

If the student withdraws from the University, this recalculation is performed prior to the completion of the Return of Title IV Funds calculation. The recalculated amounts of campus based funds is used in the Return calculation.

**Administrative Cost Allowance (ACA)**

The amount of ACA the University may claim is determined by its expenditures for the FSEOG program.

- **FSEOG disbursements to students** - both the 75% federal share and the 25% nonfederal share
- **If the University chooses to provide more than a 25% institutional share to FSEOG recipients, it does not include an FSEOG institutional share in excess of 25%** in the calculation of the ACA.

ACA is calculated as follows:

- 5% of the first $2,750,000 of the University’s expenditures to students under FSEOG Program
- 4% of expenditures to students greater than $2,750,000 but less than $5,500,000 under the FSEOG Program
- 3% of expenditures to students greater than $5,500,000 under the FSEOG Program

The University may use the ACA to assist in the costs of administering the campus-based and federal Pell Grant programs such as salaries, furniture, supplies, travel and equipment. The ACA may also be used to pay service fees charged by banks for maintaining campus-based programs accounts, and expenses related to student consumer information requirements. If the University were to claim the ACA, it would come from the FSEOG allocation received. However, the University currently does not claim any ACA from the FSEOG program.

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**Cost of Attendance Policy**

**Overview**

The Cost of Attendance Policy addresses the cost of attendance (COA) established for use in calculating a student’s amount of federal financial aid eligibility and awarding financial aid for a specific period of enrollment. The University uses the same COA when awarding Pell Grant, FSEOG, and Direct Loans. If the student is only eligible for Pell Grant or IASG, the Pell COA is used for awarding purposes. The COA consists of various components for anticipated educational expenses for a period of enrollment. 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
- Books and Supplies (Electronic Course Materials and Books - Resource Fees)
- Resource fees encompass course textbooks and electronic materials, the University library, e-book collection, math labs, programming software, the Centers for Math and Writing Excellence, and PhoenixLink
- Living Expense
  - Room and Board (housing and food)
  - Transportation
  - Miscellaneous (personal care expenses)
- Loan Fees
  - If a student is attending less than half time, the COA is limited to the following components:
  - Tuition and mandatory institutional fees
  - Books and Supplies (Electronic Course Materials and Books - 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 period of enrollment (also referred to as loan period) 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 Professional Judgment and Overaward & Overpayments Policies for further information.)

**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.

**Books and Supplies (Electronic Course Materials and Books)**

The books and supplies component is calculated using a standard resource fee based on the credential level.

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

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

**Consortium Agreements Policy**
Written arrangements consist of consortium and contractual agreements. The Consortium Agreements policy documents the University’s position on participating in consortium agreements with other institutions for the purpose of receiving or processing federal financial aid funds.

**Policy**
The University may execute on an institutional basis and act as a host institution for students not enrolled at the University. However, the University will not execute on an individual basis nor execute as a home or host institution for students enrolled as degree seeking students at the University.

**Direct Loan Policy**

**Overview**
The Direct Loan Policy addresses the application process for obtaining a Federal Direct Loan (DL), the applicable period of time for receiving a DL, and the maximum annual and aggregate amounts of DL a borrower may receive.

**Policy**

**Application Process**
To obtain a Direct Loan (DL), a student must complete and submit a current award year Free Application for Federal Student Aid (FAFSA) Additional forms, such as the Direct Loan Master Promissory Note (MPN) and/or Direct Loan Entrance Counseling (if first-time borrower) will need to be completed before funds can be disbursed (Refer to the Disbursements Policy for further information). If there are additional questions on what forms are needed, contact Student Financial Services at studentfinancialservices@phoenix.edu or 1-888-346-8679. Once completed documents are received, the University determines the student’s eligibility for the DL program and awards accordingly. The University will send out a notification of the proposed loan package via an award letter including the proposed loan type(s) and amount(s). Once the award is made, the University transmits the loan origination and disbursement record to the Department of Education (ED). ED will provide an origination acknowledgement confirming the student has a completed MPN and is eligible for the DL program funds awarded. Prior to the anticipated disbursement date, the student's eligibility for the DL program funds is reconfirmed and loan funds are drawn-down from ED and disbursed to the student by application to the student account with the University.

**MPN Confirmation**
The University uses the multi-year MPN and practices an active confirmation process for all borrowers borrowing under the Direct Loan Program. The University requires a student to submit a new MPN if no Direct Loan disbursements are made within one year of the original MPN sign date. The University originates the loan(s) based on the student and/or parent's confirmed loan amount(s) received during the processing of his/her financial aid for each FAFSA award year. Request may be made for an increase or decrease to the loan amount. However, if the amount(s) of Direct and/or Federal Direct PLUS (PLUS) loans requested exceeds the student’s cost of attendance (COA), the University only originates up to the COA.

Once the loan is disbursed, the University sends the student/parent a Right to Cancel letter, which includes the time given to respond should the student and/or parent borrower wish to cancel all or a portion of his or her loan request(s). (Refer to the Disbursements Policy for further information on the Right to Cancel)

**Loan Period**
The minimum period of enrollment the University may originate a Direct Loan is the lesser of the following:
- The length of the student’s program
- The student’s academic year (Refer to the Academic Year Definition Policy for specific requirements)
- The remaining portion of the student’s program (if the program is shorter than an academic year)

The maximum period the University may originate a DL is:
- Generally, the student’s academic year (Refer to the Academic Year Definition Policy for specific requirements); or
- For a defaulted borrower who has regained eligibility, the academic year the borrower re-gained eligibility.

**Note:** For information on loan periods for students who transfer from another school, complete a program and advance to another program at the University, or change programs at the University, refer to the Transfer Policy and Program Changes Policies
Students may attend another school(s) while attending the University and receive Direct/PLUS loans at both schools for the same period of enrollment. If this occurs, the University resolves any loan disbursements to ensure students do not exceed annual loan amounts.

Aggregate Loan Limits for Subsidized and Unsubsidized Loans

When reviewing NSLDS, the University uses the Aggregate Outstanding Principal Balance (Agg. OPB) in NSLDS for each of the student’s outstanding federal loans. If the student has one or more consolidation loans, which may include Subsidized and Unsubsidized federal loans, NSLDS will show separate totals for each. The University is not responsible for reviewing “unallocated” loans if they are present in NSLDS.

The following represents the maximum outstanding total subsidized and unsubsidized loan debt:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Dependent Undergraduate Student</th>
<th>Independent Undergraduate Student</th>
<th>Graduate/Professional Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Freshman</td>
<td>$5,500 (base) (no more than $3,500 of this amount can be a subsidized loan)</td>
<td>$9,500 (base) (no more than $3,500 of this amount can be a subsidized loan)</td>
<td>$20,500</td>
</tr>
<tr>
<td>(2) Sophomore</td>
<td>$6,500 (base) (no more than $4,500 of this amount can be a subsidized loan)</td>
<td>$10,500 (base) (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 (5) Fifth year undergraduate</td>
<td>$7,500 (base) (no more than $5,500 of this amount can be a subsidized loan)</td>
<td>$12,500 (base) (no more than $5,500 of this amount can be a subsidized loan)</td>
<td></td>
</tr>
</tbody>
</table>

A student whose parent cannot obtain a PLUS Loan is allowed to borrow additional Direct Unsubsidized Loan amounts. Student dependency status will be determined based on answers to questions on the Free Application for Federal Student Aid (FAFSA).

If a student at the University has received federal loans at other schools, the University reviews the student's financial aid history on the Institutional Student Information Record (ISIR) to ensure the student has remaining eligibility under the aggregate loan limits. If a student exceeds the aggregate loan limits, the student may not receive additional direct loans until the student (1) repays in full the excess loan amount; or (2) makes arrangements, satisfactory to the holder of the loan, to repay the excess loan amount.

150% Direct Subsidized Loan Limit

Borrowers who have no outstanding balance on a Direct Loan or a Federal Family Education Loan (FFEL) on July 1, 2013, or on the date the borrower obtains a Direct Loan after July 1, 2013 will have Direct Subsidized Loan eligibility limited to a period not to exceed 150% of the length of the borrower’s educational program. In addition, under certain conditions, these first-time borrowers who have exceeded the 150 percent limit may lose the interest subsidy on their Direct Subsidized Loans. ED will monitor this subsidized usage and notify borrowers through disclosure statements provided to the borrowers.

Additional Unsubsidized Eligibility

Independent undergraduate, graduate or professional students may borrow additional unsubsidized annual loan amounts. Dependent undergraduate students, whose parents are unable to borrow PLUS loans due to adverse credit or other documented exceptional circumstances, may borrow additional unsubsidized annual loan amounts. Exceptional circumstances include, but are not limited to, circumstances in which the student’s parent receives only public assistance or disability benefits, is incarcerated, has an adverse credit history, or the parent’s whereabouts are unknown. A parent’s refusal to borrow a Federal PLUS Loan or Direct PLUS Loan does not constitute exceptional circumstances.

Dependent undergraduate students, whose parents have ended financial support and refuse to file the FAFSA, may be eligible for unsubsidized loans. In these scenarios, the University verifies that the parents have ended financial support and refuse to file the FAFSA upon documentation submitted by the dependent student. These stuentants must complete and submit a FAFSA that includes all the required student information. They are eligible to receive only an unsubsidized loan and not any other federal financial aid assistance. The maximum annual unsubsidized loan amount they may receive is the “base” annual loan limit for the student’s grade level plus the additional $2,000 unsubsidized amount.

Loan Origination Date

The date of a loan origination is the date the University creates the electronic loan origination record. The University will not originate a direct loan for a loan period in which the student is no longer enrolled at least half-time, even if the student is otherwise still enrolled at the University. Any funds originated after the student’s loan period end date are not kept by the University.

Annual Loan Limit Progression

The student’s academic year is used as the basis for the annual loan limits. To advance to the next grade level and for annual loan limit purposes, the student must successfully complete and earn the weeks and credit hours in the academic year. Students in nonterm programs can never progress to the next grade level in the middle of an academic year. (Refer to the Academic Year Definition Policy...
for specific requirements.

If the University accepts transfer credits for a student transferring from another school into a program at the University that is greater than one academic year in length, the University uses the loan limits associated with the grade level based on the credits accepted.

Prorating Annual Loan Limits

The University is required to prorate Federal DL eligibility in the following scenarios:

- The program is less than one academic year in length (see Academic Year Policy for more information).
- The undergraduate program is more than one academic year in length but a student’s remaining period of enrollment in this undergraduate program is less than an academic year in length based on required credits.

Program is less than an academic year in length

Students enrolled in programs less than an academic year in length will have their DL eligibility amounts prorated. The annual loan limit for these programs is based on the lesser of:

\[
\text{Credit hours enrolled in the program} \times \text{Annual loan limit} \]

\[
\text{Credit hours in the academic year}
\]

OR

\[
\text{Weeks enrolled in the program} \times \text{Annual loan limit}
\]

\[
\text{Weeks in the academic year}
\]

Program is more than an academic year in length but remaining period of enrollment is less than an academic year in length in required credits.

Students enrolled in undergraduate programs with a remaining period of enrollment less than an academic year, as measured in credit hours, will have their DL eligibility amounts prorated based on:

\[
\text{Credit hours remaining in the program} \times \text{Annual loan limit}
\]

\[
\text{Credit hours in the academic year}
\]

Example: An independent, second year student is enrolled in the AAB program. He has a remaining period of enrollment consisting of 12 credit hours. A full academic year at the University is defined as 24 credit hours.

Direct Loan Calculations to Determine Eligibility for Remaining Period of Enrollment

Maximum Subsidized eligibility for remaining period of enrollment: \( \frac{12}{24} \times 4,500 = 2,250 \)

Maximum Unsubsidized eligibility for remaining period of enrollment: \( \frac{12}{24} \times 6,000 = 3,000 \)

In the proration scenario described above, standard rounding rules apply.

Note: the proration formulas determine the maximum loan amount a student may borrow for a remaining period of enrollment, not the loan amount the student may actually receive. In some cases, the actual loan amount the student is eligible to receive may be less than the prorated loan limit (based on costs, EFC, other aid, aggregate borrower, etc.).

Disbursements Policy

Overview

The Disbursements Policy addresses a student’s eligibility for standard, late and post-withdrawal disbursements of federal financial aid funds from the University. The University may only disburse federal financial aid funds to eligible students.

Policy

Standard Disbursement

Before the University disburse federal financial aid funds, the University will notify the student of the amount of funds that the student (or parents in the case of PLUS loans) can expect to receive under each federal financial aid program for each payment period in the academic year (AY) and how and when those funds will be disbursed. The University will schedule disbursements according to procedures; typically, federal financial aid fund disbursements are scheduled to disburse by the 3rd day of a payment period.* The University disburses federal financial aid funds by crediting the student’s account no later than three business days after receiving the funds from the Department of Education (ED). Federal financial aid funds in excess of allowable charges are paid directly to the student, or parent as applicable. (Refer to the Federal Financial Aid Credit Balance Policy for additional information.) At the time of disbursement, the University will confirm the student continues to meet student eligibility requirements in addition to disbursement requirements and is eligible to receive the federal financial aid funds awarded. Typically, a student is eligible to receive a first disbursement of federal financial aid funds for the first payment period of the AY when the University confirms the student has posted attendance in an eligible course(s) in the payment period and satisfactory academic progress standards were met, if applicable. The student becomes eligible to receive a disbursement of federal financial aid funds for the second payment period when the student meets the above criteria in addition to successfully completing one-half the weeks of instructional time AND earning 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.

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 consist 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 disbursement is made, as required. However, based on the student’s actual progression through their AY, the student’s federal financial aid funding may be reevaluated resulting in the second payment period consisting of more 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 disbursements 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. The second disbursement cannot be disbursed until the student successfully completes one-half the weeks of instructional time AND earns one-half the credit hours in this single payment period.

*The University may not disburse Direct Loan funds for first-time, first-year undergraduate borrowers until the 31st calendar day of the first 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 disbursement(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 cancel all or a portion of their loan must inform the University by contacting Student Financial Services at StudentFinancialServices@phoenix.edu or 1-888-346-8679 within 30 days from the date the University sends the disbursement notification. 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 Direct Loans, is no longer enrolled at least half time; or
- For Federal Grants, the student is no longer enrolled at the University for the award year

If a student completes a payment period or period of enrollment, withdraws during a payment period or period of enrollment, or graduates, the University must make or offer the student (or parent in the case of a PLUS loan) a late disbursement of federal financial aid funds. 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. 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 student withdrew, or for a student who did not withdraw, 180 days after the date the student became ineligible.

**Paying a Late Disbursement of Federal Financial Aid Grant Funds**

Without the student’s permission, the University may credit a student’s account with a late disbursement of federal financial aid grant funds for current allowable charges. If federal financial aid grant funds remain to be disbursed from a late disbursement after all outstanding charges on the student’s account have been satisfied, the University pays the grant funds directly to the student within 14 days.

The University will make a late disbursement to the student no later than 180 days after the date of the University’s determination the student withdrew, or for a student who did not withdraw, 180 days after the date the student became ineligible.

**Paying a Late Disbursement of Federal Financial Aid Loan Funds**

Prior to the University making any late disbursement of federal financial aid loan funds, the borrower is notified with an explanation stating the student’s obligation to repay the loan funds disbursed. The student is given an opportunity to accept or decline the loan. The student's authorization to receive the loan must be submitted via 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. 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. 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**

Withdrawn students lose federal financial aid eligibility and cannot be paid additional federal financial aid funds for the payment period and/or AY. However, as a result of the student’s Return to Title IV Funds (R2T4) calculation, the student may be eligible to receive federal financial aid funds that had not disbursed but could have been disbursed prior to the student’s withdrawal date.

If the total amount of federal financial aid grant and/or loan funds earned by the student on the R2T4 calculation is greater than the total amount of federal financial aid disbursed to the student, or parent in the case of a PLUS loan, the student may be eligible to assist with its payments.
receive a post withdrawal disbursement (PWD). The University does not include as a PWD any funds from a disbursement the University was prohibited from making on or before the date of the University's determination that the student withdrew, which would apply to the following:

- A first disbursement of a Direct Loan to a first-year, first-time borrower who withdraws before completing 30 days of the program of study
- Second or subsequent disbursements of Direct Loan funds unless the student successfully completed the loan period
- Disbursements of Federal Pell, or IASG funds to a student for whom the University did not have a valid SAR/ISIR by the deadline established by ED

A PWD is made from available grant funds before available Direct Loan funds. **Post withdrawal Disbursement of Federal Financial Aid Grant Funds**

The University may credit a student's account with a PWD of federal financial aid grant funds (Pell, IASG, 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 disburses any amount of a PWD of federal financial aid grant funds as soon as possible, but no later than 45 days after the date of the University's determination that the student withdrew.

If the student does not respond to the University's notice for authorization, federal financial aid grant funds are used for appropriate outstanding current (educationally related) charges. (See the Federal Financial Aid Credit Balance Policy for the definition of outstanding charges.)

**Post withdrawal Disbursement of Federal Financial Aid Loan Funds**

The University notifies a student, or parent in the case of a PLUS Loan, in writing prior to making any PWD of Direct Loan funds, whether credited to the student's account or disbursed directly to the student (or parent in the case of a PLUS Loan). The written notification 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
- 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 or 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 declines to honor a late request accepting loan funds to be credited to the student's account, or parent in the case of a PLUS Loan, the University informs the student, or parent in the case of a PLUS Loan, of this decision in writing.

If the University chooses to honor a late request, all loan funds must be disbursed in accordance with the student's 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 Post-secondary 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>F</td>
<td>Full-time</td>
<td>The status start date is not reported on the weekly SSCR report. It is determined by NSC based on the first day of the term (which is the course start date associated with the first academic related activity (ARA) that triggered the full time status).</td>
</tr>
<tr>
<td>L</td>
<td>Less than half-time</td>
<td>The start date of the term date is reported.</td>
</tr>
<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**

**Overview**

The Federal Financial Aid Credit Balance Policy addresses federal financial aid credit balances and how the University handles those credit balances when they occur on a student’s account. Whenever the University credits federal financial aid funds to a student’s account and those funds exceed the student’s allowable charges, a federal financial aid credit balance occurs. The University will pay the 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.

**Policy**

Whenever the University credits federal financial aid funds to a student’s account and those funds exceed the student’s allowable charges (Refer to the Allowable Charges Policy for definition of allowable charges), a federal financial aid credit balance occurs. The order in which funds are credited does not matter, and the University does not require a student or parent to take any actions to obtain the credit balance.

**Attribution of Funds**

The University will consider to have disbursed federal financial aid grants before direct loans to the student’s account in the following order regardless of when the funds are credited:

- Pell Grant
- Iraq and Afghanistan Service Grant (IASG)
- FSEOG
- Direct Subsidized Loan
- Direct Unsubsidized Loan
- Parent PLUS Loan
- Graduate/Professional PLUS Loan
- Voucher

**Application of Funds**

The University applies funds received from a federal financial aid disbursement in the following order:

- Invoiced and unpaid allowable charges (Refer to the Allowable Charges Policy for definition of allowable charges) for the current payment period or prior payment period of the loan period;
- Direct Loan funds to any unpaid allowable charges for a prior loan period, not to exceed $200

**Timeline to Issue a Federal Financial Aid Credit Balance**

If there is a federal financial aid credit balance, the University will issue those funds to the student, or parent as applicable, within 14 days of the date funds are disbursed (applied to the student’s account, or in the case of a check, the date the check is signed by the student or parent).

**Timeline to Issue Federal Financial Aid Credit Balance for Book Voucher**

All Title IV eligible students with a federal financial aid credit balance who meet the criteria for funds that could have been disbursed 10 days prior to the beginning of the payment period will be notified of the University’s book voucher request process. If the student requests a book voucher, the student will be provided the lesser of the amount of the credit balance or the amount needed by the student as determined by the University to purchase books and supplies. These funds will be issued to the student no later than the seventh day of the payment period. Students may opt out of this offer by not requesting the book voucher.
Return of Title IV
The University will hold a federal financial aid credit balance until completion of the Return of Title IV (R2T4) process. (Refer to the Return of Title IV Policy for additional information.) Once the R2T4 calculation is completed, if there is any federal financial aid credit balance remaining, the University allocates the credit balance as follows:

- First, to repay any grant overpayment owed by the student as a result of his/her withdrawal
- Within 14 days of the date the R2T4 calculation is performed, the University pays any remaining federal financial aid credit balance in one or more of the following ways:
  - Pay authorized charges at the University; or
  - Pay the student directly (or parent for a Direct PLUS loan)

Refer to the Return of Title IV Policy for additional information.

Returning Unclaimed Federal Financial Aid Credit Balances
Federal financial aid funds may not escheat to a state or any other third party. The University will attempt to disburse credit balances to the student or parent. However, if the 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 appropriate lender 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, the University returns the funds to the applicable federal financial aid programs 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

Federal Pell Grant/IASG Policy

Overview
The Federal Pell Grant/Iraq and Afghanistan Service Grant (IASG) Policy illustrates how the University calculates and awards Pell Grants (including those funds awarded under the Children of Fallen Heroes or Children of Fallen Soldiers) and IASG to eligible students

Policy
The University calculates the annual award for Pell eligible students in nonterm credit-hour programs using Federal Pell Grant Formula 4 in conjunction with the Federal Pell Grant full-time payment schedule. The maximum duration of Pell and IASG eligibility is limited to six full-time scheduled awards, as measured by the percentage of lifetime eligibility used (LEU). A student is ineligible to receive further Pell and/or IASG funds if they have 600% or greater.

Pell Grant Eligibility
Students who meet general eligibility requirements (Refer to the Student Financial Aid Eligibility Policy for further information) and have a calculated expected family contribution (EFC) number that meets Pell eligibility criteria will be awarded Pell grant funding.

In addition, students who meet one of the following criteria will be awarded Pell or IASG funding:

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.

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)

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 award grant. The University will award 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 financial aid award is determined. If an additional FAFSA 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 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 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.

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. (Refer to the Federal Financial Aid Credit Balance Policy for further information.)

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 re-calculation, 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.

Financial Aid Counseling Policy

Overview
The Financial Aid Counseling Policy addresses the requirements of the University ensuring initial entrance counseling is completed and students are notified of the requirement to complete exit counseling for each Direct, Graduate/Professional PLUS and Perkins loan borrower.

Policy
Entrance Loan Counseling
Entrance loan counseling, for Direct and Graduate/Professional PLUS loan borrowers, provides comprehensive information on the terms and conditions of the loan and the responsibilities of the borrower with respect to the loan.

The University ensures entrance loan counseling is completed for each first-time borrower. Students can submit proof of prior completion or complete it on iGrad or StudentLoans.gov. The disbursement process prevents a student from receiving funding without completing entrance counseling. The counseling session includes completion of an interactive program that tests the borrower’s understanding of the terms and conditions of the loans.

The University ensures an individual with expertise in federal financial aid is reasonably available to answer the borrower’s questions regarding those programs.

Online counseling for Direct and Graduate/Professional PLUS borrowers generally provides the following:

- An explanation of the use of a Master Promissory Note (MPN)
- Importance of repayment obligation
- Description of consequences of default
- Sample repayment schedules
- Information in reference to a borrower’s rights and responsibilities
- Information on the National Student Loan Data System (NSLDS)
- Other terms and conditions
- Information on possible loss of eligibility for additional Direct Subsidized Loans
- Information on how a borrower’s maximum eligibility period, remaining eligibility period, and subsidized usage period are determined
- The potential for a borrower becoming responsible for all accruing interest on Direct Subsidized Loans during in-school periods, grace periods (if first disbursement was between 7/1/2012 and 6/30/2014), and periods of authorized deferment
- Impact of borrower responsibility for accruing interest on the borrower’s total debt

Entrance loan counseling for Grad PLUS borrowers also includes information about options to pay interest on a PLUS Loan while the borrower is in school.

The University maintains documentation substantiating the completion of entrance loan counseling for each student borrower.

PLUS Loan counseling must be completed by the applicant (parent or graduate/professional student) with an adverse credit history who qualifies for a Direct PLUS Loan by obtaining an endorser who does not have an adverse credit history, or who documents to the satisfaction of the Department of Education that there are extenuating circumstances related to the adverse credit information.

Exit Loan Counseling
Federal financial aid recipient students within 2 to 7 credits of completing their program at the University will receive an electronic notification about the requirement to complete exit loan counseling. In addition, within 30 days of a student’s last date of attendance, the University sends a letter with a link to complete NSLDS counseling and the required exit counseling materials. An eLetter is also sent to direct students to NSLDS.

If the student is a Direct Loan borrower at the University and withdraws prior to completing his/her program of study, the University mails exit loan counseling material to the borrower at the last known address and send an email directing the student to the NSLDS website where exit counseling may be completed. The material is sent within 30 days of the University learning the borrower has withdrawn. The University documents the student’s file with the date the materials were sent.

TEACH Grant Exit Counseling
Note: Effective September 22, 2016, the University no longer participates in the TEACH Grant Program.

Exit counseling is required by each TEACH Grant recipient before withdrawing from the University, by interactive electronic means. The University ensures that an individual with expertise in federal financial aid/HEA programs is reasonably available shortly after the counseling to answer the grant recipient’s questions.

Within 30 days of learning that a TEACH Grant recipient has withdrawn from the University without the institution’s knowledge, or from a TEACH eligible program, or failed to complete exit counseling as required, exit counseling information is mailed to the student and provided through interactive electronic means. The exit counseling informs TEACH Grant recipients of the four-year service obligation that must be completed within the first eight calendar years after completing a TEACH eligible program.

The TEACH Grant recipient is provided with information about the following:

- The opportunity to request a suspension of the eight-year period for completion of the service obligation and the conditions under which a suspension may be granted
- How to identify low-income schools and documented high-need fields
- For the teaching to count towards the recipient’s service obligation, the high-need field in which the student has prepared to teach must be one of the following:
  - Bilingual education and English language acquisition.
  - Foreign language.
  - Mathematics.
  - Reading specialist.
  - Science.
  - Special education or
  - Another field documented as high-need by the Federal Government, a State government or a local educational agency, and approved by the Secretary and listed in the Department’s annual Teacher Shortage Area Nationwide Listing (Nationwide List)
- Requirement to submit to the Secretary, each year, written documentation of the student status as a highly-qualified teacher in a high-need field at a low-income school or of the student’s intent to complete the four-year service obligation until the date that the service obligation has been met or the date the grant becomes a Federal Direct Unsubsidized Loan, whichever occurs first.
The circumstances under which a TEACH grant will be converted to a Federal Direct Unsubsidized Loan
- When a TEACH Grant is converted to a Federal Direct Unsubsidized Loan it cannot be reconverted to a grant
- The average anticipated monthly repayment amount based on a range of student loan indebtedness if the TEACH Grant converts to a Federal Direct Unsubsidized Loan
- Debt-management strategies that would facilitate repayment if the TEACH Grant converts to a Federal Direct Unsubsidized Loan
- How to contact the Secretary
- Likely consequences of loan default, including adverse credit reports, garnishment of wages, federal offset, and litigation
- The conditions under which the student may defer or forbear repayment, obtain a full or partial discharge, or receive teacher loan forgiveness if the TEACH Grant converts to a Federal Direct Unsubsidized Loan
- The availability of the U.S. Department of Education Student Loan Ombudsman’s office
- The availability of federal financial aid loan information in the National Student Loan Data System (NSLDS)

The University takes reasonable steps to ensure that each grant recipient receives the counseling materials and completes the exit counseling and maintain documentation substantiating the institution's compliance with this section for each TEACH recipient.

HEROES 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;
- 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 more accurately the financial condition of an affected individual and family. The University has the option of using the applicant's original EFC or the EFC based on the data from the first calendar year of the award year, 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 on a case-by-case basis for affected individuals. The University determines the need for an affected individual by determining the most beneficial of the following:
- The individual’s need as determined using the adjusted gross income plus untaxed income and benefits received in the first 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 (e.g., an individual’s income increased as a result of serving on active duty)

The University clearly documents the reasons for any adjustment and the facts supporting the decision. In almost all cases, the University will have documentation from a third party with knowledge of the student’s unusual circumstances. As usual, any professional judgment decisions made that affect a student’s eligibility for a subsidized student financial assistance program will be reported to the Central Processing System.

Title IV Grant Overpayments
A student who withdraws from the University because of an affected individual status is not required to return or repay any overpayment of grant funds based on the Return of Title IV (R2T4) calculations. The University does not deny federal financial aid eligibility to an affected individual who owes an overpayment. In addition, the University does not contact the student, notify NSLDS, or refer the overpayment to Debt Collection Services. However, the affected individual’s file will be documented to include the amount of the overpayment.

The University does not apply any federal financial aid credit balance toward an overpayment before using the credit balance to pay authorized charges; pay the credit balance to the student (or parent, in the case of a PLUS loan); or use the credit balance to reduce the student’s federal financial aid loan debt (with the student’s authorization).

Verification of AGI and U.S. Income Tax Paid
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 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) 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.

The following waivers and modifications affect Category 2 individuals:

**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 Federal Student Aid (FAFSA), Student Aid Report (SAR) or ISIR 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 in this category.

**Leave of Absence Policy**

**Overview**

The Leave of Absence (LOA) Policy addresses the impact to Title IV recipients when there is an approved temporary interruption in a student’s program of study, referred to as an LOA. Any student wishing to request an LOA should contact his/her academic counselor to discuss options available. The Leave of Absence request...
form can be completed by accessing his/her student website. Refer to the University’s Academic Leave of Absence Policy found within the University’s Academic Catalog for further information.

Policy

Disbursements
The University will not disburse any Direct loans to a student on an approved LOA. The University may disburse Pell, IASG, and FSEOG funds to a student on an approved LOA during certain times of the year. Finally, the University will pay any federal financial aid funds that are part of a Title IV credit balance to a student, since those funds were disbursed before the student went on the LOA.

Tuition and Fees
The University cannot asses the student any additional institutional charges as a result of the approved LOA. Therefore, if a student takes an approved LOA in the middle of a course, the University will issue the student an LOA Credit (LOAC). This LOAC will be applied to the course scheduled after the LOA end date. The credit will be given to the student as long as the student returns to his/her program of study within 180 days of the official last date of attendance (OLDA) prior to the LOA start date.

Failure to Return
The University will advise the student, prior to granting the LOA, the affect that failure to return from an LOA may have on 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.

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 student is not meeting the LOA requirement of returning to the program the student enrolled in prior to taking the LOA. Therefore, in these scenarios, 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 Program Changes 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 financial aid package.

Policy
An overaward occurs when a student’s financial aid package exceeds financial need or when the total of all awards exceeds the cost of attendance (COA). Over-awards are usually the result of the student receiving financial assistance the University was not aware of when the student was packaged and/or awarded. The overaward becomes an overpayment if the University cannot correct the issue before funds are disbursed to the student.

Pell Grants
The Federal Pell Grant is never adjusted to account for other forms of financial assistance. Therefore, if a student’s financial aid package exceeds need, the University will first attempt to eliminate the overaward by reducing other financial aid awarded. If the University awards a Pell Grant to an ineligible student, that award becomes an overaward and must be resolved. If the University makes a Pell Grant overpayment for which it is not liable and the student is still enrolled, the University will return the funds on behalf of the student. The student’s financial aid is repackaged according to eligibility, and the student owes the University, rather than the Department of Education, any Pell grant funds he or she was ineligible to receive.

If the student withdraws from the University and the Return to Title IV’s calculation results in a 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 to any student who owes a grant overpayment as a result of the student’s withdrawal from the University, includes a statement that failure to make the repayment or make satisfactory repayment arrangements with the holder of the overpayment will make the student ineligible for further federal financial aid until the overpayment is resolved. Students are not liable for, and the University is not required to attempt recovery of or refer to the Secretary, a Pell Grant overpayment that is less than $50 and is not a remaining balance.

If the student fails to repay the Pell Grant overpayment or make satisfactory 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.

Iraq and Afghanistan Service Grants (IASG)
The IASG, like the Federal Pell Grant, is never adjusted to account for other forms of financial assistance. If a student’s financial aid package includes an IASG and the package exceeds need or COA, but the IASG by itself does not exceed the student’s need, the University must reduce other financial aid to eliminate the overaward. However, if the IASG payment by itself exceeds the student’s need, the University must reduce other financial aid to eliminate the overaward, but the IASG by itself does not exceed the student’s need. The University must reduce other financial aid to eliminate the overaward. However, if the IASG payment by itself exceeds the student’s need, the University must reduce other financial aid to eliminate the overaward, but the IASG by itself does not exceed the student’s need.

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**

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) estimated financial assistance (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 over-award.

**State Grants and Pell Grant funds only**

In the event there is an overaward, if a student is awarded state grant funds and Pell Grant funds only, state grant funds will be reduced to eliminate this over-award.

**Financial Aid Assistance Exceeds Cost of Attendance**

The University first attempts to eliminate an overaward by replacing the EFC with non-need-based loans, provided the student has not been awarded up to the COA. If the overaward is not resolved by replacing the EFC, the University reduces or cancels any future federal financial aid loans or private loans first. The University may also attempt to eliminate an overaward by using actual COA charges for the academic year. If a return of funds is necessary to eliminate the overaward, funds are returned in the following order:

- Private Loan
- Direct Graduate/Professional PLUS Loan
- Direct Parent PLUS Loan
- Direct Unsubsidized Loan
- Direct Subsidized Loan

If the student becomes ineligible for only part of a Direct Loan or PLUS loan, the University will reduce the loan to eliminate the amount the student is ineligible for. If the student has no loans or if the student’s financial assistance still exceeds the student’s financial need or COA, the University will proceed to reduce institutional grant and/or scholarship aid.

**Conflicting Information and Other Assistance**

The University is responsible for resolving conflicting information in a student’s file. At times, the University may receive financial assistance it was unaware of for a student. If the financial assistance was received after the end of the period of enrollment for a student who is still enrolled or who is intending to re-enroll, the University treats the financial assistance as EFA for the period of enrollment just completed.

**Packaging Policy**

**Overview**

The Packaging Policy addresses the University’s calculation of student awards based on costs, academic years/loan periods and statutory award maximums.

**Policy**

Prior to determining a student’s eligibility for federal financial aid, the University confirms a valid output document - Institution Student Information Record (ISIR) - is on file. The University uses the “Ladder” packaging methodology allowing all applicants to be treated in the same manner when awarding funds. The University packages up to the 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).

**Determining Need**

The University subtracts the EFC, the Federal Pell Grant and other non-federal financial aid resources from the COA to determine remaining need.

**Example:**

<table>
<thead>
<tr>
<th>COA</th>
<th>($12,500)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFC</td>
<td>(-2,500)</td>
</tr>
<tr>
<td>Pell Grant</td>
<td>(-1,600)</td>
</tr>
<tr>
<td>Scholarship</td>
<td>(-1,400)</td>
</tr>
<tr>
<td>Remaining Need</td>
<td>($7,000)</td>
</tr>
</tbody>
</table>

The order in which financial aid is considered and awarded is as follows:

**Federal Pell Grant/Iraq and Afghanistan Service Grant**

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

**Other Resources**

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

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

**Grants and Scholarships**

Grants and scholarships awarded:
Overlapping Academic Years
If a student begins a program at the University prior to the expiration of his/her previous program’s academic year (AY), the University will award all federal financial aid based on the student’s remaining eligibility. The federal funds received for the prior AY do not count as EFA when awarding funds for the new program. However, the overlapping AY’s funding is based on the remaining loan and grant eligibility, accounting for what the student received in the program. Refer to the Transfer Policy and Program Changes Policy for additional information.

Awarding State Grants
If a student is awarded state grant funds and an ISIR has a C-code(s) or is selected for verification, the University does not award the funds until the C-code(s) are resolved and/or verification requirements are met.

Conflicting Information and Other Resources
The University is responsible for resolving conflicting information in a student’s file. At times, the University may receive aid it was unaware of for a student. If the aid was received after the academic year/loan period ended for a student who is still enrolled or is intending to re-enroll, the University will treat the aid as EFA for the academic year/loan period just completed.

Private Loans Policy

Overview
The Private Loans Policy addresses the University’s participation in the private loan program. Private loans are available to help students supplement, not supplant, federal financial aid eligibility.

Policy
Private loans may be available for both students and parents who are not eligible for need-based financial aid or who want to supplement their federal and state financial aid. These loans are made privately through lenders and other financial institutions and are subject to a credit review and individual lender terms and conditions. For debt management purposes, we encourage applicants to first complete the federal financial aid application to determine eligibility for grants and direct loans and to borrow wisely, utilizing funding solely for direct educational expenses related to attendance at the University.

Eligibility
Private lenders determine student and/or parent eligibility for private loans.

Application and Awarding Process
Most private loans are certified by the University to avoid exceeding the student’s cost of attendance. Students who apply and receive a private loan on their own must report it to the University as estimated financial aid assistance. The total amount of assistance received from all sources of funding, including scholarships, federal financial aid, tuition discounts and private loan programs, cannot exceed the student’s COA. Certain private loan products have limitations Therefore, it is recommended that students with any questions contact Student Financial Services at StudentFinancialServices@phoenix.edu or 888-346-8679.

Self-Certification Form
Students applying for a private loan are required to complete a self-certification form before the lender can disburse funds to the University. Students complete the form directly with the lender. However, the University may assist in completion of applicable sections of the form. If an enrolled or admitted student requests a self-certification form, the University will provide the written or
electronic format of the self-certification form developed by the Secretary. The University will continue processing federal financial aid funds and certifying loans in accordance with federal regulations.

**Fund Management**
Private loans disbursed from the lender are applied directly to the student's account. A student can request any excess funds be returned to him/her as long as the student is not in a withdrawn status.

**Overawards**
If the total amount of assistance received from all sources of funding, as indicated above, exceeds the total COA, the University will return funds to the lender based on funds available on the student's tuition account. This is determined by the Overawards Policy as follows: 1) Private Loan, 2) Parent and Graduate/Professional PLUS Loan 3) Direct Unsubsidized Loan 4) Direct Subsidized Loan.

**Refunds**
If the student is out of attendance greater than 14 consecutive days and no LOA is approved, any excess funds remaining after the Return of Title IV (R2T4) Calculation and/or institutional refund policies are calculated will be returned to the private loan lender.

**Professional Judgment Policy**

**Overview**
The Professional Judgment Policy addresses the University's treatment of a student, on a case-by-case basis, when the student has special circumstances that are not sufficiently addressed by a standard approach. Special circumstances include conditions that differentiate an individual student from a whole population 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)).

**Policy**
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 University uses professional judgment on a case-by-case basis and will use fairness during the decision making process. Its decision regarding professional judgment adjustments is final and cannot be appealed to the U.S. Department of Education. (For additional information, refer to the Student Financial Aid Eligibility Policy. Refer to the HEROES Policy for information on individuals affected by war, military operations or national emergencies).

The reason for the professional judgment is documented in the student's file as it relates to the student's special circumstances. The University does not accept adjustments made for a student by another school, but reviews the student's circumstances and, if appropriate, documents the professional judgment decision made on the student's behalf If the student is selected for verification, the University will complete verification before exercising professional judgment.

**Special Circumstances**
The purpose of professional judgment adjustments is to allow schools the ability to accommodate special circumstances; the U.S. Department of Education does not provide detailed information on when the University may make adjustments. Examples include the following:
- Elementary or secondary school tuition
- Medical or dental expenses not covered by insurance
- Nursing home expenses not covered by insurance
- Dependent care
- Child care costs
- A student who is a dislocated worker
- The loss of employment of an independent student
- Cases where a family member is a dislocated worker,
- Cases where a change in the student's housing status results in homelessness
- Recent unemployment of a family member 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

The University may use professional judgment to increase or decrease one or more of the data elements used to calculate the expected family contribution (EFC). The University may also use professional judgment to adjust the student's cost of attendance (COA). Inconsistent or conflicting information shown on the Institutional Student Information Record (ISIR) will be resolved before making any adjustments. Use of professional judgment is neither limited to nor required in the situations mentioned above.

The University will not:
- Modify either the formula or the tables used in the EFC calculation, but may only change values of specific data elements used in the EFC calculation.
- Use professional judgment to waive general student eligibility requirements or to bypass the intent of the law or regulations.
- For instance, the University will not use professional judgment to change Federal Supplemental Education Opportunity Grant (FSEOG) selection criteria.
- Include post-enrollment activity expenses in the student's cost of attendance. For example, fees for a professional licensing exam that is paid for and taken after the student has ceased/completed enrollment at the University are not allowable costs.

**Program Changes Policy**

**Overview**
The Program Changes policy details the University's treatment and determination of federal financial aid eligibility for students who change programs during an open payment period at the University.

**Program Changes**
If a student wishes to change programs at the University, the student should contact his/her academic counselor for further information. Federal regulations require the University to re-evaluate the academic year, loan period and payment periods for a student who has changed programs while attending the University. A student who changes programs will be required to begin a new academic year (AY), loan period (LP) and payment periods. 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 aid funds awarded will be based on the student's remaining eligibility.

When a student has changed 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/payment periods as follows:  
Federal Pell Grant Award  
If the student is eligible for the Federal Pell Grant, the University must identify the amounts of Federal Pell Grant already received for the federal award year in the program the student transferred out of and determine the percentage of the student’s annual scheduled Federal Pell Grant award already used.  
To calculate the student’s remaining eligibility, the University uses the following formula:  

\[
\text{Pell disbursed in prior program} \times \frac{\text{Scheduled award in prior program}}{\text{Percentage of Scheduled Award used}} = \text{% of Scheduled Award used}
\]

The University then determines the maximum percentage of the scheduled Federal Pell Grant Award the student may receive in the new program by using the following formula:  

\[
100\% \text{ of Scheduled Award} - \frac{\text{Percentage of Scheduled Award used}}{\text{Percentage of Scheduled Award used}} = \text{Maximum Percentage of Scheduled Pell Award student may receive}
\]

When calculating the student’s Federal Pell Grant award, the University will also ensure the student does not exceed the Pell Lifetime Eligibility Used (Pell LEU).  
The remaining Federal Pell Grant award amount is not divided equally across the payment periods in the new program. Instead, the Federal Pell Grant funds may be disbursed in an amount up to the student’s remaining eligibility for each payment period, except that no payment period disbursement can exceed 50% of the scheduled annual award.  
Federal Pell Grant Example: A student transfers from the AAB program to the BSBA program at the University.  

\[
\begin{align*}
Pell \text{ Data from the prior program at the University} \\
\text{Scheduled Pell award} & = $4,000 \\
Pell \text{ award kept as a result of the R2T4 calculation} & = $1,500
\end{align*}
\]

The University must now determine the student’s remaining Pell eligibility for the federal award year to determine the amount it may actually award to the student.  

\[
\begin{align*}
\text{Pell Calculations by the University} \\
\text{Scheduled Pell award} & = $4,000 \\
\text{Percentage of Pell award already used in the prior program} & = \frac{$1,500}{$4,000} = 37.5\% \\
\text{Percentage of remaining Pell eligibility} & = (100\% - 37.5\%) = 62.5\% \\
\text{Student’s remaining Federal Pell Award} & = $(4,000 \times 62.5\%) = $2,500
\end{align*}
\]

The student’s remaining Federal Pell Grant eligibility is $2,500.  
Since this amount is more than half of the scheduled Federal Pell Grant award, the award must be disbursed in two payment periods. The student may receive half of the scheduled Federal Pell Grant award in the first payment period, and the remainder of the amount in the second payment period as long as the second payment period falls in the same award year.  

Pell Disbursement in the new program at the University  

\[
\begin{align*}
\text{First payment period} & = $2,000 \\
\text{Second payment period} & = $500
\end{align*}
\]

This Pell example does not account for a student who is eligible for 150% of his/her scheduled Pell award for an award year. The assumption is being made that the payment periods in the new program fall into the same award year as the previous program.  
Federal Direct Loan Award  
If the student is eligible for the Federal Subsidized and/or Unsubsidized Direct Loan program, the new AY/LP will be a full AY/LP and will be limited to the student’s remaining annual loan eligibility if the new program is at least an academic year in length or the remaining coursework represents at least one academic year or more than an academic year in length. If the new program is less than an academic year in length or the remaining coursework represents less than an academic year in length, the student’s annual loan limit eligibility is the lesser of the remaining annual loan eligibility or the prorated loan eligibility based on credit hours to be completed in the new program.  
Federal Direct Loan Example: A student transfers from the AAB program to the BSBA program at the University. In the BSBA program, the student is a third-year independent undergraduate student with a maximum annual Subsidized Loan eligibility of $5,500 and Unsubsidized Loan eligibility of $7,000.
Re-Entry Policy

Program Version Changes

Definitions

Program Change Effective Date: the program change effective date is the date the student attends a program after the student withdraws from the previous program.

Program Begin Date: the program begin date is the start date of the first course the student attends in that program. In the case of a student who changes programs, the program begin date is the start date of the first course the student attends in that program if the student changed programs after the student withdraws.

Program Change Effective Date: the program change effective date is the date the student attends a program after the student withdraws from the previous program.

Definitions

The following are two of the dates commonly referenced in relation to program changes at the University:

• Program Begin Date: The program begin date is the start date of the first course the student attends in that program. In the case of a student who changes programs, the program begin date is the start date of the first course the student attends in that program if the student changed programs after the student withdraws.

• Program Change Effective Date: the program change effective date is a processing date. Specifically, it is the date the Office of Admissions and Evaluation processes the student’s enrollment agreement for the new program.

Program Version Changes

A student enrolled at the University who changes versions of a program is not a student who is changing programs for federal financial aid purposes. Therefore, the University will not reevaluate payment periods for students changing versions of the same program at the University.

Re-Entry Policy

Overview

The Re-entry Policy addresses how the University will treat students when they withdraw from the University and re-enter the same program within 180 days, or withdraw from the University and re-enter after 180 days or re-enter into a different program of study. The 180 day break is determined by counting the days between the student’s official last date of attendance (OLDA) and the course start date when the student returns. This federal financial aid Re-entry policy is separate from the institution’s Academic Program Re-entry policy.

Re-entry within 180 days, in the same federal award year, 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 Policy and Disbursements Policy for further information).

The cost of attendance (COA) for a student who re-enters within 180 days will reflect the original educational costs associated with the payment period from which the student withdrew.

The student is immediately eligible to receive all federal financial aid funds returned when the student withdrew. The University will take the following actions, if applicable, for a student who re-enters the same program within 180 days:

• Re-disburse federal financial aid that was disbursed and returned under the Return of Title IV (R2T4) provisions.

• Disburse federal financial aid the student was otherwise eligible for that had not yet been disbursed at the time the student withdrew.

• Cancel any overpayments assessed to the student as a result of the prior withdrawal that were disbursed on re-entry.

• 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 disbursed, the University first determines whether the original federal award year is open.

• Pell:

  Federal Award Year Open

  If the original federal award year is open, the University will re-disburse Pell Grant funds through the Common Origination and Disbursement (COD) website.

  Federal Award Year Closed

  If the original federal award year is closed and the student is due additional Pell funds from the closed federal award year, the University will request the Pell Grant funds through the 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 re-award the funds from the original federal award year.

  • Funds Not Available from Original Federal Award Year

    If the student was originally awarded campus based funds and the funds are no longer available from the original federal award year, the University may award funds from
the current federal award year if funds are available. However, this does not increase the annual maximum campus-based funds award a student may receive.

- **Direct Loans:**
  - Federal Award Year Open
    If the student was awarded Direct Loan (DL) funds and the federal award year used to award these DL funds is still open, the University will recover the DL funds from that federal award year.
    The cost of attendance (COA) will reflect the original educational costs and award year EFC associated with the payment period from which the student withdrew.
  - 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 and retained for this closed award year, cancel any remaining disbursements, and re-award DL funds using the current open award year.
    The COA will reflect the current award year educational costs and the award year EFC based on this open award year.
    The student becomes eligible for subsequent federal financial aid payments when the payment period for which he/she was paid is completed.

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 federal financial aid funds are returned due to an R2T4 calculation, the University will not return the 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 will award the student based on a full academic year/loan period with new payment periods. The length of the program will be the number of credit hours and weeks of instructional time remaining in the program the student re-enters. If the remaining credit hours and weeks of instruction constitute one-half of an academic year (AY) or less, the remaining hours will constitute one payment period. (Refer to the Academic Year Definition Policy and Disbursements Policy for further information)

If the start of the new AY overlaps with a previous AY, meaning the start of the new program begins before the calendar end date of the previous program’s AY, prior funds disbursed will be taken into consideration when packaging the student for the new program. (Refer to the Transfer Policy for additional information)

### 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, Disbursements Policy and Program Changes Policy for further information).

### 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 or during a course extension period, the University will examine the appropriateness of the ARA to determine the appropriate federal financial aid program(s).

The DOD for students who post 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 Dec 20th through Jan 4th. The student posts an ARA on Dec 19th and 27th. The student withdraws. The student’s last ARA was on Dec 27th, which was during the scheduled break. The student requires an R2T4 calculation; the student’s withdrawal date for the R2T4 calculation would be Dec 19th (the most recent ARA prior to the scheduled break). In addition, the DOD is Jan 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 and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. The payment period is defined as the period of time it takes the student to complete at least one-half of the weeks and credits in the student's academic year. 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, Iraqi 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, Iraqi Afghanistan Service Grant, and TEACH Grant funds for a subsequent payment period when the student has not successfully completed the earlier payment period for which the student has already been paid.
- Disbursements of DL funds to a first-year, first-time borrower who withdraws before the 30th day of the student’s program of study.

**Inadvertent Overpayments**
An inadvertent overpayment occurs when the University disburses funds to a student no longer in attendance but prior to the date the University determines the student withdrew from the program. This would include any federal financial aid fund disbursements made after the student’s last date of attendance but prior to the University’s determination that the student was withdrawn. These inadvertent overpayments are included in the R2T4 calculation as aid that could have been disbursed.

Only students who meet late disbursement criteria are entitled to keep federal financial aid funds disbursed as an inadvertent overpayment. If an inadvertent overpayment cannot be made as a late disbursement, the University returns the entire amount of the federal financial aid funds disbursed. If the inadvertent overpayment can be made as a late disbursement, the University returns only the unearned portion of the inadvertent overpayment within 45 days of the University’s date of determination that the student withdrew (Refer to the Disbursements Policy for further information). Unearned inadvertent overpayments are returned according to the requirements for the return of unearned funds.

**Verification and the Return Calculation**
If a student provides required verification documents after withdrawing from the University, but within 30 days of the date of the notification informing the student of the requirements, and in time for the University to meet the 30-day Return deadline, the University performs the R2T4 calculation based on all federal financial aid the student had established eligibility for prior to the withdrawal. For the Federal Pell Grant Program, if the student provides the verification documents after the 30-day deadline but before the earlier of 120 days after the student’s last date of attendance or the deadline established by ED each award year, the University reviews and addresses eligibility as required.

If a student does not provide all verification documents in time for the University to complete verification and meet the R2T4 deadlines, the University includes in the R2T4 calculation only the federal financial aid that was not subject to verification (unsubsidized and PLUS loan funds) and for which the conditions of a late disbursement were met prior to the withdrawal. (Refer to the Verification Policy for additional information.)

**Institutionally Scheduled Breaks**
Institutionally scheduled breaks of five or more consecutive days are excluded from the R2T4 calculation. This includes all holiday 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 withdrawal date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.

**Rate of Progression Calculation**
The percentage of the period completed is calculated as follows:

\[
\text{Number of calendar days completed in the payment period} / \text{Total number of calendar days scheduled to complete in the payment period} \times 100\%
\]

**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.

Please note: Additional calendar days are NOT added for the course(s) in which the student’s official last date of attendance falls within. This includes any course(s) the student was enrolled in, but did not complete at the time of withdrawal.

Calendar days are removed from the calendar days in the payment period if any of the following occurred or is scheduled to occur from the payment period start date to the payment period end date:
- Institutionally scheduled holiday breaks of five (5) consecutive calendar days or more
- Student scheduled of selected breaks of five (5) consecutive calendar days or more between courses
- All approved Leave of Absence calendar days
- Periods of non-enrollment of five (5) consecutive calendar days or more due to administrative and inclement weather closures
- Unapproved breaks of less than 180 days (Refer to the Re Entry Policy for additional information)

Rate of Progression Examples
The following examples illustrate the rate of progression calculation outlined above. The figures provided are examples only; actual amounts may vary for each student.
- Bachelor Program Online
  - Last date of attendance is 07/15/20XX
  - Payment Period is 06/07/20xx to 10/24/20xx
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)

Return of Unearned Aid

In the R2T4 calculation, the total Amount Disbursed plus Amount that Could Have Been Disbursed to the student or on the student’s behalf, minus the Amount of Federal Financial Aid Earned by the student determines the amount of federal financial aid funds unearned and required to be returned to the funding source. When a return of federal financial aid is required, the University and the student may both need to return funds. The University returns the lesser of the following amount to the appropriate federal financial aid program(s):

- The total amount of unearned aid; or
- The amount equal to the total University charges incurred by the student for the payment period multiplied by the percentage of unearned aid.

University (institutional) charges incurred by the student include tuition, fees, books and directed study (including state sales tax) initially assessed the student for the entire payment period. Initial charges are only adjusted for changes the University makes prior to the student’s withdrawal. The amounts of institutional charges included in the R2T4 calculation are those charged or anticipated to be charged to the student’s account. Although institutional charges may not have actually been charged due to the student’s withdrawal, the University uses the actual charges to date, to include full tuition, fees, books and directed study (including sales tax) for each course in the payment period, and estimate remaining charges based on the students’ primary campus, 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 Perkins loans
- Federal Direct PLUS (Graduate Student)
- Federal Direct PLUS (Parent of Dependent Student)
- Federal Pell Grants
- FSEOG
- TEACH Grants
- Iraq & Afghanistan Service Grant (IASG)

After the University allocates its portion of unearned funds, the student must return federal financial aid owed in the same order specified above for the University. The amount of federal financial aid the student is responsible for returning is calculated by subtracting the amount returned by the University from the total amount of unearned federal financial aid funds to be returned.

The student (or parent in the case of funds due to a parent PLUS Loan) must return or repay, as appropriate, the calculated amount to any federal financial aid loan program in accordance with the terms of the loan; and any federal financial aid grant program as an overpayment of the grant. The amount of a grant overpayment due from a student is limited to the amount by which the original grant overpayment exceeds one-half of the total federal financial aid grant funds received by the student. (Additional information is available in the Overawards and Overpayments Policy)

The University may round final repayment amounts, for which the University and student are responsible, to the nearest dollar.

**Timelines for Return of Funds**

The University completes a student’s R2T4 calculation within 30 days of the University’s date of determination. The University returns the amount of federal financial aid funds for which it is responsible as soon as possible but no later than 45 days after the date the University determines the student has withdrawn. If a student is eligible for a post-withdrawal disbursement, refer to the Disbursements Policy for information on specific timelines.

**Deceased Student**

If the University receives reliable information indicating an individual borrower or student for whom a parent received a PLUS loan dies, the University suspends further awarding and disbursements. An original or certified copy of the death certificate or accurate and complete photocopy of the original or certified copy of the death certificate is requested and forwarded to the Secretary of Education (Secretary). Under exceptional circumstances and on a case-by-case basis, the Secretary may approve a discharge based upon other reliable documentation supporting the discharge request.

**Determination of Withdrawal of a Deceased Student**

The withdrawal date for a deceased student is the last date of academic attendance or attendance at an academically related activity determined from University attendance records. The date of determination is the date the University becomes aware of the student’s death.

**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 program. 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 program.

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.

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

**Overview**

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

**Policy**

The University will calculate a student’s SAP based on the student’s primary program. Students must maintain FASAP throughout the duration of their primary program to remain eligible for federal financial aid. FASAP 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 FASAP, 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.

A student’s cumulative program GPA is calculated using only those grades earned at the University for the primary program.

The program GPA is computed by adding the program applicable cumulative grade quality points earned (calculated by multiplying the credit hours and the weight of the grade earned in the course) and dividing it by the program applicable cumulative total number of credit hours completed.

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

The following are excluded from the qualitative computation:

- Waivers
- National Testing Programs
- Orientations with the following completion statuses:
  - Orientation Complete (OC)
  - Orientation Not Complete (ON)
  - Orientation Extension (OX)
- Assessed Credits

**Quantitative Measure**

Each academic program has a published standard credit load for completion. Pace of completion is automatically evaluated for all periods of attendance at the University, including periods the student did not receive federal financial aid.

**Maximum Timeframe**

The maximum timeframe to complete the program cannot exceed 150% of the published length of the program measured in credit hours attempted for undergraduate and graduate students. Progress is evaluated cumulatively at the completion of each payment period for a student’s primary program 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 quantitative measure for the pace of completion is calculated using the following formula:

\[
\text{Pace of Completion} = \frac{\text{Cumulative number of credit hours the student successfully completed}}{\text{Cumulative number of credit hours the student attempted}}
\]

At the end of each payment period, the student's pace of completion is evaluated. Students must earn at least 67% of the credit hours attempted toward completion of the primary program.

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

**Included in Pace of Completion**

The following are included as attempted in the pace of completion calculation:

- Courses that are waived with credit (WC)
- Assessed Credits
- Pass (P)
- Withdrawal (W)
- Withdrawal/Failing (WF)
- Waived with Credit (WC)
- No Credit (NC)
- Orientations with the following completion statuses:
  - Orientation Complete (OC)
  - Orientation Not Complete (ON)
  - Orientation Extension (OX)
- Assessed Credits

**Evaluation**

The University evaluates FASAP 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 FASAP 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 FASAP 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.

**Financial Aid Probation**

Students who are granted an appeal will be placed on financial aid probation (FP) status and will have their financial aid eligibility reinstated based on the appeal. The University can disburse federal financial aid funds to students on FP status for one probationary payment period, provided all other eligibility requirements are met. The student must meet the University’s SAP standards to maintain federal financial aid eligibility.

**Student Notification**

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

**Student Financial Aid Appeals**

Students placed on FD status due to a violation of the qualitative and/or quantitative standards during the financial aid warning period may appeal the disqualification to regain eligibility for federal financial aid. Students may do so by submitting an FA SAP Professional Judgment (PJ) form to Student Financial Services. The FA SAP PJ form is located on the student website. Approval and/or reinstatement of federal financial aid eligibility are not guaranteed. The FA SAP PJ team reviews all appeals on a case-by-case basis. Approval is only granted when there are significant extenuating circumstances. All decisions made by the FA SAP
The University allows a student to have a maximum of two approved appeals during their time at the University. These appeals cannot be consecutive and are only considered if significant extenuating circumstances exist. 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 time frame 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 is in compliance with 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 the ineligible payment period using nonfederal financial aid funds. 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.

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.

**Transfer Credits - Qualitative**

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

**Transfer Credits - Quantitative**

Credits taken at other institutions and applied toward 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.

**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 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 or she was previously in, the student’s FA SAP status will reflect the last status of the original program. Refer to the Program Changes Policy for further information.

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 or 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 time frame) component.

**Note:** Repeat courses taken in a primary program are counted in the FA SAP status for that primary program.
Student Financial Aid Eligibility Policy

Overview
The Student Financial Aid Eligibility Policy addresses student eligibility requirements that must be met prior to the student receiving federal financial aid.

Policy
The University ensures all students meet the following basic criteria to be eligible for most federal, state, and institutional funding:

- 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 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 registered with the Selective Service Administration, if required by law,
- Must have a valid Social Security number,
- Must be enrolled at least part-time to be eligible for federal financial aid,
- Must not be in default on any prior federal student loan,
- Must not owe an overpayment on any federal financial aid grant or federal Direct Loan program funds,
- 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 be registered with the Selective Service Administration, if required by law,
- Must have a valid Social Security number,
- Must not be in default on any prior federal student loan,
- Must not owe an overpayment on any federal financial aid grant or federal Direct Loan program funds,
- 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 be enrolled at least part-time to be eligible for federal Direct Loan program funds.

Subsequent ISIRs Policy

Overview
The Subsequent ISIRs Policy addresses the University’s role in reviewing any Institutional Student Information Record (ISIR) the University receives after awarding a student federal financial aid funds.

Policy
The University is required to resolve any discrepancies in federal financial aid related information. Therefore, the University reviews all subsequent Institutional Student Information Record (ISIR) transactions received for a student for the federal financial aid funds to determine changes requiring supporting documentation from students. These ISIRs will be reviewed as long as the student is enrolled at the University.

Subsequent ISIRs
A subsequent ISIR is an ISIR received when a student or other institution changes information after the University has awarded the student federal financial aid funds. The University is required to review any data element change made by the student or other institution which may affect eligibility for federal financial aid or the amount and type of federal financial aid awarded. The University will not make further disbursements of federal financial aid funds until the changes made to a subsequent ISIR are confirmed and/or corrected.

If a subsequent ISIR is received after verification is completed, the University will collect documentation to support the change or correct the ISIR back to the verified information. The University does not accept changes based on marital status updates.

The University will not disburse federal financial aid until all conflicting information has been resolved, even if the conflict concerns a previous award year. The findings are documented in the student’s file.

If a subsequent ISIR is received with changes to C Flags and comment codes or the EFC, the University will review and collect the required documents. If a subsequent ISIR is received because the National Student Loan Data System (NSLDS) has provided new or updated information to the University, the NSLDS history is reviewed to determine if changes are needed to existing awards. This information may include indications a student has gone into default or owes an overpayment. It may also indicate a student has resolved a default and is now eligible for federal financial aid funds.

Once the subsequent ISIR is reviewed and eligibility to receive federal financial aid is determined, if necessary, the student will be sent a revised award letter reflecting any changes.

If, after reviewing the subsequent ISIR, it is determined the student is ineligible for federal financial aid, the student is notified via a letter of ineligibility.

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

External transfers
Students who transfer to the University with or without accepted credits and who have overlapping academic years (AY’s) with a prior school are referred to as external transfers. An overlapping AY exists if the student begins a program at the University prior to the expiration of the prior school’s AY. If the prior school’s AY length is less than 30 weeks, the University contacts the prior school to confirm the dates are correct or requests the school correct the dates in common origination and disbursement (COD).

Advancing Programs
Students who transfer to the University with accepted credits and who have overlapping academic years (AY’s) with a prior school are referred to as external transfers. An overlapping AY exists if the student begins a program at the University prior to the expiration of the prior school’s AY. If the prior school’s AY length is less than 30 weeks, the University contacts the prior school to confirm the dates are correct or requests the school correct the dates in common origination and disbursement (COD).

Awarding Federal Aid
In both scenarios listed above, the University will award all federal financial aid (Federal Pell Grant, FSEOG, and Direct Loans) based on a full academic year in the new program at the University (Refer to the Federal Pell Grant/IASG Policy, Direct Loan Policy, and Campus Based Policy for further information on awarding and the Academic Year Definition Policy for further information on defined academic years).

Federal Pell Grant Award
Students who transfer to the University or advance programs after receiving a Federal Pell Grant at a previous school or in the previous program during the same award year may receive a Federal Pell Grant only if:
1. The student submits a valid SAR to the University; or
2. The University obtains a valid ISIR.
A student cannot receive more than his or her scheduled Pell award for a federal award year. (Refer to the Federal Pell Grant/IASG Policy for additional information). When a student has already received a Federal Pell Grant during the same federal award year, the University determines the percentage of the scheduled Federal Pell Grant award that the student has already received in order to calculate the student's remaining eligibility (if any) for a Federal Pell Grant award.

To calculate the student's remaining eligibility, the University uses the following formula:

\[
Pell \text{ disbursed at prior school/program} = \% \text{ of Scheduled Award used}
\]

The University then subtracts the percentage of scheduled award used from 100 to calculate the maximum percentage of the scheduled award the student may receive at the University. The University determines the Federal Pell Grant Award the student is eligible for by using the following formula:

\[
\text{Maximum } \% \text{ of Scheduled Award Remaining} \times \text{Scheduled Award at University} = \text{Maximum Pell Award}
\]

When calculating the student's Federal Pell Grant award, the University also ensures the student does not exceed the Pell Lifetime Eligibility Used (Pell LEU).

The remaining Federal Pell Grant award amount is not divided equally across the PPs in the new program. Instead, the Federal Pell Grant funds may be disbursed in an amount up to the student's remaining eligibility for each PP, except that no PP disbursement can exceed 50% of the scheduled annual award.

**Pell Example:** A student received a portion of a Federal Pell Grant at a community college, then transferred to the University during the same federal award year. The community college performed a Return to Title IV (R2T4) calculation and returned a portion of the student's Federal Pell Grant award.

The University's cost of attendance is higher than the community college, which increases the student's scheduled Federal Pell Grant to $4,000 for the federal award year. The University must now determine the student's remaining Federal Pell Grant eligibility for the federal award year to determine the amount it may actually award to the student.

**Pell Calculations to Determine Remaining Pell Eligibility**

| Scheduled Pell Award at the University | $4,000 |
| Percentage of Pell award already used (Net Pell disbursed divided by Scheduled Pell award at prior school) | $1,200 divided by $3,000 = 40% |
| Percentage of remaining Pell eligibility (100% - Percentage used) | 100% - 40% = 60% |
| Student's remaining Federal Pell Grant Award (Scheduled award at University X Percentage remaining eligibility) | $4,000 X 60% = $2,400 |

The student's remaining Federal Pell Grant eligibility is $2,400. Since this amount is more than half of the scheduled Federal Pell Grant award, the award must be disbursed in two payment periods. As long as the student's first PP in the new program is at least half of an AY (in both credits and weeks), the student may receive half of the scheduled award in the first PP. If the second PP in the new program falls in the same federal award year, the student will receive the remainder of the Federal Pell Grant amount in the second PP.

**Pell Disbursements at the University**

| First payment period | $2,000 |
| Second payment period | $400 |

**Federal Direct Loan Award**

If the student is eligible for the Federal Subsidized and/or Unsubsidized Direct Loan program, the new AY/LP will be a full AY/LP. The loan at the University may not exceed the remaining balance of the student's annual loan limits after the disbursements at the previous school or in the previous program are considered. If the balance of the program is less than an AY, those Direct Loans originated for a single PP are disbursed in two disbursements (Refer to the Disbursements Policy for additional information).

**Direct Loan Example:** A student received a portion of a Direct Loan at a community college, then transferred to the University during the same AY, creating an overlapping AY at the University. When the student transferred, the community college performed a Return to Title IV (R2T4) calculation and returned a portion of the student's Direct Loan funds. The student is enrolled at the University as a first year, independent undergraduate student with maximum annual Subsidized Loan eligibility of $3,500 and Unsubsidized Loan eligibility of $6,000.
The University must now determine the student's remaining Subsidized and Unsubsidized Loan eligibility for the new AY/LP. 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.

**2019/2020 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 ISIR or SAR document received from the CPS will indicate whether the student's application is selected for verification. Once the CPS has selected a student, the University verifies all required student information.

**Standard Verification Group (V1)**

The University is required to verify the following information for students selected for standard verification:

- Tax Filers
  - Adjusted Gross Income
  - U.S. Income Tax Paid
  - Untaxed Portions of IRA Distributions
  - Untaxed Portions of 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
  - Untaxed Portions of 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.
aid. All documents provided by the student are re-viewed and retained as part of the student financial aid file.

Acceptable Documentation V1 and V5

The University is considered to have verified the following verifiable items if selected students retrieved and transferred their income tax return information using the IRS Data Retrieval Process:
- Adjusted gross income
- Federal income taxes paid
- Untaxed IRA distributions
- Untaxed pensions
- Education credits
- IRA deductions
- Tax exempt interest income

Under certain conditions, students, spouses and/or parents will need to submit their IRS Tax Return Transcript for the specified tax year. These conditions are as follows:
- If a student, spouse, or parent has not successfully transferred information from the IRS
- Information included on the FAFSA using the IRS Data Retrieval was subsequently changed
- When a married independent student and spouse filed separate tax returns
- When the parents of a dependent student filed separate tax returns
- When a student or parent had a change in marital status after the end of the specified tax year on December 31
- When the student, parent, or spouse filed an amended tax return

Situations Where Acceptable Documentation May Not Be Available

Situations may occur where a student, spouse, and/or parent may not be able to provide acceptable documentation to resolve verification. The University will accept the following as resolution:

Individual Unable to Obtain IRS Transcript

If an individual is selected for verification but is unable to obtain a transcript from the IRS, the University will accept a signed copy of the relevant tax year IRS tax return that was filed with the IRS.

Victims of Identity Theft

Tax filers who have been victims of identity theft are unable to obtain tax information using the IRS data retrieval tool and are unable to receive an IRS tax transcript until the matter is resolved by the IRS. In these instances, the University may accept an alternate transcript known as The Tax Return Database View (TRDBV) requested by the tax filer from the IRS as well as a signed and dated statement from the victim stating he/she was a victim of related identity theft and the IRS is aware of this. If a victim is unable to obtain a TRDBV transcript, he/she may submit other official IRS documentation as long as it contains all the information needed to complete verification.

Amended Tax Return

When the University becomes aware that a tax filer has filed, or will file, an amended tax return, it will obtain a signed copy of the IRS Form 1040X that was filed with the IRS, 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), or any other IRS tax transcript(s) that include all of the income and tax information required to be verified 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 include 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 Puerto Rico, the U.S. Virgin Islands, American Samoa, the Commonwealth of the Northern Mariana Islands, or Guam, the University will obtain a copy of a transcript of the tax filer containing their tax information, as long as the transcript is available at no charge from that jurisdiction’s taxing authority. A signed copy of a filed tax return that was filed with the taxing authority is only acceptable if the tax filer is unable to obtain a free copy of a transcript.

If the student, spouse, and/or parent is a resident of the Republic of the Marshall Islands, the Republic of Palau, or the Federated States of Micronesia, the University will accept a copy of the individual’s Wage and Tax Statement from each employer that provided such a statement and a signed statement identifying all of the individual’s income and taxes for the tax year.

If the filer filed a tax return with a foreign country, the University accepts signed copies of that tax return or other documentation. The income and tax information is 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 must accept the following as documentation:
- A copy of the IRS Form 4868 "Application for Automatic Extension of Time to File U.S. Individual Income Tax Return",
- 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,
- If self-employed, a signed statement certifying the amount of the AGI and U.S income tax paid for the specified tax year,
• A copy of the IRS’s approval of an extension beyond the automatic six-month extension if the individual requested an additional extension of the filing time for the tax year, AND
• Confirmation of non-filing from the IRS or other relevant taxing authority dated on or after Oct 1, 2018, OR
• A signed statement certifying that the individual
• Attempted to obtain the verification of non-filing (VNF) from the IRS or other tax authorities and was unable to obtain the required documentation; and
• Has not filed an applicable year income tax return and list the sources of any applicable tax year income, and the amount of income from each source. If self-employed, the signed statement must include the amount of AGI and U.S. income tax paid for the applicable tax year.

Note: If the University receives the transcript, it must reverify the AGI and taxes paid. However, the University may not delay verifying a student’s FAFSA information until the tax return is received if the student provides the above documentation.

If the individual has requested a transcript that lists tax account information for the specified tax year and the IRS, a government of a U.S. territory or commonwealth or a foreign central government cannot provide or locate a transcript, the University must accept the following:
• A copy of IRS Form W-2 for each source of employment income received for the specified tax year
• A signed statement by a self-employed individual or an individual that has filed an income tax return with a government of a U.S. territory or commonwealth or a foreign central government certifying the amount of AGI and taxes paid.

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. If a W-2 is not available, the University may accept a signed statement explaining the reason the W-2 form is not available as well as the amount earned and the source of income. In addition, the statement must certify confirmation of non-filing from the IRS or other relevant taxing authority dated on or after October 1, 2018.

The U.S. Department of Education does not require the University to have special knowledge or expertise regarding the U.S. tax code. However, if a student, spouse, and/or parent submits a signed statement claiming non-tax filer status and the University has reason to believe student was required to file a U.S. tax return, this constitutes conflicting information and must be resolved. The University will require the applicant to submit a Verification of Non-filing Letter (VNF) from the IRS or other tax authorities indicating the tax filer did not file an IRS income tax return for the tax year being verified.

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 required 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, from each source of applicable tax year employment income received by the individual.

Number in Household

The University will accept a signed statement by the student, and if the student is a dependent, by one of the student’s parents, listing the name and age of each household member and the relationship of that household member to the student.

Number in College

The University will accept a signed statement from the student, and if the student is a dependent, by one of the student’s parents, listing the name and age of each household member who is or will be attending an eligible postsecondary educational institution. The household member must be at least a half-time student in the 2019/2020 award year and the name of the educational institution must be listed.

If the University has reason to believe the signed statement is inaccurate, the University will obtain a statement from each institution listed stating the household member in question is, or will be, attending on at least a half-time basis. If the institution the applicant is attending determines such a statement is not available because the household member in question has not registered at the institution he or she plans to attend; or the institution has information indicating the household member in question will not be attending the same institution as the student, a statement is not required.

Acceptable Documentation V4 and V5

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

High School Completion

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

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
• 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 signed statement certifying the federal financial aid received will only be used for educational purposes to pay the cost of attending the University for the specified award year.

If the documentation is presented in person, the University will maintain an annotated copy of the ID provided by the student and will include the date the identifying document was received and the name of the University official who obtained the documentation.

If the student is unable to provide the information in person, the following must be provided to the University:

- A copy of a government-issued photo identification, such as a driver's license or passport
- The copy of the government issued ID does not need to be notarized or signed by the notary; and
- An original notarized statement of educational purpose signed by the student for the specified award year.
- An original document must contain wet signatures for the student and the notary as well as the required stamp or seal.

Selection after Disbursement

The student or University may submit corrections to the SAR/SIR, and the student’s application may then be selected for verification. If the student’s enrollment status is Withdrawn (W), the University is not required to verify the student’s information unless the student returns to the University in the same award year. If the student’s enrollment status is anything other than Withdrawn (W), the University will not make subsequent disbursements until the student’s updated application is verified. If the student does not submit verification documents, any Pell funds disbursed for the award year prior to selection will be returned by the University on the student’s behalf. The student does not have to repay any loan disbursements made prior to selection; however, the University will cancel any further funds if verification is not completed.

Completing Verification

When the University has obtained all necessary verification documents from the student, the documentation is compared to the ISIR/SAR record. If the verification process shows the student’s information is correct, and there are no outstanding issues or conflicting information, the student will be awarded. If the verification process shows the student information requires corrections, the awarding process will not continue until the University receives a final and valid federal output document (ISIR) with an official EFC. If a student was selected for Verification Group V1 and does not complete verification, and the University disbursed unsubsidized or PLUS loans to the student/parent, the unsubsidized and PLUS loan aid that was disbursed may be kept.

Verification is complete once the University has received all the requested documentation and a valid SAR/SIR (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 for at least the federal award year. In addition, based on the outcome of the University’s investigation, any credit 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. However, if the student can provide documentation showing support of the spouse or others of more than 50%, those persons may be included in the student’s household size.

Using a Joint Tax Transcript to Determine Individual AGI and Taxes Paid

If the filer of a joint return has become widowed, divorced, or separated since filing the return, for verification purposes, it may be necessary to determine the individuals’ income and taxes paid using the joint tax transcript and the relevant IRS W-2 forms. The following documents are required from the student/spouse/parent in order to perform a separation of income (SOI):

- A signed and dated SOI Authorization Form,
- Applicable Federal tax year transcripts,
- W-2 Forms, and
- In some scenarios, all schedules, forms, and/or worksheets for the tax filing.

The university will confirm or update the AGI and income based on the documentation submitted and use the proportional distribution method to determine taxes paid.

Resolving Conflicting Information

If the University has conflicting information concerning a student’s eligibility or has any reason to believe a student’s application information is incorrect, the University will resolve such discrepancies before disbursing federal financial aid funds. If discrepancies are discovered after disbursing federal financial aid funds, the University will reconcile the conflicting information and require the student to repay any funds for which he or she was ineligible, unless the student is no longer enrolled for the award year.

Examples of conflicting information may include, but are not limited to the following:

- Social security numbers
- Date of birth
- Legal name
- Discrepant tax data (including whether or not the student/parent was required to file a tax return)
- Household size or marital status
- High school completion
Consequences of a change in FAFSA information
For the subsidized student financial assistance programs, if the FAFSA information changes as a result of verification, the University will submit to the Secretary all changes to a nondollar item or an individual data element that is $25 or more. The University may choose whether or not it will submit changes to the Secretary when all changes to individual data elements are less than $25 (not exceeding tolerance).

For the Federal Pell Grant Program, if there is a change as a result of verification, the University will recalculate the student’s Pell Grant on the basis of the EFC on the correct valid SAR/ISIR. The University will disburse any additional funds under that award only if the University receives a correct valid SAR/ISIR for the student, and only to the extent additional funds are payable based on the recalculation.

For all other subsidized student financial assistance programs, if information changes as a result of verification, the University will adjust the student’s financial aid package on the basis of the correct EFC on the valid SAR/ISIR.

Verification and Professional Judgment
The University completes the verification process before exercising any type of professional judgment.

Reporting the Student’s Verification Status to the CPS
When the University disburses a Pell award, it reports the student’s verification status at the time of disbursement when it reports the payment. Note: This reporting requirement applies even if the student’s application was not selected for verification. However, the University leaves the verification status code field blank if the student was not selected for verification or if a selected transaction has a CPS transaction pro-cess date that is after the date the student was withdrawn from the University.

Verification Timelines
The University will require Pell, campus-based, and Direct loan students selected for verification to submit all requested verification documents to the University within 30 days of the notification date informing the student of the requirements. If the documents are not submitted or are incomplete by this deadline, appropriate actions are taken as required based upon the student’s enrollment status as of the deadline date.

For the Federal Pell Grant Program, if the student provides the verification documents after the 30-day deadline, but before the earlier of 120 days after the student’s last date of attendance or the deadline established by the U.S. Department of Education each award year, the University will review and address eligibility as required. For the Direct Loan program, if a student fails to provide the required documentation by the 30-day deadline, the University will not originate a subsidized loan application for the student.

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 time-lines 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 time-lines, which may include cancellation of tuition deferral and request of immediate payment of outstanding tuition charges
- Information in reference to written notification of award changes resulting from verification, which are forwarded within 20 days of required adjustments

Verification and Crossover Payment Periods
The University administers crossover payment periods in a way that best benefits the students. If a student is selected for verification in one award year and the payment period crosses over into another award year in which the student is not selected for verification, the University will first request verification documents from the oldest award year. If the student does not complete verification within the required verification deadlines, and the subsequent award year in the crossover period is not selected for verification, the University will use the subsequent award year to award federal financial aid funds.

Additionally, if the student is selected for verification for both award years and only documents for the subsequent award year are submitted, the University will proceed with verifying and awarding based on the subsequent award year.

If the University has reason to believe a student is trying to avoid completing the verification requirements and suspects potential fraud, the University will not award federal financial aid funds using the 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 ceasing to be enrolled at the University, does not intent to re-enroll 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 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 effected 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.
STUDENTS’ RIGHTS AND RESPONSIBILITIES

Policy on Nursing Ethics and Professional Competence

The University of Phoenix Policy on Nursing Ethics and Professional Competence is defined as compliance with the following nursing guidelines:

University of Phoenix Professional Nursing Responsibilities.

American Nurses Association Code for Nurses.

The policy sets forth expectations and regulations for professional and ethical conduct by students enrolled in 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.

Students’ Right to Privacy

The University of Phoenix maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by the University. The law requires that:

1. Students should be provided access to official records directly related to them. Students who wish to see their records must make an appointment or submit a written request through the University Registrar’s Office or local campus office.

2. Students may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.

3. Students be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.

4. Students’ written or authorized electronic consent must be received prior to releasing personally identifiable student data from their records to other than a specified list of exceptions. The University is authorized to release public directory information concerning students. Directory information includes the student’s name, address, phone number, year of birth, program of study, dates of attendance, dates of admission, degree completion dates and types of degrees earned, enrollment status, grade level, photographs, honors, and awards received, participation in officially recognized activities and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by the University at any time unless the Registrar has received a prior written request from the student specifying that the information not be released.

The University is authorized to provide access to student records to University officials and employees who have legitimate educational interests for such access; these are persons who have responsibilities in the University’s academic, administrative, service, or research functions.

A copy of the University’s FERPA policy is available to students through the Registrar’s Office or the student ecampus website at: http://ecampus.phoenix.edu.

Education records also will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of the University’s intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information by submitting a FERPA Hold Request Form to the Registrar’s Office. Requests are valid throughout student’s enrollment unless otherwise notified. Please send or fax your request to: Registrar, University of Phoenix, 4025 South Riverpoint Parkway, Mail Stop CF-A206, Phoenix, AZ 85040, Fax (480) 643-1600.

Pregnant and Parenting Students

Any member of the University 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
602.557.3391

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.” Accordingly, 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.

Pregnancy and Pregnancy-Related Conditions: Include (but are not limited to) pregnancy, childbirth, false pregnancy, termination of pregnancy, conditions arising in connection with 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.

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 will work together to ensure students are accommodated and faculty receive necessary guidance and support.

Faculty Responsibilities Upon Disclosure of a Pregnancy or Pregnancy-Related Condition

Upon disclosure of a pregnancy or pregnancy-related condition, faculty must refer the student to the Title IX office.

- Inform the student they are entitled to reasonable Title IX 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.
- Title IX 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.
- 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 alert the Title IX Office as soon as possible so they can help facilitate needed modifications.
- While receiving Title IX accommodations, students will remain enrolled.

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

The University of Phoenix has established a Student Code of Conduct. Students are expected to conduct themselves ethically, honestly, and with integrity as responsible members of the University’s academic community. This requires the demonstration of mutual respect and civility in all University-related academic and professional discourse.

As part of the Student Code of Conduct, in addition to the information listed here, the University maintains conduct-related policies and procedures for violations that are specific to the following:

1. Code of Academic Integrity
2. Title IX and Violence Against Women Act Policy

Students are accountable for their actions and are required to work independently and collaboratively with teams in achieving learning goals and objectives. As a member of the University’s academic community, students acknowledge and accept an obligation to abide by the Student Code of Conduct. Conduct on or off campus which is determined to impair, interfere with, or obstruct the opportunities of others to learn, or which disrupts the mission, processes, or orderly functions of the University, will be deemed misconduct. A violation of the Student Code of Conduct will be subject to appropriate disciplinary action.

Misconduct for which students are subject to disciplinary action includes, but is not limited to, the following:

1. Actions, oral statements, and written statements which threaten or violate the personal safety of any member of the faculty, staff, or other students.
2. Harassment/discrimination that has the effect of creating a hostile or offensive educational environment for any student, faculty, or staff member.
3. Sex discrimination/sexual harassment that has the effect of creating a hostile or offensive environment for any student, faculty, staff member, or visitor. This includes, but is not limited to, sex/gender discrimination (including pregnancy and childbirth, sexual orientation, gender identity, gender expression, gender transition, transgender status, or gender variance), sexual harassment, unwelcome conduct of a sexual nature, unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal, or physical conduct of a sexual nature including sexual violence, dating violence, domestic violence, sexual assault, or stalking.
4. Stalking (not otherwise specified in number 3 above) or persistently pursuing another person that has the effect of imposing unwelcomed contact and/or communication.
5. Disruptive behavior that hinders or interferes with the educational process.
6. Failure to promptly comply with any reasonable directive from faculty or University officials.
7. Failure to cooperate in a University investigation.
8. Carrying of weapons on campus, at campus-sanctioned events, or when meeting with campus personnel. (This policy is not applicable to students who are law enforcement officers required by law to carry firearms at all times).
9. Using, dealing in, or being under the influence of alcohol, other substances, or illegal drugs or use of tobacco or electronic cigarettes while in class, at campus-sanctioned events, or when meeting with campus personnel.
10. Failure to maintain confidentiality and respect for the privacy of personal or professional information communicated about clients, one’s employer, other students, or their employers.
11. Falsification, alteration, or invention of information, including, but not limited to, any third party document used to apply for financial aid or lying during a University investigation.
12. Violation of the policy on Acceptable Computer Use for Faculty and Student.
13. Hazing (any action which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any University-sanctioned organization).
14. Violation of federal, state, or local laws or regulations that impacts the University’s educational environment.

Alleged Student Code of Conduct violations are subject to a fair and impartial process and may result in a warning or charge.

Procedure for Processing Alleged Violations of the Student Code of Conduct and Student Code of Academic Integrity (except misconduct falling under the Title IX and VAWA Policy):

1. 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.
   a. During an investigation a student may be removed from class, campus-sanctioned events, and other University functions after review and approval with an Office of Dispute Management Senior Manager, Director, or Vice President.
2. Notification - Following the investigation, if there is sufficient evidence to indicate that a violation has occurred, the student will be notified of the specific charge(s) in writing.
   a. In those instances where it is determined the conduct does not warrant a Charging Letter, a Warning Letter and/or counseling to the student will be provided. Note: A Warning Letter is not appealable.
   b. If this is a drug and/or alcohol related offense the campus must also notify the Office of Dispute Management.
3. Student Response - A student will be given ten (10) calendar days, from the date on the letter, to submit a written response to the University official designated on the charge letter.
   a. Designated University Official Definition:
      i. Academic Violations - representative from the student's college;
      ii. Behavioral Violations - Director of Grievances and Appeals
      iii. Record Violations - Registrar or designee from the Registrar's Office
   b. Failure of a student to respond to the Charging Letter will result in suspension from the University following completion of the current course (if the student is actively attending classes) and is not subject to immediate suspension.
4. Processing Student Response -
   a. A student response admitting guilt will be sent to the desig-
nated University official who will determine the appropriate sanction(s).

b. A student response denying the charge(s) will follow the Ethics Committee process outlined below.

i. An Ethics Committee will be convened to review the file and provide findings of fact and recommendations to the designated University official.

ii. The Ethics Committee will be facilitated by an impartial University administrator and composed of three impartial individuals who have no prior involvement with the student or the investigation. The Committee members include: a faculty member and two staff members: one from Student Services and one from the college.

iii. The preponderance of the evidence standard of proof (more likely than not) will be used to weigh the evidence and make a recommendation to the designated University official whether a violation occurred and what sanction, if any, is warranted.

iv. Students will be afforded the opportunity to address the Committee via teleconference to make a statement in their defense.

v. Students are not entitled to representation by an attorney or any other third party at any point in the process.

vi. Tape, digital, or other electronic recording of the committee meeting is not permitted.

vii. The Committee members are given a Case Packet with all relevant information for the committee meeting, including any written response received from the student.

viii. The Committee members sign a Confidentiality Statement for Committee Members and, after the Committee’s deliberations, the Case Packs are required to be destroyed in order to maintain confidentiality.

5. Decision - the administrator delivers a summary report, generally containing findings of fact and recommendations, to the designated University official who has the ultimate authority to accept, reject, or modify the recommendations of the Ethics Committee and render the decision.

a. The decision will be communicated in writing to the student by the designated University official.

b. In accordance with the requirements under the Higher Education Opportunity Act (HEOA), upon written request, the University of Phoenix will disclose to an alleged victim of a crime of violence, 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 FERPA.

c. Any decision which affects a student’s admissions, enrollment, or academic status will be communicated to the Registrar’s Office for records update.

6. Sanctions - If a violation is found, disciplinary sanctions will be based on the seriousness of the situation and may include, but are not limited to, academic integrity and ethical behavior workshops, loss of academic credit, a failing grade on assignments or for the course, suspension, and/or expulsion.

a. A recommendation of expulsion by the designated University official will be automatically reviewed by the Student Discipline Review Committee (SDRC) in the Office of Dispute Management (ODM) and must be endorsed before that sanction is communicated to the student.

7. Appeals - In the event that the student is found to be in violation of the Student Code of Conduct, the student may request an appeal of the decision to the SDRC or Senior Management Review Committee (SMRC) (In cases of expulsion).

a. Appeals must be requested in writing to ODM within ten (10) calendar days from the date on the letter. Appeals will only be accepted if the student can demonstrate one or more of the following:

1) New information which was unavailable at the time of the hearing, or

2) University procedures were not followed.

b. The SDRC will be facilitated by a fair and impartial administrator from the Office of Dispute Management and is comprised of a manager, a director, and an academic college representative or their respective designee. The decision of the SDRC is final and shall be communicated in writing directly to the student, except in the case of a decision by the SDRC supporting a campus recommendation of expulsion.

c. If the student is sanctioned with expulsion, the review of the appeal will be conducted by the Senior Management Review Committee (SMRC) in the Office of Dispute Management. The SMRC is comprised of a representative from the Office of the Provost, a Vice President from Academic Affairs or Student Services, and an Academic or Program Dean (or their respective designees). The decision of the SMRC is final and will be communicated in writing directly to the student and the campus.

Code of Academic Integrity

The University of Phoenix requires that students adhere to the ethical standards necessary to maintain individual and institutional academic integrity. As members of the University’s academic community, students acknowledge and accept a responsibility to abide by this Student Code of Academic Integrity, which is a part of the Student Code of Conduct.

A violation of the Student Code of Conduct - Code of Academic Integrity will be subject to appropriate disciplinary action. Academic integrity violations include all forms of academic dishonesty, including but not limited to:

1. Plagiarism - Intentional or unintentional representation of another’s words or ideas as one’s own in an academic exercise.

Examples of plagiarism include but are not limited to:

a. The exact copy of information from a source without proper citation and without use of quotation marks or block quotation formatting. When a student copies information from a source, he or she must acknowledge the source with quotation marks or block quotes irrespective of whether or not the source has been formally published.

b. Paraphrasing statements, paragraphs, or other bodies of work without proper citation using someone else’s ideas, data, language, and/or arguments without acknowledgment.

c. Presenting work as the student’s own that has been prepared in whole or part by someone other than that particular student. This includes the purchase and/or
Procedure for Processing Alleged Violations of the Student Code of Conduct - Title IX and VAWA Policy:
1. Investigation - An alleged violation of Title IX or an allegation of domestic violence, dating violence, sexual assault, or stalking will be forwarded to the University’s Interim Title IX Coordinator, Marcie L. Batschelett, JD, Office of Dispute Management, 4025 S. Riverpoint Parkway, Mailstop CF-K304, Phoenix, AZ 85040, 602.557.3391, TitleIX@phoenix.edu. Refer to Title IX VAWA Policy - 4.0 Investigation Procedures and Protocols.
   a. Interim and protective measures - refer to Title IX/VAWA Policy - 3.5 Interim and Protective Measures (http://www.phoenix.edu/content/dam/alcloud/doc/UOPX-Title-IX-and-VAWA-Policy-accessible-final.pdf)

2. Notification - Following an investigation, if there is sufficient evidence to warrant a charge, the complainant and respondent will be notified of the specific charge(s) in writing
   a. In those instances where it is determined the conduct does not warrant a Charging Letter, a Warning Letter and/or counseling to the Respondent will be provided. Note: A Warning Letter is not appealable.

3. Respondent Response - A Respondent will be given ten (10) calendar days, from the date on the letter to submit a written response to the Title IX Coordinator (or designee).
   a. Failure of a respondent to respond to the Charging Letter will result in suspension from the University following completion of the current course if the respondent is actively attending classes and is not subject to immediate suspension.

4. Processing Respondent Response -
   a. A respondent response admitting guilt to the charge(s) will be sent to the Title IX Coordinator (or designee), who will determine the appropriate sanction(s).
   b. A respondent response denying the charge(s) will follow the Title IX Committee process outlined below:
      i. The complainant and the respondent will be given notice of the Title IX Committee meeting and afforded the opportunity to appear at the meeting telephonically and/or present written witness statements for inclusion in the Title IX Case Packet.
      ii. The Title IX Committee will be convened to review the file and make findings and recommendations to the Title IX Coordinator who will have the ultimate decision making authority regarding the complaint.

NOTE: If it is determined that there is a conflict or bias or the appearance of a conflict or bias, The Title IX Coordinator will be removed from the process and a qualified proxy will assist. (i.e. Assistant Title IX Coordinator, or Deputy Coordinator).

iii. The Title IX Committee will be facilitated by a fair and impartial administrator from the Office of Dispute Management (ODM).

iv. The Title IX Committee composition will be three fair and impartial individuals who have no prior involvement with the parties or the investigation: a faculty member, and two staff members: one from Student Services and one representative of the college. The Committee will have received annual training on the issues related to sex/gender discrimination, sexual harassment, domestic violence, dating violence, sexual assault, and stalking and
how to conduct a hearing process that protects the safety of victims and promotes accountability.

v. The Title IX Committee will use the preponderance of the evidence standard of proof (more likely than not) to weigh the evidence and make a recommendation to the Title IX Coordinator or designee about whether a violation occurred and what sanction, if any, is warranted.

vi. complainants and respondents will be afforded the same opportunity to separately address the Title IX Committee. This is conducted telephonically. The parties will not have the opportunity to cross examine or question one another or the committee members. However, the complainant and respondent may, at the discretion and direction of the committee, suggest questions to be posed by the committee.

vii. Complainant and respondent are entitled to the same opportunity to have others present during the committee meeting, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

a. The University permits each party to have at least one support person present. Complainants and respondents are not entitled to representation by an attorney or any other third party at any point in the process.

b. Any third party in attendance is there for support and not representation.

e. The SMRC is comprised of a representative from the Office of Dispute Management (ODM) and must be endorsed before the Title IX Coordinator (or designee) communicates that sanction to the student.

f. A recommendation of expulsion by the Title IX Coordinator (or designee) is automatically reviewed by the Student Discipline Review Committee (SDRC) in the Office of Dispute Management (ODM) and must be endorsed before the Title IX Coordinator (or designee) communicates that sanction to the student.

7. Appeals - The University will notify the complainant and respondent of the procedures to appeal the results of the decision to the Student Discipline Review Committee (SDRC).

a. Appeals must be requested in writing to the Office of Dispute Management (ODM) within ten (10) calendar days, from the date on the letter. Appeals will only be accepted if one or more of the following is demonstrated:

   a. A procedural error occurred,
   b. New information exists that would substantially change the outcome of the finding, or
   c. The sanction is disproportionate with the violation

b. The Student Discipline Review Committee (SDRC) will be facilitated by a fair and impartial administrator from the Office of Dispute Management (ODM) and is comprised of a manager, a director, and a Dean from the accused student's college or their respective designee. The decision of the SDRC is final and will be communicated in writing within seven (7) days to the complainant and respondent, except in the case of a decision by the SDRC supporting a campus recommendation of expulsion.

c. If the respondent is sanctioned with expulsion, the review of the appeal will be conducted by the Senior Management Review Committee (SMRC) in the Office of Dispute Management (ODM). The SMRC is comprised of a representative from the Office of the Provost, a Vice President from Academic Affairs or Student Services, and a Dean (or their respective designees). The decision of the SMRC is final and will be communicated in writing within seven (7) days to the complainant and respondent.
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 and clients in the community. These degree candidates participate in one or more clinical rotations, practicum, and/or preceptorships as part of their academic program. University of Phoenix faculty members have a legal, ethical, and academic responsibility to ensure degree candidates refrain from unsafe or unprofessional nursing practices. Candidates in the 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.

   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, practicums, and internships.
7. The candidate values human diversity and shows respect for others' varied talents and perspectives.
8. The candidate values the development of critical thinking, independent problem solving, and performance capabilities in himself/herself and those with whom he/she interacts.
9. The candidate demonstrates a commitment to keeping abreast of new ideas and understanding in the human services and/or counseling field.
10. The candidate demonstrates a level of responsibility and ethical judgment consistent with professional guidelines developed for these fields and appropriate for a professional human services worker and/or counselor. These guidelines are outlined in the National Organization for Human Services (NOHS) Code of Ethics, the American School Counselor Association (ASCA) Ethical Standards for School Counselors, and the American Counselors Association (ACA) Code of Ethics.
11. The candidate maintains the highest ethical standards in interactions with faculty, students, staff, and clients as well as in preparation and submission of required course work, and the completion of assignments.
12. The candidate maintains a pattern of consistently meeting academic and professional standards in courses, field placements, practicums and internships.

University of Phoenix Supplemental 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 when 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 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 and ASWB Standards for Technology and Social Work Practice
   The standards provided by NASW and ASWB provides guidance to social workers on using social networking media in a way that protects clients' privacy and confidentiality and maintains the standards of professional social work practice. A copy of this standard can be found here: NASW and ASWB Standards for Technology and Social Work Practice.
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 be 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 of ongoing academic judgment made by faculty, campus staff and campus management. When it is determined by faculty, campus staff, or campus management that a candidate 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 Univer-
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 as well as the University’s Student Code of Conduct.

The College of Education has instituted processes to ensure that candidates demonstrate the appropriate behavioral and programmatic skills required of the profession. As such, candidate interactions with staff, faculty, fellow students, and external placement constituents are observed throughout their attendance. Additionally, candidates are regularly evaluated by the faculty and have access to counseling on professional requirements. These processes are conducted through collaboration between faculty, campus staff, and campus management who understand the profession and who can offer constructive feedback. It is the intention of the Referral Process to identify a candidate's deficiencies and promote dialogue on how the candidate can improve and move forward in their program. The Referral Process is not intended as punitive, but rather as a corrective measure to ensure candidates are prepared to enter their profession.

During the course of their program, including general education courses, candidates are expected to conduct themselves in accordance with the Student Code of Conduct, Professional Dispositions Rubric, and Supplemental Standards criteria. Faculty members will closely monitor a candidate's academic progress through a review of grades and dispositions. Should a student be reported for academic or behavioral issues at any time during their period of attendance, a student may be issued a Referral under the Supplemental Standards. A referral may be issued with or without a corresponding Student Code of Conduct action.

Supplemental Standards

The following Supplemental Standards for Candidates in College of Education Programs ("Supplemental Standards") apply to these degree candidates before, during, and after their field placements and practicum. The Supplemental Standards address a candidate's affective attributes and disposition 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. The Supplemental Standards address a candidate's affective attributes and disposition to be an administrator. A corresponding Administrator Dispositions Rubric provides additional guidance.

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 ("Administration 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 learning for self and others.
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.
DISPUTE RESOLUTION POLICY AND PROCEDURES

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 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, Office of Dispute Management ("ODM"). See Nondiscrimination Policy and Harassment Policy in the academic catalog.
- Student Code of Conduct Violations (other than sex discrimination and sexual harassment): Registrar. See Student Code of Conduct section in the academic catalog.
- General Student Grievances (other than sex discrimination and sexual harassment): Office of Dispute Management. See General Student Grievances section in the academic catalog.
- Student Grievances relating to financial aid, account balances, or collections: Campus Management. See General Student Grievances section in the academic catalog.
- Academic Issues: Student Appeals Center in ODM. 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 elect mediation, the costs associated with the mediation shall be paid by the University. Both the student and the University shall submit in writing to the other the name(s) of one or more professional, neutral mediators as a potential mediator in the matter. The parties will exercise their best efforts to agree on the selection of a mediator. If the parties cannot agree on the selection of a mediator, then the parties can submit the matter to the American Arbitration Association (AAA) for the purpose of having a neutral mediator appointed in accordance with AAA’s mediation rules.

The mediator shall schedule the mediation as expeditiously as possible. All parties will have the opportunity to attend and participate in the mediation. Any party may be represented by counsel of his or her choosing, at his or her own expense. The mediator shall direct how the mediation will be conducted. As with all mediations, any resulting resolution must be mutually agreed to by the parties, which shall constitute a final and binding resolution of the matter.

**Step Three: Binding Arbitration**

If a dispute is not resolved as a result of Steps One and Two, all parties are encouraged to participate in binding arbitration as an alternative to resolving the dispute in a court of law. Arbitration is not mandatory but is strongly encouraged as an effective way to resolve disputes.

If the parties mutually agree to binding arbitration as the method to resolve their dispute, the following shall apply:

1. The parties shall select the neutral arbitrator and/or arbitration sponsoring organization by mutual agreement. If the parties cannot mutually agree to an arbitrator and/or arbitration sponsoring organization, the arbitration will be held and the arbitrator selected under the auspices of the American Arbitration Association ("AAA"). Except as provided in this Agreement, the arbitration shall be held in accordance with the then current Consumer Arbitration Rules of the AAA ("AAA Rules"). The AAA Rules are available by navigating to the “Rules and Procedures” section of www.adr.org, or by requesting a hard copy from the University Legal Department, currently at 4025 S. Riverpoint Parkway, Mail Stop: CF-KX01, Phoenix, Arizona 85040.

2. In arbitration, the parties will have the right to conduct adequate civil discovery, bring dispositive motions, and present 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 remedy to which that party is entitled under applicable law, but such remedies shall be limited to those that would be available to a party in his or her individual capacity in a court of law for the claims presented to and decided by the arbitrator, and no remedies that otherwise would be available to an individual in a court of law will be forfeited by virtue of this Agreement. The arbitrator shall apply the
substantive law of the state in which the claim arose, or federal law, or both, as applicable to the claims asserted. The arbitrator is without authority to apply any different substantive law.

3. Each party will pay the fees for his, her or its own attorneys, subject to any remedies to which that party may later be entitled under applicable law. The University shall initially bear the administrative costs associated with the conduct of the Arbitration, subject to: (1) a one-time payment by the student toward these costs equal to the filing fee then required by the court of general jurisdiction in the state where the student in question attended the University (if the student is financially unable to pay a filing fee, the student will be relieved of the obligation to pay the filing fee); and (2) any subsequent award by the arbitrator in accordance with applicable law. In the event the law (including the common law) of the jurisdiction in which the arbitration is held requires a different allocation of arbitral fees and costs, then such law will be followed.

4. The Federal Rules of Evidence shall apply. The arbitrator shall have jurisdiction to hear and rule on pre-hearing disputes and is authorized to hold pre-hearing conferences by telephone or in person, as the arbitrator deems necessary. The arbitrator shall have the authority to entertain a motion to dismiss and/or a motion for summary judgment by any party and shall apply the standards governing such motions under the Federal Rules of Civil Procedure and applicable federal common law.

5. The arbitrator will issue a decision or award in writing, stating the essential findings of fact and conclusions of law. Except as may be permitted or required by law, as determined by the arbitrator, neither a party nor an arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of all parties. A court of competent jurisdiction shall have the authority to enter a judgment upon the award made pursuant to the arbitration.

Complaints to the 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 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).

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. Students receiving federal financial aid have varying rights and responsibilities in accordance with the Borrower’s Rights and Responsibilities Statement, http://www.direct.ed.gov/pubs/dlrights.pdf, attached to the Master Promissory Note (MPN).
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 matriculation and may view their official transfer credit evaluation and progress toward degree completion 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/Disclosure Agreement for the program of study which they intend to pursue. The student’s Enrollment/Disclosure Agreement defines the student’s curriculum and degree requirements. The executed Enrollment Agreement will be effective for 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 is required to be recorded on a student’s education record if the student has or will receive U.S. Federal Title IV funding, U.S. Federal Veterans Affairs funding, and/or U.S. educational tax credit/T-1098. Students who have not or will not be receiving these types of funding will need to complete the Social Security Number Override Verification Form if the student prefers to have the Social Security Number omitted from the student’s education record. Should the University be made aware that U.S. Federal Title IV funding, U.S. Federal Veterans Affairs funding, and/or U.S. educational tax credit/T-1098 has or will be disbursed to a student, the student’s SSN will be added to the student’s 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 Admissions and Records, Office of Admission and Evaluation (or designees) review applicants’ required admission documents to render an official evaluation decision. A signed Enrollment/Disclosure Agreement must be on file prior to the official evaluation being completed, and must be signed within 90 days of Admission Application or Program Change Addendum.

Upon completion of the evaluation, the student will be placed in the ‘OF Evaluation Status and will receive official communication of the decision.

Admission Statuses

The University recognizes the following admission statuses for degree and credit-bearing certificate seeking students:

Applicant: (RR)

Applicants qualify for Applicant status (RR) upon completion of the application for admission and payment of the application fee (if applicable). Students on RR admission status may attend up to four UOPX courses.

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 granted 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 status is used 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

Admitted with Condition (AC) status will be granted 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 on 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 of pursuit associated with the student’s enrollment agreement.

Admitted: (AM)

Applicants will be granted unconditional admission and placed on Admitted status (AM) 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 granted Deferred admission (DF) 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 on 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 (non-doctoral) degree programs who meet all admission requirements except the minimum GPA requirement for their program may be admitted on Provisional status (PV). Students admitted on PV status must achieve a GPA of 3.0 in their University of Phoenix 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 on PV admission status. The following criteria will apply to courses completed as part of the PV requirement:
- Noncredit bearing coursework will not be counted.
- Students may repeat courses. Repeated courses, designated with a repeat (R) code on the transcript will count towards the four course PV requirement.

Applicant International Credentials: (RI)
Applicants will be granted Applicant International Credentials (RI) status if the applicant is applying to University of Phoenix 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 on 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 (ND).

Denied for Cause: (DC)
Applicants who have violated a University policy or procedure or committed some other act which, if he or she were already a student, would pose a risk to the University or would subject him or her to sanctions for violating the Student Code of Conduct, will be placed on Denied for Cause status (DC) and will be administratively withdrawn from the University.

Denied: (DN)
Applicants will be Denied Admission (DN) 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 admitted status by the completion of their fourth course will be placed on Admission Deadline Exceeded (DE) status and be administratively withdrawn from the University.

Re-entry Required: (RE)
Students who were previously placed on one of the following admission statuses: AM, PV, IV, OP, or AC for a program but have not posted positive attendance in a course for the time designated by the Re-entry policy will be placed on Re-entry Required (RE) admission status. Students placed on Re-entry Required (RE) status will be required to re-enter the most current program/version in their state or jurisdiction and submit an admission application, enrollment agreement and any other documents as required by the new program.

Student Academic Standing

The University recognizes the following student academic statuses for degree and certificate seeking students:

Regular (RG)
student is 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.

Applicants placed on DA status:
- will be administratively withdrawn from the University and are not eligible to re-enroll until six months from the date of disqualification.
- must be granted approval by the Student Appeals Center to re-enroll with the University and may not appeal to return prior to the end of the six-month disqualification period. There will be no exceptions.
- may not transfer to another program (including concentration, emphasis, specialization, or major) until they have fulfilled the six-month disqualification period and have received approval by the Student Appeals Center.
- must meet all conditions of the appeal decision and may be required to retake or replace the course(s) with the lowest grade(s) earned.

Academic Disqualification (AD)
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 re-enroll 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 re-enroll at 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 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.

Effective for students who sign enrollment agreements on 7/1/2019 or later, new students enrolling into an associate’s or bachelor’s degree program (excluding education, nursing, and social work licensure programs) will not be placed on AP within the first four cumulative GPA applicable courses completed at the University. For the purposes of this policy, new students are defined as those who do not have positive recorded attendance in a UOPX course prior to 7/1/2019, and who have not completed more than three previous cumulative GPA applicable UOPX courses that started on or after 7/1/2019. Upon completion of the fourth course, students who are below their minimum required program GPA will be placed on AP status and restricted to a period of four consecutive (completed) program-applicable courses to bring their GPA to the minimum requirement for their program.

Course Statuses

Administrative Withdrawal (AW)
Student is 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.

Dropped (DR)
Student was in a SC or EN course status and requested to be removed from the course. The student has not met the minimum attendance requirements in the course.

Enrolled (EN)
Student has satisfied at least one week of positive class attendance and continues to actively meet class attendance requirements.

Obsolete (OB)
Student not matriculated or student has been removed from admissions, candidacy, financial, or code of conduct policies.

Withdrawn for Prerequisite (WP)
Student has processed a waiver request through the Office of Admissions and Evaluation

Withdrawn for Admissions (WI)
Student not matriculated or student has been removed from admissions (AM) status after completing five courses.

Waived with Credit (WO)
Student has attended enough workshops to meet minimum attendance requirements and to receive a letter grade.

Waived with Credit (WO)
Course waived without credit.

Candidacy Statuses

Level 1 Candidate Status: Level 1 candidate status is determined at the time of admission and is based on the 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 status of 2N restricts the student from attending any future courses until the requirements are met and the student will be Administratively Withdrawn from the University.

Enrollment Status

The University recognizes the following enrollment statuses:

**Program Level Enrollment Status**

<table>
<thead>
<tr>
<th>Enrollment Status</th>
<th>Code</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Active Full-Time</td>
<td>F</td>
<td>The student's required academic workload for his/her program is at least 6 credits for an academic year, the student is actively attending class and the student's official last date of attendance based on Academically Related Activities (ARAs) does not exceed 14 days. Institutionally Scheduled Breaks and In Progress Extension (IX) grades are excluded from the 14 day out of attendance calculation.</td>
</tr>
<tr>
<td>Active Less Than Half Time</td>
<td>L</td>
<td>The student's required academic workload for his/her program amounts to less than the 6 credits for an academic year, as determined by the University. In addition, the student is actively attending class and student's official last date of attendance based on Academically Related Activities (ARAs) does not exceed 14 days. Institutionally Scheduled Breaks and In Progress Extension (IX) grades are excluded from the 14 day out of attendance calculation.</td>
</tr>
<tr>
<td>Leave of Absence</td>
<td>A</td>
<td>The student is on an approved Leave of Absence (LOA).</td>
</tr>
<tr>
<td>Withdrawn</td>
<td>W</td>
<td>The student has been withdrawn from the University. Withdrawal can be unofficial, official or administrative.</td>
</tr>
</tbody>
</table>

**Student Level Enrollment Status (Overall Enrollment Status)**

The program level Enrollment Status determines a student's overall enrollment status with the University. If there are multiple programs on record, the overall enrollment status will reflect the enrollment status of the program with the highest priority.

**Student Falsification of Information**

All students applying for admission to the University have the responsibility to submit a complete and accurate application package including all academic and professional credentials required. Submitting incomplete, false, or misleading information may be grounds for dismissal at any time.

**On-Camera Conduct Policy**

Students, faculty, and staff of University of Phoenix may have reason to use electronic camera communication. Any person engaging in a University of Phoenix related activity who activates a camera presence, whether intentionally or unintentionally, must comply with the following guidelines. Failure to comply with these guidelines may result in a disciplinary action.

- All persons appearing on camera must be dressed appropriately, as if present in a physical classroom or office setting. Examples of prohibited conduct include, but are not limited to, appearing on camera without appropriate covering; having exposed undergarments; and wearing clothing which is sexual, discriminatory, or otherwise unprofessional in nature.
- The area visible by the other party must be free from all items which may detract from or be disruptive to the educational environment. Examples of prohibited items include, but are not limited to, firearms, drugs (legal or illegal); drug paraphernalia (legal or illegal); tobacco products; and material which is sexual, political, discriminatory, or otherwise unprofessional in nature.
- The area in use by all parties must be free from general distractions. Examples include, but are not limited to, children, animals, electronics, appliances, and other adults.
- Parties appearing on camera are to conduct themselves at all times in a professional manner. Either party to on-camera communication may end their video presence at will.

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Enrollment Status Code Definition

<table>
<thead>
<tr>
<th>Enrollment Status</th>
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<th>Definition</th>
</tr>
</thead>
<tbody>
<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 conferred nor has the University's Registrar's office officially conferred the degree.</td>
</tr>
<tr>
<td>Graduated</td>
<td>G</td>
<td>The student has completed all program requirements and degree is conferred.</td>
</tr>
<tr>
<td>Deceased</td>
<td>D</td>
<td>The student is deceased.</td>
</tr>
<tr>
<td>Not Started</td>
<td>X</td>
<td>The applicant has not yet attended a course in his/her program.</td>
</tr>
</tbody>
</table>
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 Office of Dispute Management (ODM). When such a grievance is received in the ODM, the student will be provided with guidance on filing a formal grievance via that office.

Student grievances and appeals not addressed in policy can be submitted in writing to the ODM, which will determine the appropriate course of action.

Academically-Related Appeals - Student Appeals Center (SAC)

Requests for exceptions to academic policy must be submitted via appeal to the Student Appeals Center (SAC). SAC decision-makers have the authority to make exceptions to University policy based upon a student’s individual circumstances. Decisions are based upon maintaining the academic integrity of the institution. It is incumbent upon the student to provide his/her campus representative with an appeal letter and all relevant documents and statements of support for the request. 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 (https://ecampus.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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
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</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>C−</td>
<td>1.67</td>
</tr>
<tr>
<td>A−</td>
<td>3.67</td>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
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<tr>
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<td>3.00</td>
<td>D−</td>
<td>.67</td>
</tr>
<tr>
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<td>2.67</td>
<td>F</td>
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<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following grades are not issued quality points and do not calculate into the GPA:

I = Incomplete
IP = In Progress
IX = In Progress extension
W = Withdrawal
W/F = Withdrawal failing
P = Passing
AU = Audit
QC = No grade awarded
NC = No credit
WC = Waived with credit

The minimum passing grade for a University course is D−; however, some University programs and courses require higher minimum grades. Minimum grade requirements are documented within policy for those specific programs. Students who receive a grade below the minimum passing grade established for a course will not earn quality points, as the grade is considered a failing grade.

A = Outstanding achievement. Student demonstrates intellectual initiative in accomplishing course goals and objectives through high levels of originality and creativity.

B = Very good work. Student performance meets designated course goals and objectives by demonstrating understanding of the course materials at an acceptable level.

C = Average work. Student performance demonstrates average comprehension and satisfactory achievement of the course goals and objectives.

D = Unacceptable work. Student performance demonstrates minimum acceptable performance in accomplishing course goals and objectives.

F = Failing. Student performance demonstrates unsatisfactory or below minimally acceptable achievement in accomplishing course goals and objectives.

I = INCOMPLETE Student granted extension to complete assignments. A student who receives an incomplete is given up to five (5) weeks, at the discretion of the faculty, from the scheduled course completion date to complete the course requirements and receive a grade.
• The student's final grade will be reduced by one full letter grade by the faculty member, regardless of the circumstances under which the Incomplete was granted. Students who do not complete any additional course requirements prior to the new deadline will be awarded the grade earned for the entire course, as though an incomplete grade had not been requested. Faculty members are required to produce completed Incomplete Grade Contracts as needed to enforce the new course completion deadline date.
• Incomplete grades shall be granted for active duty military personnel, regardless of component and including reserve and National Guard personnel who are deployed in operational war zones or in adjacent geographic areas in support of operational war zones. An "operational war zone" is, for purposes of this policy, defined as an area of operations where military personnel are engaged in active conflict or in post-conflict activities. If the student would like an opportunity to complete the course while deployed, an incomplete 'I' grade can be issued instead of a "W" grade. The 'I' grade may be issued with an initial extension of six (6) weeks beyond the traditional five (5) week extension. The practice of requiring final grades to be lowered by one full letter grade as a result of the incomplete "I" grade shall be waived for deployed students.
• IP = IN PROGRESS An IP grade may be awarded in the following instances:
  - IP grade can only be awarded in qualified courses by the instructor. The IP grade allows the student additional time to complete requirements. IP grades will default to a QC or an F, depending on the course, if a letter grade is not posted by the 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 American 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 be penalized one letter grade 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 CREDIT awarded. A QC is awarded in the following instances:
  - This grade may be used for zero credit courses once the attendance requirement has been satisfied.
  - A QC grade may automatically post for certain Doctoral and Counseling courses when the IP period expires and no formal grade has been submitted.
• This grade allows students to repeat a course without penalizing their GPA in eligible courses.

AU = AUDIT Students will receive a designation of “AU” on their permanent record which will not carry any academic credit because there is no measurement of the student's performance.
W = WITHDRAWAL Student withdrew due to exceeding the maximum allowable absences from the course or has been administratively withdrawn by the university. A "W" grade will be issued in the following scenarios:
• 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 University of Phoenix required course, waived with credit.

Program and Cumulative Grade Point Average

Program GPA is calculated using all University of Phoenix (UOPX) courses applicable to the student's degree program. UOPX cumulative GPA is a calculation of all completed UOPX courses.
The following quality points are associated with the respective grades below:

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</table>

Program applicable coursework that may not apply towards the program in terms of credit, but is needed to fulfill a proficiency, prerequisite, or other degree requirement will be included in the Program GPA.
Courses for which students elect to use the Course Repeat option under the University’s Academic Forgiveness policy will be removed from the cumulative and program GPA calculations; courses for which students elect to use the Academic Reprieve option under the Academic Forgiveness policy will be removed.
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. Doctoral, graduate, and certificate programs are not eligible for Academic Reprieve. Courses removed from the program GPA through Academic Reprieve will continue to apply to the cumulative GPA. 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 https://ecampus.phoenix.edu. The student's official transcript is prepared by the Registrar's Office. The official transcript will show the current enrollment status, all program(s) and GPAs as well as courses, grades, credits, and dates of instruction for all graded for-credit courses taken at University of Phoenix. Credits awarded from the Prior Learning Assessment will be recorded on the transcripts as the credits are awarded and assessment fees are paid. Only a summary of credits transferred by institutions will be included on the transcript. If itemized information for these credits are needed, the student must contact the school where the credits were completed.

**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. Doctoral, graduate, and certificate programs are not eligible for Academic Reprieve. Courses removed from the program GPA through Academic Reprieve will continue to apply to the cumulative GPA. Required course of study courses in which a student earned a non-passing grade will continue to receive credit for the most recent repetition is used in calculating total hours earned and total cumulative grade-point averages. However, the original and repeated grades remain on the transcript bearing a symbol to show that a particular course has been repeated.

Transcripts will be released only to students who are in good financial standing with the University.

Students may request official transcripts from the student website (https://ecampus.phoenix.edu) on the home page by selecting Order Transcripts under the Quick Links listing and by following the directions for requesting a transcript. Students may also request transcripts by phone, fax or mail by contacting the Admissions and Records Service Center at 800-866-3919. Transcript Request Forms are also available at any University of Phoenix campus. Completed forms should be mailed to the Office of the Registrar, University of Phoenix, 4025 S Riverpoint Parkway CFL-308, Phoenix, AZ 85040. The Family Education Rights and Privacy Act of 1974 requires that all mail-in transcript requests be submitted in writing and be signed by the student. All student academic records are retained, secured, and disposed of in accordance with local, state, and federal regulations. All student record information is maintained on the University computer system, paper and/or microfiche, microfilm, disc or electronic imaging system.

**Grade Disputes and Grade Corrections**

- The University has established a dispute process for students who believe a grade has been awarded incorrectly.
- Student grades may not be changed by the faculty member after the grades have been submitted unless the student initiates the formal grade dispute process or if the faculty member determines the original grade was improperly calculated.
- Requests or disputes related to grades must be resolved by the faculty member in accordance to academic policies, whose decision is final, unless the dispute alleges discrimination or harassment.
- Disputes challenging the accuracy of a grade must be submitted by the student to the faculty member within six weeks from the grade posting date. Grade disputes based on work submitted, class participation, or claiming a calculation error are to be resolved solely by the faculty member, whose decision is final.
- Disputes challenging a grade which also allege discrimination or harassment by the faculty member are addressed according to the Non-Discrimination and Harassment policies.
- Disputes challenging a grade that also allege violation of an established University policy (other than discrimination or harassment) are addressed by the Director of Academic Affairs, or designee, who may mediate a resolution between the student and faculty member. However, the decision regarding whether to change the grade rests solely with the faculty member 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.
University of Phoenix, 2019-2020

- Decisions for grade disputes must be rendered prior to the student being degree conferred.

**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.

**Graduation Application and Credential Conferral**

University diplomas and certificates are issued to students who have completed all program requirements, who are in good academic and financial standing, and whose credential has been officially conferred.

Upon completion of all program requirements, students must submit a graduation application in order to be considered for official credential conferral.

Following credential conferral, the University will issue one diploma or certificate.

The date documented on the diploma will reflect the last day of the month in which all program requirements were completed and applied.

The date documented on the certificate will reflect the date on which all program requirements were completed and applied.

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).

**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 and posted positive attendance, and were in good academic standing in a University program at the time of their death.

Posthumous degrees may be presented to immediate family members who submit a notarized Affidavit of Family Member of Deceased Student or to the executor of the estate with official written authorization.

**Degree Posting**

Degrees are conferred and posted to students’ academic record 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.
Graduation with Honors

Bachelor degree students who complete their degree program with a program grade point average of 3.85 or higher will graduate with "Honors." The "Graduated with Honors" designation will appear on the University diploma and permanent transcript.

Participation in Commencement Ceremony

Commencement ceremonies are held by the majority of campuses. Students who have met all of the requirements and completed a degree program with University of Phoenix (UOPX) are eligible to participate in commencement.

Students who have not yet completed degree requirements are eligible to participate in commencement ceremonies when they meet the requirements as outlined below.

- Regular (RG) student academic status by the ceremony registration deadline date
- Regular (RG) program academic status by the ceremony registration deadline date
- Satisfaction of all financial obligations to the University

Completion of degree requirements within the specific credit limits outlined below by the final registration deadline:
- Associate students - successful completion of all but 6 credits
- Bachelor's and Master's students - successful completion of all but 9 credits
- Doctoral students - successful completion of all credit and non-credit bearing degree requirements, including a completed dissertation approved by the Dean, prior to commencement eligibility.

Program Completion Deadlines

The following program completion deadlines outline the timeframes 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>

Program completion deadlines are calculated based on first date of positive recorded class attendance in the student's program version.

Changes to a selected major, concentration, emphasis, or 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.

A student who changes their program and/or version will have a new program completion deadline calculated based on the first date of positive recorded attendance in the course beginning after the student signature date on the most recent enrollment agreement on file.

- A student who posts positive class attendance in a program version, changes their program and then reverts back to their prior program version will be held to their original program completion deadline for that program version.

Re-entry students who return to the same program version will have a new program completion deadline calculated if that program version is still active and available for new enrollments and is the most current version in the student's state or jurisdiction. Re-entry students who return to a program that is not accepting new enrollments and/or is not the most current version available in their state or jurisdiction will be held to their original program completion deadline.

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 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 program code for a College or non-credit bearing courses that are part of a Continuing Education program code.
- 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 U.S. law. University of Phoenix 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 U.S. Office of Foreign Assets Control (OFAC) nor any individual that has been designated as a Specially Designated National (SDN), Foreign Sanctions Evader (FSE), Blocked Person, Denied Person or other similar classification, as defined by U.S. Law. For 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. Registrants 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 registrant’s personal information.

University of Phoenix does not market to potential students in European Union (EU) member countries. Individuals who reside in an EU member country will not be enrolled or admitted unless they are a U.S. citizen or are affiliated with the U.S. Military. 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 United States, in a country where English is not the official language, must meet the English language proficiency requirement. (E5)
- Students 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 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:
  - 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). To satisfy a prerequisite the course must meet the following criteria:
  - have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university,
  - 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 University of Phoenix 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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 complete an unlimited number courses; however, non-degree students will not be awarded a degree or cer-
tificate unless they are officially admitted into a degree or certificate program. Non-degree student 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 towards an undergraduate degree required course of study completed after admission into the degree program.

Some 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 transfer partner institution Concurrent Enrollment Program (CEP) may be scheduled for non-degree courses as outlined on the RN-BSN Partnership Transfer Pathway Guides.

RN-BSN Transfer Partner Institution CEP's RN-BSN Pathway Partnership 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 Partnership CEP students who have been scholastically disqualified will not be allowed to continue until they have taken the following steps:

- Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
- Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
- Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

**College of Doctoral Studies Individual Doctoral Non-Degree Courses**

Non-Degree students enrolling in doctoral courses must provide proof of completion of a graduate degree from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution or a graduate degree from an ABA accredited institution (i.e.- JD, LLB, LLM). If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

**California Early Completion Option**

- California residents may qualify, per state Commission requirements, for the Early Completion Option (ECO). 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 (ECO) consists of credit-bearing, non-degree coursework. Candidates are not completing a University of Phoenix certificate or degree.
- The California Early Completion Option requires:
  - Completion of the following coursework (120 pre-service hours):
    - MAED/TED 07 CA
      - 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 525CA
    - MAED/TED 08 CA
      - Multiple Subject: MTE 511; ELM 533; ELL 500; MTE 512; RDG 556; ELM 532
      - Single Subject: MTE 511; SEC 533; ELL 500; MTE 512; MTE 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 (ECO) 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 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 (ECO) students who have completed coursework, but have not met their IR requirements within the contracted school year, may not be eligible to maintain their internship credential.
  - Early Completion Option (ECO) students must pass the Teaching Performance Assessment on their first attempt and within one year of being issued the intern credential. Students who do not pass the Teaching Performance Assessments 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.
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 institutional learning outcomes underscored by the University’s mission? Its findings inform opportunities for curricular and pedagogical improvement, decision-making processes for policy consideration and resource allocation, and accountability. The process for outcomes-based assessment of student learning uses the following conceptual framework:

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

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

Academic assessment provides the method 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-
tration processes.

**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.
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 and update your profile. You may also print your Alumni Membership Card from your profile page to use as proof of graduation for discounts and more. Begin connecting with the association and your fellow graduates, and start exploring the benefits available to you:

**Career Resources**

- **PhoenixLink™** Continue accessing the entire suite of career tools you enjoyed as a student. PhoenixLink™ is where you'll find support for your career goals, powerful networking tools, opportunities to give back and so much more.
- Search and apply for exclusive jobs.
- Find even more job postings on the Extended Job Network.
- Schedule career counseling sessions.
- Access the University's alumni mentor database.
- View career planning and development resources.

**Alumni Services**

- **Alumni Locator Tool** - Find and connect with other graduates of University of Phoenix who have public profiles, and build a foundation that promotes communication and networking. Visit phoenix.edu/alumni/directory-search.
- **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 Business Directory** - Are you an entrepreneur? Promote your business to fellow alumni. Not an entrepreneur? Support the businesses of your fellow alumni. phoenix.edu/alumni/business-directory
- **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 partnerships with several businesses to bring discounts to UOPX alumni. You can find these special offers on the Benefits and Discounts page of the Alumni Association website.
- **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 alumni@phoenix.edu.

**Financial Services**

- **Student Loan Resources** - Manage your student loan repayment options and make better financial decisions with iGrad, our complimentary financial planning tool. Visit alumni.phoenix.edu/iGrad.

**Academic Resources**

- **Complimentary online resources** - Keep learning and brush up on skills you use in the workplace with continued 24/7 access to the University’s Alumni Library phoenix.edu/library, the Center for Mathematics Excellence phoenix.edu/math-excellence and the Center for Writing Excellence found through the eCampus 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
800.795.2586
E-mail address: alumni@phoenix.edu
facebook.com/uopxalumni
instagram.com/uopxalumni
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Admission Procedures

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 regionally accredited military university or college (Community College of the Air Force and US service academies). If these documents are unavailable, American Council on Education 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 to meet admission requirements may enroll in University of Phoenix courses prior to the student being officially admitted only if they meet all the following requirements:

- If residing in the United States, have an appropriate immigrant or nonimmigrant status which does not prohibit educational studies
- Graduate applicants, with academic records from a country evaluated in-house by the Office of Admissions and Evaluation, must have a pre-evaluation completed by the Office of Admissions and Evaluation indicating that the student has the appropriate academic background to meet the admission requirements, and
- All other program specific admission requirements must be met. An applicant who has earned an undergraduate degree, or other transfer credit, from an institution outside of the United States, has been denied a Master’s degree from a regionally accredited or approved nationally accredited institution is eligible for enrollment at the graduate level provided all program specific policies have been met by the previous credential earned without requiring an evaluation of the previous international credentials.

Undergraduate applicants relying on educational credentials from an institution outside of the United States may enroll in University of Phoenix courses upon the completion of their admission application and enrollment agreement provided that they meet all admission requirements for their selected program.

For applicants with academic records from colleges or universities earned outside of the United States, the University will accept copies of academic records issued from international institutions to conduct a pre-evaluation to determine comparability of previous academic studies for unofficial placement and advisement purposes.

For official admission and transfer credit evaluation purposes previous academic credentials earned outside of the United States must meet the University’s verification standards prior to an official admission or transfer credit decision being rendered. Verification of previous academic credentials earned outside of the United States can be satisfied by the following methods.

- Receipt and verification of official academic credentials issued directly to University of Phoenix by the student’s previous institution, or
- Receipt and verification of official academic credentials held in possession of the student as the official record of academic studies conducted in the student’s specific country, or
- Receipt and verification of official correspondence issued directly to University of Phoenix by the student’s previous institution indicating copies of academic credentials and/or level study is valid, or
- Receipt of an official professional evaluation issued directly from a professional evaluation agency that is approved to satisfy verification requirements as indicated by the Office of Admission and Records.

For applicants with academic records from colleges or universities earned outside of the United States from a regionally accredited or approved nationally accredited institution, academic credentials will be subject to the same policies as credentials issued from a domestic institution.
Secondary completion credentials earned outside of the United States are considered comparable to United States secondary completion credentials and do not need to be validated unless required by the student's state or jurisdiction.

Applicants who completed high school/secondary school outside of the United States, in a country where English is not the official language, must meet the English language proficiency requirement for admission. Specific English language proficiency policies will be listed in the admission requirements section for each program.

If documents are issued to University of Phoenix in a language other than English, the student will be required to obtain an official translation and submit it to University of Phoenix. Translations must be completed/verified by an official translation service, a foreign language department of an accredited college or university, the country's embassy/consulate, or the Office of Admission and Records at University of Phoenix if translation services are provided for that specific language.

The University is authorized under Federal law to enroll nonimmigrant students. University of Phoenix only issues Forms I-20/A-B to Border Commuters and approved doctoral learners during their residency in the United States. Form I-20/A-B is required by students who need to obtain F-1 (Student) visas to attend school in the United States. The University is only authorized to issue the I-20 for students attending specific campus locations and programs recorded with DHS.

Admission of international students will only be made as permitted by U.S. law. University of Phoenix will not admit a resident of, or individual located in, a country that is subject to any of the sanctions programs administered by the U.S. 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 U.S. Law. For purposes of this policy an international student is defined as a non-U.S. 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.

University of Phoenix does not market to potential students in European Union (EU) member countries. Individuals who reside in an EU member country will not be enrolled or admitted unless they are a U.S. citizen or are affiliated with the U.S. Military.

**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. No appeals will be accepted for students expelled from University of Phoenix. Appeals will be reviewed for students who were expelled from other institutions. Applicants for admission are not eligible to begin classes until formal approval of the appeal is obtained. Students who fail to disclose all prior colleges and universities attended on their Application for Admission may result in a charge under the Student Code of Conduct if it is discovered after their admission to UOPX that they were expelled from an 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 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 (CCÉL), International Language Schools of Canada (ILSC) or Kaplan.
  - or-
  - achieved a minimum score of 59 on the Pearson Test of English Academic Exam within two years of application to the University.
• The following may exempt a non-native speaker from having to take the TOEFL/TOEIC/IELTS; however, official documentation may be required:
  • The applicant has successfully completed thirty (30) transferable, academic semester credits at a regionally or nationally accredited college or university in the United States.
  • The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized college or university in a country in which English is the official language.
  • The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized institution where English is the medium of instruction.
  • The applicant has previously earned, prior to applying for admission to the University of Phoenix, a U.S. high school diploma or G.E.D. Applicants that list any language other than English as their native language on the admission application and G.E.D. is taken, must submit a copy of the G.E.D. to verify it was taken in the English version format.
  • The applicant has earned the equivalent of a U.S. high school diploma in a country in which English is the official language.
  • The applicant has earned the equivalent of a U.S. high school diploma at an institution where English is the medium of instruction.
• Applicants who reside in the United States must meet one of the following requirements:
  • Be a legal resident of the United States
  • Have been granted permanent residency
  • Have a valid visa that does not prohibit educational studies
  • Have been granted temporary protected status and has been verified through Citizenship and Immigration Service that the country is eligible for TPS status at the time of application sign date. Student must list TPS as the visa type on the admissions application in order for US to verify TPS status.
  • Have been granted asylum or refugee status.
• Applicants who reside in Canada must meet one of the following requirements:
  • Be a legal resident of Canada
  • Be a landed immigrant
  • Have a valid visa that does not prohibit educational studies
• A completed and signed undergraduate application
• A signed Enrollment/Disclosure Agreement.
• Completion of any state-specific required documents or forms.
• Applicants who have been expelled from other institutions are not eligible for admission to University of Phoenix.
• Students who have been expelled from University of Phoenix are not eligible for readmission to University of Phoenix. No appeals will be accepted.
• Students enrolled in programs that are not administered under the risk free period policy*, who list less than 24 previous college credits as recognized by the University on the admissions application, are required to successfully complete a University Orientation Workshop (UNIV 100 or UNIV 101) to be officially admitted (AM).

Students who begin their studies at campuses located in the states listed below are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions 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 a Hepatitis B Waiver form 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, Diptheria (Td or Tdap), from 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). Additionally, in order for Hawaii residents to be admitted, the University requires that all applicants to this program provide a verification of immunization of MMR. Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Exemptions from the MMR immunization requirement may be granted for the following reasons:
• A medical exemption may be granted to specific vaccines.
  • A U.S. licensed physician (M.D. or D.O.) must state in writing that giving a specific vaccine would endanger the student's life or health, and specify the reason based on valid medical contraindications.
  • The physician must state the length of time during which the vaccine would endanger the student's health or life.
  • The exemption certification must be signed by the physician on the physician's printed stationery.
• A religious exemption may be granted if the student signs a statement certifying that the student's religious beliefs prohibit the practice of immunization.
• If the State of Hawaii Director of Health determines that there is a danger of an outbreak from any of the diseases for which immunization is required, no exemption shall be recognized and inadequately immunized students shall be excluded from school until the Director has determined that the outbreak is over.
• A copy of each exemption must be kept in the student's health record at school.

The Hawaii State Department of Health requires that all students attending school at a campus in 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
Residency Requirements and Course Waivers for Bachelor Programs

Please see the program for any additional program specific residency requirements and course waivers. The following does not apply to nursing and education programs.

- Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits (as a part of the final 60 credits of the program) come from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- Providing that University residency policy is met, through an approved articulation agreement or Educational Partnership Pathway (EPP) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
- Nationally recognized and/or industry accepted certifications 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.

Residency Requirements and Course Waivers for Associate Programs

Please see the program for any additional program specific residency requirements and course waivers. The following does not apply to nursing and education programs in addition to the AACR.

- Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 15 credits (as a part of the final 30 credits of the program) from a combination of Required Course of Study and General Education courses must be completed at University of Phoenix.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- Nationally recognized and/or industry accepted certifications 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.

University Orientation Workshops

Applicants to designated undergraduate programs requiring the Workshop for admission who list less than 24 previous college credits as recognized by the University on the applications are required to successfully complete a three week University Orientation Workshop (UNIV 100 for Online or UNIV 101 for local campus) prior to attending a credit bearing degree applicable course.

The following define the University Orientation Workshop statuses:
- Orientation Complete (OC): Applicant has attended all three weeks and successfully submitted all assignments.
Risk Free Period Policy

Students enrolled in programs that are eligible for the risk free period policy* are not required to complete a University Orientation Workshop.

The first three weeks of the first course constitute the trial period for programs that are eligible for the risk free period policy. First time attendees who indicate less than 24 previous college credits (as recognized by the University) on the admission application, who have not previously been admitted as a regular student to the University, and who are intending to pursue such programs will participate in the trial period and will be conditionally admitted. This trial period will apply to all repeated attempts to complete the first course in the program while students are in Admitted with Condition status. Students will be eligible for unconditional admission to the University after meeting class attendance requirements in the fourth week of their first course (or after the fourth week) and after having transfer credits evaluated.

Students will not be eligible for Title IV, HEA funds until they are admitted as a regular student after the trial period has completed. Once admitted as a regular student, students become eligible for unconditional admission to the University after meeting class attendance requirements in the fourth week of their first course with the University. Students who withdraw after the trial period and do not continue enrollment will not be eligible for Title IV, HEA program funds for the trial period.

Students will indicate their intent to continue with their program by meeting class attendance requirements in the fourth week of their first course (or after the fourth week) at which point the trial period will end. Students completing the trial period that meet class attendance requirements for their fourth week or after will be financially responsible for all associated course charges. Students that record positive class attendance in at least one class that do not meet the class attendance requirements for the course due to exceeding maximum allowable absences will receive a "W" grade for the course which will be documented on the University of Phoenix transcript.

*Programs that are eligible for the risk free period policy are indicated as such in the "General Information" section of the program's policy in the catalog.

Academic Progression Requirements

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 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

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<tr>
<th>Phoenix Success Series Categories</th>
<th>Credits</th>
<th>Course Selection</th>
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<tbody>
<tr>
<td>Psychology</td>
<td>3</td>
<td>PSY 110</td>
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<tr>
<td>College level research and writing</td>
<td>6</td>
<td>ENG 100, ENG 200</td>
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<tr>
<td>Economics</td>
<td>3</td>
<td>FP 100</td>
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<tr>
<td>Critical thinking</td>
<td>3</td>
<td>HUM 115</td>
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Phoenix Success Series Preferred Sequence and Prerequisites

GEN 201 ................................................................. 3 credits
Foundations for University Success
PSY 110 ................................................................. 3 credits
Psychology of Learning
ENG 100 ................................................................. 3 credits
Critical Reading and Composition
HUM 115 ................................................................. 3 credits
Critical Thinking in Everyday Life
FP 100 ................................................................. 3 credits
Everyday Economics and Finances
ENG 200 ................................................................. 3 credits
Research and Rhetoric

- 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.

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, and are not required to enroll in the First-Year Sequence.
- Applicants disclosing fewer than 24 previous college credits on the admissions application, enrolling in designated undergraduate programs, are required to complete the First-Year Sequence.
• Prior Learning Assessment and credits earned through National Testing Programs are not included as previous college credits when determining placement in the First-Year Sequence.
• First-Year Sequence students must satisfy all seven (7) required courses from the First-Year Sequence prior to enrolling in any other program applicable course.

Preferred Sequence
GEN 195 ................................................................. 3 credits
Foundations 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

Waivers
The University defines a waiver as the substitution of a required course at the University with a course of the same level listed on an official transcript from another institution. Students may find specific course waiver information for their program after the applicable required course of study. Students requesting course waivers must have formal written requests submitted to the central Office of Admissions & Evaluation, utilizing the Request for Course Waiver Form citing the courses requested to be waived, the courses to be transferred into the required course of study, and the university where the transfer courses were completed.

An official catalog course description must accompany the request. The official transcript from the institution where the course was completed must also be submitted, unless it has previously been submitted to the University as part of the application process.

General Education
In its commitment to help working adults achieve their 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 Social and Behavioral Sciences, 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 scientific reasoning and knowledge, and use basic research methods in science to explain key concepts in the physical and life sciences.
• Students will develop the necessary writing skills to share knowledge, present analysis and engage effectively in daily workplace communication.
• Students will employ appropriate technology to collect, analyze, synthesize, and disseminate information.
• Students will use mathematical principles to interpret and represent information in various mathematical forms, and perform computation and quantitative analyses to solve problems and draw appropriate conclusions.
• Students will incorporate essential knowledge, theories, and research methods in social sciences, history, and behavioral sciences to analyze and propose solutions for social, political, and economic problems.
• Students will use information literacy principles to locate and evaluate information for relevancy, reliability, and currency.
• Students will evaluate the role of diversity, including culture, class, ethnicity, and gender identity in human affairs.
• Students will analyze works of art and literature as aesthetic and cultural expressions of specific historical and social contexts to demonstrate artistic involvement in society.

General Education Categories
The curriculum within the General Education catalog is comprised of traditional categories. The required number of credits for 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.

Prior Learning Assessment

Prior Learning Assessment Eligibility Guidelines
University of Phoenix 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 learning essays upon applying to PLA. This documentation includes, but is not limited to, proof of completion, proof of course length, proof of course modality, course descriptions, and verification letters. Documentation of professional training submitted for evaluation must match the timeframe in which the license was completed.

The student must demonstrate college-level writing skills in Experiential Learning Essays conforming to the writing standards required of all students enrolled at University of Phoenix.

Credits will be awarded for coursework, professional training, and experiential learning only when it does not duplicate credits previously applied as transfer activity, the UOPX required course of study, or topics from other submissions for credit.

The University of Phoenix recognizes credit recommendations of the American Council on Education ACE/CREDIT Guide, the American Council Guide to Educational Credit by Examination, and the National College Credit Recommendation Service (NCCRS). Credit is awarded using the recommendations as a guide
and is not required to be assessed internally by the University’s PLA department.

Courses which have been transcripted for academic college-level credit by a regionally accredited institution are 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.

PLA may apply towards both the lower division and upper division credit requirements of the University’s undergraduate degree programs unless otherwise specified in policy or limited by the state or jurisdiction of a student’s residence. PLA may also apply towards graduate level requirements upon the assessment and review of the activity by the appropriate college or school in which the associated graduate level program or courses reside.

Students may not rewrite an Experiential Learning Essay more than once.

Students may submit a completed Experiential Learning Essay up to 90 days after an essay topic has been removed or modified from the Approved Essay Topic List.

University of Phoenix Code of Academic Integrity Policy is applicable to all PLA submissions.

**Prior Learning Assessment Credit Assessment**

Credit is awarded based on clock hours or academic content equivalence as determined by PLA evaluators or one of the University’s Colleges, Schools, or the Provost’s Office.

If an item submitted for professional training review is determined by the evaluator to be so extensive that it is worth more than three credits, the evaluator may recommend division of the content into multiple course titles.

Experiential Learning Essays shall be awarded one, two, or three lower division or upper division undergraduate semester credits as indicated on the Approved Essay Topics List.

With an approved essay, the student will be awarded the credit as indicated in the essay submission documentation. Incomplete or unsatisfactory essays will not be awarded credit. No partial credit will be awarded for essays.

Experiential Learning Essays will be awarded credit limited in application to elective and/or general education options at the undergraduate level only.

Assessed credits will appear on the student’s University of Phoenix transcript after they are awarded.

Students have the right to challenge credit awards. Challenges must be submitted to PLA in writing by the student within six weeks of the date of the credit award letter. Challenges received after this date will not be considered.

A student enrolled in an associate degree program may earn a maximum of 15 credits for Experiential Learning Essays and a student enrolled in a baccalaureate program may earn a maximum of 30 credits for Experiential Learning Essays.

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**Corporate Partnerships- Credit Recommendation Guide**

The University will endeavor to create Corporate Partnerships with other corporations as appropriate in order to enhance transfer credit options for students coming to University of Phoenix. Transfer credit recommendations will be created in the format of a Credit Recommendation Guide (CRG).

CRGs will define transferability, applicability, and individual credit recommendations of partner corporations’ professional training/seminars, deemed by assessment as comparable to college level learning, to University undergraduate degree program credit requirements. Credits indicated on a CRG are only a recommendation and not a guarantee of credits to be awarded as professional training programs and content may change over time.

Evaluation and determination of credit award for activities listed on the CRG will follow the Credit Assessment Guidelines as indicated in Prior Learning Assessment Credit Assessment. A list of corporations with which University of Phoenix has established corporate partnerships can be viewed at http://www.phoenix.edu/admissions/prior_learning_assessment/corporate-credit-recommendation-guide.html.

**Prior Learning Assessment Submission and Posting & Fees**

Charges arising out of services and the posting of credit awarded for prior learning are separate and apart from tuition and curriculum fees.

When materials are complete, they are sent to Prior Learning Assessment in Phoenix and a non-refundable application fee is required and collected. The evaluation and posting fees apply to credit awarded through Prior Learning Assessment:

Student portfolios are subject to fees related to evaluation and assessment of all portfolio inclusions. The fees may vary depending upon number of items reviewed. Fee structure and information may be viewed at: http://www.phoenix.edu/admissions/prior_learning_assessment/corporate-credit-recommendation-guide.html.

**Standardized Credit Recommendations**

Credits awarded through the assessment process are applicable to University of Phoenix degrees, and may be transferable subject to the receiving institution’s discretion.

Credit awards are applied to Associate or Bachelor elective or general education areas within degree programs. Student degree program admission is required (all other transfer credit applied in the program) prior to portfolio submission.
Program Length

Associate Programs
The established "normal time" to complete a program is as follows: Education - 90 to 104 weeks, Health Professions - 90 to 106 weeks, Social and Behavioral Sciences - 90 to 109 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 220 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.
THIS PAGE WAS LEFT BLANK INTENTIONALLY
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.

Associate of Arts/Professional Focus

The following Associate of Arts/Professional Focus (AA/PF) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The University of Phoenix Associate of Arts in Professional Focus acknowledges college level coursework, military training, and national testing to partially fulfill the requirements of the degree. The AA/PF program offers a Professional Focus. The University does not certify students in their Professional Focus but acknowledges their qualifications by recognizing their regionally or approved nationally accredited transferable coursework, ACE certified training received through the United States Armed Forces or law enforcement training.

**Note: This program is not eligible for Federal Student Financial Aid funds.**

General Information for the AA/PF

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for “Admitted with Condition” status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who disclose a previously completed associate's degree or higher from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher from a regionally or approved nationally accredited institution 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 AA/PF

All applicants are expected to meet the following admissions requirements:

- Applicants for admission must be active duty (to include members of the National Guard and Reserve), spouses and family members, Department of Defense (DoD) civilians, and veterans.
- Submit a signed Professional Focus Declaration request.

Degree and General Education Requirements for the AA/PF

Completion of a minimum of 60 credits that include the following distribution:

<table>
<thead>
<tr>
<th>Distribution</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication Arts</td>
<td>6</td>
</tr>
<tr>
<td>Social Science</td>
<td>6</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
</tr>
<tr>
<td>Physical or biological sciences</td>
<td>6</td>
</tr>
<tr>
<td>Economics</td>
<td>3</td>
</tr>
<tr>
<td>Critical thinking</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>6</td>
</tr>
</tbody>
</table>

Must include:

- 6 credits of quantitative reasoning or higher
- Professional Focus/Interdisciplinary, 15 credits
- Typically the 15 credit Professional Focus requirement will be fulfilled through selected transfer credits, including American Council on Education (ACE) recognized credit earned from military specialty training, technical schools, MOS’s, Navy ratings, NEC’s, and law enforcement training.

Elective, 6 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.
- A minimum grade point average (GPA) of 2.0.
- Students must complete the AA/PF degree within 5 years.
- The Professional Focus is reflected on the transcript only and will not appear on the diploma.
- The diploma awarded for this program will read as: Associate of Arts
Academic Progression Requirements for the AA/PF

- Students placed in 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.

Professional Focus for the AA/PF

- The AA/PF program offers a Professional Focus. The University does not certify students in their Professional Focus but acknowledges their qualifications by recognizing their regionally or approved nationally accredited transferable coursework, ACE certified training received through the United States Armed Forces or law enforcement training. University of Phoenix coursework may also be recognized to fulfill professional focus credits.
- A minimum of 15 credits are required for each Professional Focus chosen.
- Students are required to submit a signed Professional Focus Declaration request as an admissions requirement.
- Students who wish to declare no Professional Focus are required to submit a signed Professional Focus Declaration form declaring no Professional Focus.

Residency Requirements and Course Waivers for the AA/PF

Students must meet the established University residency requirement for degree conferral. The University requires that 15 credits (as a part of the final 30 credits of the program) must be completed at University of Phoenix.

Re-entry for the AA/PF

- 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.

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 and concentrations 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 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 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 mastery of written and spoken English.
- 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 and 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 ~ ................................................................. 3 credits
  - Literary Interpretation and Analysis
    ENG 280 ~ ................................................................. 3 credits
  - Rhetoric and Critical Thinking
    Select 1 course - 3 credits from the following:
    - LIT 235 ~ ................................................................. 3 credits
    - Survey of English Literature to 1798
      LIT 255 ~ ................................................................. 3 credits
    - Survey of American Literature to 1860
      Select 2 courses - 6 credits from the following or another 200 level ENG or LIT course:
      - ENG 230 ~ ................................................................. 3 credits
      - Mechanics of Writing
        ENG 235 ~ ................................................................. 3 credits
      - Linguistics
        ENG 240 ~ ................................................................. 3 credits
      - Introduction to Creative Writing
        ENG 250 ~ ................................................................. 3 credits
      - History of the English Language
        ENG 260 ~ ................................................................. 3 credits
      - Folklore and Fairytales
        ENG 265 ~ ................................................................. 3 credits
      - The Short Story
        ENG 295 ~ ................................................................. 3 credits
      - Children's Literature
        LIT 245 ~ ................................................................. 3 credits
      - Survey of English Literature since 1798
        LIT 265 ~ ................................................................. 3 credits
      - Survey of American Literature since 1860
        ENG 222 ~ ................................................................. 3 credits
      - Introduction to Technical Writing

Upper Division Courses - 33 credits

- Major Courses - 6 credits
  - LIT 340 ~ ................................................................. 3 credits
  - African American Literature
  - LIT 410 ~ ................................................................. 3 credits
  - Literature of the Fantastic
  - LIT 420 ~ ................................................................. 3 credits
  - Comic Books and Graphic Novels
  - LIT 430 ~ ................................................................. 3 credits
  - The Romantic Poet
  - LIT 450 ~ ................................................................. 3 credits
  - Women Writers
  - RHET 300 ~ ................................................................. 3 credits
  - Rhetorical Theories
  - RHET 450 ~ ................................................................. 3 credits
  - Advanced Linguistics
  - RHET 470 ~ ................................................................. 3 credits
  - Studies of American Rhetoric
  - RHET 475 ~ ................................................................. 3 credits
  - Rhetoric and Social Media
  - WRIT 310 ~ ................................................................. 3 credits
  - Creative Writing: Personal Essays and Creative Non-Fiction
  - WRIT 350 ~ ................................................................. 3 credits
  - Writing for Social Media
  - WRIT 410 ~ ................................................................. 3 credits
  - Creative Writing: Poetry
  - WRIT 415 ~ ................................................................. 3 credits
  - Creative Writing: Short Story
  - WRIT 420 ~ ................................................................. 3 credits
  - Creative Writing: One Act Play
  - 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
  - English 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 outside of their selected major, nine (9) of which must be upper division. All 15 credits must be from the same content area and can be satisfied using transfer or University of Phoenix coursework. Credits completed and applying to satisfy the Focus Study requirement may not also apply within applicable General Education categories.

General Information for the BA/ENG
- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for “Admitted with Condition” status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who disclose a previously completed associate’s degree or higher from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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 B must include: 3 credits in economics
  - Pathway B must include: 3 credits in psychology
  - 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
  - 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 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.
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.

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.

Additional Residency Requirements and Course Waivers for the BA/ENG
Students in this program may waive a maximum of 15 credits from their required course of study.

Re-entry for the BA/ENG
- 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 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.

Bachelor of Science in Environmental Science

The following Bachelor of Science in Environmental Science (BS/EVS) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Bachelor of Science degree with a mathematics requirement and primary majors in natural sciences and history is designed to provide students with substantive academic content in the discipline of their choice. The 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 analyze environmental issues using the fundamentals of the physical and life sciences.
- Students will explain professional knowledge and ethical responsibilities in environmental science.
- 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.
- Students will generate effective communications of theory, findings, and conclusions in a scientific manner.
- Students will propose solutions to environmental problems and responsibilities in environmental science.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 101 ~ ..................................</td>
<td>3 credits</td>
</tr>
<tr>
<td>Principles of Biology</td>
<td></td>
</tr>
<tr>
<td>BIO 280 ~ ..................................</td>
<td>3 credits</td>
</tr>
<tr>
<td>Conservation Biology</td>
<td></td>
</tr>
<tr>
<td>CHM 150 ~ ..................................</td>
<td>4 credits</td>
</tr>
<tr>
<td>General Chemistry I</td>
<td></td>
</tr>
<tr>
<td>CHM 151 ~ ..................................</td>
<td>4 credits</td>
</tr>
<tr>
<td>General Chemistry II</td>
<td></td>
</tr>
<tr>
<td>ENV 100 ~ ..................................</td>
<td>3 credits</td>
</tr>
<tr>
<td>Principles of Environmental Science</td>
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</tr>
<tr>
<td>GLG 220 ~ ..................................</td>
<td>3 credits</td>
</tr>
<tr>
<td>Physical Geology</td>
<td></td>
</tr>
<tr>
<td>SCI 209 ~ ..................................</td>
<td>3 credits</td>
</tr>
<tr>
<td>Oceanography</td>
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</table>

Upper Division Courses - 33 credits

Major Courses - 21 credits

<table>
<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>
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<tr>
<td>Environmental Economics</td>
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<tr>
<td>ENV 320 ~ ..................................</td>
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<tr>
<td>Environmental Law</td>
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<td>ENV 410 ~ ..................................</td>
<td>3 credits</td>
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<tr>
<td>Environmental Toxicology</td>
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<tr>
<td>ENV 420 ~ ..................................</td>
<td>3 credits</td>
</tr>
<tr>
<td>Environmental Risk Assessment</td>
<td></td>
</tr>
<tr>
<td>SCI 362 ~ ..................................</td>
<td>3 credits</td>
</tr>
<tr>
<td>Environmental Issues and Ethics</td>
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</tr>
</tbody>
</table>

SUS 300 ~ ......................................................... 3 credits
Environmental Sustainability

Electives - Select (4) Courses - 12 credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 325 ~ ..................................</td>
<td>3 credits</td>
</tr>
<tr>
<td>Economic Botany</td>
<td></td>
</tr>
<tr>
<td>ENV 310 ~ ..................................</td>
<td>3 credits</td>
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<tr>
<td>Environmental Management</td>
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<td>ENV 315 ~ ..................................</td>
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<td>Global Change</td>
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<td>ENV 330 ~ ..................................</td>
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<td>Global Environmental Health</td>
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<td>ENV 340 ~ ..................................</td>
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<td>Energy and the Environment</td>
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<tr>
<td>ENV 350 ~ ..................................</td>
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<td>Water and Wastewater Treatment Technology</td>
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</tr>
<tr>
<td>ENV 400 ~ ..................................</td>
<td>3 credits</td>
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<tr>
<td>Watershed Hydrology</td>
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<td>ENV 430 ~ ..................................</td>
<td>3 credits</td>
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<tr>
<td>Environmental Technology</td>
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<tr>
<td>ENV 431 ~ ..................................</td>
<td>3 credits</td>
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<tr>
<td>Public Policy Analysis</td>
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</tbody>
</table>

Focus Study - 15 credits

To satisfy the Focus Study requirement, students must complete 15 credits in a content area outside of their selected major, 9 of which must be upper division. All 15 credits must be from the same content area and can be satisfied using transfer or University of Phoenix coursework. Credits completed to satisfy the Focus Study requirement may not apply within applicable General Education categories.

The University reserves the right to modify the required course of study.

General Information for the BS/EVS

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who disclose a previously completed associate’s degree or higher from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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/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 balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Academic Progression Requirements for the BS/EVS

- Students placed in 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 Residency Requirements and Course Waivers for the BS/EVS

- Students in this program may waive a maximum of 15 credits from their required course of study.

Re-entry for the BS/EVS

- 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.
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 and concentrations 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 3 credits
- CJS 225 ~ Critical Thinking in Criminal Justice 3 credits
- CJS 241 ~ Introduction to Police Theory and Practices 3 credits
- CJS 245 ~ Juvenile Justice Systems and Process 3 credits
- CJS 251 ~ Introduction to Criminal Court Systems 3 credits
- CJS 255 ~ Introduction to Corrections 3 credits

The University reserves the right to modify the required course of study. The 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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher from a regionally or approved nationally accredited institution 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 diploma awarded for this program will read as: Associate of Arts

General Education Requirements for the AACJS

The General Education requirements for this program are the following:
- Communication Arts, 6 credits
  - 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: CJS 215
  - Must include 3 credits in the physical or biological sciences
- Humanities, 6 credits
  - Must include: CJS 211
- Pathway B must include: 3 credits in critical thinking
- Social Science, 9 credits
  - Must include: CJS 221 and CJS 235
- Pathway B must include: 3 credits in economics or psychology
- 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.
- GEN 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.

Additional Residency Requirements and Course Waivers for the AACJS

Students in this program may waive a maximum of 6 credits from their required course of study.

Re-entry for the AACJS

- 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-enroll 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.
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 and concentrations 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 Criminal Justice Administration is to provide students with a strong foundation in criminal justice principles, concepts, and theories, as well as a practice orientation to justice administration. The degree offers a global perspective, as well as specialty coursework in criminal justice services. Students will receive core instruction in criminal justice as it is represented in the domains of law enforcement, criminal courts, and corrections then advance to emphasis courses within the broad domains of criminal justice.

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 exhibit critical thinking and problem solving skills as they apply to criminal justice settings.
- Students will demonstrate a competency in communication and collaboration within diverse populations throughout the criminal justice profession.
- Students will apply information literacy and utilization relevant to the criminal justice profession.
- Students will gain a global perspective of ethics and cultural diversity aspects within the broad domain of the criminal justice structure.
- Students will demonstrate the application of quantitative and qualitative research methods to collect and analyze data, expressing the relationship between research, theory, and practice in the criminal justice profession.

Preferred Sequence and Prerequisites for the BSCJA - 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).

CJ 241 ~ Introduction to Police Theory and Practices 3 credits
CJS 251 ~ Introduction to Criminal Court Systems 3 credits
CJS 255 ~ Introduction to Corrections 3 credits
CJS 211 ~ Ethics in Criminal Justice 3 credits
CJS 221 ~ Cultural Diversity in Criminal Justice 3 credits
CJS 231 ~ Criminology 3 credits
CJS 245 ~ Juvenile Justice Systems and Processes 3 credits

CJA 305 ~ Criminal Law 3 credits
CJA 315 ~ Criminal Procedure 3 credits
CJA 325 ~ Criminal Organizations 3 credits
CJA 335 ~ Research Statistics 3 credits
CJA 345 ~ Research Methods and Evaluation 3 credits
CJA 355 ~ Grant Writing 3 credits
CJA 365 ~ Budget, Finance, and Planning 3 credits
CJA 375 ~ Interagency Communication 3 credits

Upper Division Criminal Justice Electives, 18 credits

The 18 credit Upper Division Criminal Justice Electives must include CJA 484 and the remaining 15 credits should be satisfied using the approved UOPX courses below or their respective equivalencies. Courses that are not equivalent to one of the courses listed below are not eligible to apply to the Upper Division Criminal Justice Electives requirement. Students earning a certificate on the UOPX courses below or their respective equivalencies. Courses that are not equivalent to one of the courses listed below are not eligible to apply to the Upper Division Criminal Justice Electives requirement.

Students earning a certificate on the UOPX courses below or their respective equivalencies. Courses that are not equivalent to one of the courses listed below are not eligible to apply to the Upper Division Criminal Justice Electives requirement.

CJA 484 ~ Criminal Justice Administration Capstone 3 credits

Upper Division Criminal Justice Elective Tracks

Students may satisfy the Upper Division Criminal Justice Electives with any combination of the courses below; however, the College recommends that students select and complete all courses within one elective track.

Criminal Justice Management

CJA 395 ~ Current Issues/Futures in Criminal Justice Management 3 credits
CJA 444 ~ Organizational Behavior and Management 3 credits
CJA 454 ~ Criminal Justice Management Theory and Practice 3 credits
CJA 474 ~ Managing Criminal Justice Personnel 3 credits
CJA 475 ~ Forecasting and Strategic Planning 3 credits

Cybercrimes

BCC 395 ~ Contemporary Issues and Futures in Cybercrimes 3 credits
BCC 400 ~ Information Systems Fundamentals 3 credits
BCC 401 ~ Cybercrimes in the 21st Century 3 credits
BCC 402 ~ Cybercrime and Role of Law Enforcement Security Personnel 3 credits
BCC 403 ~ Global Technology and Cybercrime 3 credits
The University’s security and criminal justice programs are educational qualifications for the BSCJA will allow an applicant to qualify for any such 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 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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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 BSCJA
• Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree and an upper division certificate. Listed below are all of the possible en-route credentials:
  - Associate of Arts in Criminal Justice
  - Students may apply for conferment of an en-route credential upon meeting the following program requirements:
    • Successful completion of all the courses outlined in the enrollment agreement for the credential
    • Achievement of the minimum program GPA
    • Fulfillment of the minimum University residency requirement
  • Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the BSCJA
All applicants are expected to meet the following admissions requirements:
• Signed Acknowledgement Form

Degree Requirements for the BSCJA
• Completion of a minimum of 120 credits that include the following distribution:
  • General Education - 45 credits
  • Required Course of Study - 48 credits
  • Upper Division Criminal Justice Electives - 18 credits
  • Electives - 9 credits
• A minimum of 45 upper division credits.
• A minimum grade point average (GPA) of 2.0.
• The diploma awarded for this program will read as: Bachelor of Science in Criminal Justice Administration

Academic Progression Requirements for the BSCJA
• 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 Residency Requirements and Course Waivers for the BSCJA

Students in this program may waive a maximum of 33 credits from their required course of study. Students earning a Criminal Justice Certificate en-route to completing the undergraduate degree may waive a maximum of 3 credits within the certificate program in addition to the credits that can be waived in the BSCJA required course of study by meeting the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Students earning a Criminal Justice Certificate en-route must use the certificate coursework to fulfill the 18 credit Upper Division Criminal Justice Electives requirement. Students not earning an additional credential or earning an Associate of Arts in Criminal Justice en-route may satisfy the 18 credit Upper Division Criminal Justice Electives requirement through the following means:

- Choose from a selection of University of Phoenix Upper Division Criminal Justice courses, which must include CJA 484.

Additional Liberal Arts, 6 credits

Interdisciplinary Component, 3 credits

Any credit that is not being applied to the primary major as a waiver may be applied to the Interdisciplinary requirement. Physical Education activity credits are limited to four (4) credits.

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 BSCJA for Students Obtaining an Associates En-Route Credential

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

Effective for Enrollment Agreements sign 6/1/2016 or later, must include 6 credits of quantitative reasoning or higher; or 6 credits of statistics or higher

Science and Technology, 9 credits

Must include at least six (6) credits in the physical or biological sciences
Must include: CJS 215
Humaities, 6 credits
Must include: GEN 201

Pathway B must include: 3 credits in critical thinking
Social Science, 9 credits
Pathway B must include: 3 credits in economics
Pathway B must include: 3 credits in psychology
Must include: CJS 235

Additional Liberal Arts, 6 credits

Interdisciplinary Component, 3 credits

Must include: CJS 205

Any credit that is not being applied to the primary major as a waiver may be applied to the Interdisciplinary requirement. Physical Education activity credits are limited to four (4) credits.

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 earning an associate degree en-route, CJS 201 is a prerequisite for the following General Education courses: CJS 215 and CJS 235.

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.
- 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.
Program Student Learning Outcomes

- 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.

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 and concentrations 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 ~ Physical Security 3 credits
- SEC 421 ~ Personnel Security and Executive Protection 3 credits
- SEC 451 ~ Global Security Issues 3 credits
- SEC 461 ~ Terrorism 3 credits
- SEC 471 ~ Critical Incident Management 3 credits
- SEC 489 ~ Implementation of Security System Measures 3 credits
- SEC 490 ~ 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 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 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 disclose a previously completed associate’s degree or higher from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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 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
- 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 diploma awarded for this program will read as: Bachelor of Science in Security Management

Academic Progression Requirements for the BSSEC

- 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 earn a grade of "C-" or better in SEC 481 in order to complete the program. Students who earn a grade lower than "C-" must repeat the course until the minimum grade requirement is met.

Additional Residency Requirements and Course Waivers for the BSSEC

- Students in this program may waive a maximum of 30 credits from their required course of study.
- Students earning a Security Management Certificate en-route to completing the undergraduate degree may waive a maximum of 3 credits within the certificate program in addition to the 30 credits that can be waived in the BSSEC required course of study by meeting the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Students earning a Security Management Certificate en-route must use the certificate coursework to fulfill the 15 credit Upper Division Security Management Electives requirement.
- Students not earning 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) 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
Pathway B must include: 3 credits in psychology
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.
• 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.
• Select programs may have additional re-entry requirements/restrictions. Re-entry students should 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 and concentrations 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 graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program:

• Students will identify 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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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 (as a part of the final 60 credits of the program) come from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.
- To satisfy residency in the state of Virginia students must meet the established University residency requirement for degree conferral in the state of Virginia. Thirty percent of coursework (36 credits as part of the final 60 credits of the program) from a combination of Required Course of Study and General Education courses must be completed at University of Phoenix.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  - Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- Providing that University residency policy is met, through an approved articulation agreement or Educational Partnership Pathway (EPP) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
• Nationally recognized and/or industry accepted certifications 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.

• 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.

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.

• 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.

• Select programs may have additional re-entry requirements/restrictions. Re-entry students should 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 and concentrations 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 records and reports.

• 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 ~ Introduction to Criminal Justice (3 credits)
- CPSS 215 ~ (3 credits)
- CPSS 225 ~ Survey of Corrections in the United States (3 credits)
- CPSS 235 ~ Survey of Correctional Program Career Opportunities (3 credits)
- CPSS 240 ~ Foundations of Criminal Behavior (3 credits)
- CPSS 300 ~ Working with the Juvenile Justice System (3 credits)
- CPSS 315 ~ Working with the Correctional Population (3 credits)
- CPSS 320 ~ Social Psychology (3 credits)
- CPSS 330 ~ Essentials of Communication in Corrections (3 credits)
- CPSS 370 ~ Intake, Assessment, and Classification (3 credits)
- CPSS 385 ~ Case Planning and Case Management (3 credits)
- CPSS 395 ~ Program Facilitation Skills (3 credits)
- CPSS 400 ~ Institutional and Community-Based Programs (3 credits)
- CPSS 405 ~ Working with Sex Offenders (3 credits)
- CPSS 410 ~ Overview of Mental Health in Criminal Justice (3 credits)
- CPSS 415 ~ Working with Juvenile Offenders (3 credits)
- CPSS 420 ~ Issues of Substance Abuse and Addiction (3 credits)
- CPSS 430 ~ Maintaining Boundaries and Self-Care (3 credits)

Additional Admission Requirements for the BSCPSS
Applicants who disclose a previously completed associate's degree or higher from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher from a regionally or approved nationally accredited institution on their admission application will be placed in Pathway B.

Pathway B must include:
- 3 credits in psychology
- 3 credits of College Composition
- 6 credits in college-level research and writing
- Mathematics, 6 credits
- 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 (as a part of the final 60 credits of the program) come from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- Providing that University residency policy is met, through an approved articulation agreement or Educational Partnership Pathway (EPP) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
- Nationally recognized and/or industry accepted certifications 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.
- 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 courses in the Required Course of Study 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.
- 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 in 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.

**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 and concentrations 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).
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
PSY 245 ~ .................................................................................. 3 credits
Survey of Research and Statistics
LDR 300 ~ pre-requisite applies to Pathway B only ................. 3 credits
Innovative Leadership
PSY 355 ~ .................................................................................. 3 credits
Motivational Processes in Human Psychology
PSY 315 ~ .................................................................................. 3 credits
Statistical Reasoning in Psychology
PSY 400 ~ .................................................................................. 3 credits
Social Psychology
PSY 420 ~ .................................................................................. 3 credits
Theories of Behavior
PSY 435 ~ .................................................................................. 3 credits
Industrial/Organizational Psychology
IOP 455 ~ .................................................................................. 3 credits
Professional Ethics
PSY 450 ~ .................................................................................. 3 credits
Diversity and Cultural Factors in Psychology
IOP 460 ~ .................................................................................. 3 credits
Organizational Cultures
IOP 470 ~ .................................................................................. 3 credits
Group Dynamics
IOP 480 ~ .................................................................................. 3 credits
Assessment Tools for Organizations
IOP 490 ~ .................................................................................. 3 credits
Capstone Project

The University reserves the right to modify the required course of study.

General Information for the BSIOP
• 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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher from a regionally or approved nationally accredited institution 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 BSIOP
All applicants are expected to meet the following admissions requirements:
• Signed Hardware/Software Agreement

Degree Requirements for the BSIOP
• 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 45 upper division credits.
• A minimum grade point average (GPA) of 2.0.
• The diploma awarded for this program will read as: Bachelor of Science in Industrial Organizational Psychology

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 by 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 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 (as a part of the final 60 credits of the program) come from a combination of the Required Course of Study, General Education, and Electives must be completed at 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 regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- Providing that University residency policy is met, through an approved articulation agreement or Educational Partnership Program (EPP) students may be able to waive courses outside of transfer. Students must satisfy the proficiency requirements outlined in the University Proficiency Requirements policy.
- Students will apply ethical standards to address, social media, technology mediated social engagement and learning.
- Students will analyze existing behavioral research in designing solutions to complex technology mediated human problems.
- 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 ~ Survey of Research and Statistics 3 credits
Learning and Cognition
PSY 315 ~ Statistical Reasoning in Psychology 3 credits
Theories of Personality
APMT 315 ~ Technology and Society 3 credits
Social Psychology
PSY 400 ~ Theories of Behavior 3 credits
APMT 430 ~ Social Media and Human Interaction 3 credits
Influence of Media on Behavior
APMT 460 ~ Cyber Communications 3 credits
APMT 470 ~ Digital Learning 3 credits
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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher from a regionally or approved nationally accredited institution 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 (as a part of the final 60 credits of the program) come from a combination of the Required Course of Study, General Education, and Electives must be completed at 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 regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  - Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
  - Providing that University residency policy is met, through an approved articulation agreement or Educational Partnership Pathway (EPP) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
  - Nationally recognized and/or industry accepted certifications 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.
  - 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.
- 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.
- Select programs may have additional re-entry requirements/restrictions. Re-entry students should 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 and concentrations 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

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 interprofessional 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 and meet the licensure requirements in any state in which they desire to practice. 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

SWRK 210 ~ Social Problems and Programs

SWRK 220 ~ Professional and Ethical Behaviors for Social Work Practice

SWRK 300 ~ Therapeutic Communication

SWRK 310 ~ Human Behavior and the Social Environment I

SWRK 320 ~ Social Welfare Policy and the Law

SWRK 330 ~ Social Work Practice: Individuals and Families

SWRK 340 ~ Social Work Practice: Groups

SWRK 345 ~ Child Endangerment and Global Factors

SWRK 350 ~ Social Advocacy: Child Endangerment and Global Factors

SWRK 360 ~ Social Justice and Diversity in Social Work

SWRK 380 ~ Social Work Practice: Communities and Organizations

SWRK 400 ~ Advanced Social Welfare Policy

SWRK 405 ~ Research and Evaluation in Social Work Practice

SWRK 420 ~ Human Behavior and the Social Environment II


SWRK 430 ~ Social Work Practice: Communities and Organizations

SWRK 440 ~ Social Work Practice: Groups

SWRK 450 ~ Social Justice and Diversity in Social Work

SWRK 460 ~ Social Work Practice: Individuals and Families

SWRK 470 ~ Social Work Capstone and Portfolio

The University reserves the right to modify the required course of study. 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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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 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 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 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.

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 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. 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.

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 (as a part of the final 60 credits of the program) come from a combination of the Required Course of Study, General Education, and Electives must be completed at UOPX.
- To satisfy residency in the state of Virginia students must meet the established University residency requirement for degree conferral in the state of Virginia. Thirty percent of coursework (36 credits as part of the final 60 credits of the program) 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 in a Social Work degree at a Council on Social Work Education (CSWE) accredited, regionally accredited, or candidate for accreditation, 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 Learning (essay) credit is not eligible to waive courses in the required course of study.
- Providing that University residency policy is met, through an approved articulation agreement or Educational Partnership Pathway (EPP) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
- 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 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.
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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.

**Associate of Arts/Concentration in Business Fundamentals**

The following Associate of Arts/Concentration in Business Fundamentals (AABFN) program may be offered at these University of Phoenix campus locations as of: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information. The Associate of Arts with a concentration in Business Fundamentals focuses on a variety of business essentials including management theory and practice, information systems, financial accounting, critical thinking and effective managerial communications. Students will explore business principles and learn to apply problem solving strategies to real-life scenarios. In addition, students will also discuss the effects of culture and ethics in current global and domestic business environments.

**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 examine business functions as it relates to the operations of an organization both domestically and internationally.
- Students will examine the role of innovation and sustainability in maximizing value.

**Concentration in Business Fundamentals- 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 Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 295</td>
<td>Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>BIS 220</td>
<td>Introduction to Computer Applications and Systems</td>
<td>3</td>
</tr>
<tr>
<td>BUS 211</td>
<td>Foundations of Business</td>
<td>3</td>
</tr>
<tr>
<td>ACC 290</td>
<td>Principles of Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC 291</td>
<td>Principles of Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>QNT 275</td>
<td>Statistics for Decision Making</td>
<td>3</td>
</tr>
</tbody>
</table>

The University reserves the right to modify the required course of study.

**General Information for the AABFN**

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for “Admitted with Condition” status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who disclose a previously completed associate’s degree or higher from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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.
General Education Requirements for the AABFN

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: 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

For a description of the preceding general education areas, see the Undergraduate Programs section within this catalog.

Degree Requirements for the AABFN

- Completion of a minimum of 60 credits.
- General Education Component - 42 credits
- Concentration - 18 credits
- A minimum grade point average (GPA) of 2.0.
- Students earning the associate en-route to completion of a bachelor degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the associate degree to be eligible for associate conferral.
- Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Associate of Arts

Academic Progression Requirements for the AABFN

- Students placed in 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 will analyze interrelationships among distinct functional areas of an organization.
- Students will analyze the implications of operating in a changing global business environment.
- Students will apply knowledge attained from the following domains of the BSB program as practitioners in business:

Additional Residency Requirements and Course Waivers for the AABFN

- Students in this program may waive a maximum of 6 credits from their required course of study.

Re-entry for the AABFN

- 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.

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.

The Bachelor of Science in Business (BSB) undergraduate degree program is designed to prepare graduates with the requisite knowledge, skills, and values to effectively apply various business principles and tools in an organizational setting. The BSB foundation is designed to bridge the gap between theory and practical application, while examining the areas of accounting, critical thinking and decision-making, economics, finance, business law and ethics, management, marketing, organizational behavior, business statistical techniques, and information systems. Students are required to demonstrate a comprehensive understanding of the undergraduate business curricula through an integrated topics 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 apply decision-making skills and consider ethical implications when solving business situations.
- Students will integrate business concepts and principles to advance organizational goals.
- Students will analyze interrelationships among distinct functional areas of an organization.
- Students will analyze the implications of operating in a changing global business environment.
- Students will apply knowledge attained from the following domains of the BSB program as practitioners in business:
Students will examine the degree of alignment between their individual values and the organization’s values as reflected in the organization’s plans and actions.

**BSB 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).

**Communications, 3 total credits**
- COM 295 ~ ................................................................. 3 credits
- Business Communications

**Business Information Systems, 3 total credits**
- BIS 220 ~ ................................................................. 3 credits
- Introduction to Computer Applications and Systems

**Management, 6 total credits**
- PHL 320 ~ ................................................................. 3 credits
- Critical Thinking and Decision Making in Business
- MGT 312 ~ ................................................................. 3 credits
- Organizational Behavior for Managers

**Accounting, 6 total credits**
- ACC 290 ~ ................................................................. 3 credits
- Principles of Accounting I
- ACC 291 ~ ................................................................. 3 credits
- Principles of Accounting II

**Ethics and Legal Topics in Business, 3 total credits**
- ETH 321 ~ ................................................................. 3 credits
- Ethical and Legal Topics in Business

**Economics, 6 total credits**
- ECO 365 ~ ................................................................. 3 credits
- Principles of Microeconomics
- ECO 372 ~ ................................................................. 3 credits
- Principles of Macroeconomics

**Finance, 3 total credits**
- FIN 370 ~ ................................................................. 3 credits
- Finance for Business

**Marketing, 3 total credits**
- MKT 421 ~ ................................................................. 3 credits
- Marketing

**Business Statistics, 3 total credits**
- QNT 275 ~ ................................................................. 3 credits
- Statistics for Decision Making

**Business Capstone, 3 total credits**
- BUS 475 ~ ................................................................. 3 credits
- Integrated Business Topics

**BSB Upper Division Business/Management Electives, 18 total credits**

The University reserves the right to modify the required course of study.

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**General Information for the BSB**

- Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree, lower division certificate, and/or upper division certificate. Listed below are all of the possible en-route credentials:
  - Financial Planning Certificate
  - Marketing Certificate
  - Human Resource Management Certificate
  - General Management Certificate
  - Business Analytics Certificate
  - 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

- 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.
  - General Education - 45 credits
  - Required Course of Study (BSB) - 39 credits
  - Upper Division Business/Management Electives - 18 credits
  - Electives - 18 credits

- A minimum of 42 upper division credits.

- A minimum grade point average (GPA) of 2.0.

- The diploma awarded for this program will read as: Bachelor of Science in Business
General Education Requirements for the BSB

A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
Liberal Arts Component, 36 credits
Communication Arts, 6 credits
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.

General Education Requirements for the BSB for students obtaining an Associates En-Route Credential

A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
Liberal Arts Component, 36 credits
Communication Arts, 6 credits
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: 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 Requirement, 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.

General Education Requirements for the BSB for Arkansas Students

A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
Liberal Arts Component, 45 credits
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 College Algebra or equivalent. The MTH 220 requirement may be satisfied with College Algebra transfer coursework or math transfer coursework requiring College Algebra as a prerequisite.
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
Social Science, 9 credits
Pathway B must include: 3 credits in economics
Pathway B must include: 3 credits in psychology
Additional Liberal Arts, 6 credits
Students who lack .67 or fewer general education credits may use interdisciplinary or elective credits to waive the balance. Students must use interdisciplinary or elective credits to waive the general education balance in order to complete the minimum general education credits required for their program.

Academic Progression Requirements for the 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.
Additional Residency Requirements and Course Waivers for the BSB

- Students in this program may waive a maximum of 30 credits from their required course of study.
- The 18 credit Upper Division Business/Management Elective requirement may be satisfied by any of the following means:
  - Upper Division University of Phoenix Business/Management coursework.
  - Previously completed Graduate UOPX Business/Management coursework.
  - Upper Division Certificate approved in the student's state or jurisdiction.
- Upper Division or Graduate Business/Management transfer activity that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date.
- The following course(s) may not be waived: BUS 475

MBA Pathway for the BSB

Bachelor of Science in Business students who want to transition into the University’s Master of Business Administration (MBA) degree programs may complete the following three (3) courses as part of their Upper Division Business/Management electives or general electives which are required for degree completion. The MBA pathway courses may be taken only after completion of the required course of study.

MGT 521 ................................................................. 3 credits
Management
HRM 531 ................................................................. 3 credits
Human Capital Management
LAW 531 ................................................................. 3 credits
Law

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.
- 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.

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 concentrations 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 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 identify management principles necessary for organizational effectiveness.
- Students will evaluate the effectiveness of processes used to achieve organizational goals.
- Students will apply key problem-solving strategies in the analysis and recommendation of business decisions.
- Students will analyze the implications of diversity in an organization.

BSM Program Category Requirements - 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).

Business Communications, 3 total credits
COM 295 ~ ......................................................... 3 credits
Business Communications

Management, 12 total credits
MGT 312 ~ ........................................................... 3 credits
Organizational Behavior for Managers
HRM 300 ~ .......................................................... 3 credits
Fundamentals of Human Resource Management
LDR 300 ~ .......................................................... 3 credits
Innovative Leadership
MGT 426 ~ ........................................................... 3 credits
Managing Change in the Workplace
Students may apply for conferral of an en-route credential upon completing a new enrollment agreement reflecting the new selection of credentials.

**Degree Requirements for the BSM**
- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 45 credits
  - Required Course of Study (BSM) - 36 credits
  - Electives - 39 credits
- A minimum of 33 upper division credits.
- A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Bachelor of Science in Management

**General Education Requirements for the BSM**
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
- Communication Arts, 6 credits
- Mathematical Sciences, 6 credits
- Psychology, 3 credits
- Social Science, 6 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.

**Additional Liberal Arts, 6 credits**
- Must include: GEN 201

**Interdisciplinary Component, 9 credits**
- Pathway B must include: 3 credits in economics

**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 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.

Additional Residency Requirements and Course Waivers for the BSM

Students in this program may waive a maximum of 12 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 University of Phoenix coursework.
- Previously completed UOPX graduate coursework.
- Upper or lower division Certificate approved in the student's state or jurisdiction.
- Any upper division, lower division, and/or graduate transfer activity that is acceptable for transfer and was completed.

The following course(s) and their equivalents may not be waived:

MGT 498

MBA Pathway for the BSM

Bachelor of Science in Management students who want to transition into the University's Master of Business Administration (MBA) degree programs may complete the following three (3) courses as part of their elective credits which are required for degree completion. The MBA pathway courses may be taken only after completion of the required course of study.

MGT 521 .......................................................... 3 credits
Management

HRM 531 .......................................................... 3 credits
Human Capital Management

LAW 531 .......................................................... 3 credits
Business Law

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.
- 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.

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 concentrations 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 Accounting (BSACC) promotes identification with, and orientation to, the accounting profession and is designed to provide knowledge and skills necessary to an accounting career. In addition to the key accounting course work at the introductory and intermediate levels, critical areas of study including auditing and taxation are required in the program. The importance of ethics and international issues are emphasized throughout the curriculum, along with core competencies in technology and communication. The program utilizes specific accounting problem-solving software to provide students with practical knowledge of the accounting field. The program also addresses the goals of professional values, communications and leadership skills, strategic and critical thinking skills, and technology skills of the professional accounting environment and provides additional coverage on the International Financial Reporting Standards (IFRS). Students are also exposed to varied business disciplines including economics, statistics, law, corporate finance, and marketing to provide the general business overview and context necessary for accounting studies. This program is consistent with generally accepted accounting principles, including the accounting processes and knowledge areas that lead to professional certification.

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 examine the degree of alignment between their individual values and the organization's values as reflected in the organization's plans and actions.
- Students will apply financial accounting principles to record and communicate measurable business activities to stakeholders.
- Students will analyze accounting financial statements to support effective financial decision making.
- Students will evaluate various accounting activities in relation to ethical, legal, and professional standards.


• Students will apply business issues in the application of generally accepted accounting principles, government and not-for-profit accounting, international transactions, taxation, and auditing.

**Program Category Requirements - 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).

**Communications, 3 total credits**
- COM 295 ~ ................................................................. 3 credits
  Business Communications

**Business Information Systems, 3 total credits**
- ACC 210 ~ ................................................................. 3 credits
  Accounting Information Systems

**Quantitative Techniques/Statistics, 3 total credits**
- QNT 275 ~ ................................................................. 3 credits
  Statistics for Decision Making

**Accounting Principles, 6 total credits**
- ACC 290 ~ ................................................................. 3 credits
  Principles of Accounting I
- ACC 291 ~ ................................................................. 3 credits
  Principles of Accounting II
- ACC 295 ~ ................................................................. 3 credits
  Principles of Accounting I for Accountants
- ACC 296 ~ ................................................................. 3 credits
  Principles of Accounting II for Accountants

**Management, 6 total credits**
- PHL 320 ................................................................. 3 credits
  Critical Thinking and Decision Making in Business
- MGT 312 ................................................................. 3 credits
  Organizational Behavior for Managers

**Ethics and Legal Topics in Business, 3 total credits**
- ETH 321 ................................................................. 3 credits
  Ethical and Legal Topics in Business

**Economics, 6 total credits**
- ECO 365 ~ ................................................................. 3 credits
  Principles of Microeconomics
- ECO 372 ~ ................................................................. 3 credits
  Principles of Macroeconomics

**Marketing, 3 total credits**
- MKT 421 ................................................................. 3 credits
  Marketing

**Finance, 3 total credits**
- FIN 370 ................................................................. 3 credits
  Finance for Business

**Strategy, 3 total credits**
- BUS 475 ................................................................. 3 credits
  Integrated Business Topics

**Cost Accounting, 3 total credits**
- ACC 349 ................................................................. 3 credits
  Cost Accounting
- ACC 350 ................................................................. 3 credits
  Cost Accounting for Accountants

**Intermediate Accounting, 9 total credits**
- ACC 421 ................................................................. 3 credits
  Intermediate Financial Accounting I
- ACC 422 ................................................................. 3 credits
  Intermediate Financial Accounting II
- ACC 423 ................................................................. 3 credits
  Intermediate Financial Accounting III

**Tax, 3 total credits**
- ACC 455 ................................................................. 3 credits
  Corporate Taxation
- ACC 456 ................................................................. 3 credits
  Individual/Estate Taxation

**Government & Non-Profit Accounting, 3 total credits**
- ACC 460 ................................................................. 3 credits
  Government and Non-Profit Accounting
- ACC 466 ................................................................. 3 credits
  Advanced 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
- ACC 498 ................................................................. 3 credits
  Advanced Topics in Accounting Research Capstone

The University reserves the right to modify the required course of study.

**General Information for the BSACC**

• First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for “Admitted with Condition” status, will be admitted with condition to this program according to the risk free period policy.

• Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.

• Applicants who disclose a previously completed associate’s degree or higher from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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 BSACC
Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree. Listed below are all of the possible en-route credentials:
- Associate of Arts with a Concentration in Business Fundamentals
Students may apply for conferral of an en-route credential upon meeting the following program requirements:
- Successful completion of all the courses outlined in the enrollment agreement for the credential
- Achievement of the minimum program GPA
- Fulfillment of the minimum University residency requirement
Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Degree Requirements for the BSACC
- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 45 credits
  - Required Course of Study - 66 credits
  - Electives - 9 credits
- A minimum of 51 upper division credits.
- A minimum grade point average (GPA) of 2.00.
- The diploma awarded for this program will read as: Bachelor of Science in Accounting

General Education Requirements for the BSACC
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.
- 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

Additional Residency Requirements and Course Waivers for the BSACC
Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree. Listed below are all of the possible en-route credentials:
- Associate of Arts with a Concentration in Business Fundamentals
Students may apply for conferral of an en-route credential upon meeting the following program requirements:
- Successful completion of all the courses outlined in the enrollment agreement for the credential
- Achievement of the minimum program GPA
- Fulfillment of the minimum University residency requirement
Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Academic Progression Requirements 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.
- 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.

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 concentrations 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 Communication (BS/COM) degree program is designed to develop knowledge and skills for effective communication in a variety of public and private work environments. The program was created specifically to build upon personal and professional communication experiences. The BS/COM degree enhances the communication skills necessary for the development of professional competence and values; critical thinking and problem solving; information utilization; and collaboration. The curriculum focuses on the development of core communication competencies. It emphasizes theory and application in the domains of interpersonal, small group, organizational, mass communication, culture, and communication technology. Specific areas of focus include business communication, diversity, intercultural communication, conflict resolution, legal and ethical issues, media, and future trends in communication technology.
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 meant to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program:

- Students will apply the theoretical concepts and techniques of communication in their professional and personal environments.
- Students will apply interaction strategies in interpersonal, intercultural, and organizational settings using multiple media.
- Students will evaluate communication effectiveness in the workplace.
- Students will assess the historical foundations of communication in order to forecast trends in contemporary society.
- Students will apply ethical principles to all communication channels and strategies.
- Students will recognize the legal implications of the use of all types of communication.
- Students will apply research methods in the field of communication.

Program Category Requirements and Course Selections for the BS/COM

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundations of Human Communication, 3 total credits
BSCOM 100 ~ ................................................................. 3 credits
Introduction to Communication

Interpersonal, 3 total credits
BSCOM 234 ~ ................................................................. 3 credits
Foundations of Interpersonal Communication

Mass Communication, 6 total credits
BSCOM 268 ~ ................................................................. 3 credits
Foundations of Mass Communication
BSCOM 410 ~ ................................................................. 3 credits
Media and Society

Communication Research, 3 total credits
BSCOM 324 ~ ................................................................. 3 credits
Communication Research

Communication Theory, 3 total credits
BSCOM 336 ~ ................................................................. 3 credits
Communication Theories and Practice

Group Communication, 3 total credits
BSCOM 348 ~ ................................................................. 3 credits
Small Group and Team Communication

Organizational, 3 total credits
BSCOM 360 ~ ................................................................. 3 credits
Organizational Communication

Intercultural, 3 total credits
BSCOM 390 ~ ................................................................. 3 credits
Intercultural Communication

Communication Law, 3 total credits
BSCOM 415 ~ ................................................................. 3 credits
Communication Law

Communication Ethics, 3 total credits
BSCOM 460 ~ ................................................................. 3 credits
Ethics and Communication

Mediation/Conflict Resolution, 3 total credits
BSCOM 465 ~ ................................................................. 3 credits
Communication in Mediation and Conflict Resolution

Communication Capstone, 3 total credits
BSCOM 485 ~ ................................................................. 3 credits
Capstone in Communication

Upper Division Communication Electives, 18 total credits

General Information for the BS/COM

- 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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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 BS/COM

- Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned.
- Students may apply for conferment of an en-route credential upon meeting the following program requirements:
  - Successful completion of all the courses outlined in the enrollment agreement for the credential
  - Achievement of the minimum program GPA
  - Fulfillment of the minimum University residency requirement
- Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Degree Requirements for the BS/COM

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 45 credits
  - Required Course of Study - 39 credits
  - Upper Division Communication Electives - 18 credits
  - Electives - 18 credits
- A minimum of 48 upper division credits.
- A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Bachelor of Science in Communication
General Education Requirements for the BS/COM
A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
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 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 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.

Additional Residency Requirements and Course Waivers for the BS/COM
• Students in this program may waive a maximum of 12 credits from their required course of study.
• The 18 credit Upper Division Communication Electives requirement may be satisfied by any of the following means:
  • Upper Division UOPX Communication coursework.
  • Previously completed Graduate UOPX Communication coursework.
  • Upper Division Certificate approved in the student’s state or jurisdiction.
  • Upper Division or Graduate Communication transfer activity that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date.
• The following courses in the Required Course of Study may not be waived: BSCOM 485

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.
• 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.

Associate of Arts/Concentration in Information Technology

The following Associate of Arts/Concentration in Information Technology (AAITT) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Associate of Arts degree in Information Technology program provides the opportunity to specialize through the selection of College of 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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher from a regionally or approved nationally accredited institution 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 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)
- Lower or Upper Division Information Technology transfer coursework.

Students may apply for conferral of an en-route credential upon meeting the following requirements:
- Successful completion of all the courses outlined in the enrollment agreement for the credential
- Achievement of the minimum program GPA
- Fulfillment of the minimum University residency requirement

Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the AAITT

All applicants are expected to meet the following admissions requirements:
- Applicants must be at least 16 years of age at the time of application.
- Signed Hardware/Software Agreement
- 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
- 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
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.

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

Additional Residency Requirements and Course Waivers for the AAITT

The 18 credit Information Systems and Technology Electives requirement may be satisfied by any of the following means:
- Lower or Upper Division University of Phoenix information technology 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.

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.

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.

Associate of Science in Cybersecurity

The following Associate of Science in Cybersecurity (ASCB) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

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 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 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 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

- CYB 110 - ................................................................. 3 credits
- CYB 120 - ................................................................. 3 credits
- CYB 130 - ................................................................. 3 credits
- CYB 135 - ................................................................. 3 credits
- Object-Oriented Scripting Language
- CYB 140 - ................................................................. 3 credits
- Computer Network Defense Part 1
- CYB 150 - ................................................................. 3 credits
- Computer Network Defense Part 2
- CYB 160 - ................................................................. 3 credits
- Computer Network Defense Part 3

Cybersecurity Electives, 15 total credits

Preferred Cybersecurity Elective Tracks (Choose One):

Cybersecurity Operations

- CYB 205 - ................................................................. 3 credits
- Infrastructure Administration
- CYB 207 - ................................................................. 3 credits
- Risk Frameworks
- CYB 209 - ................................................................. 3 credits
- Compliance Management, Certification and Accreditation
- CYB 211 - ................................................................. 3 credits

Applied Security Part 1
- CYB 213 - ................................................................. 3 credits
- Applied Security Part 2

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Cybersecurity Analyst Defender

CYB 225 ~ ................................................................. 3 credits
Linux Fundamentals

CYB 227 ~ ................................................................. 3 credits
Sniffing and Network Analysis

CYB 229 ~ ................................................................. 3 credits
Ethical Hacking Part 1

CYB 231 ~ ................................................................. 3 credits
Ethical Hacking Part 2

CYB 233 ~ ................................................................. 3 credits
Ethical Hacking Part 3

Cybersecurity Capstone, 3 total credits

Choose One:

CYB 215 ~ ................................................................. 3 credits
Project Cyber Operations

CYB 235 ~ ................................................................. 3 credits
Project Ethical Hacking

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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher from a regionally or approved nationally accredited institution 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 (as a part of the final 30 credits of the program) from a combination of Required Course of Study and General Education courses must be completed at UOPX.
- Students in this program cannot waive any courses in their required course of study, cybersecurity electives, or cybersecurity capstone.

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.
- 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.

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 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 Information Technology (BSIT) program provides the knowledge to successfully apply information technology theory and principles to address real world business opportunities and challenges. The program covers fundamental and advanced knowledge in core technologies such as systems integration, network and cloud infrastructure, database design and integration, cybersecurity, programming and other supporting IT principles. The program provides the opportunity to specialize through the selection of coursework and/or University of Phoenix certificates, aligned to industry certifications, to support IT career goals.

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.

• Business Information Systems: Students will be able to apply key principles of systems analysis and design to selected business processes within the organization in order to implement effective information systems.
• Network and Cloud Infrastructure: Students will be able to design selected network and cloud infrastructures that will comply with key requirements of accepted industry best practices to improve organizational network operation.
• Database Design and Integration: Students will be able to design key database models aligning with business requirements for storage, retrieval and use of data.
• Cybersecurity: Students will be able to implement cybersecurity solutions that comply with global governance best practices.
• Programming: Students will be able to demonstrate an ability to evaluate, design, and implement application programs to meet business processes.

Program Category Requirements for the BSIT

Some courses require prerequisites. Prerequisites and course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Core Topics, 6 total credits
CIS 207 ................................................................. 3 credits
Information Systems Fundamentals
CMGT 410 ......................................................... 3 credits
Project Planning & Implementation

Business Systems, 9 total credits
BSA 375 ................................................................. 3 credits
Fundamentals of Business Systems Development
DAT 380 ................................................................. 3 credits
Advanced Database Architecture
DAT 390 ................................................................. 3 credits
Database Integration with Other Systems

Networking, 6 total credits
CYB 205 ................................................................. 3 credits
Infrastructure Administration
NCT 362 ................................................................. 3 credits
Fundamentals of Networking

Data Management, 6 total credits
DAT 210 ................................................................. 3 credits
Data Programming Languages
DAT 305 ................................................................. 3 credits
Data Structures for Problem Solving

Cybersecurity, 9 total credits
CYB 100 ................................................................. 3 credits
Cyber Domain
CYB 110 ................................................................. 3 credits
Foundations of Security
CMGT 400 ............................................................. 3 credits
Intro to Information Assurance & Security

Programming, 6 total credits
CYB 130 ................................................................. 3 credits
Object-Oriented Scripting Language
PRG 211 ................................................................. 3 credits
Algorithms and Logic for Computer Programming

Capstone, 3 total credits
BSA 425 ................................................................. 3 credits
BSIT Capstone

Upper Division Information Systems and Technology Electives, 18 total credits

The University reserves the right to modify the required course of study.
General Information for the BSIT

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for "Admitted with Condition" status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who disclose a previously completed associate’s degree or higher from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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 BSIT

Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree, lower division certificate, and/or upper division certificate. Listed below are all of the possible en-route credentials:
- Associate of Arts Concentration in Information Technology
- Advanced Networking Certificate (Undergraduate)
- Advanced Cyber Security Certificate (Undergraduate)
- Advanced Software Developer Certificate (Undergraduate)
- Advanced Virtualization Administration Certificate (Undergraduate)

Students may apply for conferral of an en-route credential upon meeting the following program requirements:
- Successful completion of all the courses outlined in the enrollment agreement for the credential
- Achievement of the minimum program GPA
- Fulfillment of the minimum University residency requirement

Students 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 requirement. Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Additional Admission Requirements for the BSIT

All applicants are expected to meet the following admissions requirements:
- Signed Hardware/Software Agreement
- Students who have previously completed a regionally accredited Associate of Arts or Associate of Science degree will be eligible to apply all of the credits earned for the associate degree towards the lower division general education and elective requirements at University of Phoenix. The transfer coursework will be applied as a block at the time of admission to the program.
- Students utilizing this policy will need to meet the following conditions:
  - Satisfy Pathway A entry course sequence (GEN/201), unless otherwise stated in policy.
  - Satisfy the MTH/220 General Education requirement.
  - Complete a minimum of 18 credits of upper division Information Technology elective coursework or enroll in an en-route upper division Information Technology certificate approved in the student’s state or jurisdiction.
  - Meet all prerequisite or state specific content requirements as outlined in the Academic Progression, Preferred Course Sequence, and General Education Requirements policy sections for their BSIT 009 program.

Degree Requirements for the BSIT

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 42 credits
  - Required Course of Study - 45 credits
  - Upper Division Information Systems and Technology Electives - 18 credits
  - Electives - 15 credits
- A minimum of 42 upper division credits.
- A minimum grade point average (GPA) of 2.00.
- The diploma awarded for this program will read as: Bachelor of Science in Information Technology

General Education Requirements for the BSIT

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 college algebra or higher
Science & Technology, 3 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.

Graduate Information Systems and Technology coursework may be completed as an option to satisfy credits within the Upper Division Information Systems and Technology Electives requirement.
Academic Progression Requirements for the BSIT

- 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 BSIT

- Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits (as a part of the final 60 credits of the program) come from a combination of the Required Course of Study, General Education, and Electives must be completed at 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 regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be at an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  - Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
  - Providing that University residency policy is met, through an approved articulation agreement or Educational Partnership Pathway (EPP) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
  - Nationally recognized and/or industry accepted certifications 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.

Students in this program may waive a maximum of 21 credits from their required course of study.

- The 18 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 Graduate coursework from the College of Business and Information Technology.
  - Upper Division Certificate approved in the student’s state or jurisdiction.
  - 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.
  - 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.
  - 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.

Re-entry for the BSIT

- 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.
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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 by 23 percent between 2012 and 2022. Whether you are already working in the field and looking to deepen your knowledge and advance in your profession, or if you are new to health care and want to gain the skills needed to launch a new career, The University of Phoenix®/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 all of tomorrow’s challenges.

**The Bachelor of Science in Health Administration**

The following Bachelor of Science in Health Administration (BSHA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. 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.

- Learners will be able to analyze a health care organization from a market-based perspective.
- Learners will be able to analyze financial issues in the health care industry.
- Learners will be able to explain the application of risk and quality management concepts in the health care industry.
- Learners will be able to analyze the utilization and application of technology within a health care organization.
- Learners will be able to apply management and adaptable leadership skills in the health care industry.

**BSHA Foundation Courses**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- HCS 120 ~ ................................................................. 3 credits
- Medical Terminology for Health Care Professionals
- HCS 131 ~ ................................................................. 3 credits
- Business Communication Skills for Health Care Professionals
- HCS 235 ~ ................................................................. 3 credits
- Health Care Delivery in the U.S.
- HCS 325 ~ ................................................................. 3 credits
- Fundamentals of Electronic Health Records

**BSHA Core Courses**

- HCS 305 ~ ................................................................. 3 credits
- Health Care Professional Development
- HCS 335 ~ ................................................................. 3 credits
- Health Care Ethics and Social Responsibility
- HCS 325 ~ ................................................................. 3 credits
- Health Care Management
- HCS 370 ~ ................................................................. 3 credits
- Organizational Behavior
- HCS 341 ~ ................................................................. 3 credits
- Human Resources in Health Care
- HCS 380 ~ ................................................................. 3 credits
- Health Care Accounting
- HCS 385 ~ ................................................................. 3 credits
- Health Care Finance
- HCS 490 ~ ................................................................. 3 credits
- Health Care Consumer - Trends and Marketing
- HCS 457 ~ ................................................................. 3 credits
- Public and Community Health
- HCS 483 ~ ................................................................. 3 credits
- Health Care Information Systems
- HCS 451 ~ ................................................................. 3 credits
- Health Care Quality Management and Outcomes Analysis
- HCS 465 ~ ................................................................. 3 credits
- Health Care Research Utilization
- HCS 499 ~ ................................................................. 3 credits
- Health Care Strategy Capstone
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.

General Health Administration Elective Track:

HCS 430 ~ .................................................................................3 credits
Legal Issues in Health Care: Regulation and Compliance

HCS 446 ~ ................................................................................3 credits
Facility Planning

HCS 455 ~ ................................................................................3 credits
Health Care Policy: The Past and the Future

HCS 456 ~ ................................................................................3 credits
Risk Management

HCS 475 ~ ................................................................................3 credits
Leadership and Performance Development

Health Information Systems Track:

HCIS 410 ~ .................................................................................3 credits
Project Planning and Implementation in Health Care

BSA 376 ~ ................................................................................3 credits
Systems Analysis and Design

NCT 361 ~ ................................................................................3 credits
Network and Telecommunications Concepts

DBM 381 ~ ................................................................................3 credits
Database Concepts

HCIS 420 ~ ...............................................................................3 credits
Information Systems Risk Management in Health Care

Retail Health Management Track:

RHM 410 ~ .................................................................................3 credits
The Landscape of Health Care in Retail Health Clinics

RHM 420 ~ ................................................................................3 credits
The Management of Retail Health Clinics

RHM 430 ~ ................................................................................3 credits
Technology and Digital Health Care in Retail Health Clinics

RHM 440 ~ ................................................................................3 credits
Regulatory and Compliance in the Retail Health Environment

RHM 450 ~ ................................................................................3 credits
Retail Health Financial Strategies

Lifespan Management Track

LSM 404 ~ ................................................................................3 credits
Introduction to Lifespan Management

LSM 412 ~ ................................................................................3 credits
Management within the Lifespan Industry

LSM 417 ~ ................................................................................3 credits
Regulations in Lifespan Management

LSM 423 ~ ................................................................................3 credits
Financial Strategies for Lifespan Management

LSM 429 ~ ................................................................................3 credits
Lifespan Management Capstone

The University reserves the right to modify the required course of study as necessary.

General Information for the BSHA

- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application and who meet the requirements for “Admitted with Condition” status, will be admitted with condition to this program according to the risk free period policy.
- Prior Learning Assessment and credits earned through National Testing Programs are excluded from the calculation of previous college credits.
- Applicants who disclose a previously completed associate’s degree or higher from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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 BSHA

- Students may declare and earn additional credentials that are approved in their state or jurisdiction en-route to completing the bachelor degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include an associate degree and/or upper division certificate.
- Students may apply for conferment of an en-route credential upon meeting the following program requirements:
  - Successful completion of all the courses outlined in the enrollment agreement for the credential
  - Achievement of the minimum program GPA
  - Fulfillment of the minimum University residency requirement
- Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Degree Requirements for the BSHA

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 45 credits
  - Required Course of Study (BSHA) - 51 credits
  - Upper Division Health Administration Electives - 15 credits
  - Electives - 9 credits
- A minimum of 42 upper division credits.
- A minimum grade point average (GPA) of 2.0.
- The diploma awarded for this program will read as: Bachelor of Science in Health Administration
General Education Requirements for the BSHA

A minimum of 45 of the 120 credits must be in the general education areas approved by the University.

Communication Arts, 6 credits
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.
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.

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.

- 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
- 3 credits in Humanities
- 6 credits in Social Science
- 3 credits in Science/Technology
- 3 credits in Physical/Biological Science
- 3 credits in Liberal Arts

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.

Additional Residency Requirements and Course Waivers for the BSHA

- 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.
- 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.
The Bachelor of Science in Health Management

The following 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 and concentrations 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

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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher from a regionally or approved nationally accredited institution 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

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 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 (as a part of the final 60 credits of the program) come from a combination of the Required Course of Study, General Education, and Electives must be completed at 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 regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  - Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- Providing that University residency policy is met, through an approved articulation agreement or Educational Partnership Pathway (EPP) students may be able to waive courses outside of standard course waiver policy requirements to facilitate seamless transfer for Associate degree completers.
- Nationally recognized and/or industry accepted certifications 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.
- 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

**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

**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.

• 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.
COLLEGE OF NURSING

Programs in the College of Nursing are designed to support the career advancement and educational needs of licensed practical, vocational and registered nurses, who are looking to expand their professional horizons. In an era of unprecedented and disruptive change in the health care industry—from shifting patient demographics, to the emergence of new models like telemedicine and retail medicine, to an increasingly complex licensing and credentialing environment—today’s nurses must work hard to navigate the changes and remain on the leading-edge of their professions.

Whether you are a registered nurse looking to bolster your credentials to meet today’s higher standards, or an advanced-practice nurse seeking to expand your knowledge and take on greater leadership challenges, The University of Phoenix® 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 Bachelor of Science in Nursing and the Master of Science in Nursing programs at the 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 supports members across the globe. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Undergraduate students must have completed at least 1/2 of the nursing curriculum, rank in the upper 35 percent of his/her graduating class, achieved academic excellence (at least a 3.0 on a 4.0 grade point average scale) and met the expectation of academic integrity. Graduate students must have completed at least 1/4 of the nursing curriculum, achieved academic excellence (at least 3.5 on a 4.0 grade point average scale) and met the expectation of academic integrity.

STTI has more than 135,000 active members who reside in more than 85 countries. There are roughly 500 chapters at approximately 695 higher education institutions. To learn more about STTI visit their website at www.nursingsociety.org. To learn more about the Omicron Delta chapter visit their website at http://www.omicron-delta.net.

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

License Requirement

PN/VN to BSN students must possess an active unrestricted/unencumbered PN or VN license in the state where they are completing clinical hours. PN/VN to BSN students must hold a valid and unrestricted/unencumbered PN or VN license in all states and jurisdictions in which the applicant holds an active nursing license. RN to BSN, MSN and post-master’s certificate students must hold a valid, unrestricted/unencumbered RN license in all states and jurisdictions in which the applicant holds an active nursing license. Students must also hold a valid and unrestricted/unencumbered RN license for the state in which they practice. All active licenses must remain valid and unrestricted/unencumbered through the duration of the program. With the exception of Hawaii, VA, and active duty military students are allowed to practice nursing in a state or country where they are not licensed as long as they are practicing nursing in a federal facility. In Hawaii, students must possess a valid Hawaii license.

Scholastic Disqualification

Students who receive a non-passing grade in a Nursing CORE course (CORE courses are listed in the program description of each program handbook chapter) will be required to meet with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns prior to retaking the course that placed the student on scholastic disqualification. Students will also be required to complete and sign an Academic Progression Student Agreement Form. For Students signing an enrollment agreement 10/1/2015 or later: Students are permitted one retake of a nursing course due to non-passing grades. Students who fail to achieve the minimum grade on a second course will be scholastically suspended and permanently withdrawn from their nursing program.

Drug Testing

Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion of substance abuse, or otherwise indicates that the student may be impaired by drugs or alcohol without reasonable justification, will be required to undergo a “for-cause” 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 and concentrations 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), accredited by the Commission on Collegiate Nursing Education (CCNE)*, is a program designed to develop the professional knowledge and skills of registered nurses. The curriculum builds on a foundation of biological, physical, and social sciences, which contribute to the science of nursing. The liberal arts components enhance the development of the intellectual, social, and cultural aspects of the professional nurse. This baccalaureate program includes behavioral objectives that concentrate on the development of the nurse’s role as researcher, practitioner, and leader. Using human caring as a framework, registered nurses are prepared as generalists who are able to apply critical thinking, professional skills, and knowledge to patient outcomes and health care systems.

*The Bachelor of Science in Nursing and the Master of Science in Nursing programs at the 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.htm

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, outcomes and healthcare systems. The Bachelor of Science in Nursing and the Master of Science in Nursing programs at the University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

Required Course of Study for the BSN

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

NSG 302 ................................................................................3 credits
Professional Contemporary Nursing Role and Practice
NSG 416 ~ ..............................................................................3 credits
Theoretical Development and Conceptual Frameworks
HSN 376 ~ ..............................................................................3 credits
Health Information Technology for Nursing
NSG 451 ~ ..............................................................................3 credits
Professional Nursing Leadership Perspectives
NSG 456 ~ ..............................................................................3 credits
Research Outcomes Management for the Practicing Nurse
NSG 462 ~ ..............................................................................3 credits
Integrity in Practice: Ethic and Legal Considerations
HSN 476 ~ ..............................................................................3 credits
Healthcare Policy and Financial Management
*NSG 486 ~ ..............................................................................3 credits
Public Health: Health Promotion and Disease Prevention
*NSG 482 ~ ..............................................................................3 credits
Promoting Healthy Communities
NSG 468 ~ ..............................................................................3 credits
Influencing Quality within Healthcare
NSG 498 ~ ..............................................................................3 credits
Senior Leadership Practicum
*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.

State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter practice. www.abn.alabama.gov
Additional Admission Requirements for the BSN

All applicants are expected to meet the following admissions requirements:

- 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; associate degree (any emphasis) earned in the United States from an approved regionally or nationally accredited institution; an associate degree in nursing or post-secondary diploma in nursing or foreign equivalent earned at a recognized foreign institution; or 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 licensure.
- All Canadian students must complete the Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
- Applicants who reside in Canada must meet one of the following requirements for admission:
  - Be a legal resident of Canada
  - Be a landed immigrant
  - Have a valid visa that does not prohibit educational studies
- A signed Foreign Nursing Memorandum of Understanding
- 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, regionally or nationally accredited 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 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 Partnership Concurrent Enrollment Students Only: Applicants transferring to University of Phoenix with a completed Associate degree in nursing from an approved Partnership Institution will be eligible to satisfy lower division general education program requirements within their BSN as outlined on the RN-BSN Pathway Partnership Transfer Guide. Prior to enrolling into the BSN program applicants must:
  - Have a signed Concurrent Enrollment Memorandum of Understanding on file.
  - Complete NSG 302, NSG 416, NSG 426, and NSG 451 at the University of Phoenix under the ND-NURSE 001 Non-degree program code.
  - Meet all other BSN admission requirements.

Degree Requirements for the BSN

- Completion of a minimum of 120 credits that include the following distribution:
  - General Education - 47 credits
  - Required Course of Study - 33 credits
  - Lower Division Nursing - 40 credits
  - A minimum of 33 upper division credits.
  - A maximum of 87 lower division credits
  - A minimum grade point average (GPA) of 2.0.
- University of Phoenix offers assessment of prior learning as an option by which students can earn assessed credits toward degree completion requirements. Registered nurses, enrolled in the BSN program, whose nursing education was completed at a non-US institution, or a non-accredited institution, may be evaluated for transferable non-nursing credits for degree completion.
- The diploma awarded for this program will read as: Bachelor of Science in Nursing

Academic Progression Requirements for the BSN

- All students enrolling in the BSN program will take NSG 302 as their first course.
- Students may take courses required for the Bachelor of Science in Nursing degree in any sequence as long as the prerequisite(s) for each course has been satisfactorily completed.
- Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program. 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" panel, plus alcohol drug test.

Minimum Grade Requirements for the BSN
• Students in the Bachelor of Science in Nursing are required to achieve a minimum grade of "C" (2.0) in all nursing and clinical courses. A "C-" grade is not acceptable. Students who fail to receive a minimum grade of "C" in any of the following courses will be scholastically disqualified from the University: HSN 376, HSN 476, NSG 302, NSG 416, NSG 426, NSG 451, NSG 456, NSG 468, NSG 482, NSG 486, NSG 498
• Students cannot repeat more than one nursing or clinical course from the lists above. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the Bachelor of Science in Nursing program.
• Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  • Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  • Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.
• Re-Admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Students may repeat the specific nursing courses listed above only one time. If the student does not receive the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from the Bachelor of Science in Nursing program.

Residency Requirements and Course Waivers for the BSN
• Students must meet the established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits from a combination of the Required Course of Study, General Education, and Electives must be completed at University of Phoenix.
• Students in this program cannot waive any courses in their required course of study.

General Education Requirements for the BSN
A minimum of 47 of the 120 credits must be in the general education areas approved by the University.
Communication Arts, 6 credits
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 to this program.
• Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
• An appeal will be required for re-entry students to re-enroll in their program if:
  • The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  • The student wishes to return to a prior program version.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
The College of Education offers 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 and concentrations 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.

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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.

View state licensure requirements for this program: [https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html](https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html)

**Educator licensure requirements vary by state. Candidates who are a resident of 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 the Arizona Department of Education). After candidates have been licensed in Arizona, they may be required to complete testing or other additional certification requirements, at additional cost, in their home state in order to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and it is the candidate’s responsibility to check with their state agency for state-specific requirements. Candidates residing in Alabama, Idaho, Illinois, Indiana, Kansas, Missouri, New Jersey, New Mexico, Oregon, Puerto Rico, Texas, and Utah will be required to obtain Arizona certification first, prior to seeking licensure, in their home state.

This program may not be available in all states and a move out of the candidates’ home state while they are still completing coursework/program requirements may impede their ability to complete their degree/certificate program and become certified in their new state of residence. Candidates are strongly encouraged to discuss any anticipated moves with their University representative early on to review their options to complete their 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. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introducory 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
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 - Social Studies
EED 430 ~ .................................................................3 credits
Elementary Methods - Fine Arts
EED 435 ~ .................................................................3 credits

Student Teaching and Field Experience, 9 total credits
EDU 390 ~ .................................................................1 credit
Elementary Education Seminar
EED 498 ~ .................................................................4 credits
Elementary Student Teaching, Seminar I
EED 499 ~ .................................................................4 credits
Elementary Student Teaching, Seminar II

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Delaware, New Jersey, Georgia, 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.

• Applicants who disclose a previously completed associate’s degree or higher from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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.

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-Program Entry Assessment (350)
  - 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:
    - Teacher Performance Assessment
    - GACE Educator Ethics Exit Exam (360)

- The diploma awarded for this program will read as: Bachelor of Science in Education Elementary Education

Academic Progression Requirements for the BSED/E
Students placed in 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 a condition of degree conferral and as a degree progression requirement prior to specific courses in their program.

Students have the following options to fulfill proficiency:
- Successful completion of University of Phoenix math and English courses designated as applicable to the proficiency requirement
- Comparable regionally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
  - Grade of C- or better (or academic equivalent)
  - At least 2 semester credits
  - Eligible to receive general education credits

Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam completed within ten years of enrollment.
Demonstrate competency by meeting minimum passing score on University of Phoenix approved placement exam.
Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s Re-Entry policy.
Candidates must provide verification of content knowledge mastery prior to beginning student teaching. Candidates must provide:
- Passing scores on the designated state content knowledge exam.
- Verification of immunization or TB test results (district specific)
- Verification of the completion of 100 hours of field experience
- 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: 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: Students residing in Missouri must provide ver-
ification of the following:
- Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
New Jersey: Students residing in New Jersey must provide verification of the following:
- Completion of the New Jersey Physiology and Hygiene Requirement through one of the following means:
  - Evidence of basic military training
  - Completion of a course in biology, health, or nutrition as evidenced by a transcript from a regionally accredited postsecondary institution
  - Completion of a 35 question True/False test administered in the county office of education
  - Completion of an Arizona Constitution course or 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
Puerto Rico: Students residing in Puerto Rico must provide verification of the following:
- Completion of a Puerto Rico History course
Texas: 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
Idaho: Students residing in Idaho must provide verification of the completion of twenty (20) required semester credits in one of the endorsement areas below prior to student teaching.
- Candidates residing in the state of Idaho must provide verification of the completion of twenty (20) required semester credits in one of the endorsement areas below prior to student teaching.
  - English/Language Arts (This may include areas such as Communication, English, English as a New Language, Journalism, Literacy, Writing and Foreign Language).
  - Mathematics (This may include areas such as Mathematics, Geometry, Linear Algebra, Discrete Mathematics, Probability and Statistics, Trigonometry, and Calculus).
  - Science (This may include areas such as Biological Science, Chemistry, Earth Science, Geology, Natural Science, and Physical Science).
Students must complete all General Education requirements prior to completion of EDU 390.
Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.
Pennsylvania candidates with Enrollment Agreements signed 9/1/2017 or later are required to have a minimum cumulative 3.0 GPA prior to entering the Student Teaching experience.
Guam candidates with Enrollment Agreements signed 9/1/2017 or later are required to have a minimum cumulative 2.7 GPA prior to entering the Student Teaching experience.
Georgia candidates who complete SPE 300 (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 SPE 300 with a grade of B or better to be eligible for the IR.
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 on the basis of regionally accredited transferable coursework.
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.
- 3 credits in social studies
- 9 credits in additional liberal arts
- 12 credits in social studies
- 12 credits in any combination of social studies, additional liberal arts or electives
In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed with a grade of “C” (2.0) or better.
The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to thirty (30) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill Associate of Arts degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed and transcribed from a regionally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

The following courses in the Required Course of Study may not be waived: EDU 300, EDU 311, EDU 321, EDU 390, EED 416, EED 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 with credit, and SEI 301 without credit. Candidates must complete ECH 418 (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.

General Education Requirements for the BSED/E

A minimum of 54 of the 120 credits must be in the general education areas approved by the University.

English/Language Arts Requirement(s) 12 credits
- 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
- Social Studies Requirement(s) 9 credits
- 3 credits must include HIS 301 or HIS 110
- 3 credits must include ETH 120
- Fine Arts Requirement(s) 3 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
- 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 (MTH 213, MTH 214, SOC 315, HIS 301 or HIS 110). Students may use a 2 semester credit Constitution course to satisfy the HIS 301 or HIS 110 constitution requirement, or a 2 semester credit Education Math course to satisfy the MTH 213 and MTH 214 requirements, but will be required to make up the credit with other Liberal Arts General Education credit to meet the minimum requirements.
- 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, 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.
- 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.
- 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.
**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 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).
- 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 successfully pass the Elementary Education Seminar with a “B” or better.
- Students 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 may reenter their original program version.

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 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 must complete a University of Phoenix graduation application in order to receive a diploma and degree conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University of Phoenix.

- 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 and concentrations 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 field experiences are designed to emphasize mastery of state standards with ongoing assessment to measure candidate competency.

**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. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
EDU 300CA ~ 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
Elementary Clinical Practice B

TPA, 2 total credits
Students who began TPA 001 prior to 1/1/2018:
TPA 001 ~ ......................................................1 credit
Subject Specific Pedagogy
TPA 002 ~ ......................................................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 application, 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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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.

Students who began TPA 001 prior to 1/1/2018:
TPA 001 ~ ......................................................1 credit
Subject Specific Pedagogy
TPA 002 ~ ......................................................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 application, 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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate’s degree or higher from a regionally or approved nationally accredited institution 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.
- 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 nationally or approved nationally accredited transfer, or credit recommended by the American Council on Education transfer coursework that meets the following requirements:
    - Grade of C- or better (or academic equivalent)
    - At least 2 semester credits
    - Eligible to receive general education credits
  - Achieve a passing score (as established by the American Council on Education) on a comparable National Testing Program (NTP) exam.
  - Demonstrate competency by meeting minimum passing score on UOPX approved placement exam.
  - Students who satisfied the English and/or math proficiency and sign a new enrollment agreement may carry forward the completed proficiency in their new program/version provided they have remained in continuous attendance in alignment with the University’s re-entry policy.
  - Candidates must provide verification of the following prior to beginning student teaching. Candidates must provide:
    - Verification of content knowledge mastery prior to student teaching (CSET content exam)
    - Candidates who have successfully completed TPA/001 prior to 1/1/2018: 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.
  - Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.
  - A candidate must earn a grade of “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 regionally accredited college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “C” (2.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to thirty (30) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill Associate of Arts degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed and transcripted from a regionally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of “C” (2.0) or better during the effective dates of the approved articulation agreement.

- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

Students may use a 2 semester credit Constitution course to satisfy the HIS 305CA or HIS 110CA constitution requirement, or a 2 semester credit Education Math course to satisfy the MTH 213CA and MTH 214CA requirements, but will be required to make up the credit with other Liberal Arts General Education credit to meet the minimum requirements.

The following courses in the Required Course of Study may not be waived: EED 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
(recommended to include two lab sciences)

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 110)

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 a regional or
approved national accrediting body, or a foreign institution recognized/authorized by the country’s Ministry of Education, will be reviewed for transfer into the University.

In order to satisfy RDG 201CA with transfer coursework, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a nationally accredited, or candidate for accreditation, college or university.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework).

Coursework in which students earn a minimum grade of “C-” or grades of credit, pass or satisfactory will be accepted towards student’s degree requirements.

The following courses may not be satisfied by transfer coursework or nontraditional credit (i.e. PLA, NTP, Military, ACE, etc.) and must be completed at 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. Four formal field experience evaluations are required during the program (observation, one-on-one instruction, small-group instruction, and whole-group instruction). These evaluations must be maintained and reviewed as specified in the handbook/courses. Documentation of field experience will be reviewed by campus staff and faculty prior to student teaching. Candidates must be placed for field experience by the campus. A Certificate of Clearance and negative TB test must be approved 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 multiple subject areas to the same group of students.

- 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.
  - 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 courses, 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 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.

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tions 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 Teaching Performance Assessment.

Re-entry for the BSLS

Candidates who have been out of attendance for more than one year and have completed all degree requirements except student teaching, internship or practicum may reenter 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 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 must complete a University of Phoenix graduation application in order to receive a diploma and be degree conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Candidates must 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 coursework in U.S. Constitution and Health Education (with a grade of "C" or better).
- Candidates must provide proof of certification in cardio pulmonary resuscitation (CPR).
- 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.
- Teaching Performance Assessment 1 and TPA2 = 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 and concentrations 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.

View state licensure requirements for this program: https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html

Program Purpose
The Bachelor of Science in Education/Early Childhood is an undergraduate degree program intended to prepare students with no prior teaching experience for initial teacher licensure. The program is designed for students who want to work with children from pre-K through grade 3 or age 8 as a licensed early childhood educator. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement effective instruction in the early childhood classroom to produce a positive impact on student learning.
- Students will be able to evaluate effective professional practice in early childhood education.
- Students will be able to apply professional ethics to their instructional practices in early childhood education.
- Students will be able to evaluate learning principles to differentiate instruction to meet the needs of diverse early childhood populations.

- Students will be able to create innovative strategies and incorporate developmentally appropriate technology in an early childhood setting.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introductory Course, 3 total credits
GEN 201 (A Track) ~ .................................................................................. 3 credits
Foundations for University Success
GEN 127 (B Track) ~ .................................................................................. 3 credits
University Studies for Success

Orientation, 0 total credits
ECH 300 ~ .................................................................................. 0 credits
Orientation to Early Childhood Education

History and Foundations of Education, 9 total credits
ECH 301 ~ .................................................................................. 3 credits
Foundations of Early Childhood Education
EDU 215 ~ .................................................................................. 3 credits
Ethics and Social Responsibility in Education
ECH 418 ~ .................................................................................. 3 credits
Community and Family Engagement

Educational Theories and Models, 6 total credits
ECH 211 ~ .................................................................................. 3 credits
Instructional Strategies for Early Childhood Education
ECH 321 ~ .................................................................................. 3 credits
Developmentally Effective Learning Environments

Human Development, 3 total credits
ECH 206 ~ .................................................................................. 3 credits
Early Childhood Growth and Development

Assessment, 3 total credits
ECH 400 ~ .................................................................................. 3 credits
Assessment and Evaluation in Early Childhood

Reading, 6 total credits
RDG 351 ~ .................................................................................. 3 credits
Early Childhood Literacy Development
RDG 416 ~ .................................................................................. 3 credits
Methods of Teaching in Early Childhood Language and Literacy

Special Populations, 9 total credits
SEI 300 ~ .................................................................................. 3 credits
Structured English Immersion
SEI 301 ~ .................................................................................. 3 credits
Advanced Structured English Immersion Methods
ECH 302 ~ .................................................................................. 3 credits
Exceptionalities of the Young Child

Early Childhood Methods, 12 total credits
ECH 416 ~ .................................................................................. 3 credits
Methods of Teaching in Early Childhood: Math
ECH 420 ~ .................................................................................. 3 credits
Methods of Teaching in Early Childhood: Science
ECH 430 ~ .................................................................................. 3 credits
Methods of Teaching in Early Childhood: Social Studies
ECH 435 ~ .................................................................................. 3 credits
Methods of Teaching in Early Childhood: Arts & Music
Student Teaching and Field Experience, 9 total credits
ECH 390 ~ ................................................................. 1 credit
Early Childhood Student Teaching Seminar
ECH 498 ~ ................................................................. 4 credits
Early Childhood Student Teaching (Birth-Preschool)
ECH 499 ~ ................................................................. 4 credits
Early Childhood Student Teaching (K through Age 8/Grade 3)
Delaware, New Jersey, Georgia, 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/ECH
- First time attendees with the University who indicate less than 24 previous college credits (as recognized by the university) on the admission application 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 from a regionally or nationally accredited institution on their admission application will be placed in Pathway A. Applicants who do not disclose a previously completed associate's degree or higher from a regionally or approved nationally accredited institution 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.

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.
  - Completion of any required student teaching and/or alternative clinical practice.
  - 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).
- 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.

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-Program Entry Assessment (350)
  - 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:
  - Teacher Performance Assessment
  - 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 student teaching through reciprocity must complete:
    - Completion of the New Jersey Physiology and Hygiene Requirement through one of the following prior to the student teaching placement:
      - 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 licensure in their home state:
    - Montana: Students residing in Montana must provide verification of the following:
      - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
    - Arizona Constitution AEPA Exam
    - New Jersey: Students residing in New Jersey must provide verification of the following:
      - Completion of the New Jersey Physiology and Hygiene Requirement through one of the following means:
        - Evidence of basic military training
        - Completion of a course in biology, health, or nutrition as evidenced by a transcript from a regionally accredited postsecondary institution
        - Completion of a 35 question True/False test administered in the county office of education
      - Completion of an Arizona Constitution course or 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
    - Puerto Rico: Students residing in Puerto Rico must provide verification of the following:
      - Completion of a Puerto Rico History course
  - Texas: 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

Idaho: Students residing in Idaho must provide verification of the completion of twenty (20) required semester credits in one of the endorsement areas below prior to student teaching.

  - Social Studies (This may include areas such as American Government, Political Science, Economics, Geography, History, Psychology, Sociology, and Sociology/Anthropology).
  - English/Language Arts (This may include areas such as Communication, English, English as a New Language, Journalism, Literacy, Writing and Foreign Language).
  - Mathematics (This may include areas such as Mathematics, Geometry, Linear Algebra, Discrete Mathematics, Probability and Statistics, Trigonometry, and Calculus).
  - Science (This may include areas such as Biological Science, Chemistry, Earth Science, Geology, Natural Science, and Physical Science).

  - Students must complete all General Education requirements prior to completion of ECH 390.
- Candidates will be required to have the minimum GPA for the program prior to entering the Student Teaching experience.

  - Students residing in the state of Idaho must provide verification of the completion of twenty (20) required semester credits in one of the endorsement areas below prior to student teaching:
    - Completion of an Arizona Constitution course or the Arizona Constitution AEPA Exam
  - Social Studies (This may include areas such as American Government, Political Science, Economics, Geography, History, Psychology, Sociology, and Sociology/Anthropology).
  - English/Language Arts (This may include areas such as Communication, English, English as a New Language, Journalism, Literacy, Writing and Foreign Language).
  - Mathematics (This may include areas such as Mathematics, Geometry, Linear Algebra, Discrete Mathematics, Probability and Statistics, Trigonometry, and Calculus).
  - Science (This may include areas such as Biological Science, Chemistry, Earth Science, Geology, Natural Science, and Physical Science).

  - Pennsylvania candidates with Enrollment Agreements signed 7/1/2017 or later are required to have a minimum cumulative 3.0 GPA prior to entering the Student Teaching experience.
  - Guam candidates with Enrollment Agreements signed 7/1/2017 or later are required to have a minimum cumulative 2.7 GPA prior to entering the 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.
- 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 disqualified 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 the required courses on the basis of regionally accredited transferable coursework.
- 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:
  - 3 credits in social studies
  - 9 credits in additional liberal arts
  - ECH 301: Foundations of Early Childhood (3 credits)
  - ECH 205: Growth and Development (3 credits)
  - ECH 321: Developmentally Effective Learning Environments (3 credits)
- Arizona residents may waive SEI 300 and/or SEI 301 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.
  - 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 6 credits of SEI coursework 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 provide evidence of 6 credits of SEI coursework may waive both SEI 300 and SEI 301 with credit.
- Arizona English as a Second Language Endorsement (SEI 300 and SEI 301) Candidates who hold this endorsement may waive SEI 300 with credit, and SEI 301 without 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 regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "C" (2.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to thirty (30) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill Associate of Arts degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed and transcripted from a regionally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

The following courses in the Required Course of Study may not be waived: ECH 211, ECH 300, ECH 302, ECH 321, ECH 390, ECH 416, ECH 498, ECH 499, RDG 416, EED 496

General Education Requirements for the BSED/ECH

A minimum of 57 of the 120 credits must be in the general education areas approved by the University.

English/Language Arts Requirement(s) 12 credits
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
Social Studies Requirement(s) 9 credits
3 credits must include ETH 120
3 credits must include HIS 301 or HIS 110
Fine Arts Requirement(s) 6 credits
Art, music, drama or dance
Humanities Requirement(s) 3 credits
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 (MTH 213, MTH 214, SOC 315, HIS 301 or HIS 110). Students may use a 2 semester credit Constitution course to satisfy the HIS 301 or HIS 110 constitution requirement, or a 2 semester credit Education Math course to satisfy the MTH 213 and MTH 214 requirements, but will be required to make up the credit with other Liberal Arts General Education credit to meet the minimum requirements.
Field Experience for BSED/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.
- 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 early childhood setting. Candidates may not student teach in special education.
  -Candidates enrolled in the BSEd/ECH program must student teach in an early childhood setting (Birth - Age 8). Candidates are required to 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.
• Candidates enrolled in the BSEd/ECH program who reside in GA/DE/NJ/TN/NC will complete one twelve (12) week student teaching placement in one Early Childhood setting that aligns with the grade span of the Early Childhood Education license being sought.
  -Georgia: Birth through Kindergarten
  -Delaware: Birth through Grade 2
  -North Carolina: Birth through Kindergarten
  -Tennessee: Pre-K through Grade 3
  -New Jersey: Preschool through Grade 3
• 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).

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 student teaching, internship or practicum may reenter their original program version.
• 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 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 must complete a University of Phoenix graduation application in order to receive a diploma and be degree conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• 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 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 and concentrations 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
- AET 508 ................................................................. 3 credits
- Marketing Adult Education
- AET 560 ................................................................. 3 credits
- Facilitating Change
- AET 562 ................................................................. 3 credits
- Social Media for Professional Learning

**Additional Admission Requirements for the BSEd/ES**

Applicants are expected to meet all admissions requirements:

- Applicants enrolling in this program must have met all admission requirements from their University of Phoenix previous pre-licensure program.
- All versions of the following University of Phoenix previous pre-licensure programs eligible for admission to the BSEd/ES:
  - BSEd/E
  - BSEd/E-MTH
  - BSEd/E-SOC
  - BSEd/E-SCI
  - BSEd/E-ELA
  - 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.
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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.

General International Admissions Information
Graduate applicants relying on educational credentials from an institution outside of the United States to meet admission requirements may enroll in University of Phoenix courses prior to the student being officially admitted only if they meet all the following requirements:

- If residing in the United States, have an appropriate immigrant or nonimmigrant status which does not prohibit educational studies
- Graduate applicants, with academic records from a country evaluated in-house by the Office of Admissions and Evaluation, must have a pre-evaluation completed by the Office of Admissions and Evaluation indicating that the student has the appropriate academic background to meet the admission requirements, and
- All other program specific admission requirements must be met. An applicant who has earned an undergraduate degree, or other transfer credit, from an institution outside of the United States, but has earned a Master’s degree from a regionally accredited or approved nationally accredited institution is eligible to enroll in the University at the graduate level provided all program specific policies have been met by the previous credential earned without requiring an evaluation of the previous international credentials.

Undergraduate applicants relying on educational credentials from an institution outside of the United States may enroll in University of Phoenix courses upon the completion of their admission application and enrollment agreement provided that they meet all admission requirements for their selected program.

For applicants with academic records from colleges or universities earned outside of the United States, the University will accept copies of academic records issued from international institutions to conduct a pre-evaluation to determine comparability of previous academic studies for unofficial placement and advisement purposes.

For official admission and transfer credit evaluation purposes previous academic credentials earned outside of the United States must meet the University’s verification standards prior to an official admission or transfer credit decision being rendered. Verification of previous academic credentials earned outside of the United States can be satisfied by the following methods:

- Receipt and verification of official academic credentials issued directly to University of Phoenix by the student’s previous institution, or
- Receipt and verification of official academic credentials held in possession of the student as the official record of academic studies conducted in the student’s specific country, or
- Receipt and verification of official correspondence issued directly to University of Phoenix by the student’s previous institution indicating copies of academic credentials and/or level study is valid, or
- Receipt of an official professional evaluation issued directly from a professional evaluation agency that is approved to satisfy verification requirements as indicated by the Office of Admission and Records.

For applicants with academic records from colleges or universities earned outside of the United States from a regionally accredited or approved nationally accredited institution, academic credentials will be subject to the same policies as credentials issued from a domestic institution.

Secondary completion credentials earned outside of the United States are considered comparable to United States secondary completion credentials and do not need to be validated unless required by the student’s state or jurisdiction.

Applicants who completed high school/secondary school outside of the United States, in a country where English is not the official
language, must meet the English language proficiency requirement for admission. Specific English language proficiency policies will be listed in the admission requirements section for each program.

If documents are issued to University of Phoenix in a language other than English, the student will be required to obtain an official translation and submit it to University of Phoenix. Translations must be completed/verified by an official translation service, a foreign language department of an accredited college or university, the country's embassy/consulate or by the Office of Admission and Records at University of Phoenix if translation services are provided for that specific language.

The University is authorized under Federal law to enroll nonimmigrant students. University of Phoenix only issues Forms I-20/A-B to Border Commuters and approved doctoral learners during their residency in the United States. Form I-20/A-B is required by students who need to obtain F-1 (Student) visas to attend school in the United States. The University is only authorized to issue the I-20 for students attending specific campus locations and programs recorded with DHS.

Admission of international students will only be made as permitted by U.S. law. University of Phoenix will not admit a resident of, or individual located in, a country that is subject to any of the sanctions programs administered by the U.S. 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 U.S. Law. For 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.

University of Phoenix does not market to potential students in European Union (EU) member countries. Individuals who reside in an EU member country will not be enrolled or admitted unless they are a U.S. citizen or are affiliated with the U.S. Military.

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. No appeals will be accepted for students expelled from University of Phoenix. Appeals will be reviewed for students who were expelled from other institutions. Applicants for admission are not eligible to begin classes until formal approval of the appeal is obtained.

Graduate Admission Requirements
For graduate education and doctoral admission requirements please refer to the education and doctoral section(s) of the catalog. Most graduate programs have additional admission requirements listed within the program specific information. All applicants are expected to meet the following admission requirements:

- Applicants who completed high school/secondary school outside of the United States, in a country where English is not the official language, must meet one of the following exceptions in order to meet the English Language Proficiency Requirement:
  - achieved a minimum score of 213 on the computer-based test (CBT), or a score of 79 on the internet-based test (iBT), or a score of 550 on the written-based test (wBT) on the Test of English as a Foreign Language (TOEFL) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 750 on the Test of English as an International Communication (TOEIC) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 6.5 on the test of the International English Language Testing System (IELTS) within two years of application to the University.
  - or-
  - achieved a minimum score of 69 on the Berlitz Online Test of Reading and Listening Skills - English or a minimum score of 550 on the Berlitz Online English Proficiency Exam within two years of application to the University.
  - or-
  - successful completion of the approved ESL series of courses completed at: Canadian College of English Language (CCEL), International Language Schools of Canada (ILSC) or Kaplan.
  - or-
  - achieved a minimum score of 59 on the Pearson Test of English Academic Exam within two years of application to the University.

- The following may exempt a non-native speaker from having to take the TOEFL/TOEIC/IELTS; however official documentation may be required:
  - The applicant has successfully completed thirty (30) transferable, academic semester credits at a nationally or internationally accredited college or university in the United States.
  - The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized college or university in a country in which English is the official language.
  - The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized institution where English is the medium of instruction.
  - The applicant has previously earned, prior to applying for admission to the University of Phoenix, a U.S. high school diploma or G.E.D. Applicants that list any language other than English as their native language on the admission application and G.E.D is taken, must submit a copy of the G.E.D to verify it was taken in the English version format.
  - The applicant has earned the equivalent of a U.S. high school diploma in a country in which English is the official language.
  - The applicant has earned the equivalent of a U.S. high school diploma at an institution where English is the medium of instruction.
Applicants who reside in the United States must meet one of the following requirements:
- Be a legal resident of the United States
- Have been granted permanent residency
- Have a valid visa that does not prohibit educational studies
- Have been granted temporary protected status and has been verified through Citizenship and Immigration Service that the country is eligible for TPS status at the time of application sign date. Student must list TPS as the visa type on the admissions application in order for US to verify TPS status.
- Have been granted asylum or refugee status.

Applicants who reside in Canada must meet one of the following requirements:
- Be a legal resident of Canada
- Be a landed immigrant
- Have a valid visa that does not prohibit educational studies
- Students may not receive a graduate degree and a graduate-level certificate in the same area of focus.
- A signed Enrollment/Disclosure Agreement.
- Completion of any state-specific required documents or forms.
- Applicants who have been expelled from other institutions are not eligible for admission to University of Phoenix.
- Students who have been expelled from University of Phoenix are not eligible for readmission to University of Phoenix. No appeals will be accepted.

Students who begin their studies at campuses located in the states listed below are required to submit immunization information to the University. The state-appropriate forms must be completed and sent to Office of Admissions 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 a Hepatitis B Waiver form 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.

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). Additionally, in order for Hawaii residents to be admitted, the University requires that all applicants to this program provide a verification of immunization of MMR. Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Exemptions from the MMR immunization requirement may be granted for the following reasons:

- A medical exemption may be granted to specific vaccines.
- A U.S. licensed physician (M.D. or D.O.) must state in writing that giving a specific vaccine would endanger the student's life or health, and specify the reason based on valid medical contraindications.
- The physician must state the length of time during which the vaccine would endanger the student's health or life.
- The exemption certification must be signed by the physician on the physician’s printed stationery.
- A religious exemption may be granted if the student signs a statement certifying that the student's religious beliefs prohibit the practice of immunization.
- If the State of Hawaii Director of Health determines that there is a danger of an outbreak from any of the diseases for which immunization is required, no exemption shall be recognized and inadequately immunized students shall be excluded from school until the Director has determined that the outbreak is over.
- A copy of each exemption must be kept in the student's health record at school.

The Hawaii State Department of Health requires that all students attending school at a campus in 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 anticipated “normal time” to complete a master level program is as follows: Education - 71 to 90 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. The term “normal time” means the length of time it would take a student to complete this program if the student is continuously enrolled, takes a full course load, successfully completes each attempted course, and does not have any transfer credits. Students may exceed or complete prior to the anticipated “normal time” for a variety of reasons that are individual to the student.
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COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES

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 and concentrations 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 63 credit program that prepares graduates to work as practitioners with diverse clients in various mental health environments, including private practice, hospitals, and public and private mental health agencies. Students learn the foundations of counseling including theories and their application with groups and individuals; assessment and evaluation; counseling and consultative relationships; career planning; research methods; legal and ethical concerns, trauma and crisis, and program development, implementation, and evaluation. The program addresses critical issues facing counselors and includes supervised practicum and internship experiences where students obtain practical experience prior to graduation. Students in the program must pass the Counselor Preparation Comprehensive Examination (CPCE) as part of the graduation requirements.

View state licensure requirements for this program: https://www.phoenix.edu/colleges/college-of-social-and-behavioral-sciences/state-requirements.html

Program Purpose

In order to practice as a counselor in most states, the student must be licensed as an LPC (licensed professional counselor), MFT (marriage and family therapist), or other comparable state professional license designation. License requirements vary by state. It is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Social 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, skills and dispositions key to success in professional counseling, advocacy, and ethical practice.
- Students will demonstrate knowledge, skills and dispositions in social and cultural diversity that provide an understanding of societal changes and trends; human roles; societal subgroups; social mores and interaction patterns; and differing lifestyles.
- Students will demonstrate an understanding of human growth and development to include wellness, the importance of mindbody interactions and their effect on physical and psychological well-being; the nature and needs of individuals at all developmental levels; normal and abnormal human behavior; personality theory; and learning theory within cultural contexts.
- Students will demonstrate an understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance, and education; lifestyle and career decision-making; and career development program planning, resources, and evaluation.
- Students will demonstrate an understanding of counseling and helping relationships to include philosophic bases of helping processes; counseling theories and their applications; helping skills; consultation theories and their applications; helper selfunderstanding and self-development; facilitation of client or consultee change; and techniques for prevention and intervention.
- Students will demonstrate an understanding of group counseling and group work to include group development, dynamics, and counseling theories; group leadership styles; group counseling methods and skills, and other group approaches.
- Students will demonstrate an understanding of assessment and testing to include group and individual education and psychometric theories and approaches to appraisal; data and information gathering methods; validity and reliability; psychometric statistics; factors influencing appraisals, and use of appraisal results in helping processes.
- Students will demonstrate an understanding of counseling research and program evaluation to include types of research; basic statistics; research-report development; research implementation; program evaluation; needs assessment; and ethical and legal considerations.
- Students will demonstrate effective communication in the classroom and workplace.
- Students will demonstrate knowledge, skill and professional dispositions necessary in the use of appropriate psychological tests and assessments, diagnostic processes and classifications (including the DSM and ICD), treatment planning in the context of clinical mental health 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).

### Basic Counseling, 13 total credits
- CNSL 500 ............................................................................ 0 credits
- Orientation to the Counseling Profession
- CCMH 504 ~ ............................................................................ 3 credits
- Individual and Family Development Across the Life Span
- CCMH 506 ~ ............................................................................ 3 credits
- Personality Theories and Counseling Models
- CCMH 515 ~ ............................................................................ 3 credits
- Legal, Ethical, and Professional Issues in Counseling
- CCMH 511 ~ ............................................................................ 3 credits
- Fundamental Counseling Skills
- CNSL 503R ~ ............................................................................ 1 credit
- Residency I

### Intermediate Counseling, 22 total credits
- CCMH 525 ~ ............................................................................ 3 credits
- Research Methods for Mental Health Counselors
- CCMH 510 ~ ............................................................................ 3 credits
- Multi-Cultural Issues in Mental Health Counseling
- CCMH 547 ~ ............................................................................ 3 credits
- Basic Clinical Assessment and Psychometrics
- CCMH 522 ~ ............................................................................ 3 credits
- Psychopharmacology
- CCMH 548 ~ ............................................................................ 3 credits
- Psychopathology: Advanced Clinical Assessment
- CCMH 551 ~ ............................................................................ 3 credits
- Individual Counseling
- CCMH 568 ~ ............................................................................ 3 credits
- Group Counseling
- CNSL 513R ~ ............................................................................ 1 credit
- Residency II

### Advanced Counseling, 19 total credits
- CCMH 540 ~ ............................................................................ 3 credits
- Career and Vocational Counseling
- CCMH 561 ~ ............................................................................ 3 credits
- Dependency and Addictions
- CCMH 558 ~ ............................................................................ 3 credits
- Crisis Intervention and Trauma
- CCMH 565 ~ ............................................................................ 3 credits
- Family, Couple, and Child Counseling
- CMHC 551 ~ ............................................................................ 3 credits
- Human Sexuality and Sex Therapy
- CCMH 581 ~ ............................................................................ 3 credits
- Supervision/Management in Clinical Mental Health Counseling
- CNSL 523R ~ ............................................................................ 1 credit
- Residency III

### Clinical Placement, 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 regionally accredited, or candidate for accreditation, college or university 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 signed Criminal Conviction Disclosure Form.
- A signed Professional Counseling Non-Academic Requirement Addendum Form.
- Official transcripts listing at least six (6) credits in the helping professions (psychology, counseling, or related) or education with a grade of “C” or better in each course. The six credits must have been completed prior to the student starting CNSL 500 - Orientation to the Counseling Profession.
- A minimum equivalent of two (2) years post-high school paid and/or volunteer work experience.
- Successful completion of CNSL 500, Orientation to the Counseling Profession. If the student is denied admission because of the unacceptable grade, the student may reapply for the Counseling program in 30 days and would be required to retake and pass CNSL 500. A student failing CNSL 500 on the second attempt, must wait 6 months before reapplying. Passing CNSL 500 is limited to a total of three attempts.

### Degree Requirements for the MSC/CCMH
- Completion of a minimum of 63 credits.
- A minimum program grade point average (GPA) of 3.0.
- Students are required to complete and to score at or above the minimum criterion for the Counselor Preparation Comprehensive Exam (CPCE) or another assessment/examination instrument as authorized by the Dean of the College. Successful completion of the capstone assessment is a degree completion and graduation requirement. Capstone examinations may not be scheduled before completion of core curriculum requirements. The University provides students with the opportunity to take the exam three times at no cost. Additional attempts to pass the exam are the student’s financial responsibility.
- This program requires a score at or above the minimum criterion on a capstone examination
- Completion of Internship (600 hours) and Practicum (100 hours).
The diploma awarded for this program will read as:
Master of Science in Counseling
Clinical Mental Health Counseling

**Academic Progression Requirements for the MSC/CCMH**

- Residency courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. 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.
- The following Clinical courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical courses are: CCMH 515, CCMH 548, CCMH 551, CCMH 568, CNSL 500.
- Completion of all courses with a grade of “B-” or better. Students must maintain an overall GPA of at least 3.0.
- MSC students who wish to transfer to another campus or modality (even within the same state), or update versions must appeal to SAC.

**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. If the student does not meet the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program.
- Students in the College of Social 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 regionally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- The following courses in the Required Course of Study may not be waived: CCMH 515, CCMH 515CA, CCMH 522, CCMH 547, CCMH 548, CCMH 558, CCMH 565, CCMH 581, CCMH 592, CCMH 597A, CCMH 597B, CNSL 500, CNSL 503R, CNSL 513R, CNSL 523R

**Re-entry for the MSC/CCMH**

All students who have been out of attendance for one (1) year or more in a counseling program must retake and pass the most recently graded Residency class. If a student is required to retake CNSL 503R Residency I: Basic Helping Competencies upon re-entry and does not pass the course, the student may reapply for the Counseling program in three (3) months and would be required to retake and pass CNSL 503R. A student failing CNSL 503R on the second attempt, must wait six (6) months before reapplying. Passing CNSL 503R is limited to a total of three attempts.
Master of Science in Counseling Clinical Mental Health Counseling (Utah)

The following Master of Science in Counseling Clinical Mental Health Counseling (MSC/CCMH) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Science in Counseling: Clinical Mental Health Counseling is a 66 credit program that prepares graduates to work as practitioners with diverse clients in various mental health environments, including private practice, hospitals, and public and private mental health agencies. Students learn the foundations of counseling including theories and their application with groups and individuals; assessment and evaluation; counseling and consultative relationships; career planning; research methods; legal and ethical concerns, trauma and crisis, and program development, implementation, and evaluation. The program addresses critical issues facing counselors and includes supervised practicum and internship experiences where students obtain practical experience prior to graduation. Students in the program must pass the Counselor Preparation Comprehensive Examination (CPCE) as part of the graduation requirements.

View state licensure requirements for this program: https://www.phoenix.edu/colleges/college-of-social-and-behavioral-sciences/state-requirements.html

Program Purpose

In order to practice as a counselor in most states, the student must be licensed as an LPC (licensed professional counselor), MFT (marriage and family therapist), or other comparable state professional license designation. License requirements vary by state. It is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice.

Program Student Learning Outcomes

In addition to the knowledge and skills related to the University Learning Goals, College of Social 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, skills and dispositions key to success in professional counseling, advocacy, and ethical practice.
- Students will demonstrate knowledge, skills and dispositions in social and cultural diversity that provide an understanding of societal changes and trends; human roles; societal subgroups; social mores and interaction patterns; and differing lifestyles.
- Students will demonstrate an understanding of human growth and development to include wellness, the importance of mindbody interactions and their effect on physical and psychological well-being; the nature and needs of individuals at all developmental levels; normal and abnormal human behavior; personality theory; and learning theory within cultural contexts.
- Students will demonstrate an understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance, and education; lifestyle and career decision-making; and career development program planning, resources, and evaluation.
- Students will demonstrate an understanding of counseling and helping relationships to include philosophic bases of helping processes; counseling theories and their applications; helping skills; consultation theories and their applications; helper self-understanding and self-development; facilitation of client or consultee change; and techniques for prevention and intervention.
- Students will demonstrate an understanding of group counseling and group work to include group development, dynamics, and counseling theories; group leadership styles; group counseling methods and skills, and other group approaches.
- Students will demonstrate an understanding of assessment and testing to include group and individual education and psychometric theories and approaches to appraisal; data and information gathering methods; validity and reliability; psychometric statistics; factors influencing appraisals, and use of appraisal results in helping processes.
- Students will demonstrate an understanding of counseling research and program evaluation to include types of research; basic statistics; research-report development; research implementation; program evaluation; needs assessment; and ethical and legal considerations.
- Students will demonstrate effective communication in the classroom and workplace.
- Students will demonstrate knowledge, skill and professional dispositions necessary in the use of appropriate psychological tests and assessments, diagnostic processes and classifications (including the DSM and ICD); treatment planning in the context of clinical mental health 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).

Basic Counseling, 13 total credits

CNSL 500 ..........................................................0 credits
Orientation to the Counseling Profession
CCMH 504 ~ ......................................................3 credits
Individual and Family Development Across the Life Span
CCMH 506 ~ ......................................................3 credits
Personality Theories and Counseling Models
CCMH 515 ~ ......................................................3 credits
Legal, Ethical, and Professional Issues in Counseling
CCMH 511 ~ ......................................................3 credits
Fundamental Counseling Skills
CNSL 500R ~ ....................................................1 credit
Residency I
Intermediate Counseling, 22 total credits
CCMH 525 ~ ................................................................. 3 credits
Research Methods for Mental Health Counselors
CCMH 510 ~ ................................................................. 3 credits
Multi-Cultural Issues in Mental Health Counseling
CCMH 547 ~ ................................................................. 3 credits
Basic Clinical Assessment and Psychometrics
CCMH 522 ~ ................................................................. 3 credits
Psychopharmacology
CCMH 548 ~ ................................................................. 3 credits
Psychopathology: Advanced Clinical Assessment
CCMH 551 ~ ................................................................. 3 credits
Individual Counseling
CCMH 568 ~ ................................................................. 3 credits
Group Counseling
CNSL 513R ~ ................................................................. 1 credit
Residency II

Advanced Counseling, 19 total credits
CCMH 540 ~ ................................................................. 3 credits
Career and Vocational Counseling
CCMH 561 ~ ................................................................. 3 credits
Dependency and Addictions
CCMH 558 ~ ................................................................. 3 credits
Crisis Intervention and Trauma
CCMH 565 ~ ................................................................. 3 credits
Family, Couple, and Child Counseling
CMHC 551 ~ ................................................................. 3 credits
Human Sexuality and Sex Therapy
CCMH 581 ~ ................................................................. 3 credits
Supervision/Management in Clinical Mental Health Counseling
CNSL 523R ~ ................................................................. 1 credit
Residency III

Clinical Placement, 12 total credits
CCMH 592 ~ ................................................................. 3 credits
Practicum in Clinical Mental Health Counseling
CCMH 597A ~ ................................................................. 3 credits
Internship A
CCMH 597B ~ ................................................................. 3 credits
Internship B
CCMH 597C ~ ................................................................. 3 credits
Internship C
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MSC/CCMH
All applicants are expected to meet the following admissions requirements:
• An undergraduate degree or higher from a regionally accredited, or candidate for accreditation, college or university 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 signed Criminal Conviction Disclosure Form.
• A signed Professional Counseling Non-Academic Requirement Addendum Form.
• Official transcripts listing at least six (6) credits in the helping professions (psychology, counseling, or related) or education with a grade of "C" or better in each course. The six credits must have been completed prior to the student starting CNSL/500 - Orientation to the Counseling Profession.
• A minimum equivalent of two (2) years post-high school paid and/or volunteer work experience.
• Successful completion of CNSL 500, Orientation to the Counseling Profession. If the student is denied admission because of the unacceptable grade, the student may reapply for the Counseling program in 30 days and would be required to retake and pass CNSL 500. A student failing CNSL 500 on the second attempt, must wait 6 months before reapplying. Passing CNSL 500 is limited to a total of three attempts.

Degree Requirements for the MSC/CCMH
• Completion of a minimum of 66 credits.
• A minimum program grade point average (GPA) of 3.0.
• Students are required to complete and to score at or above the minimum criterion for the Counselor Preparation Comprehensive Exam (CPCE) or another assessment/examination instrument as authorized by the Dean of the College. Successful completion of the capstone assessment is a degree completion and graduation requirement. Capstone examinations may not be scheduled before completion of core curriculum requirements. The University provides students with the opportunity to take the exam three times at no cost. Additional attempts to pass the exam are the student’s financial responsibility.
• This program requires a score at or above the minimum criterion on a capstone examination.
• Completion of Internship (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 Progression Requirements for the MSC/CCMH
• Residency courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Residency courses are: CNSL 503R, CNSL 513R, CNSL 523R
• Clinical Practice courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical Practice courses are: CCMH 592, CCMH 597A, CCMH 597B, CCMH 597C.
The following Clinical courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical courses are: CCMH 515, CCMH 548, CCMH 551, CCMH 568, CNSL 500

Completion of all courses with a grade of “B-” or better. Students must maintain an overall GPA of at least 3.0.

MSC students who wish to transfer to another campus or modality (even within the same state), or update versions must appeal to SAC.

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. If the student does not meet the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program.

Students in the College of Social 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 regionally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.

The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: CCMH 515, CCMH 522, CCMH 547, CCMH 548, CCMH 558, CCMH 565, CCMH 581, CCMH 592, CCMH 597A, CCMH 597B, CCMH 597C, CNSL 500, CNSL 503R, CNSL 513R, CNSL 523R.

Re-entry for the MSC/CCMH

All students who have been out of attendance for one (1) year or more in a counseling program must retake and pass the most recently graded Residency class.

If a student is required to retake CNSL 503R Residency I: Basic Helping Competencies upon re-entry and does not pass the course, the student may reapply for the Counseling program in three (3) months and would be required to retake and pass CNSL 503R. A student failing CNSL 503R on the second attempt, must wait six (6) months before reapplying. Passing CNSL 503R is limited to a total of three attempts.

Master of Science in Counseling Clinical Mental Health Counseling (Nevada)

The following Master of Science in Counseling Clinical Mental Health Counseling (MSC/CCMH) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Science in Counseling: Clinical Mental Health Counseling is a 66 credit program that prepares graduates to work as practitioners with diverse clients in various mental health environments, including private practice, hospitals, and public and private mental health agencies. Students learn the foundations of counseling including theories and their application with groups and individuals; assessment and evaluation; counseling and consultative relationships; career planning; research methods; legal and ethical concerns, trauma and crisis, and program development, implementation, and evaluation. The program addresses critical issues facing counselors and includes supervised practicum and internship experiences where students obtain practical experience prior to graduation. Students in the program must pass the Counselor Preparation Comprehensive Examination (CPCE) as part of the graduation requirements.

View state licensure requirements for this program: https://www.phoenix.edu/colleges/college-of-social-and-behavioral-sciences/state-requirements.html
Program Purpose
In order to practice as a counselor in most states, the student must be licensed as an LPC (licensed professional counselor), MFT (marriage and family therapist), or other comparable state professional license designation. License requirements vary by state. It is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Social 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, skills and dispositions key to success in professional counseling, advocacy, and ethical practice.
- Students will demonstrate knowledge, skills and dispositions in social and cultural diversity that provide an understanding of societal changes and trends; human roles; societal subgroups; social mores and interaction patterns; and differing lifestyles.
- Students will demonstrate an understanding of human growth and development to include wellness, the importance of mindbody interactions and their effect on physical and psychological well-being; the nature and needs of individuals at all developmental levels; normal and abnormal human behavior; personality theory; and learning theory within cultural contexts.
- Students will demonstrate an understanding of career development theories; occupational and educational information sources and systems; career and leisure counseling, guidance, and education; lifestyle and career decision-making; and career development program planning, resources, and evaluation.
- Students will demonstrate an understanding of counseling and helping relationships to include philosophic bases of helping processes; counseling theories and their applications; helping skills; consultation theories and their applications; helper selfunderstanding and self-development; facilitation of client or consultee change; and techniques for prevention and intervention.
- Students will demonstrate an understanding of group counseling and group work to include group development, dynamics, and counseling theories; group leadership styles; group counseling methods and skills, and other group approaches.
- Students will demonstrate an understanding of assessment and testing to include group and individual education and psychometric theories and approaches to appraisal; data and information gathering methods; validity and reliability; psychometric statistics; factors influencing appraisals, and use of appraisal results in helping processes.

- Students will demonstrate an understanding of counseling research and program evaluation to include types of research; basic statistics; research-report development; research implementation; program evaluation; needs assessment; and ethical and legal considerations.
- Students will demonstrate effective communication in the classroom and workplace.
- Students will demonstrate knowledge, skill and professional dispositions necessary in the use of appropriate psychological tests and assessments, diagnostic processes and classifications (including the DSM and ICD), treatment planning in the context of clinical mental health 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).

Basic Counseling, 13 total credits
CNSL 500 ................................................................. 0 credits
Orientation to the Counseling Profession
CCMH 504 ~ ............................................................. 3 credits
Individual and Family Development Across the Life Span
CCMH 506 ~ ............................................................. 3 credits
Personality Theories and Counseling Models
CCMH 515 ~ ............................................................. 3 credits
Legal, Ethical, and Professional Issues in Counseling
CCMH 511 ~ ............................................................. 3 credits
Fundamental Counseling Skills
CNSL 503R ~ .............................................................. 1 credit
Residency I

Intermediate Counseling, 22 total credits
CCMH 525 ~ ............................................................. 3 credits
Research Methods for Mental Health Counselors
CCMH 510 ~ ............................................................. 3 credits
Multi-Cultural Issues in Mental Health Counseling
CCMH 547 ~ ............................................................. 3 credits
Basic Clinical Assessment and Psychometrics
CCMH 522 ~ ............................................................. 3 credits
Psychopharmacology
CCMH 548 ~ ............................................................. 3 credits
Psychopathology: Advanced Clinical Assessment
CCMH 551 ~ ............................................................. 3 credits
Individual Counseling
CCMH 568 ~ ............................................................. 3 credits
Group Counseling
CNSL 513R ~ .............................................................. 1 credit
Residency II
Advanced Counseling, 19 total credits
CCMH 540 ~ ................................................................. 3 credits
Career and Vocational Counseling
CCMH 561 ~ ................................................................. 3 credits
Dependency and Addictions
CCMH 558 ~ ................................................................. 3 credits
Crisis Intervention and Trauma
CCMH 565 ~ ................................................................. 3 credits
Family, Couple, and Child Counseling
CMHC 551 ~ ................................................................. 3 credits
Human Sexuality and Sex Therapy
CCMH 581 ~ ................................................................. 3 credits
Supervision/Management in Clinical Mental Health Counseling
CNSL 523R ~ ................................................................. 1 credit
Residency III
Clinical Placement, 12 total credits
CCMH 592 ~ ................................................................. 3 credits
Practicum in Clinical Mental Health Counseling
CCMH 597A ~ ................................................................. 3 credits
Internship A
CCMH 597B ~ ................................................................. 3 credits
Internship B
CCMH 597C ~ ................................................................. 3 credits
Internship C
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MSC/CCMH
All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher from a regionally accredited, or candidate for accreditation, college or university 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 admittance.

- A signed Criminal Conviction Disclosure Form.

- A signed Professional Counseling Non-Academic Requirement Addendum Form.

- Official transcripts listing at least six (6) credits in the helping professions (psychology, counseling, or related) or education with a grade of “C” or better in each course. The six credits must have been completed prior to the student starting CNSL/500 - Orientation to the Counseling Profession.

- A minimum equivalent of two (2) years post-high school paid and/or volunteer work experience.

- Successful completion of CNSL 500, Orientation to the Counseling Profession. If the student is denied admission because of the unacceptable grade, the student may reapply for the Counseling program in 30 days and would be required to retake and pass CNSL 500. A student failing CNSL 500 on the second attempt, must wait 6 months before reapplying. Passing CNSL 500 is limited to a total of three attempts.

Degree Requirements for the MSC/CCMH

- Completion of a minimum of 66 credits.

- A minimum program grade point average (GPA) of 3.0.

- Students are required to complete and to score at or above the minimum criterion for the Counselor Preparation Comprehensive Exam (CPCE) or another assessment/examination instrument as authorized by the Dean of the College. Successful completion of the capstone assessment is a degree completion and graduation requirement. Capstone examinations may not be scheduled before completion of core curriculum requirements. The University provides students with the opportunity to take the exam three times at no cost. Additional attempts to pass the exam are the student’s financial responsibility.

- This program requires a score at or above the minimum criterion on a capstone examination.

- Completion of Internship (600 hrs) and Practicum (100 hours) within 52 weeks.

- The diploma awarded for this program will read as: Master of Science in Counseling Clinical Mental Health Counseling

Academic Progression Requirements for the MSC/CCMH

- Residency courses contain multiple requirements for academic progression; therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Residency courses are: CNSL 503R, CNSL 513R, CNSL 523R

- Clinical Practice courses contain multiple requirements for academic progression, therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical Practice courses are: CCMH 592, CCMH 597A, CCMH 597B, CCMH 597C

- The following Clinical courses contain multiple requirements for academic progression, therefore sufficient time is needed for faculty to conduct a thorough assessment of student coursework. Clinical courses are: CCMH 515, CCMH 548, CCMH 551, CCMH 568, CNSL 500

- Completion of all courses with a grade of “B-” or better. Students must maintain an overall GPA of at least 3.0.

- MSC students who wish to transfer to another campus or modality (even within the same state), or update versions must appeal to SAC.
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. If the student does not meet the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program.
- Students in the College of Social 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 regionally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

- The following courses in the Required Course of Study may not be waived: CCMH 515, CCMH 522, CCMH 547, CCMH 548, CCMH 558, CCMH 565, CCMH 581, CCMH 592, CCMH 597A, CCMH 597B, CCMH 597C, CNSL 500, CNSL 503R, CNSL 513R, CNSL 523R

Re-entry for the MSC/CCMH

All students who have been out of attendance for one (1) year or more in a counseling program must retake and pass the most recently graded Residency class.

If a student is required to retake CNSL 503R Residency I: Basic Helping Competencies upon re-entry and does not pass the course, the student may reapply for the Counseling program in three (3) months and would be required to retake and pass CNSL 503R. A student failing CNSL 503R the second attempt, must wait six (6) months before reapplying. Passing CNSL 503R is limited to a total of three attempts.

Master of Science in Psychology

The following Master of Science in Psychology (MSP) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. 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

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the MSP**

All applicants are expected to meet the following 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 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.
- 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

**Residency Requirements and Course Waivers for the MSP**

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits from the Required Course of Study must be completed at University of Phoenix.

Students in this program may waive a maximum of 9 credits from their required course of study.

In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: COM 600, PSYCH 610, PSYCH 660, PSYCH 665

**Re-entry for the MSP**

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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 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 and concentrations 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).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PSYCH 620</td>
<td>~ Introduction to Industrial/Organizational Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 629</td>
<td>~ Personnel Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 642</td>
<td>~ Cognitive Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 650</td>
<td>~ Psychology of Learning</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 655</td>
<td>~ Multicultural and Social Issues in Psychology</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 658</td>
<td>~ Statistics for the Behavior Sciences</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 660</td>
<td>~ Psychometrics</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 665</td>
<td>~ Work Motivation and Job Attitudes</td>
<td>3 credits</td>
</tr>
<tr>
<td>PSYCH 667</td>
<td>~ Integrative Capstone: Psychology Past and Present</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

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 regionally or approved nationally accredited, or candidate for accreditation, college or university, or comparable undergraduate bachelor's degree or higher earned at a recognized foreign institution, or a graduate degree from an APA 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. Students in this program may waive a maximum of 9 credits from their required course of study.
In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of ‘B’ (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: COM 600, PSYCH 610, PSYCH 660, PSYCH 665

Re-entry for the MSP/I-O
- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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 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 and concentrations 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).

AJJ 503 ~ Introduction to Graduate Study in Criminal Justice and Security .......................... 1 credit
AJJ 504 ~ Survey of Justice and Security ................................................................. 3 credits
AJJ 514 ~ Concepts of Physical and Personal Security ........................................... 3 credits
AJJ 524 ~ Ethics in Justice and Security ................................................................. 3 credits
AJJ 534 ~ Organizational Administration in Justice and Security ......................... 3 credits
AJJ 544 ~ Criminological Theory ........................................................................... 3 credits
AJJ 554 ~ Cybercrime and Information Systems Security ..................................... 3 credits
AJJ 564 ~ Concepts of Physical and Personal Security ........................................... 3 credits
AJJ 574 ~ Management of Institutional Risk and Critical Incident Management ........ 3 credits
AJJ 583 ~ Finance and Budgeting in Justice and Security ....................................... 3 credits
AJJ 584 ~ Legal Issues in Justice and Security ....................................................... 3 credits
AJJ 586 ~ Forensic Science and Psychological Profiling ........................................... 3 credits
AJJ 596 ~ Public Policy Issues ................................................................................. 3 credits
AJJ 594 ~ Program Development and Evaluation .................................................. 3 credits
AJJ 593 ~ Course Development and Evaluation ...................................................... 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 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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 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 in Administration of Justice and Security

Residency Requirements and Course Waivers for the MS/AJS

- Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 28 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 9 credits from their required course of study.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Nationally recognized and/or industry accepted certifications 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 following courses in the Required Course of Study may not be waived: AJS 594

**Re-entry for the MS/AJS**

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

• Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.

• 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 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 and concentrations 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, nonprofit, 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.

**MPA Preferred Course Sequence**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

- MPA 503 ~ ...............................................................................3 credits
- Public Administration Institutions and Processes
- COM PA523 ~ ...............................................................................3 credits
- Communications for Public Administrators
- LAW PA513 ~ ...............................................................................3 credits
- Law and Public Administration
- HRM PA533 ~ ...............................................................................3 credits
- Human Capital Development in the Public Sector
- MPA 553 ~ ...............................................................................3 credits
- Leading Organizational Change in the Public Sector
- MPA 543 ~ ...............................................................................3 credits
- Data Analysis for Public Policy and Management
- MPA 573 ~ ...............................................................................3 credits
- Program Evaluation
- MPA TM543 ~ ...............................................................................3 credits
- Leveraging Technology in the Public Sector
- MPA 563 ~ ...............................................................................3 credits
- Public Budgeting
- MPA 553 ~ ...............................................................................3 credits
- Public Finance
- MPA 583 ~ ...............................................................................3 credits
- Public Policy Planning and Implementation
- MPA 593 ~ ...............................................................................3 credits
- Public Administration Applied Project

The University reserves the right to modify the required course of study.

**Additional Admission Requirements for the MPA**

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 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 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.
- Students in this program may waive a maximum of 9 credits from their required course of study.
- In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a "B" (3.0) or better; and
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Nationally recognized and/or industry accepted certifications 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 following courses in the Required Course of Study may not be waived: MPA 593

Re-entry for the MPA

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.
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COLLEGE OF BUSINESS AND INFORMATION TECHNOLOGY

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 and concentrations 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 managerial competencies as well as graduate business standards as reflected by existing national standardized graduate business tests.

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. The MBA consists of 36-54 credit hours. Thirty-six credit hours constitute the core curriculum which covers the following areas of business: management, human capital management, business law, organizational leadership, economics, accounting, applied business research & statistics, operations management, corporate finance, marketing, and strategic planning & implementation.

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 systematic and analytical decision-making skills to solve complex organizational problems.
- Students will create strategies for business growth based on the alignment of their personal values against the organization’s values.
- Students will apply key managerial skills to foster innovation and lead change in a dynamic business environment.
- Students will evaluate the implications of changing environmental factors on organizational choices within a global business environment.
- Students will apply key disciplinary skills as practitioners in business to critical business issues in the following domains of the MBA program:
  - Management
  - Human Capital Management
  - Business Law
  - Organizational Leadership
  - Economics
  - Accounting
  - Research & Statistics
  - Operations Management
  - Corporate Finance
  - Marketing
  - Strategic Planning & Implementation

MBA Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Seminar in Business Topics, 3 total credits
BUS 515 ................................................................. 3 credits
Seminar in Business Topics

Management and Leadership, 9 total credits
MGT 521 ................................................................. 3 credits
Management
HRM 531 ~ ............................................................ 3 credits
Human Capital Management
LDR 531 ......................................................... 3 credits  
Organizational Leadership  

Business Environment, 6 total credits  
LAW 531 ......................................................... 3 credits  
Business Law  
ECO 561 ......................................................... 3 credits  
Economics  

Business Functional Areas, 9 total credits  
ACC 561 ......................................................... 3 credits  
Accounting  
FIN 571 ......................................................... 3 credits  
Corporate Finance  
MKT 571 ......................................................... 3 credits  
Marketing  

Business Technical Skills, 6 total credits  
OPS 571 ......................................................... 3 credits  
Operations Management  
QNT 561 ......................................................... 3 credits  
Applied Business Research & Statistics  

Integrative Business Capstone, 3 total credits  
STR 581 ......................................................... 3 credits  
Strategic Planning & Implementation  
The University reserves the right to modify the required course of study. Please note that within each state, concentration availability may vary by campus location.  

Additional Admission Requirements for the MBA  
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 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.  
• No work experience is required for this 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.  

Degree Requirements for the MBA  
The degree requirements for this program are the following:  
• Completion of a minimum of 36 credits  
• A minimum grade point average (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  
• The Seminar in Business Topics (BUS 515) requirement must be satisfied within the first 12 semester credits of the MBA 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  
• Students who are pursuing multiple UOPX degrees must complete 30 unique credits within the MBA program to satisfy residency for MBA degree conferral.  
• Eligible students may satisfy Seminar in Business Topics (BUS 515) requirement using the below methods:  
  • Successful completion of BUS/515, Seminar in Business Topics.  
  • Undergraduate degree or higher in Business, Management, Accounting completed within 10 years from current program enrollment agreement sign date.  
• In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:  
  • The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;  
  • The course must have been completed within the past ten (10) years with a “B” (3.0) or better; and  
  • The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.  
• Nationally recognized and/or industry accepted certifications 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 following courses may not be waived: MGT 521, 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 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 Business Administration (Certificate Track)

The following Master of Business Administration (MBA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 managerial competencies as well as graduate business standards as reflected by existing national standardized graduate business tests.

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. The MBA consists of 36-54 credit hours. Thirty-six credit hours constitute the core curriculum which covers the following areas of business: management, human capital management, business law, organizational leadership, economics, accounting, applied business research & statistics, operations management, corporate finance, marketing, and strategic planning & implementation.

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 systematic and analytical decision-making skills to solve complex organizational problems.
• Students will create strategies for business growth based on the alignment of their personal values against the organization’s values.
• Students will apply key managerial skills to foster innovation and lead change in a dynamic business environment.
• Students will evaluate the implications of changing environmental factors on organizational choices within a global business environment.
• Students will apply key disciplinary skills as practitioners in business to critical business issues in the following domains of the MBA program:
  • Management
  • Human Capital Management
  • Business Law
  • Organizational Leadership
  • Economics
  • Accounting
  • Research & Statistics
  • Operations Management
  • Corporate Finance
  • Marketing
  • Strategic Planning & Implementation

MBA Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Seminar in Business Topics, 3 total credits
BUS 515 ................................................................. 3 credits
Seminar in Business Topics

Management and Leadership, 9 total credits
MGT 521 ................................................................. 3 credits
Management
HRM 531 ................................. 3 credits
Human Capital Management
LDR 531 ................................................................. 3 credits
Organizational Leadership

Business Environment, 6 total credits
LAW 531 ~ ............................................................ 3 credits
Business Law
ECO 561 ~ ............................................................ 3 credits
Economics

Business Functional Areas, 9 total credits
ACC 561 ~ ............................................................ 3 credits
Accounting
FIN 571 ~ ............................................................ 3 credits
Corporate Finance
MKT 571 ~ ............................................................ 3 credits
Marketing
Business Technical Skills, 6 total credits
OPS 571 ~ ................................................................. 3 credits
Operations Management
QNT 561 ~ ................................................................. 3 credits
Applied Business Research & Statistics

Integrative Business Capstone, 3 total credits
STR 581 ~ ................................................................. 3 credits
Strategic Planning & Implementation

The University reserves the right to modify the required course of study. Please note that within each state, concentration availability may vary by campus location.

Accounting Concentration

Students in the Master of Business Administration Concentration in Accounting (Certificate Track) 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 program is designed for students who want to enhance their accounting management skills, enter the accounting profession, or complete additional coursework required for the CPA exam. While completing this program, students who may be planning to take the CPA exam will utilize CPA Test Preparation software in conjunction with their coursework.

MBA students may earn a concentration in Accounting (ACC) by satisfying all the requirements for the concentration. Students must earn a minimum of 12 unique and concentration-area specific credits beyond the standard MBA required course of study. Students must earn a minimum of 12 and concentration-area specific credits beyond the standard MBA required course of study. Students earning an ACC concentration will complete a minimum of 48 credits, which includes 36 credits from the MBA required course of study and 12 credits from the ACC concentration coursework (3 of which must include ACC/541-Accounting Theory & Research).

Foundational Coursework:
ACC 541 ~ ................................................................. 3 credits
Accounting Theory & Research

Graduate Accounting Electives (Select 3):
ACC 542 ~ ................................................................. 3 credits
Accounting Information Systems
ACC 543 ~ ................................................................. 3 credits
Managerial Accounting & Legal Aspects of Business
ACC 544 ~ ................................................................. 3 credits
Internal Control Systems
ACC 545 ~ ................................................................. 3 credits
Financial Reporting
ACC 546 ~ ................................................................. 3 credits
Auditing
ACC 547 ~ ................................................................. 3 credits
Taxation
ACC 548 ~ ................................................................. 3 credits
Not-for-Profit & Government Accounting
ACC 556 ~ ................................................................. 3 credits
Forensic Accounting
ETH 557 ~ ................................................................. 3 credits
Accounting Ethics

Students who select an Accounting Concentration may not educationally qualify to sit for the CPA exam in some states. To the extent that a student intends to sit for the CPA examination, the student should consult with the applicable board of examiners in the state or states in which the individual intends to sit for the examination to determine the precise educational and other requirements, including the acceptability of the University’s Accounting Concentration.

Human Resource Management Concentration

The Master of Business Administration Concentration in Human Resource Management (Certificate Track) 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 resource, 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.

MBA students may earn a concentration in Human Resource Management (HRM) by satisfying all the requirements for the concentration. Students must earn a minimum of 12 unique and concentration-area specific credits beyond the standard MBA required course of study.

Students earning a HRM concentration will complete a minimum of 48 credits, which includes 36 credits from the MBA required course of study and 12 credits from the HRM concentration coursework (3 of which must include HRM/595-Human Resource Capstone Course).

Graduate Human Resource Management Electives (Select 3):
HRM 546 ~ ................................................................. 3 credits
Human Resource Law
HRM 558 ~ ................................................................. 3 credits
Research in Human Resource Management
HRM 548 ~ ................................................................. 3 credits
Recruitment and Retention Practices
HRM 552 ~ ................................................................. 3 credits
Organizational Training and Development

Foundational Coursework:
HRM 595 ~ ................................................................. 3 credits
Human Resource Capstone Course

Marketing Concentration

Students in the Master of Business Administration Concentration in Marketing (Certificate Track) 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 program 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.

MBA students may earn a concentration in Marketing (MKT) by satisfying all the requirements for the concentration. Students must earn a minimum of 12 unique and concentration-area specific credits beyond the standard MBA required course of study.

Students earning a MKT concentration will complete a minimum of 48 credits, which includes 36 credits from the MBA required course of study and 12 credits from the MKT concentration coursework (3 of which must include MKT/593-Product Design and Development Course)
**Graduate Marketing Electives (Select 3):**
- MKT 544 ~ ................................................................. 3 credits
  Integrated Marketing Communications
- MKT 554 ~ ................................................................. 3 credits
  Consumer Behavior
- MKT 552 ~ ................................................................. 3 credits
  Technology Applications and e-Marketing
- MKT 562 ~ ................................................................. 3 credits
  Advanced International Marketing

**Foundational Coursework:**
- MKT 593 ~ ................................................................. 3 credits
  Product Design and Development

**Project Management Concentration**

*Students in the Master of Business Administration Concentration in Project Management (Certificate Track) 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 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.*

MBA students may earn a concentration in Project Management (PM) by completing at least 15 credit hours of coursework in Project Management.

Students earning a PM concentration will complete a minimum of 51 credits, which includes 36 credits from the MBA required areas and 15 credits from the PM concentration coursework.

- PM 571 ~ ................................................................. 3 credits
  Project Management
- PM 582 ~ ................................................................. 3 credits
  Project Leadership
- PM 584 ~ ................................................................. 3 credits
  Project Risk Management
- PM 586 ~ ................................................................. 3 credits
  Project Quality Management
- PM 598 ~ ................................................................. 3 credits
  Project Management Capstone

The University reserves the right to modify the required course of study.

**General Information for the MBA**

- The Certificate Track graduate program is designed to be an option for students to earn a certificate en-route to earning the graduate degree.
- Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track and will not earn a second certificate en-route to completing the graduate program.

**Additional Admission Requirements for the MBA**

All applicants are expected to meet the following admissions requirements:

- An undergraduate or degree or higher from a regionally or approved nationally accredited, or candidate for accreditation, college or university 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.
- No prior work experience is required for this program.
- Applicants must have access to a suitable work environment for the completion of course assignments.
- A cumulative 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 MBA**

The degree requirements for this program are the following:

- Completion of a minimum of 48-51 credits.
- A minimum grade point average (GPA) of 3.0.
- Students must take courses within a sequence specified by course prerequisite requirements.
- Students may earn a certificate in the same area of focus as the concentration en-route to completing the graduate degree. Students may apply for certificate conferral meeting the following program requirements:
  - Successful completion of all courses outlined in the enrollment agreement for the certificate.
  - Achievement of the minimum program GPA.
  - Fulfillment of the minimum University residency requirement.

**Master Degree Program and Concentration**

**En-Route Certificate**

- Master of Business Administration Concentration in Accounting
- Graduate Accounting Certificate (CERT/G-ACC)
- Master of Business Administration Concentration in Human Resource Management
- Graduate Human Resource Management Certificate (CERT/G-HRM)
- Master of Business Administration Concentration in Marketing
- Graduate Marketing Certificate (CERT/G-MKT)
- Master of Business Administration Concentration in Project Management
- Graduate Project Management (G-PM)

- Students can only earn one certificate en-route to completing the graduate program.
Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as:

Master of Business Administration

Academic Progression Requirements for the MBA

- The Seminar in Business Topics (BUS/515) requirement must be satisfied within the first 12 semester credits of the MBA 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 who are pursuing multiple UOPX degrees must complete 30 unique credits within the MBA 023 program to satisfy residency for MBA degree conferral.
- Eligible students may satisfy Seminar in Business Topics (BUS 515) requirement using the below methods:
  - Successful completion of BUS/515, Seminar in Business Topics.
  - Undergraduate degree or higher in Business, Management, Accounting completed within 10 years from current program enrollment agreement sign date.
- In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
  - The course must have been completed within the past ten (10) years with a “B” (3.0) or better; and
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Nationally recognized and/or industry accepted certifications 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 following courses may not be waived: ACC 541, HRM 595, MGT 521, MKT 593, PM 598, 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 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 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 and concentrations 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.

- Students will evaluate the implications of change and its impact on diverse stakeholders within the organization.
- Students will apply key skills to synchronize human and material resources within a dynamic organization.
- Students will apply key skills to function as change leaders to advance organizational goals.
- Students will apply appropriate leadership theories, models, and tools for solving complex organizational problems.
Program Category Requirements Preferred Sequence and Prerequisites for the MM

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Foundation, 9 total credits
- BUS 511 .......................................................... 3 credits
  Managing the Business Environment
- BUS 502 .......................................................... 3 credits
  The External Factors that Impact Business
- BUS 503 .......................................................... 3 credits
  Accounting and Financial Decision Making

Entrepreneurial Leadership, 3 total credits
- ENT 527 ~ .......................................................... 3 credits
  Opportunity Assessment and Innovation

Communications, 3 total credits
- COM 539 ~ .......................................................... 3 credits
  Communications: Selling and Customer Engagement

Leadership, 3 total credits
- LDR 535 .......................................................... 3 credits
  Leading Change

Strategic Marketing, 3 total credits
- MKT 575 ~ .......................................................... 3 credits
  Marketing Strategy

Research, 3 total credits
- DAT 565 ~ .......................................................... 3 credits
  Data Analysis and Business Analytics

Business Law, 3 total credits
- LAW 531 ~ .......................................................... 3 credits
  Business Law

Technology, 3 total credits
- ENT 586 ~ .......................................................... 3 credits
  Informational Technology for Entrepreneurs and Leaders

Budgetary Finance, 3 total credits
- FIN 575 ~ .......................................................... 3 credits
  Project Budget and Finance

Management, 3 total credits
- MGT 521 .......................................................... 3 credits
  Management

Entrepreneurial Project, 3 total credits
- ENT 588 ~ .......................................................... 3 credits
  Innovation and Design: Capstone Project
  The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MM

All applicants are expected to meet the following admissions requirements:
- No work experience is required for this 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.

Degree Requirements for the MM
- Completion of a minimum of 39 credits.
- A minimum grade point average (GPA) of 3.0.
- The diploma awarded for this program will read as: Master of Management

Academic Progression for the MM
- Students must complete the following three Master of Management (MM) foundational courses before proceeding into any additional coursework for the program: BUS 502, BUS 503, BUS 511

Residency Requirements and Course Waivers for the MM

Students may satisfy the three foundational courses (BUS 511, BUS 502, and BUS 503) using one of the following methods:
- Successful completion of the three foundational courses (BUS 511, BUS 502, and BUS 503) or equivalents.
- Undergraduate degree in Business, Management or Accounting completed within 10 years from current program enrollment agreement sign date.
- Graduate degree in Business.
- At least 30 credits in undergraduate, graduate and/or doctoral level business or accounting-related coursework completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university within ten years from current program enrollment agreement sign date.

Only the three foundational courses can be waived, no other required course of study courses can be waived.

Re-entry for the MM
- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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 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 and concentrations 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 the knowledge to successfully apply information systems theory and principles to address real world business opportunities and challenges to meet the needs of today’s information economy. Under the guidance of practitioner faculty, the graduate student is exposed to key information systems technologies and real world use cases to understand the development and management of business systems within and across organizations.

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 design and plan for the development of an information system to address the needs of an organization.
- Students will be able to create the plans required for key roles, resources, operational metrics and risk responses needed to implement and maintain information systems within an organization.
- Students will be able to develop methods and tools for communication to facilitate the satisfactory completion of processes required to manage IT resources.
- Students will be able to generate the vision, direction and strategic purpose for the creation of an information systems project.
- Students will be able to construct a plan to verify that the regulations, compliance and security issues within an organization are addressed.
- Students will be able to explain and develop an effective IT project plan meeting professional standards.

MIS Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Information Systems Technology, 12 total credits

CMGT 554 ................................................................. 3 credits
IT Infrastructure
CMGT 555 ................................................................. 3 credits
Systems Analysis and Development
CMGT 556 ................................................................. 3 credits
Enterprise Models
CMGT 557 ................................................................. 3 credits
Emerging Technologies & Issues

Information Systems Management, 12 total credits

CMGT 575 ................................................................. 3 credits
CIS Project Management
CMGT 578 ................................................................. 3 credits
CIS Strategic Planning

CMGT 582 ................................................................. 3 credits
Security & Ethics
CMGT 583 ................................................................. 3 credits
IS Integration

Graduate Electives, 18 total credits

The University reserves the right to modify the required course of study.

En-Route Credentials for the MIS

Students may declare and earn an additional credential that is approved in their state or jurisdiction en-route to completing the graduate degree. Students must sign and submit the enrollment agreement that corresponds with the unique combination of desired credentials to be earned. Possible credentials include a graduate certificate. Listed below are all of the possible en-route credentials:

- Graduate Business Analytics Certificate
- Graduate Cyber Security Certificate

Students may apply for conferral of an en-route credential upon meeting the following program requirements:

- Successful completion of all the courses outlined in the enrollment agreement for the credential
- Achievement of the minimum program GPA
- Fulfillment of the minimum University residency requirement

Students may elect to update or remove the selected credentials by completing a new enrollment agreement reflecting the new selection of credentials.

Admission Requirements for the MIS

- An undergraduate degree or higher from a regionally or approved nationally accredited, or candidate for accreditation, college or university 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

Degree Requirements for the MIS

- Completion of a minimum of 42 credits that include the following distribution:
  - Required Course of Study - 24 credits
  - Graduate Electives - 18 credits
- A minimum grade point average (GPA) of 3.0.
- The diploma awarded for this program will read as: Master of Information Systems
Residency Requirements and Course Waivers for the MIS

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 24 credits in the program, must be completed at University of Phoenix.

Students in this program may waive a maximum of 9 credits from their required course of study.

In order to waive a course in the major course of study, the student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better; and
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The 18 credit Graduate Electives requirement may be satisfied by any of the following means:

- Any pre-determined 3-credit Graduate UOPX courses.
- Any previously completed Graduate coursework from UOPX.
- Graduate transfer coursework that is acceptable for transfer and was completed within the past ten (10) years from current program enrollment agreement sign date with a grade of C- or better.
- Graduate Certificate approved in the student’s state or jurisdiction.

Students earning a certificate en-route to completing the graduate degree may waive a maximum of 6 credits within the certificate program in addition to the 9 credits that can be waived in the MIS required course of study by meeting the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better; and
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications 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.

Re-entry for the MIS

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.
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COLLEGE OF HEALTH PROFESSIONS

As the health care industry expands and evolves at a rapid rate, jobs in health care administration business functions are expected to increase by 23 percent between 2012 and 2022. Whether you are already working in the field and looking to deepen your knowledge and advance in your profession, or if you are new to health care and want to gain the skills needed to launch a new career, The University of Phoenix® 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 all of tomorrow’s challenges.

Master of Health Administration

The following Master of Health Administration (MHA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Master of Health Administration (MHA) 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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 post 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

- 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.

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 regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications 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 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.
- 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 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 and concentrations 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 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 ~ Systems Thinking in Health Care Environments 3 credits
- MHA 506 ~ Ethical Marketing: The New Health Care Economics 3 credits
- MHA 508 ~ Navigating The Regulatory Environment In Health Care 3 credits

Visioning the Future: Creating Industry Trends in the Health Sector, 6 total credits

- MHA 515 ~ Scanning The Health Sector as an Industry Expert 3 credits
- MHA 516 ~ Operating in Structure: Health Sector Policy and Governance 3 credits

Strategic Relationships, 3 total credits

- MHA 520 ~ Sector Stakeholders: Identifying and Cultivating Alliances 3 credits

Adaptive Leadership, 6 total credits

- MHA 542 ~ Leading With Authenticity in The Health Sector 3 credits
- MHA 543 ~ Tackling The Talent War in The Health Sector 3 credits

Personal Legacy and Investment in the Future of Health Care, 3 total credits

- MHA 560 ~ Creating A Sustainable Legacy: Healthy Communities 3 credits

Informatics Concentration, 9 total credits

- HINF 500 ~ Informatics for Health Administration 3 credits
- HINF 520 ~ Data Management and Design in Health Administration 3 credits
- HINF 510 ~ The Systems Life Cycle 3 credits

Transformation and Execution, 6 total credits

- MHA 598 ~ Leveraging Results To Build Brand In The Health Sector 3 credits
- MHA 599 ~ Capstone: Leading the Organization Through Change 3 credits

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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 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.

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 regionally or approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

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.
• 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.
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 and concentrations 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.

MHA/MBA Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Introduction, 1 total credit
HCS 504 ................................................................. 1 credit
Introduction to Graduate Study in Health Sciences/Nursing

Health Care Systems, 3 total credits
HCS 531 ~ ............................................................... 3 credits
Health Care Organizations and Delivery Systems

Management, 3 total credits
MGT 521 .............................................................. 3 credits
Management

Human Capital Management, 3 total credits
HRM 531 .............................................................. 3 credits
Human Capital Management

Legal and Ethics, 3 total credits
HCS 545 ~ ........................................................... 3 credits
Health Law and Ethics

Policy, 3 total credits
HCS 550 ~ ........................................................... 3 credits
Health Care Policy

Organizational Leadership, 3 total credits
LDR 531 ~ ........................................................... 3 credits
Organizational Leadership

Quantitative Reasoning, 3 total credits
QRB 501 .............................................................. 3 credits
Quantitative Reasoning for Business

Data Management, 3 total credits
HCS 588 .............................................................. 3 credits
Measuring Performance Standards

Economics, 3 total credits
HCS 552 .............................................................. 3 credits
Health Care Economics

Accounting, 3 total credits
ACC 561 .............................................................. 3 credits
Accounting

Finance, 3 total credits
HCS 577 .............................................................. 3 credits
Financial Management in Health Care

Operations Management, 3 total credits
OPS 571 .............................................................. 3 credits
Operations Management

Marketing, 3 total credits
MKT 571 .............................................................. 3 credits
Marketing

Facility Design, 3 credits
HCS 529 .............................................................. 3 credits
Contemporary Health Care Facility Design

Technology, 3 total credits
HCS 533 .............................................................. 3 credits
Health Information Systems

Research and Statistics, 3 total credits
QNT 561 .............................................................. 3 credits
Applied Business Research & Statistics

Elective, 6 total credits
HCS 535 .............................................................. 3 credits
Concepts of Population Health
HCS 539 .............................................................. 3 credits
Marketing for Health Care
HCS 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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 post 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.
- A minimum equivalent of three (3) years of full-time, post-high school professional work experience within the past ten years.
- All applicants must be currently employed or have access to a suitable work environment for the completion of course assignments.

Degree Requirements for the MHA/MBA

- The completion of a minimum of 58 credits.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diplomas. Two diplomas will be awarded for this dual degree. The diplomas will read as:
  - Master of Health Administration
  - Master of Business Administration
- Students who have earned a graduate degree in Health Administration (MHA) or Business Administration (MBA) may not receive a certificate in the same area of focus. Example: a student may not earn an MHA/MBA/GR degree and a GER certificate; however, students who have completed a certificate may return to receive a Master of Health Administration / Master of Business Administration (MHA/MBA) degree with a concentration in the same area as the completed certificate or another approved concentration.

Residency Requirements and Course Waivers for the MHA/ MBA

- Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 46 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 12 credits from their required course of study on the basis of regionally or approved nationally accredited transferable coursework.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Requests to waive a course within a concentration must be submitted to the Student Appeals Center (SAC).
- Nationally recognized and/or industry accepted certifications 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 following courses in the Required Course of Study may not be waived: HCS 504, HCS 589, HRM 595, MGT 521, PM 598, QRB 501

The 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 program, students are eligible to satisfy required course(s) within the doctoral program. Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program. (R1)

Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Minimum Grade Requirements for the MHA/MBA

- Students in this program are required to achieve a minimum grade of “B” (3.0) in the following course: HCS 589. A “B-” grade is not acceptable. Students who fail to receive a minimum grade of “B” will be scholastically disqualified from the University.
- Students who fail to meet the minimum grade requirement and have been scholastically disqualified will not be allowed to continue in the program until the course has been successfully repeated. Students will be allowed to repeat each class in which the minimum grade was not achieved one time. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MHA/MBA program.
Re-entry for the MHA/MBA

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.
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Programs in the College of Nursing are designed to support the career advancement and educational needs of licensed practical, vocational and registered nurses, who are looking to expand their professional horizons. In an era of unprecedented and disruptive change in the health care industry—from shifting patient demographics, to the emergence of new models like telemedicine and retail medicine, to an increasingly complex licensing and credentialing environment—today’s nurses must work hard to navigate the changes and remain on the leading-edge of their professions. Whether you are a registered nurse looking to bolster your credentials to meet today’s higher standards, or an advanced-practice nurse seeking to expand your knowledge and take on greater leadership challenges, The University of Phoenix® 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 Bachelor of Science in Nursing and the Master of Science in Nursing programs at the 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 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 Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns prior to retaking the course that placed the student on scholastic disqualification. Students will also be required to complete and sign an Academic Progression Student Agreement Form.

For Students signing an enrollment agreement 10/1/2015 or later:

Students are permitted one retake of a nursing course due to non-passing grades. Students who fail to achieve the minimum grade on a second course will be scholastically suspended and permanently withdrawn from their nursing program.

**Drug Testing**

Any student who demonstrates behaviors in a clinical, classroom, or laboratory setting that gives rise to a reasonable suspicion of substance abuse, or otherwise indicates that the student may be impaired by drugs or alcohol without reasonable justification, will be required to undergo a “for-cause” 15-panel drug screen plus an alcohol drug test.
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 and concentrations 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 Bachelor of Science in Nursing and the Master of Science in Nursing programs at the University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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 evaluate ways to utilize nursing informatics to support best patient outcomes
• Students will be able to distinguish the regulatory requirements impacting use of informatics within healthcare.
• Students will be able to discuss plans for the use of informatics to collect data and support research.
• Students will be able to design systems to disseminate data to support decision making.

Program Purpose

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a master’s of science degree in nursing with a focus on nursing informatics. 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. The graduate who uses elective opportunities to complete necessary practicum hours with the required practice experience will be prepared to sit for the American Nurses Credentialing Center (ANCC) Informatics Nursing Certification (RN-BC). The Bachelor of Science in Nursing and the Master of Science in Nursing programs at the University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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).

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG 511</td>
<td>Contemporary Nursing Practice</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 512</td>
<td>Nursing Research</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 513</td>
<td>Inter-professional Leadership and Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 514</td>
<td>Health Law, Policy, Ethics, and Global Trends</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 541</td>
<td>Data Analysis and Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 542</td>
<td>Information Workflow</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 543</td>
<td>Database Management</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 544</td>
<td>Evaluation and Application of Information</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 516IN</td>
<td>Practicum I</td>
<td>3 credits</td>
</tr>
<tr>
<td>NSG 517IN</td>
<td>Practicum II</td>
<td>3 credits</td>
</tr>
<tr>
<td></td>
<td>Graduate Elective Requirement</td>
<td>6 credits</td>
</tr>
</tbody>
</table>

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.
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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 regionally or approved nationally accredited undergraduate degrees or higher 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 RN license obtained by taking 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 CGNFS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.
  - All Canadian students must complete the Canadian RN License 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/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 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 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 Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/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 regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: NSG 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 to this program.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
- An appeal will be required for re-entry students to re-enroll in their program if:
  - The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  - The student wishes to return to a prior program version.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
Master of Science in Nursing Concentration in Informatics Bridge

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 and concentrations 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 Bachelor of Science in Nursing and the Master of Science in Nursing programs at the 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.htm

Program Purpose

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a master’s of science degree in nursing with a focus on nursing informatics. 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. The graduate who uses elective opportunities to complete necessary practicum hours with the required practice experience will be prepared to sit for the American Nurses Credentialing Center (ANCC) Informatics Nursing Certification (RN-BC). The Bachelor of Science in Nursing and the Master of Science in Nursing programs at the University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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 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 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 ~ Data Analysis and Management .........................................................3 credits
NSG 542 ~ Information Workflow ........................................................................3 credits
NSG 543 ~ Database Management .......................................................................3 credits
Evaluation and Application of Information ..........................................................3 credits
NSG 516IN ~ Practicum I ....................................................................................3 credits
NSG 517IN ~ Practicum II ....................................................................................3 credits
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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 regionally or approved nationally accredited undergraduate degrees or higher 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 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
- International students who are residents outside of the United States or approved US Territories must meet the following requirements:
  - Completion of a nursing diploma, associates degree in nursing, or foreign equivalent program.
  - All students, with the exception of students residing in Canada or Puerto Rico, will be required to validate their International Nursing License equivalency by CGFNS (Commission on Graduates of Foreign Nursing Schools) or ICD (International Consultants of Delaware) for RN equivalency.
  - All Canadian students must complete the Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
  - Applicants who reside in Canada must meet one of the following requirements for admission:
    - Be a legal resident of Canada
    - 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 Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/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 regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: NSG 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 to this program.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
- An appeal will be required for re-entry students to re-enroll in their program if:
• The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
• The student wishes to return to a prior program version.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Master of Science in Nursing Concentration in Nurse Administration

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 and concentrations 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 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 Bachelor of Science in Nursing and the Master of Science in Nursing programs at the 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.htm

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’s of science degree in nursing with a focus on nursing administration. The program prepares the graduate to function in leadership and administrative roles within the profession of nursing. Upon completing the program, graduates with the required practice experience will be prepared to sit for the American Nurses Credentialing Center (ANCC) Nurse Executive – Board Certified (NE-BC) exam. The Bachelor of Science in Nursing and the Master of Science in Nursing programs at the University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 regionally or approved nationally accredited undergraduate degrees or higher 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 admittance. 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 Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
  - Applicants who reside in Canada must meet one of the following requirements for admission:
    - Be a legal resident of Canada
    - Be a landed immigrant
    - Have a valid visa that does not prohibit educational studies
  - A signed Foreign Nursing Memorandum of Understanding
  - Signed Criminal Background Check Disclosure
  - Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
  - Signed FERPA Release/Drug Test or Failure to Test Results
  - Signed Clinical Assurance Statement form

Degree Requirements for the MSN/ADM

- Completion of a minimum of 36 credits.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diploma.

The diploma awarded for this program will read as: Master of Science in Nursing

Academic Progression Requirements for the MSN/ADM

- Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program. 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 Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/ADM

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits in the Required Course of Study, must be completed at University of Phoenix. Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: NSG 516AD, NSG 517AD, NSG 547, NSG 557, NSG 567, NSG 577

The 6 credit Graduate Elective Requirement for the MSN/ADM may be satisfied by the following means:
- An approved 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 to this program.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

An appeal will be required for re-entry students to re-enroll in their program if:
- The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
- The student wishes to return to a prior program version.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
Master of Science in Nursing Concentration in Nurse Administration 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 and concentrations 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 Bachelor of Science in Nursing and the Master of Science in Nursing programs at the 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.htm

Program Purpose

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a master’s of science degree in nursing with a focus on nursing administration. The program prepares the graduate to function in leadership and administrative roles within the profession of nursing. Upon completing the program, graduates with the required practice experience will be prepared to sit for the American Nurses Credentialing Center (ANCC) Nurse Executive – Board Certified (NE-BC) exam. The Bachelor of Science in Nursing and the Master of Science in Nursing programs at the University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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 436 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
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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 regionally or approved nationally accredited undergraduate degrees or higher 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 Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
  - Applicants who reside in Canada must meet one of the following requirements for admission:
    - Be a legal resident of Canada
    - Be a landed immigrant
    - Have a valid visa that does not prohibit educational studies

- A signed Foreign Nursing Memorandum of Understanding
- Signed Criminal Background Check Disclosure
- Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
- Signed FERPA Release/Drug Test or Failure to Test Results
- Signed Clinical Assurance Statement form

Degree Requirements for the MSN/ADM

- Completion of a minimum of 45 credits.
- A minimum program grade point average (GPA) of 3.0.
- Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Master of Science in Nursing
Academic Progression Requirements for the MSN/ADM

- Students enrolling in the MSN bridge program must complete the three MSN bridge courses with a C or better in each course prior to enrolling in NSG 511 - Contemporary Nursing Practice.
- Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program. 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 Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee. 
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/ADM

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study. 

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: NSG 516AD, NSG 517AD, NSG 547, NSG 557, NSG 567, NSG 577

The 6 credit Graduate Elective Requirement for the MSN / ADM may be satisfied by the following means:

- An approved UOPX Graduate Elective course.
- 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 to this program.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
- An appeal will be required for re-entry students to re-enroll in their program if:
• The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
• The student wishes to return to a prior program version.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Master of Science in Nursing Concentration in Nurse Education

The following Master of Science in Nursing Concentration in Nurse Education (MSN/NED) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 of Science in Nursing and the Master of Science in Nursing programs at the 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.htm

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 justify teaching methodologies which support adult learning.
• Students will be able to design engaging learning activities.
• Students will be able to plan curriculum to meet the current regulatory requirements, accreditation standards, and industry standards.
• Students will be able to design tools that evaluate formative and summative student learning.

Program Purpose
This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a master’s of science degree in nursing with a focus on nursing education. The program prepares graduates for leadership roles in nursing education, and to function as a nurse educator in a variety of practice and educational settings. Upon completion of the program, graduates will be eligible to sit for the National League of Nursing (NLN) Certified Nurse Educator (CNE) exam. The Bachelor of Science in Nursing and the Master of Science in Nursing programs at the University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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 .................................................................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
NSG 516ED ~ ......................................................3 credits
Practicum I
NSG 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 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.ahn.alfabama.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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 regionally or approved nationally accredited undergraduate degrees or higher 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. 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 students 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 Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
  • Applicants who reside in Canada must meet one of the following requirements for admission:
    - Be a legal resident of Canada
    - Be a landed immigrant
    - Have a valid visa that does not prohibit educational studies
  • A signed Foreign Nursing Memorandum of Understanding
  • Signed Criminal Background Check Disclosure
  • Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
  • Signed FERPA Release/Drug Test or Failure to Test Results
  • Signed Clinical Assurance Statement form

Degree Requirements for the MSN/NED

• Completion of a minimum of 36 credits.
• A minimum program grade point average (GPA) of 3.0.
• Concentrations are reflected on the transcript only and will not appear on the diploma. The diploma awarded for this program will read as: Master of Science in Nursing

Academic Progression Requirements for the MSN/NED

• Students must hold a valid, unrestricted / unencumbered RN license in all states in which the applicant holds an active nursing license. For students holding licenses in multiple jurisdictions, all active licenses must be valid, unrestricted / unencumbered through the duration of the program. 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 Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/NED

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: NSG 516ED, NSG 517ED, NSG 531, NSG 532, NSG 533, NSG 534

Re-Entry for the MSN/NED

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
- An appeal will be required for re-entry students to re-enroll in their program if:
  - The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  - The student wishes to return to a prior program version.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Master of Science in Nursing Concentration in Nurse Education Bridge

The following Master of Science in Nursing Concentration in Nurse Education Bridge (MSN/NED) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. 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 of Science in Nursing and the Master of Science in Nursing programs at the 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.htm
Program Purpose

This is a post-licensure nursing program designed for nurses with current RN licensure who desire to obtain a master’s of science degree in nursing with a focus on nursing education. The program prepares graduates for leadership roles in nursing education, and to function as a nurse educator in a variety of practice and educational settings. Upon completion of the program, graduates will be eligible to sit for the National League of Nursing (NLN) Certified Nurse Educator (CNE) exam. The Bachelor of Science in Nursing and the Master of Science in Nursing programs at the University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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

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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 regionally or approved nationally accredited undergraduate degrees or higher 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 Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
- Applicants who reside in Canada must meet one of the following requirements for admission:
  - Be a legal resident of Canada
  - Be a landed immigrant
  - Have a valid visa that does not prohibit educational studies
- A signed Foreign Nursing Memorandum of Understanding
- Signed Criminal Background Check Disclosure
- Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
- Signed FERPA Release/Drug Test or Failure to Test Results
- Signed Clinical Assurance Statement form

Degree Requirements for the MSN/NED

- Completion of a minimum of 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 will be allowed to repeat each class once. Students who fail to meet the minimum grade requirement after the second attempt will be Scholastically Suspended and will not be able to continue in the MSN program.
- Students cannot repeat more than one nursing or clinical course. Students who fail to achieve the minimum grade requirement on a second course will be scholastically suspended, permanently withdrawn, from the Master of Science in Nursing program.
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
• Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
• Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement.

Residency Requirements and Course Waivers for the MSN/NED
Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 30 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
• The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following courses in the Required Course of Study may not be waived: NSG 516ED, NSG 517ED, NSG 531, NSG 532, NSG 533, NSG 534

Re-entry for the MSN/NED
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
• Re-entry students may re-enroll in their program version 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.
• An appeal will be required for re-entry students to re-enroll in their program if:
  • The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  • The student wishes to return to a prior program version.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Master of Science in Nursing/Family Nurse Practitioner

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 and concentrations 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 Bachelor of Science in Nursing and the Master of Science in Nursing programs at the 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.htm

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 accurate clinical decisions based on information obtained through health history, physical examination, and diagnostic tests and screening procedures.
• Students will utilize theory and evidence to provide health protection, health promotion and disease prevention interventions to improve or maintain optimum health for all family members.
• Students will treat common acute and chronic physical and mental illnesses, and common injuries, in people of all ages to minimize the development of complications, and promote function and quality of living.
• Students will apply ethical principles in delivering care to patient across the lifespan.
• Students will practice lawfully based on state Nurse Practice Acts and/or regulatory guidelines.
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. The Bachelor of Science in Nursing and the Master of Science in Nursing programs at the University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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 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 535 .................................................................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. 

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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 regionally or approved nationally accredited undergraduate degrees or higher in a field other than nursing 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.
- FNP Director’s signature on the applicant’s Program Eligibility Verification letter validates a completed admission packet which should include, the student’s transcripts and resume. Evidence that these requirements have been met must be uploaded to the student’s eXp file along with the Program Eligibility Verification letter.

If applicant does not meet admission criteria, the FNP Director will issue a verification denial letter to be provided to the student.

- Equivalent grade of “C” or better in undergraduate core science courses. Core science courses 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
The diploma awarded for this program will read as:
Satisfactory completion of the Nurse Practitioner Preceptorship
A minimum program grade point average (GPA) of 3.0.
Completion of a minimum of 48 credits.

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.

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. 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 Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement
  - Re-Admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Once the grade minimum has been satisfied, the student may then proceed sequentially through the program.

Residency Requirements and Course Waivers for the 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 regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form.

In 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 555, 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 to this program.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
- An appeal will be required for re-entry students to re-enroll in their program if:
  - The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  - The student wishes to return to a prior program version.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Master of Science in Nursing/Family Nurse Practitioner (Bridge)

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 and concentrations 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 Bachelor of Science in Nursing and the Master of Science in Nursing programs at the 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.htm

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. The Bachelor of Science in Nursing and the Master of Science in Nursing programs at the University of Phoenix are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

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**
- NSF 416...................................................................................3 credits
- Theoretical Development and Conceptual Frameworks
- NSF 415...................................................................................3 credits
- Theory-Based Nursing Practice
- NUR 403...................................................................................3 credits
- Theories and Models of Nursing Practice

**Nursing Bridge 2**
- NSF 451...................................................................................3 credits
- Professional Nursing Leadership Perspectives
- NSF 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**
- NSF 456...................................................................................3 credits
- Research Outcomes Management for the Practicing Nurse
- NSF 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
Students with regionally or approved nationally accredited 
A cumulative GPA of 3.0 for all coursework listed on the degree 
Additional Admission Requirements for the MSN/FNP 
www.abn.alabama.gov 
national licensure examination required by the Alabama Board of Nursing 
for pre-licensure programs or the graduates may not be eligible to take the 
Alabama students shall meet the requirements of the Alabama regulations 
appropriate application. Any program offering a pre-licensure track to 
program for the advanced practice approval, and completion of the 
requirements for national certification, graduation from a specific-type 
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 regionally or approved nationally 
accredited, or candidate for accreditation, college or university 
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 regionally or approved nationally accredited 
undergraduate degrees or higher in a field other than nursing 
are required to enroll in the MSN/FNP Bridge program. 
- A cumulative GPA of 3.0 for all coursework listed on the degree 
postered 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. 
- FNP Director’s signature on the applicant’s Program Eligibility 
Verification letter validates a completed admission packet which 
should include, the student’s transcripts and resume. Evidence 
that these requirements have been met must be uploaded to the 
student’s eXp file along with the Program Eligibility Verification letter. 
If applicant does not meet admission criteria, the FNP Director 
will issue a verification denial letter to be provided to the 
student. 
- Equivalent grade of “C” or better in undergraduate core 
science courses. Core science courses 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 
- Signed FERPA Release/Drug Test or Failure to Test Results 
- Signed Clinical Assurance Statement form
The diploma awarded for this program will read as:

Satisfactory completion of the Nurse Practitioner Preceptorship
Successful completion of FNP 101, MSN/FNP Program

University of Phoenix, 2018-2019

Students who have been scholastically disqualified will not be

A minimum program grade point average (GPA) of 3.0.
Completion of a minimum of 57 credits.

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 in all states and jurisdictions in which the applicant holds an active nursing license. 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 Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  • Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement
  • Re-Admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Once the grade minimum has been satisfied, the student may then proceed sequentially through the program.

Residency Requirements and Course Waivers for the 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 regionally accredited, approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

In Arizona, Waiver of NRP 507 Advanced Pharmacology course must be reviewed by the 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 to this program.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.
- An appeal will be required for re-entry students to re-enroll in their program if:
  - The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  - The student wishes to return to a prior program version.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
THIS PAGE WAS LEFT BLANK INTENTIONALLY
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 and concentrations 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. View state licensure requirements for this program: https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html

Educator licensure requirements vary by state. Candidates who are a resident of 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 the Arizona Department of Education). After candidates have been licensed in Arizona, they may be required to complete testing or other additional certification requirements, at additional cost, in their home state in order to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and it is the candidate’s responsibility to check with their state agency for state-specific requirements.

Candidates residing in Alabama, Idaho, Illinois, Indiana, Kansas, Missouri, New Jersey, New Mexico, Oregon, Puerto Rico, Texas, and Utah will be required to obtain Arizona certification first, prior to seeking licensure, in their home state.

This program may not be available in all states and a move out of the candidates’ home state while they are still completing coursework/program requirements may impede their ability to complete their degree/certificate program and become certified in their new state of residence. Candidates are strongly encouraged to discuss any anticipated moves with their University representative early on to review their options to complete their 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. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed school principal. There may be additional qualifications and/or disqualifications applicable in order to work as a principal with any local, state or federal entity.

**Program Student Learning Outcomes**

In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement school leadership strategies that 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 evidence to determine the effectiveness of school leadership.
- Students will be able to analyze school policy and law in the context of school leadership.

**MAED/ADM Required Course of Study**

Courses requiring prerequisites are identified by a symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ADMIN 500</td>
<td>Orientation to Administration and Supervision</td>
<td>0</td>
</tr>
<tr>
<td>COM 516</td>
<td>Professional Communications</td>
<td>1</td>
</tr>
<tr>
<td>ADMIN 518</td>
<td>Leadership and Collaborative Processes</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 570</td>
<td>Equity, Diversity, and Access in Education</td>
<td>3</td>
</tr>
<tr>
<td>ADMIN 555</td>
<td>School Policy and Law for Principals</td>
<td>3</td>
</tr>
</tbody>
</table>
ADMIN 524.............................................................................. 3 credits
Supervision of Curriculum, Instruction and Assessment
ADMIN 591A ........................................................................... 1 credit
Principal Internship Part I: Instructional Leadership
ADMIN 528.............................................................................. 3 credits
Administration of Special Programs
ADMIN 536.............................................................................. 3 credits
School Finance and Facilities Management
ADMIN 560.............................................................................. 3 credits
Human Resources Leadership and Management
ADMIN 591B ~ ........................................................................ 1 credit
Principal Internship Part II: Organizational Management
ADMIN 575.............................................................................. 3 credits
Family, Community and Media Relations
EDD 581.................................................................................... 4 credits
Action Research and Evaluation
ADMIN 565.............................................................................. 3 credits
School Improvement Processes
ADMIN 591C ~ ........................................................................ 1 credit
Administrative Internship Part III: Professional Practice

Students must also choose an elective from one of the following:
AET 560 .................................................................................... 3 credits
Facilitating Change
AET 562 .................................................................................... 3 credits
Social Media for Professional Learning
CUR 550.................................................................................... 3 credits
Engaging in Communities of Practice
CUR 555.................................................................................... 3 credits
Professional Learning for Continuous Improvement

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MAED/ADM

All applicants are expected to meet the following admissions requirements:

- Students enrolled in this program must have an undergraduate degree or higher from a regionally accredited college or university or equivalent undergraduate degree or higher earned at a recognized foreign institution.
- A minimum equivalent of three (3) years post-high school work experience including 18 months of instructional experience in a P-12 setting.
  - 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.
- 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.
- 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.
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: Students residing in Maryland must provide verification of the following:
      - Completion of three (3) semester hours in Special Education
    - 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
    - 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. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications 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 following courses in the Required Course of Study may not be waived: ADMIN 591A, ADMIN 591B, ADMIN 591C, COM 516, EDD 581.

Students who waive ADMIN 591A, ADMIN 591B, and ADMIN 591C without credit using a California Commission on Teacher Credentialing approved Administrative Services Preliminary Certificate program will be required to complete AET 562 to satisfy the credit deficiency.

Students who waive ADMIN 591A, ADMIN 591B, and ADMIN 591C without credit that have completed the Hawaii Certification Institute for School Leaders (HICISL) Program approved by the Hawaii State Department of Education and holding a Professional School Administrator Certificate will be required to complete AET 562 to satisfy the credit deficiency.

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 program, students are eligible to satisfy required course(s) within the doctoral program. Students must earn a B- or better in the doctoral level courses in order to apply them towards the doctoral program. (R1)

Student schedules may need to be adjusted, or student will need to overlap courses since doctoral courses are eight weeks in length. Students should speak with their academic/finance advisor for further information.

Institutional Recommendation for the MAED/ADM

- Candidates must meet all current 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 must complete a University of Phoenix graduation application in order to receive a diploma and be degree conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Candidates 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:
- 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 an 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.
- 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 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 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.
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 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

- 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/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 and concentrations 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 data-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
ADM 500 .............................................................................. 0 credits
Orientation to Administration and Supervision
Introductory Course, 1 total credit
COM 516 ............................................................................... 1 credit
Professional Communications
Action Research and Evaluation, 4 total credits
EDD 581 ............................................................................... 4 credits
Action Research and Evaluation
Administrative Internship/Practicum, 3 total credits
ADM 594A ............................................................................. 1 credit
Administrative Practicum Part I: Instructional Leadership
ADM 594B ............................................................................. 1 credit
Administrative Practicum Part II: Organizational Management
ADM 594C ............................................................................. 1 credit
Principal Practicum Part III: Prof Perspectives & Ref Pract
Introduction to the Principalship, 12 total credits
ADM 518 ............................................................................... 3 credits
Leadership and Collaborative Processes
ADM 570 ............................................................................... 3 credits
Equity, Diversity, and Access in Education
ADM 555 ............................................................................... 3 credits
School Policy and Law for Principals
ADM 575 ............................................................................... 3 credits
Family, Community and Media Relations
Functions and Strategies, 15 total credits
ADM 528 ............................................................................... 3 credits
Supervision of Curriculum, Instruction and Assessment
ADM 538 ............................................................................... 3 credits
Administration of Special Programs
ADM 535 ............................................................................... 3 credits
Business and Facilities Management
ADM 560 ............................................................................... 3 credits
Human Resources Leadership and Management
ADM 565 ............................................................................... 3 credits
School Improvement Processes
Administrative Elective, 3 total credits
AET 560 ............................................................................... 3 credits
Facilitating Change
AET 562 ............................................................................... 3 credits
Social Media for Professional Learning
CUR 550 ............................................................................... 3 credits
Engaging in Communities of Practice
Additional Admission Requirements for the MAED/ADM2

All applicants are expected to meet the following admissions requirements:

- Students enrolled in this program must have an undergraduate degree or higher from a regionally accredited college or university or equivalent undergraduate degree or higher earned at a recognized foreign institution.
- 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 was earned outside of the institution that conferred the degree will not be calculated into the cumulative GPA for admissibility.
- Current negative TB test, or other approved TB clearance documentation.
- 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 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 regionally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  - Nationally recognized and/or industry accepted certifications 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.
- 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 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 565, ADMIN 575, ADMIN 594A, ADMIN 594B, ADMIN 594C, CUR 555, EDD 581
  - ADMIN 594A, ADMIN 594B, and ADMIN 594C will be waived without credit using the successfully completed California Commission on Teacher Credentialing approved Administrative Services Preliminary Program, along with holding an approved administrative services credential from the California Commission on Teacher Credentialing. Students will be required to complete AET 562 to satisfy the credit deficiency.
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. 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, 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 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

- 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.

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 and concentrations 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).

COM 520 .................................................................................3 credits
Organizational Communication for Adult Education and Training
AET 500 ....................................................................................3 credits
Foundations of Adult Learning Theory
AET 508 ....................................................................................3 credits
Community-Based Education
CUR 516 ~ ..........................................................4 credits
Curriculum Theory and Instructional Design
CUR 518 ~ ..........................................................3 credits
Multicultural Strategies for the Adult Learner
CUR 528 ~ ..........................................................3 credits
Assessment of Learning
CUR 532 ~ ..........................................................3 credits
Facilitating Online Learning
AET 552 ....................................................................................3 credits
Marketing Adult Education
AET 560 ....................................................................................3 credits
Facilitating Change
AET 562 ....................................................................................3 credits
Social Media for Professional Learning
AET 570 ~ ..........................................................3 credits
Program Development in Adult Education
The University reserves the right to modify the Program Requirements.

Additional Admission Requirements for the MAED/AET

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 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 admisssibility.

Degree Completion Requirements for the MAED/AET

- The completion of a minimum of 34 credits.
- A minimum grade point average (GPA) of 3.0.
- The diploma awarded for this program will read: Master of Arts in Education Adult Education and Training
Residency Requirements and Course Waivers for the MAED/AET

Students in this program may waive a maximum of 6 credits from their required course of study on the basis of prior graduate level coursework. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications 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.

Any student in MAED/TED-Elementary, MAED/TED-Secondary, or MAED-Special Education who have completed a minimum of 12 credits, and for whom Candidacy Level II status equals 2N, is eligible to enter the MAED/AET program using the following course waivers:

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
<th>Using Courses (or equivalents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAED/TED-E</td>
<td>AET 500 (3 credits)</td>
<td>MTE 501 (2 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 516 (4 credits)</td>
<td>MTE 508 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 528 (3 credits)</td>
<td>MTE 562 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>Total credits: 10</td>
<td>Total credits: 8</td>
</tr>
<tr>
<td>MAED/TED-S</td>
<td>AET 500 (3 credits)</td>
<td>MTE 501 (2 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 516 (4 credits)</td>
<td>SEC 508 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>CUR 528 (3 credits)</td>
<td>MTE 562 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>Total credits: 10</td>
<td>Total credits: 8</td>
</tr>
<tr>
<td>MAED/SPE</td>
<td>CUR 516 (4 credits)</td>
<td>MTE 508 (3 credits) and SPE 511 (3 credits)</td>
</tr>
<tr>
<td></td>
<td>or SPE 578 (3 credits) and SPE 546 (3 credits) or SPE 584 (3 credits)</td>
<td></td>
</tr>
</tbody>
</table>

The following course in the Required Course of Study may not be waived: COM 520

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.
- 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/Elementary Teacher Education (Arizona)

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 and concentrations 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 him or her 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
Educator licensure requirements vary by state. Candidates who are a resident of 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 the Arizona Department of Education). After candidates have been licensed in Arizona, they may be required to complete testing or other additional certification requirements, at additional cost, in their home state in order to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and it is the candidate’s responsibility to check with their state agency for state-specific requirements.

Candidates residing in Alabama, Idaho, Illinois, Indiana, Kansas, Missouri, New Jersey, New Mexico, Oregon, Puerto Rico, Texas, and Utah will be required to obtain Arizona certification first, prior to seeking licensure, in their home state. This program may not be available in all states and a move out of the candidates’ home state while they are still completing coursework/program requirements may impede their ability to complete their degree/certificate program and become certified in their new state of residence. Candidates are strongly encouraged to discuss any anticipated moves with their University representative early on to review their options to complete their 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. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement effective instruction in the elementary classroom to produce a positive impact on student learning.
- Students will be able to evaluate effective professional practice in elementary education.
- Students will be able to apply professional ethics to their instructional practices in elementary education.
- Students will be able to evaluate learning principles to differentiate instruction to meet the needs of diverse elementary student populations.
- Students will be able to create innovative strategies and incorporate technology in an elementary classroom setting.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1). 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

Clinical Practice, 3 total credits
ELM 583 ~ ................................................................................3 credits
Elementary 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 a regionally accredited college or university or equivalent undergraduate degree or higher earned at a recognized foreign institution.

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-Program Entry Assessment (350)
  - Signed Pre-service certification application
  - Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  - Completed Background Check Form

- Students using foreign credentials when enrolling in a program must meet requirements for both levels of candidacy status to continue in their program with no interruption of scheduling.
- Students residing in the state of Maine must provide a transcripted verification of 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 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.
- Completion of a US Constitution course or demonstration of knowledge by examination

Degree Completion Requirements for the MAED/TED-E

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

- Completion of a minimum of 40 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.
- 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 must complete the GACE Educator Ethics Exit Exam (360).
- The diploma awarded for these programs 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 Fingerprint Clearance
- Verification of negative TB test results, or other TB clearance documentation (District specific).
- Passing scores on the designated state content knowledge exam (elementary or secondary content specific)
- Verification of the completion of 100 hours of clinical experience (or as required by state of residency).
- Students residing in Utah must provide verification of a ‘student teaching license’ and submit a copy of the license prior to the student teaching placement.
- 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.
- 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: 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 the New Jersey Physiology and Hygiene Requirement through one of the following means:
  - Evidence of basic military training
  - Completion of a course in biology, health, or nutrition as evidenced by a transcript from a regionally accredited postsecondary institution
  - Completion of a 35 question True/False test administered in the county office of education
- 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: 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
- 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 prior to entering clinical practice.

Completion of a Dispositions Assessment

Georgia candidates who complete MTE 512 (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 MTE 512 with a grade of B or better to be eligible for the IR.

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 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 regionally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications or training programs may be used to waive certain courses in the Required Course of Study in order for the Office of Admissions and Evaluation to review the course waiver request. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses in the Required Course of Study may not be waived: ELM 533, ELM 535, ELM 536, ELM 537, ELM 538, ELM 583, 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 who complete the Teach for America Summer Institute are eligible to waive the following courses in the MAED/TED Programs. Candidates must provide verification of completion in order to be eligible for these waivers.

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAED/TED-E</td>
<td>MTE 516, MTE 511</td>
</tr>
<tr>
<td>MAED/TED-S</td>
<td>MTE 516, MTE 511</td>
</tr>
</tbody>
</table>

Candidates who have completed Post-Baccalaureate Teacher Certification program (Post-Bacc) from Rio Salado Community College are eligible to apply completed coursework from the Post-Bacc program to fulfill requirements within this program. Course waivers will only be granted to students who have completed the Post-Bacc program in its entirety. Single courses from the Post-Bacc program will not be approved.

Students who waive courses using the Post-Bacc Course Waiver policy may exceed the maximum waiver limit for their program and will be eligible to waive select non-waivable courses as outlined on the Post-Bacc Teacher Certification Course Waiver Form. Following application of the Post-Bacc course waivers, candidates will fulfill Candidacy 2 and all academic progression requirements. Candidates will not be required to complete and/or provide the following:

- Fingerprint clearance
- 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)

Candidates who have completed the Arizona Alternative Pathway/Elementary Certificate (CERT/AP-E) or Alternative Pathway/Secondary Certificate (CERT/AP-S) 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) or Alternative Pathway/Secondary Certificate (CERT/AP-S) 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 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 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, in some states (district specific), who are currently employed as the teacher of record in a classroom appropriate grade level/content for the certificate they are pursuing (e.g. 4th grade for elementary candidate) may be eligible to waive or validate their clinical practice experience. Students will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for clinical practice. 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.

**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 place. 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-E**

- 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.
- 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.
- 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.

**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 must complete a University of Phoenix graduation application in order to receive a diploma and be degree conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Georgia candidates who completed MTE 512 (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 MTE 512 with a grade of B or better to be eligible for the IR.
Signature Assignments for the MAED/TED-E
The College of Education requires students to submit specific signature assignments from selected courses within the program for evaluation and verification that students are meeting program standards. Data collected through signature assignments are then used by College personnel for accreditation and continuous program improvement.

Arizona Teaching Intern Certificate Route
Arizona Teaching Intern Certificate Route
The Arizona Teaching Intern Certificate Route is optional and is not a requirement for participation in clinical practice (student teaching).

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.

Requirements for initial issuance of the Alternative Teaching Certificate:
• A Bachelor’s degree or higher from a regionally accredited institution
• A valid fingerprint 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.
• 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.
• Letter of intent to hire or other evidence 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.

Requirements for continued issuance of the Alternative Teaching Certificate:
• Students must be continuously enrolled

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 and concentrations 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. The guiding philosophy of the MAED/TED-S program is to provide the adult student, who has already has a degree in a discipline other than education, with the knowledge, skills and dispositions that will allow him or her (or change to plural throughout) to become a competent and effective educator. This program focuses on secondary 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 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: https://www.phoenix.edu/colleges/college-of-education/teacher-licensure/state-requirements.html

Educator licensure requirements vary by state. Candidates who are a resident of 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 the Arizona Department of Education). After candidates have been licensed in Arizona, they may be required to complete testing or other additional certification requirements, at additional cost, in their home state in order to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and it is the candidate’s responsibility to check with their state agency for state-specific requirements.

Candidates residing in Alabama, Idaho, Illinois, Indiana, Kansas, Missouri, New Jersey, New Mexico, Oregon, Puerto Rico, Texas, and Utah will be required to obtain Arizona certification first, prior to seeking licensure, in their home state.

This program may not be available in all states and a move out of the candidates’ home state while they are still completing coursework/program requirements may impede their ability to complete their degree certificate program and become certified in their new state of residence.

Candidates are strongly encouraged to discuss any anticipated moves with their University representative early on to review their options to complete their program.

Program Purpose
The Master of Arts in Education/Secondary Teacher Education (MAED/TED-S) is a graduate degree program preparing candidates for initial teacher licensure. The guiding philosophy of the MAED/TED-S program is to provide the adult student, who already has a degree in a discipline other than education, with the knowledge, skills and dispositions that will allow him or her (or change to plural throughout) to become a competent and effective educator. This program focuses on secondary 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 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.
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). 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
SEC 511 ~ .................................................................3 credits
Child/Adolescent Growth, Development, and Learning
SEC 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 Curriculum 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

Clinical Practice, 3 total credits
SEC 583 ~ .................................................................3 credits
Secondary Clinical Practice

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 a regionally accredited college or university or equivalent undergraduate degree or higher earned at a recognized foreign institution.

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-Program Entry Assessment (350)
  - Signed Pre-service certification application
  - Signed and notarized Verification of Lawful Presence (VLP) Affidavit
  - Completed Background Check Form

- 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 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 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 Pennsylvania:
- Students enrolled in the MAED/TED-S program and residing in the state of Pennsylvania must provide a transcripted verification of a minimum of 30 semester credit hours in their secondary content area 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
  - 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

Additional Secondary Admission Requirements for Utah:
- 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.
  - Completion of Teacher Performance Assessment.
  - A minimum grade point average (GPA) of 3.0.
  - 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.
  - 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 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).
- Students residing in the state of Tennessee, and that choose to complete a job-embedded pathway, may receive initial approval of content knowledge through an undergraduate degree in an endorsement area as recognized by the Tennessee State Board of Education. Passing scores on the Tennessee state content knowledge exam will need to be verified before beginning the student teaching seminar.
- Verification of the completion of 100 hours of clinical experience (or as required by state of residency).
- Students residing in Utah must provide verification of a ‘student teaching license’ and submit a copy of the license prior to the student teaching placement.
- 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.
- 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: 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 a New Jersey Physiology and Hygiene Requirement through one of the following means:
        - Evidence of basic military training
        - Completion of a course in biology, health, or nutrition as evidenced by a transcript from a regionally accredited postsecondary institution
        - Completion of a 35 question True/False test administered in the county office of education
      - 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: 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
      - 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 prior to entering clinical practice.
  - Completion of a Dispositions Assessment
  - Georgia candidates who complete MTE 512 (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 MTE 512 with a grade of B or better to be eligible for the IR.
  - 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 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 regionally accredited, or candidate for accreditation, college or university.

Minimum Grade Requirements for the MAED/TED-S
Courses Waived

Completion of an Arizona Department of Education (ADE) nationally recognized and/or industry accepted certifications may not be waived. Students who complete the Teach for America Summer Institute are eligible to waive select non-waivable courses as outlined on the Post-Bacc Teacher Certification Course Waiver Form.

The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.

The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications 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 following courses in the Required Course of Study may not be waived: MTE 001, MTE 510, MTE 512, MTE 513, SEC 533, SEC 535, SEC 536, SEC 537, SEC 538, SEC 583. 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 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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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)

Candidates who have completed the Arizona Alternative Pathway/Elementary Certificate (CERT/AP-E) or Alternative Pathway/Secondary Certificate (CERT/AP-S) 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) or Alternative Pathway/Secondary Certificate (CERT/AP-S) 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.
- Candidates who have completed the Arizona Alternative Pathway/Elementary Certificate (CERT/AP-E) or Alternative Pathway/Secondary Certificate (CERT/AP-S) from University of Phoenix are eligible to apply completed coursework from the certificate program to fulfill requirements within this program.
- Candidates who are removed 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.

  - Candidates 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.

- Candidates in the MAED/TED program may not complete their clinical practice in special education.

- MAED/TED candidates, in some states (district specific), who are currently employed as the teacher of record in a classroom appropriate grade level/content for the certificate they are pursuing (e.g. 4th grade for elementary candidate) may be eligible to waive or validate their clinical practice experience. Students will be evaluated by a faculty supervisor in their classroom and will not have to seek additional placement for clinical practice. 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.

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 adhere to 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

- 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.
- 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.
- 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.

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 must complete a University of Phoenix graduation application in order to receive a diploma and be degree conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Georgia candidates who completed MTE 512 (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 MTE 512 with a grade of B or better to be eligible for the IR.

Signature Assignments for the MAED/TED-S

The College of Education requires students to submit specific signature assignments from selected courses within the program for evaluation and verification that students are meeting program standards. Data collected through signature assignments are then used by College personnel for accreditation and continuous program improvement.

Arizona Teaching Intern Certificate Route

Arizona Teaching Intern Certificate Route

The Arizona Teaching Intern Certificate Route is optional and is not a requirement for participation in clinical practice (student teaching).

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.

Requirements for initial issuance of the Alternative Teaching Certificate:

- A Bachelor’s degree or higher from a regionally accredited institution
- A valid fingerprint 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.
- 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.

Requirements for continued issuance of the Alternative Teaching Certificate:

- Students must be continuously enrolled

Master of Arts in Education/Elementary Teacher Education (California)

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 and concentrations 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
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. As licensure requirements vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement effective instruction in the 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). 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 ............................................................. 2 credits
Elements of Literacy Content and Pedagogical Knowledge

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.
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 degree from a regionally accredited college or university or equivalent undergraduate degree or higher earned at a recognized foreign institution.
- Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved 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 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 08CA or MAED/TED-S 08CA) 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 13 semester credits in the program:
  • The candidate provides evidence of having passed the appropriate subject matter examination(s).
  • The candidate provides evidence of having attempted the appropriate subject matter examination(s).
  • The candidate provides evidence of registration for the next scheduled examination.
  • The candidate provides evidence of having completed a Commission approved subject matter preparation program.
  • The candidate provides evidence of continuous progress toward meeting the subject matter requirement.

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

Degree Completion Requirements for the MAED/TED-E
• Completion of a minimum of 42 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.
• Completion of signature assignments.
• In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
• The diploma awarded for this program will read as: Master of Arts in Education Elementary Teacher Education

Academic Progression Requirements for the MAED/TED-E
• Candidates must provide verification of the following prior to beginning their 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).
  • Verification of the completion of 100 hours of clinical experience.
  • Completion of a course (two semester units or three quarter units) in the provisions and principles of the U.S. Constitution or pass an examination given by a regionally-accredited college or university.
  • Candidates will be required to have a 3.0 GPA for the program prior to entering clinical practice.

• Completion of a Dispositions Assessment

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 regionally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
- The following courses in the Required Course of Study may not be waived: ELM 533, ELM 536, ELM 537, ELM 538, ELM 586, ELM 587, MTE 001, MTE 510, MTE 512, MTE 513, RDG 556
- 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.
  - 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 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 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.
- 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 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
• 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.
• 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.
• 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.

Institutional Recommendation for the MAED/TED-E
• Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
• Upon completion, candidates must complete a University of Phoenix graduation application in order to receive a diploma and be degree conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
• Candidates must 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 CPR certification 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.

Signature Assignments for the MAED/TED-E
• Candidates must provide verification of each of the following requirements:
  • US Constitution (units or exam)
  • Completion of a Bachelors degree from a regionally accredited institution
  • Certificate of Clearance
  • Continuous enrollment in the University of Phoenix MAED/TED-E or S (Elementary or Secondary Education teacher preparation degree program)
  • Passing score on appropriate CSET for intern placement
  • Completion of a Bachelors degree from a regionally accredited institution
  • Letter of Intent to Hire
  • Completion of 30 hrs. of Clinical Experiences with diverse students

California Intern Credential
Candidates in California may qualify for an intern credential in California while enrolled in the MAED/TED program. The California Commission has identified specific requirements for intern qualification.
• Candidates who qualify as an elementary or secondary intern must meet the requirements noted below and sign an intern checklist.
• Candidates who are seeking an Internship must also be advised of the Early Completion Option.
• Candidates must provide verification of each of the following requirements:
  • Passing score on CBEST, CSET Multiple subject Plus Writing Skills, Examination, or another state approved basic skills exam.
  • Passing score on appropriate CSET for intern placement
  • Completion of a Bachelors degree from a regionally accredited institution
  • Letter of Intent to Hire
  • Completion of 30 hrs. of Clinical Experiences with diverse students
  • Certificate of Clearance

Signature Assignments for the MAED/TED-E
• Candidates must provide verification of each of the following requirements:
  • 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; SEC/533; ELL/501; 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/Secondary Teacher Education (California)

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 and concentrations 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 coursework, 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

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. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.
• Students will be able to design and implement effective instruction in the secondary classroom to produce a positive impact on student learning.
• Students will be able evaluate effective professional practice in secondary education.
• Students will be able apply professional ethics to their instructional practices in secondary education.
• Students will be able evaluate learning principles to differentiate instruction to meet the needs of diverse secondary student populations.
• Students will be able create innovative strategies and incorporate technology in a secondary classroom setting.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
MTE 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 - Instruction and Assessment for Diverse Learners 3 credits
- SEC 532 - Secondary: Creating an Effective Learning Environment 3 credits

### Human Development, 3 total credits
- MTE 511 - Child/Adolescent Growth, Development, and Learning 3 credits

### Assessment, 3 total credits
- MTE 513 - Evaluation and Data Literacy 3 credits

### Reading, 3 total credits
- RDG 558 - Secondary Content Area Literacy 3 credits

### Special Populations, 6 total credits
- ELL 501 - Instructional Methods for English Language Learners 3 credits
- MTE 512 - Teaching the Exceptional Learner 3 credits

### Technology, 3 total credits
- MTE 517 - Technology Integration for Educators 3 credits

### Content and Curricular Knowledge, 3 total credits
- SEC 535 - English/Language Arts Content and Curricular Knowledge 3 credits
- SEC 536 - Social Studies Content and Curricular Knowledge 3 credits
- SEC 538 - Mathematics Content and Curricular Knowledge 3 credits
- SEC 539 - Physical Education Content and Curricular Knowledge 3 credits
- SEC 540 - Science Content and Curricular Knowledge 3 credits
- SEC 541 - Visual Arts Content and Curricular Knowledge 3 credits

### Clinical Practice, 6 total credits
- SEC 586 - Secondary Clinical Practice A 3 credits
- SEC 587 - Secondary Clinical Practice B 3 credits

### 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 (in a major other than education) or higher degree from a regionally accredited college or university or equivalent undergraduate degree or higher earned at a recognized foreign institution.

- Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved 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 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-S
The College of Education has two levels of review consisting of Level 1 Candidacy Status and Level 2 Candidacy 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.

- Demonstrations 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 08CA or MAED/TED-S 08CA) 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 13 semester credits in the program:
  - The candidate provides evidence of having passed the appropriate subject matter examination(s).
  - The candidate provides evidence of having attempted the appropriate subject matter examination(s).
• The candidate provides evidence of registration for the next scheduled examination.
• The candidate provides evidence of having completed a Commission approved subject matter preparation program.
• The candidate provides evidence of continuous progress toward meeting the subject matter requirement.

Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.

**Degree Completion Requirements for the MAED/TED-S**

- Completion of a minimum of 37 credits.
- A minimum grade point average (GPA) of 3.0.
- 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.
- Completion of signature assignments.
- In order to receive an institutional recommendation and/or state certification, candidates may need to meet other requirements as set forth by their state of residency. Candidates are advised to check with their State Department of Education for any additional certification requirements.
- The candidate provides evidence of having completed a course prerequisite requirements.
- The candidate provides evidence of continuous progress toward meeting the subject matter requirement.
- The candidate provides evidence of registration for the next scheduled examination.

**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).
  - Verification of the completion of 100 hours of clinical experience.
  - Completion of a course (two semester units or three quarter units) in the provisions and principles of the U.S. Constitution or pass an examination given by a regionally-accredited college or university.
  - Candidates will be required to have a 3.0 GPA for the program prior to entering clinical practice.
  - Completion of a Dispositions Assessment.

**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 regionally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Nationally recognized and/or industry accepted certifications may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
- The following courses in the Required Course of Study may not be waived: 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 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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<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
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<tbody>
<tr>
<td>MAED/TED-E</td>
<td>MTE 516</td>
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<td>MAED/TED-S</td>
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<td>MTE 511</td>
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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.
- 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 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 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.
- 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 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

- 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.
- 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.
- 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.

Institutional Recommendation for the MAED/TED-S

- Candidates must meet all current state certification requirements prior to being issued an Institutional Recommendation (IR, request for state teaching credential).
- Upon completion, candidates must complete a University of Phoenix graduation application in order to receive a diploma and be degree conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
- Candidates must 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 CPR certification 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

Signature Assignments for the MAED/TED-S

The College of Education requires students to submit specific signature assignments from selected courses within the program for evaluation and verification that students are meeting program standards. Data collected through signature assignments are then used by College personnel for accreditation and continuous program improvement.

California Intern Credential

Candidates in California may qualify for an intern credential in California while enrolled in the MAED/TED program. The California Commission has identified specific requirements for intern qualification.

- Candidates who qualify as an elementary or secondary intern must meet the requirements noted below and sign an intern checklist.
- Candidates who are seeking an Internship must also be advised of the Early Completion Option.
- Candidates must provide verification of each of the following requirements:
  - Passing score on CBEST, CSET Multiple subject Plus Writing Skills, Examination, or another state approved basic skills exam.
  - Passing score on appropriate CSET for intern placement
  - Completion of a Bachelors degree from a regionally accredited institution
  - Letter of Intent to Hire
  - Completion of 30 hrs. of Clinical Experiences with diverse students
  - Certificate of Clearance
  - Continuous enrollment in the University of Phoenix MAED/TED-E or S (Elementary or Secondary Education teacher preparation degree program)
  - US Constitution (units or exam)
  - Negative TB verification
  - Completion of the following coursework:

  - Multiple Subject: MTE/511; ELM/533; ELL/500; MTE/512; RDG/556; ELM/532
  - Single Subject: MTE/511; SEC/533; ELL/501; 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 and concentrations 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

Educator licensure requirements vary by state. Candidates who are a resident of 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 the Arizona Department of Education). After candidates have been licensed in Arizona, they may be required to complete testing or other additional certification requirements, at additional cost, in their home state in order to obtain state licensure there. Program requirements may change based upon state agency licensure requirements and it is the candidate’s responsibility to check with their state agency for state-specific requirements.

Candidates residing in Alabama, Idaho, Illinois, Indiana, Kansas, Missouri, New Jersey, New Mexico, Oregon, Puerto Rico, Texas, and Utah will be required to obtain Arizona certification first, prior to seeking licensure, in their home state.

This program may not be available in all states and a move out of the candidates’ home state while they are still completing coursework/program requirements may impede their ability to complete their degree/certificate program and become certified in their new state of residence. Candidates are strongly encouraged to discuss any anticipated moves with their University representative early on to review their options to complete their 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 want to become special education teachers. Candidates for this program have already earned a bachelor’s degree. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As licensure requirements may vary by state, it is the student’s responsibility to ascertain and meet licensure requirements in any state in which the student desires to practice and to contact the applicable state educator licensure agency to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University Learning Goals, College of Education graduating students are intended to attain certain program-specific knowledge, skills and abilities. Therefore, you should be able to demonstrate the following learning outcomes by the time you complete this program.

- Students will be able to design and implement effective instruction in the P-12 classroom to produce a positive impact on student learning.
- Students will be able to evaluate effective professional practice in special education.
- Students will be able to apply professional ethics to their instructional practices in special education.
- Students will be able to create and modify instructional and behavioral plans for a variety of learning needs.
- Students will be able to create innovative strategies and incorporate technology in a P-12 classroom setting.

Program Category Requirements and Course Selections
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Orientation, 0 total credits
MTE 507 ................................................................. 0 credits
Orientation to Teacher Education

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
Georgia, 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 a regionally accredited college or university or equivalent undergraduate degree or higher earned at a recognized foreign institution.
• Students using foreign credentials when enrolling in a program leading to initial teacher certification/licensure must use a foreign credential evaluation service that is on both the approved University of Phoenix evaluation agency list and the state regulating board list of approved agencies, for the particular state in which the student is attending, to verify degree completion and equivalency to a United States undergraduate degree. Students attending online should abide by the regulations of the state in which they reside. In-house evaluations cannot be completed for programs leading to initial teacher certification.
• 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.

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-Program Entry Assessment (350)
   • Signed Pre-service certification application
   • Signed and notarized Verification of Lawful Presence (VLP) Affidavit
   • Completed Background Check Form
Students must be admitted and meet Level 1 Candidate Status prior to being reviewed for Level 2 Candidate Status.
Degree Completion Requirements for the MAED/SPE
• Completion of a minimum of 46 credits. All but six (6) credits of the major course of study must be completed at the University to meet residency requirements.
• A minimum grade point average (GPA) of 3.0.
• Satisfactory completion and uploading of the Teacher Work Sample (TWS), 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:
   • Teacher Performance Assessment
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.
- 100 hours of field experience verification

State Specific Requirements: Students residing in the states beginning their student teaching experience. Candidates must provide verification of the following prior to 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: 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:
  - Montana: Students residing in Montana must provide verification of the following:
    - Completion of an online course, An Introduction to Indian Education for All in Montana
  - Wyoming: Students residing in Wyoming 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 the New Jersey Physiology and Hygiene Requirement through one of the following means:
    - Evidence of basic military training
    - Completion of a course in biology, health, or nutrition as evidenced by a transcript from a regionally accredited postsecondary institution
    - Completion of a 35 question True/False test administered in the county office of education
  - 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

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 disqualified and satisfied the grade requirement.

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 must complete a University of Phoenix graduation application in order to receive a diploma and degree conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.
Residency Requirements and Course Waivers for the MAED/SPE

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
- The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- 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.
  - Candidates who provide evidence of 6 credits of SEI coursework may waive both SEI 500 and SEI 503 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 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 500 and SEI 503)

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.

<table>
<thead>
<tr>
<th>Program</th>
<th>Courses Waived</th>
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<tbody>
<tr>
<td>MAED/SPE</td>
<td>SPE 578</td>
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</table>

Candidates who have completed Post-Baccalaureate Teacher Certification program (Post-Bacc) from Rio Salado Community College are eligible to apply completed coursework from the Post-Bacc program to fulfill requirements within this program. Course waivers will only be granted to students who have completed the Post-Bacc program in its entirety. Single courses from the Post-Bacc program will not be approved.

Students who waive courses using the Post-Bacc Course Waiver Policy may exceed the maximum waiver limit for their program and will be eligible to waive select non-waivable courses as outlined on the Post-Bacc Teacher Certification Course Waiver Form. Following application of the Post-Bacc course waivers, candidates will fulfill Candidacy 2 and all academic progression requirements. Candidates will not be required to complete and/or provide the following:

- Fingerprint clearance
- 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.
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:
  - 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.
- 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).

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

Arizona Teaching Intern Certificate Route

The Arizona Teaching Intern Certificate Route is optional and is not a requirement for participation in clinical practice (student teaching).

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.

Requirements for initial issuance of the Alternative Teaching Certificate:

- A Bachelor's degree or higher from a regionally accredited institution
- 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.
- 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 Professional Knowledge Exam.
- Letter of intent to hire or other evidence indicating that the student will be hired as a contracted teacher for the school year.

Requirements for continued issuance of the Alternative Teaching Certificate:

- Students must be continuously enrolled

Re-entry for the MAED/SPE

- 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.
- 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.
- 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 and concentrations 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 admission requirements:
• Applicants enrolling in this program must meet all admission requirements from their University of Phoenix previous pre-licensure program.
• The University of Phoenix previous pre-licensure programs eligible for admission to the MAED/ES are the following: MAED/TED-E, MAED/TEDEE, MAED/TEDEM, MAED/TEDMS, MAED/TEDMG, MAED/TEDMM, MAED/TEDSM, MAED/TEDSS, MAED/TED-S, MAED/SPE, MAED/ECH
Note: Some restrictions apply to the MAED/ECH program. Please contact your campus representative for more information.
• Applicants to this program must have completed all coursework from their UOPX previous pre-licensure program with the exception of both Student Teaching courses.
• Students will be eligible for admission to the MAED/ES program provided that the Enrollment Agreement sign date for the previous pre-licensure program is no more than 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 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 and concentrations 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).

COM 516 ................................................................. 1 credit
Professional Communications
CUR 505........................................................................... 3 credits
Social and Global Perspectives of Teacher Leadership
CUR 506................................................................. 3 credits
Theories and Best Practices of Curriculum and Instruction
CUR 515 ................................................................. 3 credits
Critical Thinking and Innovative Skills
CUR 520........................................................................... 3 credits
Advocating for Learning
CUR 525........................................................................... 3 credits
Ethical Issues in Education
CUR 530 ................................................................. 3 credits
Assessment and Evaluation Models
CUR 535 ................................................................. 4 credits
Research for Improved Practice
CUR 540........................................................................... 3 credits
Methods of Coaching in the Instructional Setting
CUR 545........................................................................... 3 credits
Using Technology for Teaching and Learning
CUR 550........................................................................... 3 credits
Engaging in Communities of Practice
CUR 555........................................................................... 3 credits
Professional Learning for Continuous Improvement

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the MAED/CI

All applicants are expected to meet the following admissions requirements:

• An undergraduate degree or higher from a regionally or approved nationally accredited, or candidate for accreditation, college or university 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 admission.

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: 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 regionally or approved nationally accredited, or candidate for accreditation, college or university, or a foreign institution recognized/authorized by the country’s Ministry of Education.

• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.

• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Nationally recognized and/or industry accepted certifications 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. Students in the MAED/CI who waive courses using an approved certification may exceed the maximum waiver limit for their program.

The following courses in the Required Course of Study may not be waived: COM 516

Candidates who successfully complete either the MAED/TED-Elementary or MAED/TED-Secondary program may waive the following courses in the MAED/CI program upon enrolling in the Master of Arts in Education/Curriculum and Instruction program.

Program | Courses Waived
---|---
**MAED/TED-E** | COM 516 (1 credit)
| CUR 530 (3 credits)
| CUR 535 (4 credits)
| CUR 550 (3 credits)

**MAED/TED-S** | COM 516 (1 credit)
| CUR 530 (3 credits)
| CUR 535 (4 credits)
| CUR 550 (3 credits)

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
Candidates who have completed Post-Baccalaureate Teacher Certification program (Post-Bacc) from Rio Salado Community College are eligible to apply completed coursework from the Post-Bacc program to fulfill requirements within this program. Course waivers will only be granted to students who have completed the Post-Bacc program in its entirety. Single courses from the Post-Bacc program will not be approved.

Students who waive courses using the Post-Bacc Course Waiver Policy may exceed the maximum waiver limit for their program and will be eligible to waive select non-waivable courses as outlined on the Post-Bacc Teacher Certification Course Waiver Form. Following application of the Post-Bacc course waivers, candidates will fulfill Candidacy 2 and all academic progression requirements. Candidates will not be required to complete and/or provide the following:

- Fingerprint clearance
- Basic Skills proficiency
- Completion and uploading of the Teacher Work Sample (TWS)
- Satisfactory completion of any required internship, student teaching, and/or practicum courses.
- Completion of Field Experience Record (100 hours). To ensure student’s meet this requirement documentation will be periodically uploaded, reviewed, and maintained as specified in the handbook/courses.

Students who have completed the below listed courses with a grade of C- or higher are eligible to waive up to 6 credits toward the MAED/CI Program. These courses will only be eligible to apply if the courses were completed prior to the Enrollment Agreement sign date for the MAED/CI program.

- For students to be eligible to waive CUR 520 the following courses must be completed: NTI 501, NTI 502
- For students to be eligible to waive CUR 530 the following courses must be completed: NTI 503, NTI 504

Students who have completed approved Continuing Education courses or their equivalents with a grade of B or higher, and within the last 5 years from Enrollment Agreement sign date are eligible to waive up to 12 credits toward the MAED/CI Program. An ARSC Heat Ticket must be submitted to have approved CET courses applied to the MAED/CI program. For the Continuing Education courses to apply to the MAED/CI degree program, the courses must have been taken prior to the student enrolling in the program. Students may not have any Continuing Education coursework apply to MAED/CI program requirements if the Continuing Education coursework was completed after the Enrollment Agreement sign date.

Re-entry for the MAED/CI

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.
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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 (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 regionally or nationally accredited college or university in the United States.
  - The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized college or university in a country in which English is the official language.
  - The applicant has successfully completed the equivalent of
- 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.
    - Students 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 re-admission to University of Phoenix. No appeals will be accepted.
  - Students attending a local campus in Oklahoma must provide written documentation of vaccinations or immunity against Hepatitis B, measles, mumps, and rubella (MMR). Students must demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.
• Students attending a physical campus in the state of Tennessee are required to submit a Hepatitis B Waiver form to the University.

Students who begin their studies at campuses located in Hawaii are required to submit immunization information to the University. The state appropriate forms must be completed and sent to Office of Admissions and Evaluation.

The Hawaii State Department of Health requires that all students attending school at a campus in this state who were born after December 31, 1956, be immunized for measles-mumps-rubella (MMR). Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Exemptions from the MMR immunization requirement may be granted for the following reasons:

• A medical exemption may be granted to specific vaccines.
  - A U.S. licensed physician (M.D. or D.O.) must state in writing that giving a specific vaccine would endanger the student’s life or health, and specify the reason based on valid medical contraindications.
  - The physician must state the length of time during which the vaccine would endanger the student’s health or life.
  - The exemption certification must be signed by the physician on the physician’s printed stationery.
  - A religious exemption may be granted if the student signs a statement certifying that the student’s religious beliefs prohibit the practice of immunization.
  - If the State of Hawaii Director of Health determines that there is a danger of an outbreak from any of the diseases for which immunization is required, no exemption shall be recognized and inadequately immunized students shall be excluded from school until the Director has determined that the outbreak is over.
  - A copy of each exemption must be kept in the student’s health record at school.

The Hawaii State Department of Health requires that all students attending school at a campus in this state shall provide a Certificate of TB Examination issued in the United States within 12 months prior to their first attendance in a post-secondary school in Hawaii. A completed Certificate of TB Examination shall be submitted prior to the first night of class or the student will not be permitted to attend class. Students shall complete Section A of this form, or submit a copy of their TB Clearance Certification received prior to their attendance at another Hawaii post-secondary school.

**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 a doctoral level program with no dissertation (EDS program) is 83 weeks. The term “normal time” means the length of time it would take a student to complete this program if the student is continuously enrolled, takes a full course load, successfully completes each attempted course, and does not have any transfer credits. Students may exceed or complete prior to the anticipated “normal time” for a variety of reasons that are individual to the student.

**Doctor of Education in Educational Leadership/Higher Education Administration**

The following Doctor of Education in Educational Leadership/Higher Education Administration (EDD/HEA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission of the Doctor of Education in Higher Education Administration program is to prepare education professionals who can address the multiple challenges facing higher education in a dynamic global community. The program prepares students to lead innovative, institutional policy changes and improvements within complex educational environments involving multiple stakeholders. The program addresses the diversity of higher education entities including public and private colleges and universities, governmental entities, accrediting and regulatory bodies, and higher education professional associations. The program enhances 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.

**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.

• Analyze higher education systems in order to develop innovative approaches for improving access and excellence in higher education.
• Apply leadership, organizational and human development theories to the leadership of diverse communities of internal constituent groups and external stakeholders.
• Integrate research to guide institutions in strategic planning, fiscal oversight, quality review and outcomes assessment.
• Evaluate legal and regulatory mandates, models of higher education governance, institutional structure, and operations to ensure institutional integrity.

**Program Category Requirements for the EDD/HEA**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Doctoral Foundations, 4 total credits**

DOC 700 ~................................................................................3 credits
Developing the Doctoral Identity
LDR 711A ................................................................................3 credits
Leadership Theory and Practice

**Foundations in Higher Education Administration, 9 total credits**

HEA 711 ~ ..............................................................................3 credits
History and Philosophy of Higher Education
HEA 712 ~ ..............................................................................3 credits
Higher Education Law, Policy and the Regulatory Environment
HEA 713 ~ ..............................................................................3 credits
Higher Education Economics, Finance and Strategic Planning
**Research Foundations, 6 total credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>RES 709</td>
<td>Research Conceptualization and Design</td>
<td>3</td>
</tr>
<tr>
<td>RES 710</td>
<td>Research Methods and Design I</td>
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**Advanced Research Design, 6 total credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>RES 720</td>
<td>Qualitative Methods and Design</td>
<td>3</td>
</tr>
</tbody>
</table>

**Administration and Leadership in Higher Education, 6 total credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>HEA 721</td>
<td>Organizational Theory, Innovation and Change Management</td>
<td>3</td>
</tr>
<tr>
<td>HEA 722</td>
<td>Academic and Student Affairs Administration</td>
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**Doctoral Residencies, 10 total credits**

<table>
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<tr>
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<tbody>
<tr>
<td>DOC 705R</td>
<td>Creative and Critical Thinking</td>
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<tr>
<td>DOC 720R</td>
<td>Doctoral Seminar I</td>
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</tr>
<tr>
<td>DOC 733R</td>
<td>Doctoral Seminar III</td>
<td>3</td>
</tr>
<tr>
<td>DOC 734R</td>
<td>Doctoral Seminar IV</td>
<td>2</td>
</tr>
<tr>
<td>DOC 741R</td>
<td>Doctoral Seminar IV</td>
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**The Context of Higher Education, 9 total credits**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>HEA 731</td>
<td>Student Development, Adult Education, and Student Diversity</td>
<td>3</td>
</tr>
<tr>
<td>HEA 732</td>
<td>Curriculum Development, Assessment, and Program Evaluation</td>
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</tr>
<tr>
<td>HEA 733</td>
<td>Global Models and International Issues in Higher Education</td>
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**Advanced Research Analysis, 3 total credits**

<table>
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<tr>
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<tr>
<td>RES 725</td>
<td>Descriptive and Comparative Data Analysis</td>
<td>3</td>
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<tr>
<td>RES 726</td>
<td>Correlational Methods of Analysis</td>
<td>3</td>
</tr>
<tr>
<td>RES 727</td>
<td>Approaches to Phenomenological Inquiry and Data Analysis</td>
<td>3</td>
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<tr>
<td>RES 728</td>
<td>Qualitative Case Study</td>
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</tr>
<tr>
<td>RES 729</td>
<td>Ethnomethodology and the Study of Culture</td>
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<td>RES 745</td>
<td>Grounded Theory Methods</td>
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<tr>
<td>RES 746</td>
<td>Mixed Methods</td>
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**Dissertation, 9 total credits**

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<tr>
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<tbody>
<tr>
<td>DOC 723</td>
<td>Doctoral Seminar II</td>
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<tr>
<td>DOC 741A</td>
<td>Doctoral Dissertation</td>
<td>3</td>
</tr>
<tr>
<td>DOC 742A</td>
<td>Doctoral Project IV</td>
<td>3</td>
</tr>
</tbody>
</table>

**Annual Renewal Residency**

Students complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Students may enroll in DOC 741R if they have fallen out of attendance for more than 12 consecutive months and their dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 741R, and an advanced research analysis elective course.

**Seminar II Extension**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>DOC 787</td>
<td>Concept Continuing Enrollment I</td>
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</tr>
<tr>
<td>DOC 788</td>
<td>Concept Continuing Enrollment II</td>
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</table>

**Dissertation Extension**

<table>
<thead>
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<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DOC 741A</td>
<td>Doctoral Dissertation</td>
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</tr>
<tr>
<td>DOC 741B</td>
<td>Doctoral Dissertation</td>
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</tr>
<tr>
<td>DOC 887</td>
<td>Dissertation Continuing Enrollment I</td>
<td>0</td>
</tr>
<tr>
<td>DOC 888</td>
<td>Dissertation Continuing Enrollment II</td>
<td>1</td>
</tr>
<tr>
<td>DOC 889</td>
<td>Dissertation Continuing Enrollment II</td>
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</tr>
<tr>
<td>DOC 890</td>
<td>Dissertation Continuing Enrollment II</td>
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</tr>
<tr>
<td>DOC 891</td>
<td>Dissertation Continuing Enrollment II</td>
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</tr>
<tr>
<td>DOC 892</td>
<td>Dissertation Continuing Enrollment II</td>
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</table>

**Project Extension**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOC 742A</td>
<td>Doctoral Project IV</td>
<td>3</td>
</tr>
<tr>
<td>DOC 742B</td>
<td>Doctoral Project IV</td>
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</tr>
<tr>
<td>DOC 987</td>
<td>Project Continuing Enrollment I</td>
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<tr>
<td>DOC 988</td>
<td>Project Continuing Enrollment II</td>
<td>1</td>
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<tr>
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</tr>
<tr>
<td>DOC 991</td>
<td>Project Continuing Enrollment I</td>
<td>0</td>
</tr>
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</table>
DOC 992 ~ ................................................................. 1 credit
Project Continuing Enrollment II
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the EDD/HEA
All applicants are expected to meet the following admissions requirements:
- A graduate degree or higher from a regionally or approved
country accredited, or candidate for accreditation, college or
university 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
workload 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 in supervisory or
management position is required for admission.

Degree Requirements for the EDD/HEA
- A minimum of 62 doctorate credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of all residencies.
- Written approval of the dissertation proposal.
- Satisfactory oral defense and written completion of the
dissertation.
- Students must satisfy all credit and non-credit bearing activities
prior to commencement eligibility.
- Written approval of the dissertation proposal.
- Satisfactory oral defense and written completion of the
dissertation.
- Students must secure a dissertation chair prior to enrollment in
DOC 700, DOC 720R, and all corresponding extension
courses.
- Concept review approval prior to enrollment in DOC 741.
- Quality review of dissertation proposal approval prior to
enrollment in DOC 742.
- Quality final Institutional review of dissertation during DOC
742.

Academic Standing and Minimum Grade Requirements for the
EDD/HEA
- Scholastic Disqualification courses and minimum grade
requirements are included below and students who fail to meet
the minimum grade may only repeat the course once. Students
who fail to meet the minimum grade requirement after the
second attempt will be scholastically suspended and will not be
able to continue in the program.
- Students are required to achieve a minimum grade of “B-” in the
following courses: DOC 700, DOC 720R
- 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.
- Students who do not meet minimum grade requirements and
maintain a cumulative GPA of 3.00 will be placed on academic
probation (AP) and will be subject to the University academic
probation policy.

Residency Requirements and Course Waivers for the EDD/
HEA
- Students must meet the established University residency
requirement for degree conferment. The University requires that
23 credits in the required course of study, must be completed at
University of Phoenix.
- Completion of physical residencies.
- Five-day residency at the beginning of the program.
- Three-day residency at the beginning of year two.
- Eight-day residency at the beginning of year three.
- Students may be granted a waiver with credit for HEA 711 and
HEA 712 if they have earned a graduate degree in educational
leadership or higher education administration/management,
from a regionally or approved nationally accredited, or
candidate for accreditation, college or university within 10 years
from current program enrollment agreement sign date.
- Students may waive a maximum of 39 credits from their
required course of study.
- In order to be granted a waiver with credit for a course in the
required course of study, students must have completed a
previous course that meets the following criteria:
- The course must have been completed and transcribed from
a regionally, approved nationally, or provincially accredited
college or university or one in candidacy for accreditation.
- The course must have been completed within the past ten
(10) years from current program enrollment agreement sign
date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course. Courses must be assessed and approved by the Academic Dean or an approved delegate.
• Nationally recognized and/or industry accepted certifications, training programs, or licenses may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
• The following courses may not be waived: DOC 700, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 742
• The dissertation may not be waived.

Re-entry for the EDD/HEA
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
• Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
• Students who have been out of attendance over one year who wish to remain in a program version that is not the most current in their state or jurisdiction will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Doctor of Management in Organizational Leadership

The following Doctor of Management in Organizational Leadership (DM) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission of the Doctor of Management in Organizational Leadership degree program is to develop the critical and creative decision-making capabilities of management professionals that enable professional success. Merging current theory and best practices, the program prepares students to advance their organization, industry, and community through ethical and transformational leadership by
• Integrating scholar, practitioner, and leader perspectives to implement best practices and resolve emerging managerial challenges
• Designing and conducting practical, data-driven research that informs managerial decisions and contributes to the existing body of knowledge.

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.
• Evaluate and apply theories of management, organization design, and leadership skills to solve challenging business problems and achieve desired organizational results.
• Apply critical and creative thinking skills to respond to emergent managerial and leadership problems.
• Create, integrate, and evaluate principles of organization theory and knowledge management to develop sustainable systems, structures, and processes.
• Apply appropriate research methods and designs to contribute original and scholarly work with practical relevance in solving complex organizational issues.
• Apply a range of ethical models of managerial decision-making to demonstrate social responsibility within their organization, industry, and community.

DM Program Category Requirements
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Doctoral Foundations, 4 total credits
DOC 700 ................................................................. 1 credit
Developing the Doctoral Identity
LDR 711A ............................................................. 3 credits
Leadership Theory and Practice

Foundations in Management and Organizational Leadership, 6 total credits
ORG 716 ~ ............................................................. 3 credits
Organizational Theory and Design
MGT 716 ~ ............................................................. 3 credits
Management Philosophies

Research Foundations, 6 total credits
RES 709 ~ ............................................................. 3 credits
Research Conceptualization and Design
RES 710 ~ ............................................................. 3 credits
Statistical Research Methods and Design I

Advanced Research Design, 6 total credits
RES 720 ~ ............................................................. 3 credits
Statistical Research Methods and Design II
RES 724 ~ ............................................................. 3 credits
Qualitative Methods and Design

Theory and Practice of Management and Organizational Leadership, 12 total credits
LDR 726 ~ ............................................................. 3 credits
The Dynamics of Group and Team Leadership
ORG 726 ~ ............................................................. 3 credits
The Impact of Technology on Organizations
MGT 726 ~ ............................................................. 3 credits
Emerging Managerial Practices
ORG 727 ~ ............................................................. 3 credits
Organizational Diagnosis and Intervention
Doctoral Residencies, 10 total credits
DOC 705R ~ .................................................................3 credits
Creative and Critical Thinking
DOC 720R ~ .................................................................2 credits
Doctoral Seminar I
DOC 733R ~ .................................................................3 credits
Doctoral Seminar III
DOC 734R ~ .................................................................2 credits
Doctoral Seminar IV
Advanced Inquiry in Management and Organizational Leadership, 6 total credits
PHL 736 ~ .................................................................3 credits
Political Acumen and Ethics
LDR 736 ~ .................................................................3 credits
Architecture of Leadership
Advanced Research Analysis, 3 total credits
RES 725 ~ .................................................................3 credits
Descriptive and Comparative Data Analysis
RES 726 ~ .................................................................3 credits
Correlational Methods of Analysis
RES 727 ~ .................................................................3 credits
Approaches to Phenomenological Inquiry and Data Analysis
RES 728 ~ .................................................................3 credits
Qualitative Case Study
RES 729 ~ .................................................................3 credits
Ethnomethodology and the Study of Culture
RES 745 ~ .................................................................3 credits
Grounded Theory Methods
RES 746 ~ .................................................................3 credits
Mixed Methods
Dissertation, 9 total credits
DOC 723 ~ .................................................................3 credits
Doctoral Seminar II
DOC 741 ~ .................................................................3 credits
Doctoral Dissertation
DOC 742 ~ .................................................................3 credits
Doctoral Project IV
Annual Renewal Residency
Students may complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Students may enroll in DOC 741R if they have fallen out of attendance for more than 12 consecutive months and their dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.
DOC 741R .................................................................2 credits
Annual Renewal Residency
The following extension courses may be required to satisfy the seminar, dissertation, and project requirements for the doctoral program.
Students must be required to complete DOC 787 or DOC 787 and DOC 788 until Concept Review approval has been received. Students may be required to complete the A or A and B courses for DOC 741 until Quality Review Method (QRM) approval has been received. Student may be required to complete the A or A and B courses for DOC 742 until Quality Review Final (QRF) and Oral Defense approvals have been received.
Seminar II Extension
DOC 787 ~ .................................................................0 credits
Concept Continuing Enrollment I
DOC 788 ~ .................................................................1 credit
Concept Continuing Enrollment II
Dissertation Extension
DOC 741A ~ .................................................................3 credits
Doctoral Dissertation
DOC 741B ~ .................................................................3 credits
Doctoral Dissertation
DOC 887 ~ .................................................................0 credits
Dissertation Continuing Enrollment I
DOC 888 ~ .................................................................1 credit
Dissertation Continuing Enrollment II
DOC 889 ~ .................................................................0 credits
Dissertation Continuing Enrollment III
DOC 890 ~ .................................................................1 credit
Dissertation Continuing Enrollment IV
DOC 891 ~ .................................................................0 credits
Dissertation Continuing Enrollment V
DOC 892 ~ .................................................................1 credit
Dissertation Continuing Enrollment VI
Project Extension
DOC 742A ~ .................................................................3 credits
Doctoral Project IV
DOC 742B ~ .................................................................3 credits
Doctoral Project IV
DOC 987 ~ .................................................................0 credits
Project Continuing Enrollment I
DOC 988 ~ .................................................................1 credit
Project Continuing Enrollment II
DOC 989 ~ .................................................................0 credits
Project Continuing Enrollment I
DOC 990 ~ .................................................................1 credit
Project Continuing Enrollment II
DOC 991 ~ .................................................................0 credits
Project Continuing Enrollment I
DOC 992 ~ .................................................................1 credit
Project Continuing Enrollment II
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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 in supervisory or
management position is required for admission.

Degree Requirements for the DM
• A minimum of 62 doctorate credits.
• A minimum grade point average (GPA) of 3.0.
• Satisfactory completion of all residencies.
• Written approval of the dissertation proposal.
• Satisfactory oral defense and written completion of the
dissertation.
• Students must successful complete all credit and non-credit
bearing degree requirements, including a completed
dissertation approved by the Dean, prior to commencement
eligibility.
• Specializations are reflected on the transcript only and will not
appear on the diploma.
• The diploma awarded for this program will read as:
Doctor of Management

Academic Progression Requirements for the DM
Students are subject to the following academic progression require-
ments:
• 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 receive approval for each step prior to moving to
subsequent steps in the dissertation process in the following
order: Concept Review, Quality Review (QRM), Institutional
Review Board (IRB), Quality Final Institutional Review (QRF),
Oral Defense.
• Students must be enrolled in the appropriate concept, project, or
dissertation course to submit to Concept Review, QRM, QRF,
and complete the Oral Defense.
• Students must submit and receive written approval of the
dissertation precis paper as a completion requirement for DOC
720R Doctoral Seminar I.
• Students must secure a dissertation chair prior to enrollment in
DOC 741 and DOC 742, and all corresponding extension
courses.
• Concept review approval prior to enrollment in DOC 741.
• Quality review of dissertation proposal approval prior to
enrollment in DOC 742.
• Quality final Institutional review of dissertation during DOC
742.

Academic Standing and Minimum Grade Requirements for the DM
• Scholastic Disqualification courses and minimum grade
requirements are included below and students who fail to meet
the minimum grade may only repeat the course once. Students
who fail to meet the minimum grade requirement after the
second attempt will be scholastically suspended and will not be
able to continue in the program.
• Students are required to achieve a minimum grade of “B-” in the
following courses: DOC 700, DOC 720R
• 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
the 23 credits in the Required Course of Study, must be
completed at University of Phoenix.
• Completion of physical residencies.
  • Five-day residency at the beginning of the program.
  • Three-day residency at the beginning of year two.
  • Eight-day residency at the beginning of year three.
• Students may be granted a waiver with credit for ORG 716 and
MGT 716 if they have earned a graduate degree in business or
organizational leadership/management from a regionally or
approved nationally accredited, or candidate for accreditation,
college or university within 10 years from current program
enrollment agreement sign date.
• Students may waive a maximum of 39 credits from their
required course of study.
• In order to be granted a waiver with credit for a course in the
required course of study, students must have completed a
previous course that meets the following criteria:
  • The course must have been completed and transcripted from a
regionally, approved nationally, or provincially accredited
college or university or one in candidacy for accreditation.
  • The course must have been completed within the past ten
(10) years from current program enrollment agreement sign
date with a grade of “B” (3.0) or better.
  • The course must be comparable in content and credits to the
University course it is replacing and must be an equivalent
level course. Courses must be assessed and approved by the
Academic Dean or an approved delegate.
• Nationally recognized and/or industry accepted certifications,
training programs, or licenses may be used to waive certain
courses in the Required Course of Study upon approval by the
appropriate college or school that the courses reside under, and
will not require Prior Learning Assessment. All waivers using
certifications must be verified by an official transcript or
completion documentation from the certifying organization.
• The following courses may not be waived: DOC 700, DOC 720R,
DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 742
• The dissertation may not be waived.
Re-entry for the DM

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.

• Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.

• Students who have been out of attendance over one year who wish to remain in a program version that is not the most current in their state or jurisdiction will be required to appeal to the Student Appeals Center to move forward with the re-entry process.

• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Doctor of Management in Organizational Leadership with a Specialization in Information Systems and Technology

The following Doctor of Management in Organizational Leadership (DM/IST) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission of the Information Systems and Technology specialization of the Doctor of Management in Organizational Leadership degree (DM/IST) is to enable a diverse group of students to synthesize and apply new knowledge and models affecting information systems and technology (IST) from an organizational and global perspective. Students integrate critical thinking, ethical leadership, and the application of IST content areas with their professional experiences and doctoral-level research to create innovative, positive, and practical contributions to the body of IST knowledge. Graduates will be able to influence and direct their organizations positively through strong leadership and management practices within the IST environment.

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.

• Conduct research as a foundation for executive action to promote learning organizations within global technological environments.

• Derive innovative IT models to improve the levels of control (strategic, tactical, and operational) for enhanced organizational performance.

• Create IT strategic plans that are aligned to and integrated with organizational strategies to increase overall growth and success.

• Construct leadership strategies to improve the overall performance of local, national, and global IT organizations.

• Apply IT decision-making processes associated with positive outcomes for leadership and organizational performance.

DM/IST Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Doctoral Foundations, 4 total credits

DOC 700 ~ Developing the Doctoral Identity
LDR 711A ~ Leadership Theory and Practice

Foundations of Informational Systems in Management and Organizational Leadership, 9 total credits

IST 710 ~ Foundations of Information Systems Management
ORG 716 ~ Organizational Theory and Design
MGT 716 ~ Management philosophies

Research Foundations, 6 total credits

RES 709 ~ Research Conceptualization and Design
RES 710 ~ Statistical Research Methods and Design I

Advanced Research Design, 6 total credits

RES 720 ~ Statistical Research Methods and Design II
RES 724 ~ Qualitative Methods and Design

Information Systems Across Organizations, 9 total credits

IST 722 ~ Information Technology for Teams
IST 723 ~ Departmental Information Systems
IST 724 ~ Organizational Information Systems Management

Doctoral Residencies, 10 total credits

DOC 705R ~ Creative and Critical Thinking
DOC 720R ~ Doctoral Seminar I
DOC 733R ~ Doctoral Seminar III
DOC 734R ~ Doctoral Seminar IV

Advanced Inquiry in Information Systems and Technology, 6 total credits

IST 732 ~ Global Information Systems Management
IST 733 ~ Information Systems Management Architecture

Advanced Research Analysis, 3 total credits

RES 725 ~ Descriptive and Comparative Data Analysis
RES 726 ~ Correlational Methods of Analysis
Review Final (QRF) and Oral Defense approvals have been received. Students may be required to complete DOC 787 or DOC 787 and DOC 788 until Concept Review approval has been received. Students may be required to complete the A or A and B courses for DOC 741 until Quality Review Method (QRM) approval has been received. Students may be required to complete the A or A and B courses for DOC 742 until Quality Review Final (QRF) and Oral Defense approvals have been received.

Annual Renewal Residency

Students may complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Students may enroll in DOC 741R if they have fallen out of attendance for more than 12 consecutive months and their dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

Doctoral Project IV

DOC 742 ~ .......................................................... 3 credits
DOC 741 ~ .......................................................... 3 credits
DOC 723 ~ .......................................................... 3 credits

Annual Renewal Residency

The following extension courses may be required to satisfy the seminar, dissertation, and project requirements for the doctoral program.

Students may be required to complete DOC 787 or DOC 787 and DOC 788 until Concept Review approval has been received. Students may be required to complete the A or A and B courses for DOC 741 until Quality Review Method (QRM) approval has been received. Students may be required to complete the A or A and B courses for DOC 742 until Quality Review Final (QRF) and Oral Defense approvals have been received.

Seminar II Extension

DOC 787 ~ .......................................................... 0 credits
DOC 788 ~ .......................................................... 1 credit

Dissertation Extension

DOC 741A ~ .......................................................... 3 credits
DOC 741B ~ .......................................................... 3 credits
DOC 887 ~ .......................................................... 0 credits
DOC 888 ~ .......................................................... 1 credit
DOC 889 ~ .......................................................... 0 credits
DOC 890 ~ .......................................................... 1 credit
DOC 891 ~ .......................................................... 0 credits

Additional Admission Requirements for the DM/IST

All applicants are expected to meet the following admissions requirements:

- A graduate degree or higher from a regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree or higher earned at a recognized foreign institution or a graduate degree or higher 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.
- 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 in supervisory or management position is required for admission.

Degree Requirements for the DM/IST

- A minimum of 62 doctorate credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of all residencies.
- Written approval of the dissertation proposal.
- Satisfactory oral defense and written completion of the dissertation.
- Students must successful complete all credit and non-credit bearing degree requirements, including a completed dissertation approved by the Dean, prior to commencement eligibility.
- Specializations are reflected on the transcript only and will not appear on the diploma.
- The diploma awarded for this program will read as: Doctor of Management
Academic Progression Requirements for the DM/IST

Students are subject to the following academic progression requirements:

- 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 receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
- Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.
- Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
- Students must secure a dissertation chair prior to enrollment in DOC 741 and DOC 742, and all corresponding extension courses.
- Concept review approval prior to enrollment in DOC 741.
- Quality review of dissertation proposal approval prior to enrollment in DOC 742.
- Quality final Institutional review of dissertation during DOC 742.

Academic Standing and Minimum Grade Requirements for the DM/IST

- Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program. Students are required to achieve a minimum grade of "B-" in the following courses: DOC 700, DOC 720R.
- 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/IST

- Students must meet established University residency requirement for degree conferral. The University requires that 23 credits in the Required Course of Study, must be completed at University of Phoenix.
- Completion of physical residencies.
  - Five-day residency at the beginning of the program.
  - Three-day residency at the beginning of year two.
  - Eight-day residency at the beginning of year three.
- Students may be granted a waiver with credit for ORG 716 and IST 710 if they have earned a graduate degree in technology management or information systems leadership/administration, from a regionally or approved nationally accredited, or candidate for accreditation, college or university within 10 years from current program enrollment agreement sign date.
- Students may waive a maximum of 39 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:
  - The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level course. Courses must be assessed and approved by the Academic Dean or an approved delegate.
  - Nationally recognized and/or industry accepted certifications, training programs, or licenses may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
  - The following courses may not be waived: DOC 700, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 742.
  - The dissertation may not be waived.

Re-entry for the DM/IST

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Students who have been out of attendance over one year who wish to remain in a program version that is not the most current in their state or jurisdiction will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
Doctor of Business Administration

The following Doctor of Business Administration (DBA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission of the Doctor of Business Administration degree program is to empower business administration practitioners to become business subject experts, organizational leaders, and industry pioneers who create unique, value-added contributions to the existing body of knowledge and society by expanding their organizational vision, theoretical foundations of strategy, global business, research methodology, and cultural diversity.

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.

- Analyze internal and external organizational strategic landscape environments for competitive advantage and long-term sustainability.
- Integrate leadership principles, theories, and skills to promote organizational performance, employee commitment, and governance in a global business environment.
- Apply principles of ethical leadership to change management processes in a global environment.
- Design innovative, ethical, and rigorous research studies to solve complex business problems.
- Contribute to the body of business knowledge by communicating research findings as a scholar and a practitioner.
- Evaluate and leverage research and business challenges within internal and external organizational cultures to attain performance excellence.
- Create strategic organizational models that optimize organization leadership, policies, and resources in a diverse environment.

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-I).

Doctoral Foundations, 4 total credits
DOC 700 ................................................................................. 1 credit
Developing the Doctoral Identity
LDR 711A ............................................................................... 3 credits
Leadership Theory and Practice

Foundations in Business Administration, 12 total credits
FIN 711 ~ ............................................................................... 3 credits
Financial Measures of Value Added
ORG 711 ~ ............................................................................... 3 credits
21st Century Issues in Organizational Behavior I
MGT 711 ~ ............................................................................... 3 credits
Strategic Opportunities in an Internet-based Global Economy

Marketing and Managing the Customer Relationship
Research Foundations, 6 total credits
RES 709 ~ ............................................................................... 3 credits
Research Conceptualization and Design
RES 710 ~ ............................................................................... 3 credits
Statistical Research Methods and Design I

Advanced Research Design, 6 total credits
RES 720 ~ ............................................................................... 3 credits
Statistical Research Methods and Design II
RES 724 ~ ............................................................................... 3 credits
Qualitative Methods and Design

Issues in Advanced Business Leadership, 6 total credits
LDR 722 ~ ............................................................................... 3 credits
Ethical Leadership and the Law in the Global Environment
BUS 721 ~ ............................................................................... 3 credits

Issues in Optimizing Operations
Doctoral Residencies, 10 total credits
DOC 705R ~ ............................................................................... 3 credits
Creative and Critical Thinking
DOC 720R ~ ............................................................................... 2 credits
Doctoral Seminar I
DOC 733R ~ ............................................................................... 3 credits
Doctoral Seminar III
DOC 734R ~ ............................................................................... 2 credits
Doctoral Seminar IV

Advanced Inquiry in Business Analysis and Leadership, 6 total credits
LDR 731 ~ ............................................................................... 3 credits
Contemporary Issues in Leadership
BUS 733 ~ ............................................................................... 3 credits

Transforming the Business
Advanced Research Analysis, 3 total credits
RES 725 ~ ............................................................................... 3 credits
Descriptive and Comparative Data Analysis
RES 726 ~ ............................................................................... 3 credits
Correlational Methods of Analysis
RES 727 ~ ............................................................................... 3 credits
Approaches to Phenomenological Inquiry and Data Analysis
RES 728 ~ ............................................................................... 3 credits

Qualitative Case Study
RES 729 ~ ............................................................................... 3 credits
Ethnomethodology and the Study of Culture
RES 745 ~ ............................................................................... 3 credits

Grounded Theory Methods
RES 746 ~ ............................................................................... 3 credits
Mixed Methods

Dissertation, 9 total credits
DOC 723 ~ ............................................................................... 3 credits
Doctoral Seminar II
DOC 741 ~ ............................................................................... 3 credits
Doctoral Dissertation
DOC 742 ~ ............................................................................... 3 credits
Doctoral Project IV
Annual Renewal Residency
Students may complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Students may enroll in DOC 741R if they have fallen out of attendance for more than 12 consecutive months and their dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

DOC 741R ................................................................. 2 credits
Annual Renewal Residency

The following extension courses may be required to satisfy the seminar, dissertation, and project requirements for the doctoral program.

Students must be required to complete DOC 787 or DOC 787 and DOC 788 until Concept Review approval has been received. Students may be required to complete the A or A and B courses for DOC 741 until Quality Review Method (QRM) approval has been received. Student may be required to complete the A or A and B courses for DOC 742 until Quality Review Final Institutional Review (QRF) and Oral Defense approvals have been received.

Seminar II Extension

DOC 787 ~ ................................................................. 0 credits
Concept Continuing Enrollment I
DOC 788 ~ ................................................................. 1 credit
Concept Continuing Enrollment II

Dissertation Extension

DOC 741A ~ ................................................................. 3 credits
Doctoral Dissertation
DOC 741B ~ ................................................................. 3 credits
Doctoral Dissertation
DOC 887 ~ ................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 888 ~ ................................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 889 ~ ................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 890 ~ ................................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 891 ~ ................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 892 ~ ................................................................. 1 credit
Dissertation Continuing Enrollment II

Project Extension

DOC 742A ~ ................................................................. 3 credits
Doctoral Project IV
DOC 742B ~ ................................................................. 3 credits
Doctoral Project IV
DOC 987 ~ ................................................................. 0 credits
Project Continuing Enrollment I
DOC 988 ~ ................................................................. 1 credit
Project Continuing Enrollment II
DOC 989 ~ ................................................................. 0 credits
Project Continuing Enrollment I
DOC 990 ~ ................................................................. 1 credit
Project Continuing Enrollment II
DOC 991 ~ ................................................................. 0 credits
Project Continuing Enrollment I

DOC 992 ~ ................................................................. 1 credit
Project Continuing Enrollment II

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the DBA
All applicants are expected to meet the following admissions requirements:

- A graduate degree or higher in a discipline related to business, leadership, management, administration, finance, or accountancy, or a graduate degree or higher completed under a school of business/college of business from a regionally or approved nationally accredited, or candidate for accreditation, college or university 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 post 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 in supervisory or management position is required for admission.

Degree Requirements for the DBA

- A minimum of 62 doctorate credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of all residencies.
- Written approval of the dissertation proposal.
- Satisfactory oral defense and written completion of the dissertation.
- Students must satisfy all credit and non-credit bearing activities prior to commencement eligibility.
- The diploma awarded for this program will read as: Doctor of Business Administration

Academic Progression for the DBA

Students are subject to the following academic progression requirements:

- 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 only have one incomplete grade on their records at a time.
- Students must receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
- Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.
• Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
• Students must secure a dissertation chair prior to enrollment in DOC 741 and DOC 742, and all corresponding extension courses.
• Concept review approval prior to enrollment in DOC 741.
• Quality review of dissertation proposal approval prior to enrollment in DOC 742.
• Quality final Institutional review of dissertation during DOC 742.

Academic Standing and Minimum Grade Requirements for the DBA
• Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.
• Students are required to achieve a minimum grade of "B-" in the following courses: DOC 700, DOC 720R.
• 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 conferment. The University requires that 23 credits in the Required Course of Study, must be completed at University of Phoenix.
• Completion of physical residencies.
  • Five-day residency at the beginning of the program.
  • Three-day residency at the beginning of year two.
  • Eight-day residency at the beginning of year three.
• Students may be granted a waiver with credit for FIN 711 and ORG 711 if they have earned a graduate degree in business or organizational leadership/management, from a regionally or approved nationally accredited, or candidate for accreditation, college or university within 10 years from current program enrollment agreement sign date.
• Students may waive a maximum of 39 credits from their required course of study.
• In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:
  • The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
  • The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level course. Courses must be assessed and approved by the Academic Dean or an approved delegate.
• Nationally recognized and/or industry accepted certifications, training programs, or licenses may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
• The following courses may not be waived: DOC 700, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 742.
• The dissertation may not be waived.

Re-entry for the DBA
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
• Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
• Students who have been out of attendance over one year who wish to remain in a program version that is not the most current in their state or jurisdiction will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Doctor of Health Administration
The following Doctor of Health Administration (DHA) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission of the Doctor of Health Administration degree program is to develop healthcare leaders by educating them in the areas of active inquiry, critical thought, and scholarly dialogue. The program prepares students from diverse backgrounds to:
• lead and meet the demands of rapidly changing healthcare organizations;
• shape the structure of complex health systems and their future evolution;
• contribute to the existing body of knowledge through publication of innovative and timely research in well-respected, peer reviewed journals and presentations at reputable conferences.

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:
• Analyze components, sub-systems, systems, and interfaces to improve health care systems.
• Appraise the influence of health finance and economics, regulations, and contemporary issues on the sustainability of health care and industry related organizations.
• Apply leadership theories, models, and principles to guide complex health care organizations through strategic planning, innovative change, and quality assurance.
• Evaluate the legislative process of policy decision-making at the international, national, state, and local levels to develop, implement, and monitor policy to enhance the delivery of health care services.
• Design and conduct valid and ethical research that informs evidence-based decision-making and contributes to the body of knowledge in health care administration.

DHA Program Category Requirements
Courses requiring prerequisites are identified by a − symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Doctoral Foundations, 4 total credits
DOC 700 ................................................................. 1 credit
Developing the Doctoral Identity
LDR 711A .............................................................. 3 credits
Leadership Theory and Practice

Foundations in Health Care Administration, 6 total credits
DHA 711 − ................................................................. 3 credits
Administration of Complex Health Care Systems
DHA 715 − ................................................................. 3 credits
Risk Management in Complex Health Organizations

Research Foundations, 6 total credits
RES 709 − ................................................................. 3 credits
Research Conceptualization and Design
RES 710 − ................................................................. 3 credits
Statistical Research Methods and Design I

Advanced Research Design, 6 total credits
RES 720 − ................................................................. 3 credits
Statistical Research Methods and Design II
RES 724 − ................................................................. 3 credits
Qualitative Methods and Design

Advanced Leadership Issues in Health Care Administration, 9 total credits
DHA 721 − ................................................................. 3 credits
Health Care Economics
DHA 722 − ................................................................. 3 credits
Policy and Regulation in Health Care

Students must choose one of the following:
DHA 723 − ................................................................. 3 credits
Executive Information Systems
DHA 724 − ................................................................. 3 credits
Globalization of Health Care
DHA 714 − ................................................................. 3 credits
Health Care Marketing

Doctoral Residencies, 10 total credits
DOC 705R − ................................................................. 3 credits
Creative and Critical Thinking
DOC 720R − ................................................................. 2 credits
Doctoral Seminar I
DOC 733R − ................................................................. 3 credits
Doctoral Seminar III

DOC 734R − ......................................................................... 2 credits
Doctoral Seminar IV

Advanced Inquiry in Health Care Leadership, 9 total credits
DHA 731 − ................................................................. 3 credits
Population Health and Epidemiology
DHA 732 − ................................................................. 3 credits
Evaluation of Health Care Programs
DHA 733 − ................................................................. 3 credits
Contemporary Leadership Issues

Advanced Research Analysis, 3 total credits
RES 725 − ................................................................. 3 credits
Descriptive and Comparative Data Analysis
RES 726 − ................................................................. 3 credits
Correlational Methods of Analysis
RES 727 − ................................................................. 3 credits
Approaches to Phenomenological Inquiry and Data Analysis
RES 728 − ................................................................. 3 credits
Qualitative Case Study
RES 729 − ................................................................. 3 credits
Ethnomethodology and the Study of Culture
RES 745 − ................................................................. 3 credits
Grounded Theory Methods
RES 746 − ................................................................. 3 credits
Mixed Methods

Dissertation, 9 total credits
DOC 723 − ................................................................. 3 credits
Doctoral Seminar II
DOC 741 ................................................................. 3 credits
Doctoral Dissertation
DOC 742 ................................................................. 3 credits
Doctoral Project IV

Annual Renewal Residency
Students may complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Students may enroll in DOC 741R if they have fallen out of attendance for more than 12 consecutive months and their dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

DOC 741R ................................................................. 2 credits
Annual Renewal Residency

The following extension courses may be required to satisfy the seminar, dissertation, and project requirements for the doctoral program.

Students may be required to complete DOC 787 or DOC 787 and DOC 788 until Concept Review approval has been received. Students may be required to complete the A or A and B courses for DOC 741 until Quality Review Method (QRM) approval has been received. Student may be required to complete the A or A and B courses for DOC 742 until Quality Review Final (QRF) and Oral Defense approvals have been received.

Seminar II Extension
DOC 787 ................................................................. 0 credits
Concept Continuing Enrollment I
DOC 788 ................................................................. 1 credit
Concept Continuing Enrollment II
**Dissertation Extension**

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<td>DOC 741B</td>
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<td>DOC 887</td>
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</tr>
<tr>
<td>DOC 888</td>
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**Project Extension**

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<tr>
<td>Doctoral Project IV</td>
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<td>DOC 987</td>
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<td>Project Continuing Enrollment II</td>
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<tr>
<td>DOC 989</td>
<td>0 credits</td>
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<td>Project Continuing Enrollment I</td>
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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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 in supervisory or management position is required for admission.

**Degree Requirements for the DHA**

- A minimum of 62 doctorate credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of all residencies.
- Written approval of the dissertation proposal.
- Satisfactory oral defense and written completion of the dissertation.
- Students must satisfy all credit and non-credit bearing activities prior to commencement eligibility.
- The diploma awarded for this program will read as: Doctor of Health Administration

**Academic Progression for the DHA**

Students are subject to the following academic progression requirements:

- 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 receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
- Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.
- Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
- Students must secure a dissertation chair prior to enrollment in DOC 741 and DOC 742, and all corresponding extension courses.
- Concept review approval prior to enrollment in DOC 741.
- Quality review of dissertation proposal approval prior to enrollment in DOC 742.
- Quality final Institutional review of dissertation during DOC 742.

**Academic Standing and Minimum Grade Requirements for the DHA**

- Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.
- Students are required to achieve a minimum grade of "B-" in the following courses: DOC 700, DOC 720R
- 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 DHA

- Students must meet established University residency requirement for degree conferral. The University requires that 23 credits in the Required Course of Study, must be completed at University of Phoenix.
- Completion of physical residencies.
  - Five-day residency at the beginning of the program.
  - Three-day residency at the beginning of year two.
  - Eight-day residency at the beginning of year three.
- Students may be granted a waiver with credit for DHA 711 and DHA 715 if they have earned a graduate degree in healthcare administration or health organization leadership/management, from a regionally or approved nationally accredited, or candidate for accreditation, college or university within 10 years from current program enrollment agreement sign date.
- Students may waive a maximum of 39 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:
  - The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level course. Courses must be assessed and approved by the Academic Dean or an approved delegate.
- Nationally recognized and/or industry accepted certifications, training programs, or licenses may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.
- The following courses may not be waived: DOC 700, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 742
- The dissertation may not be waived.

Re-entry for the DHA

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Students who have been out of attendance over one year who wish to remain in a program version that is not the most current in their state or jurisdiction will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Doctor of Education in Educational Leadership

The following Doctor of Education in Educational Leadership (EdD) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission of the Doctor of Education in Educational Leadership degree program is to prepare students and professionals to become effective leaders who value diversity and academic integrity and have the competencies essential for shaping the future within complex educational environments. The program promotes a commitment to fostering innovation, collaboration, scholarship, and service. Throughout the program students will be educated in the concepts, knowledge and skills necessary to make valuable contributions to the field of education and society.

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.
- Utilize theories and principles of leadership to guide organizations through strategic planning and integrating innovative strategies for teaching and learning.
- Utilize the principles and models of organizational theory and leadership theory to manage organizations, promote human relationships and facilitate change for the betterment of the organization.
- Apply the knowledge of legal and regulatory mandates of various governing bodies to address legal and regulatory compliance and issues within educational organizations.
- Evaluate current research and utilize a wide array of statistical tools to analyze and solve complex organizational and instructional issues in diverse educational settings.
- Apply social, historical, and philosophical foundations of education to address contemporary issues affecting education.
- Develop an evolving personal leadership style based on ethical and moral principles.

EdD Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Doctoral Foundations, 4 total credits

DOC 700 1 credit
Developing the Doctoral Identity
LDR 711A 3 credits
Leadership Theory and Practice

Foundations in Education, 9 total credits

EDD 711 3 credits
Social Contexts and Contemporary Issues
EDD 712 3 credits
Leadership in Contemporary Organizations
EDD 714 3 credits
Comparative Models of Educational Environments
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<td>Research Conceptualization and Design&lt;br&gt;RES 710</td>
<td>3 credits</td>
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<tr>
<td>Statistical Research Methods and Design&lt;br&gt;RES 720</td>
<td>3 credits</td>
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<td><strong>Advanced Research Design, 6 total credits</strong>&lt;br&gt;RES 720</td>
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<tr>
<td>Statistical Research Methods and Design II&lt;br&gt;RES 724</td>
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<td>Qualitative Methods and Design&lt;br&gt;DOC 723</td>
<td>3 credits</td>
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<td><strong>Ethics, Leadership, and Values in Education, 9 total credits</strong>&lt;br&gt;DOC 705R</td>
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<td>The Legal Context of Education&lt;br&gt;DOC 720R</td>
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<td>Ethics and Values in Learning Organizations&lt;br&gt;DOC 721R</td>
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<td>Creative and Critical Thinking&lt;br&gt;DOC 720R</td>
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<tr>
<td><strong>Advanced Inquiry in Education, 6 total credits</strong>&lt;br&gt;RES 725</td>
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</tr>
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<td>Descriptive and Comparative Data Analysis&lt;br&gt;RES 726</td>
<td>3 credits</td>
</tr>
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<td>Correlational Methods of Analysis&lt;br&gt;RES 727</td>
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<td>Approaches to Phenomenological Inquiry and Data Analysis&lt;br&gt;RES 728</td>
<td>3 credits</td>
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<td>Qualitative Case Study&lt;br&gt;RES 729</td>
<td>3 credits</td>
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<tr>
<td>Ethnomethodology and the Study of Culture&lt;br&gt;RES 745</td>
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</tr>
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<td>Grounded Theory Methods&lt;br&gt;RES 746</td>
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<td>Mixed Methods&lt;br&gt;DOC 723</td>
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**Annual Renewal Residency**

Students may complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Students may enroll in DOC 741R if they have fallen out of attendance for more than 12 consecutive months and their dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 743R, and an advanced research analysis elective course.

DOC 741R ............................................................................. 2 credits
Annual Renewal Residency

The following extension courses may be required to satisfy the seminar, dissertation, and project requirements for the doctoral program. Students may be required to complete DOC 787 or DOC 788 until Concept Review approval has been received. Students may be required to complete the A or A and B courses for DOC 741 until Quality Review Method (QRM) approval has been received. Student must be required to complete the A or A and B courses for DOC 742 until Quality Review Final (QRF) and Oral Defense approvals have been received.

**Seminar II Extension**

DOC 787 ~ ............................................................................. 0 credits
Concept Continuing Enrollment I
DOC 788 ~ ............................................................................. 1 credit
Concept Continuing Enrollment II

**Dissertation Extension**

DOC 741A ~ ............................................................................. 3 credits
Doctoral Dissertation
DOC 741B ~ ............................................................................. 3 credits
Doctoral Dissertation
DOC 887 ~ ............................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 888 ~ ............................................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 889 ~ ............................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 890 ~ ............................................................................. 1 credit
Dissertation Continuing Enrollment II
DOC 891 ~ ............................................................................. 0 credits
Dissertation Continuing Enrollment I
DOC 892 ~ ............................................................................. 1 credit
Dissertation Continuing Enrollment II

**Project Extension**

DOC 742A ~ ............................................................................. 3 credits
Doctoral Project IV
DOC 742B ~ ............................................................................. 3 credits
Doctoral Project IV
DOC 987 ~ ............................................................................. 0 credits
Project Continuing Enrollment I
DOC 988 ~ ............................................................................. 1 credit
Project Continuing Enrollment II
DOC 989 ~ ............................................................................. 0 credits
Project Continuing Enrollment I
DOC 990 ~ ............................................................................. 1 credit
Project Continuing Enrollment II
DOC 991 ~ ............................................................................. 0 credits
Project Continuing Enrollment I
Satisfactory oral defense and written completion of the dissertation proposal.

Satisfactory completion of all residencies.

A minimum grade point average (GPA) of 3.0.

A minimum of 62 doctorate credits.

**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 receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
  - Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.

- Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
- Students must secure a dissertation chair prior to enrollment in DOC 741 and DOC 742, and all corresponding extension courses.
- Concept review approval prior to enrollment in DOC 741.
- Quality review of dissertation proposal approval prior to enrollment in DOC 742.
- Quality final Institutional review of dissertation during DOC 742.

**Academic Standing and Minimum Grade Requirements for the EdD**

- Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program. Students are required to achieve a minimum grade of "B-" in the following courses: DOC 700, DOC 720R
- 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.
- Students who do not meet minimum grade requirements and maintain a minimum GPA of 3.00 will be placed on academic probation (AP) and will be subject to the University academic probation policy.

**Residency Requirements and Course Waivers for the EdD**

Students must meet established University residency requirement for degree conferral. The University requires that 23 credits in the Required Course of Study, must be completed at UOPX. Additionally, students must meet the following residency requirements:

- Completion of physical residencies.
  - Five-day residency at the beginning of the program.
  - Three-day residency at the beginning of year two.
  - Eight-day residency at the beginning of year three.

Students may be granted a waiver with credit for EDD 711 and EDD 712 if they have earned a graduate degree in educational leadership or education administration/management, from a regionally or approved nationally accredited, or candidate for accreditation, college or university within 10 years from current program enrollment agreement sign date. Students may waive a maximum of 39 credits from their required course of study.

In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:

- The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
- The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level course. Courses must be assessed and approved by the Academic Dean or an approved delegate.

Nationally recognized and/or industry accepted certifications, training programs, or licenses may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses may not be waived: DOC 700, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 742. The dissertation may not be waived.

Re-entry for the EdD

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.

• Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.

• Students who have been out of attendance over one year who wish to remain in a program version that is not the most current in their state or jurisdiction will be required to appeal to the Student Appeals Center to move forward with the re-entry process.

• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Doctor of Education in Educational Leadership/ Curriculum and Instruction

The following Doctor of Education in Educational Leadership/ Curriculum and Instruction (EdD/CI) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission of the Doctor of Education in Educational Leadership degree program is to prepare students and professionals to become effective leaders who value diversity and academic integrity and have the competencies essential for shaping the future within complex educational environments. The program promotes a commitment to fostering innovation, collaboration, scholarship, and service. Throughout the program students will be educated in the concepts, knowledge and skills necessary to make valuable contributions to the field of education and society.

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.

• Utilize theories and principles of leadership to guide organizations through strategic planning and integrating innovative strategies for teaching and learning.

• Utilize the principles and models of organizational theory and leadership theory to manage organizations, promote human relationships and facilitate change for the betterment of the organization.

• Apply the knowledge of legal and regulatory mandates of various governing bodies to address legal and regulatory compliance and issues within educational organizations.

• Evaluate current research and utilize a wide array of statistical tools to analyze and solve complex organizational and instructional issues in diverse educational settings.

• Apply social, historical, and philosophical foundations of education to address contemporary issues affecting education.

• Develop an evolving personal leadership style based on ethical and moral principles.

EdD/CI Program Category Requirements

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Doctoral Foundations, 4 total credits

DOC 700 ~ ................................................................................ 1 credit
Developing the Doctoral Identity
LDR 711A ................................................................................. 3 credits
Leadership Theory and Practice

Foundations of Curriculum and Instruction in Education, 9 total credits

EDD 711 ~ ................................................................................ 3 credits
Social Contexts and Contemporary Issues
EDD 724 ~ ................................................................................ 3 credits
Instructional Leadership
CUR 713 ~ ................................................................................ 3 credits
Curriculum, Developmental, and Learning Theories

Research Foundations, 6 total credits

RES 709 ~ ................................................................................ 3 credits
Research Conceptualization and Design
RES 710 ~ ................................................................................ 3 credits
Statistical Research Methods and Design I

Advanced Research Design, 6 total credits

RES 720 ~ ................................................................................ 3 credits
Statistical Research Methods and Design II
RES 724 ~ ................................................................................ 3 credits
Qualitative Methods and Design

Principles and Practices in Curriculum and Instruction, 9 total credits

CUR 721 ~ ................................................................................ 3 credits
Curriculum Design
CUR 722 ~ ................................................................................ 3 credits
Instructional Models
CUR 723 ~ ................................................................................ 3 credits
Assessment of Student Learning

Doctoral Residencies, 10 total credits

DOC 705R ~ ............................................................................. 2 credits
Creative and Critical Thinking
DOC 720R ~ ............................................................................. 2 credits
Doctoral Seminar I
Annual Renewal Residency

Students may complete DOC 741R (2-credit course) in addition to the required Doctoral Residency courses. Students may enroll in DOC 741R if they have fallen out of attendance for more than 12 consecutive months and their dissertation has not been completed and approved by the dean within 12 months of achieving candidacy. Candidacy begins when a student has successfully completed a minimum of 53 credits in the required course of study including DOC 733R, DOC 734R, and an advanced research analysis elective course.

DOC 741R .......................................................... 2 credits

Dissertation Extension

DOC 741A ........................................................... 3 credits
Doctoral Dissertation
DOC 741B ........................................................... 3 credits
Doctoral Dissertation
DOC 887 ........................................................... 0 credits
Dissertation Continuing Enrollment I
DOC 888 ........................................................... 1 credit
Dissertation Continuing Enrollment II
DOC 889 ........................................................... 0 credits
Dissertation Continuing Enrollment I
DOC 890 ........................................................... 1 credit
Dissertation Continuing Enrollment II
DOC 891 ........................................................... 0 credits
Dissertation Continuing Enrollment I
DOC 892 ........................................................... 1 credit
Dissertation Continuing Enrollment II

Project Extension

DOC 742A ........................................................... 3 credits
Doctoral Project IV

Additional Admission Requirements for the EdD/CI

All applicants are expected to meet the following admissions requirements:

- A graduate degree or higher from a regionally or approved nationally accredited, or candidate for accreditation, college or university 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 in supervisory or management position is required for admission.
Degree Requirements for the EdD/CI
- A minimum of 62 doctorate credits.
- A minimum grade point average (GPA) of 3.0.
- Satisfactory completion of all residencies.
- Written approval of the dissertation proposal.
- Satisfactory oral defense and written completion of the dissertation.
- Students must satisfy all credit and non-credit bearing activities prior to commencement eligibility.
- Specializations are reflected on the transcript only and will not appear on the diploma.
- The diploma awarded for this program will read as: Doctor of Education

Academic Progression Requirements for the EdD/CI
Students are subject to the following academic progression requirements:
- 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 receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
- Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.
- Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
- Students must secure a dissertation chair prior to enrollment in DOC 741 and DOC 742, and all corresponding extension courses.
- Concept review approval prior to enrollment in DOC 741.
- Quality review of dissertation proposal approval prior to enrollment in DOC 742.
- Quality final Institutional review of dissertation during DOC 742.

Academic Standing and Minimum Grade Requirements for the EdD/CI
- Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.

  Students are required to achieve a minimum grade of “B-” in the following courses: DOC 700, DOC 720R

- 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.
- Students who do not meet minimum grade requirements and maintain a minimum GPA of 3.00 will be placed on academic probation (AP) and will be subject to the University academic probation policy.

Residency Requirements and Course Waivers for the EdD/CI
Students must meet established University residency requirement for degree conferral. The University requires that 23 credits in the Required Course of Study, must be completed at University of Phoenix.

Additionally, students must meet the following residency requirements:
- Completion of physical residencies.
  - Five-day residency at the beginning of the program.
  - Three-day residency at the beginning of year two.
  - Eight-day residency at the beginning of year three.
- Students may be granted a waiver with credit for EDD 711 and CUR 713 if they have earned a graduate degree in educational leadership or curriculum/instruction administration/management, from a regionally or approved nationally accredited, or candidate for accreditation, college or university within 10 years from current program enrollment agreement sign date.

Students may waive a maximum of 39 credits from their required course of study.

In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:
- The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
- The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level course. Courses must be assessed and approved by the Academic Dean or an approved delegate.

Nationally recognized and/or industry accepted certifications, training programs, or licenses may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses may not be waived: DOC 700, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 742

The dissertation may not be waived.

Re-entry for the EdD/CI
- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
University of Phoenix, 2019-2020

- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Students who have been out of attendance over one year who wish to remain in a program version that is not the most current in their state or jurisdiction will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

**Doctor of Education in Educational Leadership/ Educational Technology**

The following Doctor of Education in Educational Leadership/Educational Technology (EdD/ET) program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The mission of the Doctor of Education in Educational Leadership degree program is to prepare students and professionals to become effective leaders who value diversity and academic integrity and have the competencies essential for shaping the future within complex educational environments. The program promotes a commitment to fostering innovation, collaboration, scholarship, and service. Throughout the program students will be educated in the concepts, knowledge and skills necessary to make valuable contributions to the field of education and society.

**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.

- Utilize theories and principles of leadership to guide organizations through strategic planning and integrating innovative strategies for teaching and learning.
- Utilize the principles and models of organizational theory and leadership theory to manage organizations, promote human relationships and facilitate change for the betterment of the organization.
- Apply the knowledge of legal and regulatory mandates of various governing bodies to address legal and regulatory compliance and issues within educational organizations.
- Evaluate current research and utilize a wide array of statistical tools to analyze and solve complex organizational and instructional issues in diverse educational settings.
- Apply social, historical, and philosophical foundations of education to address contemporary issues affecting education.
- Develop an evolving personal leadership style based on ethical and moral principles.

**EdD/ET Program Category Requirements**

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

**Doctoral Foundations, 4 total credits**

<table>
<thead>
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<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>DOC 700</td>
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Developing the Doctoral Identity

**Leadership Theory and Practice**

**Foundations in Educational Leadership and Technology, 9 total credits**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>EDD 711</td>
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<tr>
<td>Social Contexts and Contemporary Issues</td>
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</tr>
<tr>
<td>CUR 711</td>
<td>3</td>
</tr>
<tr>
<td>Developmental and Learning Theories</td>
<td></td>
</tr>
<tr>
<td>EDT 711</td>
<td>3</td>
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<tr>
<td>Educational Technology Research</td>
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**Research Foundations, 6 total credits**

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<tr>
<td>RES 709</td>
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</tr>
<tr>
<td>Research Conceptualization and Design</td>
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</tr>
<tr>
<td>RES 710</td>
<td>3</td>
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<td>Statistical Research Methods and Design I</td>
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**Advanced Research Design, 6 total credits**

<table>
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<tr>
<td>RES 720</td>
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<tr>
<td>Statistical Research Methods and Design II</td>
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<tr>
<td>RES 724</td>
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<td>Qualitative Methods and Design</td>
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**Techniques and Practices in Educational Technology, 9 total credits**

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<tbody>
<tr>
<td>EDT 721</td>
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<td>Instructional Design</td>
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<tr>
<td>EDT 722</td>
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</tr>
<tr>
<td>Distance Learning</td>
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<tr>
<td>EDT 723</td>
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<td>Instructional Media and Design Techniques</td>
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**Doctoral Residencies, 10 total credits**

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<tr>
<td>DOC 705R</td>
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<td>Creative and Critical Thinking</td>
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<td>DOC 720R</td>
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<td>Doctoral Seminar I</td>
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<tr>
<td>DOC 733R</td>
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<td>Doctoral Seminar III</td>
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<td>DOC 734R</td>
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**Advanced Inquiry in Educational Technology Leadership, 6 total credits**

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<tr>
<td>EDT 732</td>
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<tr>
<td>Integrating Technology and Curriculum</td>
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</tr>
<tr>
<td>EDT 733</td>
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<tr>
<td>Technology Leadership</td>
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**Advanced Research Analysis, 3 total credits**

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<th>Course</th>
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<tr>
<td>RES 725</td>
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<tr>
<td>Descriptive and Comparative Data Analysis</td>
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</tr>
<tr>
<td>RES 726</td>
<td>3</td>
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<tr>
<td>Correlational Methods of Analysis</td>
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<tr>
<td>RES 727</td>
<td>3</td>
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<tr>
<td>Approaches to Phenomenological Inquiry and Data Analysis</td>
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</tr>
<tr>
<td>RES 728</td>
<td>3</td>
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<tr>
<td>Qualitative Case Study</td>
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Dissertation Extension
Seminar II Extension
Review Final (QRF) and Oral Defense approvals have been received.
required to complete the A or A and B courses for DOC 742 until Quality
Review Method (QRM) approval has been received. Student may be
required to complete the A or A and B courses for DOC 741 until Quality
788 until Concept Review approval has been received. Students may be
The following extension courses may be required to satisfy the seminar,
Students may be required to complete DOC 787 or DOC 787 and DOC

Annual Renewal Residency
Students may complete DOC 741R (2-credit course) in addition to the
required Doctoral Residency courses. Students may enroll in
DOC 741R if they have fallen out of attendance for more than 12
consecutive months and their dissertation has not been completed and
approved by the dean within 12 months of achieving candi-
dacy. Candidacy begins when a student has successfully completed
a minimum of 53 credits in the required course of study including
DOC 733R, DOC 734R, and an advanced research analysis elective
course.
DOC 741R ............................................................................... 2 credits
Annual Renewal Residency
The following extension courses may be required to satisfy the seminar,
dissertation, and project requirements for the doctoral program.
Students may be required to complete both DOC 787 and DOC 788 until Concept Review approval has been received. Students may be
required to complete the A or A and B courses for DOC 741 until Quality
Review Method (QRM) approval has been received. Student may be
required to complete the A or A and B courses for DOC 742 until Quality
Review Final (QRF) and Oral Defense approvals have been received.

Seminar II Extension
DOC 787 ............................................................................... 0 credits
Concept Continuing Enrollment I
DOC 788 ............................................................................... 1 credit
Concept Continuing Enrollment II

Dissertation Extension
DOC 741A ............................................................................... 3 credits
Doctoral Dissertation
DOC 741B ............................................................................... 3 credits
Doctoral Dissertation
DOC 887 ............................................................................... 0 credits
Dissertation Continuing Enrollment I
DOC 888 ............................................................................... 1 credit
Dissertation Continuing Enrollment II
DOC 890 ............................................................................... 0 credits
Dissertation Continuing Enrollment I
DOC 891 ............................................................................... 1 credit
Dissertation Continuing Enrollment II
DOC 892 ............................................................................... 1 credit
Dissertation Continuing Enrollment II

Project Extension
DOC 742A ............................................................................... 3 credits
Doctoral Project IV
DOC 742B ............................................................................... 3 credits
Doctoral Project IV
DOC 987 ............................................................................... 0 credits
Project Continuing Enrollment I
DOC 988 ............................................................................... 1 credit
Project Continuing Enrollment II
DOC 989 ............................................................................... 0 credits
Project Continuing Enrollment I
DOC 990 ............................................................................... 1 credit
Project Continuing Enrollment II
DOC 991 ............................................................................... 0 credits
Project Continuing Enrollment I
DOC 992 ............................................................................... 1 credit
Project Continuing Enrollment II
The University reserves the right to modify the required course of
study.

Additional Admission Requirements for the EdD/ET
All applicants are expected to meet the following admissions
requirements:
• A graduate degree or higher from a regionally or approved
nationally accredited, or candidate for accreditation, college or
university 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
conferring the degree will not be calculated into the cumulative
GPA for admissibility.
• Current or a record of past employment in supervisory or
management position is required for admission.

Degree Requirements for the EdD/ET
• A minimum of 62 doctorate credits.
• A minimum grade point average (GPA) of 3.0.
• Satisfactory completion of all residencies.
• Written approval of the dissertation proposal.
• Satisfactory oral defense and written completion of the
dissertation.
• Students must satisfy all credit and non-credit bearing activities
prior to commencement eligibility.
• Specializations are reflected on the transcript only and will not
appear on the diploma.
• The diploma awarded for this program will read as:
Doctor of Education
Academic Progression Requirements for the EdD/ET
Students are subject to the following academic progression requirements:
- 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 receive approval for each step prior to moving to subsequent steps in the dissertation process in the following order: Concept Review, Quality Review (QRM), Institutional Review Board (IRB), Quality Final Institutional Review (QRF), Oral Defense.
- Students must be enrolled in the appropriate concept, project, or dissertation course to submit to Concept Review, QRM, QRF, and complete the Oral Defense.
- Students must submit and receive written approval of the dissertation precis paper as a completion requirement for DOC 720R Doctoral Seminar I.
- Students must secure a dissertation chair prior to enrollment in DOC 741 and DOC 742, and all corresponding extension courses.
- Concept review approval prior to enrollment in DOC 741.
- Quality review of dissertation proposal approval prior to enrollment in DOC 742.
- Quality final Institutional review of dissertation during DOC 742.

Academic Standing and Minimum Grade Requirements for the EdD/ET
- Scholastic Disqualification courses and minimum grade requirements are included below and students who fail to meet the minimum grade may only repeat the course once. Students who fail to meet the minimum grade requirement after the second attempt will be scholastically suspended and will not be able to continue in the program.
- Students are required to achieve a minimum grade of “B-” in the following courses: DOC 700, DOC 720R.
- 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.
- Students who do not meet minimum grade requirements and maintain a minimum GPA of 3.00 will be placed on academic probation (AP) and will be subject to the University academic probation policy.

Residency Requirements and Course Waivers for the EdD/ET
Students must meet established University residency requirement for degree conferral. The University requires that 25 credits in the Required Course of Study, must be completed at University of Phoenix.
- Completion of physical residencies.
  - Five-day residency at the beginning of the program.
  - Three-day residency at the beginning of year two.
- Eight-day residency at the beginning of year three.
- Students may be granted a waiver with credit for EDD 711 and EDT 711 if they have earned a graduate degree in educational leadership or education technology administration/management, from a regionally or approved nationally accredited, or candidate for accreditation, college or university within 10 years from current program enrollment agreement sign date.
- Students may waive a maximum of 39 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the required course of study, students must have completed a previous course that meets the following criteria:
  - The course must have been completed and transcripted from a regionally, approved nationally, or provincially accredited college or university or one in candidacy for accreditation.
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level course. Courses must be assessed and approved by the Academic Dean or an approved delegate.

Nationally recognized and/or industry accepted certifications, training programs, or licenses may be used to waive certain courses in the Required Course of Study upon approval by the appropriate college or school that the courses reside under, and will not require Prior Learning Assessment. All waivers using certifications must be verified by an official transcript or completion documentation from the certifying organization.

The following courses may not be waived: DOC 700, DOC 720R, DOC 723, DOC 733R, DOC 734R, DOC 741, DOC 742
- The dissertation may not be waived.

Re-entry for the EdD/ET
- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Students who have been out of attendance over one year who wish to remain in a program version that is not the most current in their state or jurisdiction will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
PROFESSIONAL PROGRAMS

CREDIT-BEARING CERTIFICATE PROGRAMS

The University of Phoenix offers Professional Certificate programs to organizations and individuals with professional development or specialized training needs. The programs effectively blend theory and practice, enabling the individual to rapidly become a more effective manager or specialist.

Certificate programs are currently available in several fields: technology, education, call center professional, human resource management, health care, and project management.

A Credit Bearing Certificate program is one that bears University of Phoenix credits. Credit Bearing Certificate programs are developed and maintained by the Dean of each College.

Admission Requirements

All applicants are expected to meet the following admission requirements:

- A completed and signed certificate application and application fee
- Applicants whose native language is not English must have either:
  - achieved a minimum score of 213 on the computer-based test (cBT), or a score of 79 on the internet-based test (iBT), or a score of 550 on the written-based test (wBT) on the Test of English as a Foreign Language (TOEFL) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 750 on the Test of English as an International Communication (TOEIC) within two years of application to the University.
  - or-
  - achieved a minimum passing score of 6.5 on the test of the International English Language Testing System (IELTS) within two years of application to the University.
  - or-
  - achieved a minimum score of 69 on the Berlitz Online Test of Reading and Listening Skills - English or a minimum score of 550 on the Berlitz Online English Proficiency Exam within two years of application to the University.
  - or-
  - successful completion of the approved ESL series of courses completed at: Canadian College of English Language (CCEL), International Language Schools of Canada (ILSC) or Kaplan.
  - or-
  - achieved a minimum score of 59 on the Pearson Test of English Academic Exam within two years of application to the University.
- The following may exempt a non-native speaker from having to take the TOEFL/TOEIC/IELTS, however official documentation may be required:
- The applicant has successfully completed thirty (30) transferable, academic semester credits at a regionally or nationally accredited college or university in the United States.
  -or-
  - 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 applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized college or university in a country in which English is the official language.
- The applicant has successfully completed the equivalent of thirty (30) transferable, academic semester credits at a recognized institution where English is the medium of instruction.
- The applicant has previously earned, prior to applying for admission to the University of Phoenix, a U.S. high school diploma or G.E.D. Applicants that list any language other than English as their native language on the admission application and G.E.D is taken, must submit a copy of the G.E.D to verify it was taken in the English version format.
- The applicant has earned the equivalent of a U.S. high school diploma in a country in which English is the official language.
- The applicant has earned the equivalent of a U.S. high school diploma at an institution where English is the medium of instruction.
- Only students who reside within the United States and its territories are eligible to enroll into a University of Phoenix bachelor or master of education program.
- Applicants who reside in the United States must meet one of the following requirements:
  - Be a legal resident of the United States
  - Have been granted permanent residency
  - Have a valid visa that does not prohibit educational studies
  - Have been granted temporary protected status and has been verified through Citizenship and Immigration Service that the country is eligible for TPS status at the time of application sign date. Student must list TPS as the visa type on the admissions application in order for US to verify TPS status.
  - Have been granted asylum or refugee status.
- Applicants who reside in Canada must meet one of the following requirements:
  - Be a legal resident of Canada
  - Be a landed immigrant
  - Have a valid visa that does not prohibit educational studies
  - A signed Enrollment/Disclosure Agreement.
  - Completion of any state-specific required documents or forms.
  - Applicants who have been expelled from other institutions are not eligible for admission to University of Phoenix.
  - Students who have been expelled from University of Phoenix are not eligible for readmission to University of Phoenix. No appeals will be accepted.
  - Students are subject to all other University policies and procedures and additional requirements may be applied to specific programs at the discretion of the Dean.

Students who begin their studies at campuses located in the states listed below are required to submit immunization information to the University. The 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 a Hepatitis B Waiver form 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.

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). Additionally, in order for Hawaii residents to be admitted, the University requires that all applicants to this program provide a verification of immunization of MMR. Students shall demonstrate compliance with the immunization requirement prior to the first attendance in a university course and documentation concerning this requirement must be on file at the time of admission to the university.

Exemptions from the MMR immunization requirement may be granted for the following reasons:

- A medical exemption may be granted to specific vaccines.
  - A U.S. licensed physician (M.D. or D.O.) must state in writing that giving a specific vaccine would endanger the student's life or health, and specify the reason based on valid medical contraindications.
  - The physician must state the length of time during which the vaccine would endanger the student's health or life.
  - The exemption certification must be signed by the physician on the physician's printed stationary.

- A religious exemption may be granted if the student signs a statement certifying that the student's religious beliefs prohibit the practice of immunization.

- If the State of Hawaii Director of Health determines that there is a danger of an outbreak from any of the diseases for which immunization is required, no exemption shall be recognized and inadequately immunized students shall be excluded from school until the Director has determined that the outbreak is over.

- A copy of each exemption must be kept in the student's health record at school.

The Hawaii State Department of Health requires that all students attending school at a campus in 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, 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- 30 to 45 weeks. The term "normal time" means the length of time it would take a student to complete this program if the student is continuously enrolled, takes a full course load, successfully completes each attempted course, and does not have any transfer credits. Students may exceed or complete prior to the anticipated "normal time" for a variety of reasons that are individual to the student.
CERTIFICATE PROGRAMS FOR THE COLLEGE OF BUSINESS AND INFORMATION TECHNOLOGY

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 and concentrations 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**

- BIS 221 ................................................................. 3 credits
- Introduction to Computer Applications and Systems
- QNT 275 ................................................................. 3 credits
- Statistics for Decision Making
- PHL 320 ................................................................. 3 credits
- Critical Thinking and Decision Making in Business

**Business Analytics Core, 15 total credits**

- RES 351 ~ .............................................................. 3 credits
- Business Research
- ETH 328 ~ .............................................................. 3 credits
- Data Ethics and Security
- IM 310 ~ ................................................................. 3 credits
- Data Analytics and Modeling
- DSC 330 ................................................................. 3 credits
- Data Communication and Visualization for Business
- MGT 362 ~ .............................................................. 3 credits
- Change Management and Implementation

**Business Analytics Electives, 3 total credits**

Students choose one course from the following:

- MKT 441 ~ .............................................................. 3 credits
- Marketing Research
- MKT 448 ~ .............................................................. 3 credits
- Web Analytics for Digital Marketing
- CPMGT 303 ~ .......................................................... 3 credits
- Project Estimating and Control Techniques
- BRM 360 ................................................................. 3 credits
- Retail Data Analytics for Decision Making
- HM 482 ................................................................. 3 credits
- Hospitality Analytics for Decision Making
- MGT 420 ................................................................. 3 credits
- Managing Quality in the Supply Chain
- HCM 440 ............................................................... 3 credits
- Health Care Data Analytics

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.
- Students in this program may waive a maximum of 9 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
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 approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- The following course may not be waived: DSC 330, IM 310, MGT 362

**Re-entry for the CERT/BSAN**

- 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.

**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 and concentrations 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.

**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 requirements for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

The following course may not be waived: MGT 465

Re-entry for the CERT/SBE

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.

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 and concentrations 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

CPMG 300 ........................................................... 3 credits

Project Management

CPMG 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

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/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.
- Students in this program may waive a maximum of 6 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  - Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
  - The following course 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.
- 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.

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 and concentrations 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
Additional Admission Requirements for the CERT/MKT

- 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.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  - Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
  - The following course may not be waived: MKT 498

Re-entry for the CERT/MKT

With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry. Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll in the First-Year Sequence upon re-entry. 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 of the program.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should 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 and concentrations 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 ~ Fundamentals of Human Resource Management 3 credits
MGT 434 ~ Employment Law 3 credits
HRM 324 ~ Human Resource Risk Management 3 credits
HRM 420 ~ Total Compensation 3 credits
HRM 436 ~ Human Resource Risk Management 3 credits
HRM 498 ~ Employee Development 3 credits
HRM 499 ~ Strategic Human Resource Management and Emerging Issues 3 credits

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).
- Applicants must have access to a suitable work environment for the completion of course assignments.

Certificate Completion Requirements for the CERT/HRM

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Human Resource Management (Undergraduate)

Residency Requirements and Course Waivers for the CERT/HRM

- Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&E T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
  - Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- The following course may not be waived: HRM 498

Re-entry for the CERT/HRM

With the exception of AAEE, BSBD/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry. Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll

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### General Management Certificate (Undergraduate)

The following certificate program may be offered at University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. 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).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 312</td>
<td>Organizational Behavior for Managers</td>
<td>3</td>
</tr>
<tr>
<td>MGT 498</td>
<td>Strategic Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Students must choose 4 of the following:</td>
<td></td>
</tr>
<tr>
<td>ACC 400</td>
<td>Accounting for Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>BRM 355</td>
<td>Product and Brand Management</td>
<td>3</td>
</tr>
<tr>
<td>CPMGT 300</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>FIN 419</td>
<td>Finance for Decision Making</td>
<td>3</td>
</tr>
<tr>
<td>HM 370</td>
<td>Hospitality Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM 300</td>
<td>Fundamentals of Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>HRM 326</td>
<td>Employee Development</td>
<td>3</td>
</tr>
<tr>
<td>ISCOM 305</td>
<td>Systems Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>ISCOM 370</td>
<td>Strategic Supply Chain Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 317</td>
<td>Critical Skills in Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 411</td>
<td>Innovative and Creative Business Thinking</td>
<td>3</td>
</tr>
<tr>
<td>MGT 418</td>
<td>Evaluating New Business Opportunities</td>
<td>3</td>
</tr>
<tr>
<td>MGT 420</td>
<td>Managing Quality in the Supply Chain</td>
<td>3</td>
</tr>
<tr>
<td>MGT 426</td>
<td>Managing Change in the Workplace</td>
<td>3</td>
</tr>
<tr>
<td>MKT 445</td>
<td>Sales, Tools and Strategies</td>
<td>3</td>
</tr>
<tr>
<td>MKT 448</td>
<td>Web Analytics for Digital Marketing</td>
<td>3</td>
</tr>
<tr>
<td>OI 370</td>
<td>Innovative Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MKT 455</td>
<td>Innovation for the 21st Century</td>
<td>3</td>
</tr>
<tr>
<td>MGT 498</td>
<td>Organizational Negotiations</td>
<td>3</td>
</tr>
<tr>
<td>MUS 320</td>
<td>The Music Business Today</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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.

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In the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult the appropriate University representative for guidance.

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**University of Phoenix, 2019-2020**

**PROFESSIONAL PROGRAMS**

**CERTIFICATE PROGRAMS FOR THE COLLEGE OF BUSINESS AND INFORMATION TECHNOLOGY**

**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.

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The certificate awarded for this program will read as:

University of Phoenix, 2019-2020

Re-entry for the CERT/MGT

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “C” (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- The following course may not be waived: MGT 498

Re-entry for the CERT/MGT

With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student. Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult the appropriate University representative for guidance.

Project Management Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. 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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPMGT 300</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CPMGT 301</td>
<td>Strategic Portfolio and Project Management</td>
<td>3</td>
</tr>
<tr>
<td>CPMGT 302</td>
<td>Procurement and Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>CPMGT 303</td>
<td>Project Estimating and Control Techniques</td>
<td>3</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>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPMGT 304</td>
<td>Leading Projects in Organizations</td>
<td>3</td>
</tr>
<tr>
<td>CPMGT 310</td>
<td>Agile Project Management with Scrum Methodology</td>
<td>3</td>
</tr>
<tr>
<td>CPMGT 311</td>
<td>Agile Project Management with Scrum Methodology</td>
<td>3</td>
</tr>
<tr>
<td>CPMGT 312</td>
<td>Program Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT 449</td>
<td>Organizational Negotiations</td>
<td>3</td>
</tr>
</tbody>
</table>
Project Management Capstone, 3 total credits
CPMGT 305 ~ ................................................................. 3 credits

Project Management Capstone
The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/PM
A Credit Bearing Certificate program is one that bears University of Phoenix credits. Credit Bearing Certificate programs are developed and maintained by the Dean of each School. All applicants are expected to meet the following admissions requirements:
- High school graduation from an institution that holds state approval to confer high school diplomas, or 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 HSET (High School Equivalency Test).
- Students 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.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- The following course 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.
- 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.

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 and concentrations 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 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).
- 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 activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e., graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- The following course may not be waived: FIN 486

**Certificate Completion Requirements for the CERT/FINP**

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 2.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Financial Planning (Undergraduate)

**Residency Requirements and Course Waivers for the CERT/FINP**

- Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 15 credits in the Required Course of Study, must be completed at University of Phoenix.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:
  - The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
  - The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
  - The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e., graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

**Re-entry for the CERT/FINP**

With the exception of AAEE, BSED/E, BSLS, LVN/BSN, LPN/BSN, and BSN, students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have less than 24 credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork, are not required to enroll in the First-Year Sequence upon re-entry.

Students who have been out of attendance for a period of more than 365 days from the last date of positive recorded attendance in a program applicable course, and who have 12 or more UOPX credits, and a total of 24 or more credits from a combination of UOPX credits, previous college credits listed on the initial application for admission, and any additional college credits listed on the re-entry paperwork will not be required to complete GEN 200 (or equivalent) upon re-entry.

Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.

Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.

Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

Select programs may have additional re-entry requirements/restrictions. Re-entry students should consult the appropriate University representative for guidance.
Advanced Cyber Security Certificate (Undergraduate)

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

The Cyber Security Certificate concentrates on the concepts and principles of securing and protecting the information assets of the organization. The areas of information assurance, systems security, risk management, cryptography, cyber security and enterprise security are covered in this certificate. This program helps prepare for industry certifications such as the ISC2 Systems Security Certified Practitioner (SSCP) and Certified Information Systems Security Professional (CISSP).

Program Category Requirements for the CERT/ACS

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Cyber Security, 18 total credits

Select 18 credits from the following:

- CMGT 230: Fundamentals of SSCP (3 credits)
- CMGT 400: Intro to Information Assurance & Security (3 credits)
- CMGT 430: Intro to Cryptography (3 credits)
- CMGT 431: Enterprise Security (3 credits)
- CMGT 432: Information Systems Security (3 credits)
- CMGT 433: Information Systems Risk Management (3 credits)
- CMGT 442: Cyber Security (3 credits)

The Cyber Security Certificate, 18 total credits

Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.

Residency Requirements and Course Waivers for the CERT/ACS

Students must meet established University residency requirement for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e., graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to six (6) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill certificate degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed within the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

General Information for the CERT/ACS

This certificate program may be taken on its own or may be earned en-route to earning a degree.

Additional Admission Requirements for the CERT/ACS

- High school graduation from an institution that holds state approval to confer high school diplomas, or 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 2.00.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
Re-Entry for the CERT/ACS

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.

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 and concentrations 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 though 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>.NET I</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

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.

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.

Students in this program may waive a maximum of 6 credits from their required course of study. In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date.
• The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to six (6) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill certificate degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

• The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.
• The course must have been completed with a grade of “C” (2.0) or better during the effective dates of the approved articulation agreement.
• The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Re-entry for the CERT/ASD

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
• Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
• 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.

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 and concentrations 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTC 320</td>
<td>Network Design Associate</td>
<td>3 credits</td>
</tr>
<tr>
<td>NTC 324</td>
<td>Windows Server Configuration</td>
<td>3 credits</td>
</tr>
<tr>
<td>NTC 326</td>
<td>Administering Windows Server</td>
<td>3 credits</td>
</tr>
<tr>
<td>NTC 328</td>
<td>Advanced Windows Services</td>
<td>3 credits</td>
</tr>
<tr>
<td>NTC 362</td>
<td>Fundamentals of Networking</td>
<td>3 credits</td>
</tr>
<tr>
<td>NTC 409</td>
<td>Global Network Architecture and Design</td>
<td>3 credits</td>
</tr>
<tr>
<td>POS 433</td>
<td>UNIX Networking</td>
<td>3 credits</td>
</tr>
<tr>
<td>NTC 340</td>
<td>Desktop Virtualization</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

18 total credits
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.
- Students earning the certificate en-route will only be placed on Academic Probation if their bachelor program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Advanced Networking (Undergraduate)

Residency Requirements and Course Waivers for the CERT/AN

Students must meet established University residency requirements for certificate conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to six (6) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill certificate degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Re-entry for the CERT/AN

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.

- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to six (6) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill certificate degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Re-entry for the CERT/AN

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.

- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Through an approved articulation agreement, students who have successfully completed equivalent courses may waive, without credits, up to six (6) credits of the Required Course of Study. Students must substitute other upper division coursework to satisfy the upper division credit requirement of their degree program (each program has specific substitution requirements). This policy also applies to upper division courses which are used to fulfill certificate degree requirements. In order to be granted a waiver, without credit, for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:

- The course must have been completed and transcripted from a regionally or nationally accredited institution with which the University of Phoenix has an approved articulation agreement.
- The course must have been completed with a grade of "C" (2.0) or better during the effective dates of the approved articulation agreement.
- The course must be approved through the articulation agreement and must be comparable in content and credits to the University course it is replacing.

Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.

Re-entry for the CERT/AN

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.
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 and concentrations 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
- IT 200 Digital Skills for the 21st Century ...................................................... 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

The University reserves the right to modify the required course of study.

General Information for the CERT/IAS

This certificate program may be taken on its own or may be earned en-route to earning a degree.

Additional Admission Requirements for the CERT/IAS

All applicants are expected to meet the following admissions requirements:

- High school graduation from an institution that holds state approval to confer high school diplomas, or 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.

In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous credit bearing activity in transfer which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request. Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
Re-entry for the CERT/IAS

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.

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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 admittance.
- Signed Hardware/Software Agreement

Certificate Completion Requirements for the CERT/G-CS

- Completion of a minimum of 18 credits.
- A minimum grade point average (GPA) of 3.0.
- Students earning the certificate en-route will only be placed on Academic Probation if their graduate program GPA falls below the minimum requirement.
- Students earning this certificate en-route to completion of a graduate program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Graduate Cyber Security

Residency Requirements and Course Waivers for the CERT/G-CS

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix.

Students in this program may waive a maximum of 6 credits from their required course of study.

In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
- The course must have been completed within the past ten (10) years (5 years for IS&IT courses) from current program enrollment agreement sign date with a grade of "B" (3.0) or better.

The University reserves the right to modify 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.
- 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.

Graduate Cyber Security 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 and concentrations 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.

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.
The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Re-entry for the CERT/G-CS

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.

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 and concentrations 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:

- BSA 530 .................................................................................. 3 credits
- BSA 540 .................................................................................. 3 credits
- BSA 550 .................................................................................. 3 credits
- BSA 570 .................................................................................. 3 credits
- BSA 580 .................................................................................. 3 credits
- CIS 568 .................................................................................. 3 credits
- DBM 502 .................................................................................. 3 credits
- MTH 540 .................................................................................. 3 credits
- Statistics

The University reserves the right to modify the required course of study.

General Information for the CERT/G-BA

This certificate program may be taken on its own or may be earned en-route to earning a graduate degree.

Additional Admission Requirements for the CERT/G-BA

All applicants are expected to meet the following admissions requirements:

- An undergraduate degree or higher from a regionally or approved nationally accredited, or candidate for accreditation, college or university 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 conferment.
The certificate awarded for this program will read as: 
Graduate Business Analytics

**Residency Requirements and Course Waivers for the CERT/G-BA**

Students must meet established University residency requirement for degree conferral. The University requires that the majority of coursework, 12 credits in the Required Course of Study, must be completed at University of Phoenix. Students in this program may waive a maximum of 6 credits from their required course of study.

In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:

- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
- The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “B” (3.0) or better,
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

**Re-entry for the CERT/G-BA**

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.
- Select programs may have additional re-entry requirements/restricions. Re-entry students should 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 and concentrations 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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 posting 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 admisssibility.

Certificate Completion Requirements for the CERT/G-HRM

- Completion of a minimum of 15 credits.
- A minimum grade point average (GPA) of 3.0.
  - Students earning the certificate en-route will only be placed on Academic Probation if their graduate program GPA falls below the minimum requirement.
  - Students earning this certificate en-route to completion of a degree program must meet the minimum GPA requirement at the conclusion of all required coursework for the certificate to be eligible for certificate conferral.
- The certificate awarded for this program will read as: Graduate Human Resource Management.

Residency Requirements and Course Waivers for the CERT/G-HRM

- Completion of a minimum of 12 credit of the required course of study to meet University residency requirements.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- Students completing this certificate en-route to the MHA/MBA Certificate Track program must appeal to the Student Appeals Center (SAC) to waive a certificate course that is required for their selected MHA/MBA concentration.
- The following course in the Required Course of Study may not be waived: HRM 595

Re-entry for the CERT/G-HRM

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.

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 and concentrations 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: Auditing & Attestation, Financial Accounting & Reporting, Regulation, and Business Environment & Concepts. The Graduate Accounting Certificate is designed for students who want to enhance their accounting management skills, enter the accounting profession, or complete additional coursework required for the CPA exam. While completing this program, students who may be planning to take the CPA exam will utilize CPA Test Preparation software in conjunction with their course work.

Note: Each state sets forth standards required to be eligible to take the CPA exam and apply for licensure or certification as a CPA. While this program was designed with consideration for the standards proposed by the National Association of State Boards of Accounting (NASBA), the University of Phoenix cannot, and will not, provide any assurance that completion of this program will allow a successful student to qualify
Students will apply key accounting concepts to solve critical problems. Potential applicants should check with the appropriate organization within their jurisdiction to determine if this program, combined with their undergraduate degree and any other specific criteria, meets the requirements to qualify for examination in that specific jurisdiction. States frequently change their requirements for examination. There is no assurance that at the time of degree completion the specific jurisdiction’s requirements will be consistent with the requirements at the time of admission.

Program Student Learning Outcomes
In addition to the knowledge and skills related to the University of Phoenix, 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
ACC 561 .................................................................3 credits
Accounting
ACC 541 ~ ............................................................3 credits
Accounting Theory & Research
Graduate Accounting Certificate Electives (Choose 3):
ACC 542 ~ ............................................................3 credits
Accounting Information Systems
ACC 543 ~ ............................................................3 credits
Managerial Accounting & Legal Aspects of Business
ACC 544 ~ ............................................................3 credits
Internal Control Systems
ACC 545 ~ ............................................................3 credits
Financial Reporting
ACC 546 ~ ............................................................3 credits
Auditing
ACC 547 ~ ............................................................3 credits
Taxation
ACC 548 ~ ............................................................3 credits
Not-for-Profit & Government Accounting
ACC 556 ~ ............................................................3 credits
Forensic Accounting
ETH 557 ...............................................................3 credits
Accounting Ethics

The University reserves the right to modify the required course of study.

General Information for the CERT/G-ACC
- This certificate program may be taken on its own or may be earned en-route to earning a graduate degree. Students wishing to earn the certificate en-route must be enrolled in the corresponding “Certificate Track” graduate program.
- Students who completed a certificate in its entirety and who later choose to enroll in a graduate program with a concentration in the same area of focus as the completed certificate will not be required to enroll in the Certificate Track.

Additional Admission Requirements for the CERT/G-ACC
All applicants are expected to meet the following admissions requirements:
- An undergraduate degree or higher from a regionally or approved nationally accredited, or candidate for accreditation, college or university 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-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 credits of the required course of study to meet University residency requirements.

Students in this program may waive a maximum of 3 credits from their required course of study. In order to waive a course in the required course of study, the student must have completed a previous course that meets the following criteria:
- The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
• The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a "B" (3.0) or better; and
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following course in the Required Course of Study may not be waived: ACC 541

Re-entry for the CERT/G-ACC
• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
• Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
• 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.

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 and concentrations 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-GMB
Courses requiring prerequisites are identified by 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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 the 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. Students in this program may waive a maximum of 3 credits from their required course of study.

In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:
The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.

- The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e., graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

The following course in the Required Course of Study may not be waived: MKT 593

Re-entry for the CERT/G-MKT

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student.
- Re-entry students may re-enroll into their program version without appeal if the program version is still the most current in their state or jurisdiction.
- 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.

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 and concentrations 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).

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT 521</td>
<td>Management</td>
<td>3</td>
</tr>
<tr>
<td>PM 571</td>
<td>Project Management</td>
<td>3</td>
</tr>
<tr>
<td>PM 582</td>
<td>Project Leadership</td>
<td>3</td>
</tr>
<tr>
<td>PM 584</td>
<td>Project Risk Management</td>
<td>3</td>
</tr>
<tr>
<td>PM 586</td>
<td>Project Quality Management</td>
<td>3</td>
</tr>
<tr>
<td>PM 598</td>
<td>Project Management Capstone</td>
<td>3</td>
</tr>
</tbody>
</table>

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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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. Students in this program may waive a maximum of 6 credits from their required course of study. Students who have completed graduate University of Phoenix coursework that meets the requirements for this certificate, may apply credits earned. However, students must still meet program residency requirements.

In order to be granted a waiver for a course in the required course of study, the student must have completed a previous course which meets the following criteria:

- The activity must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The course must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
- The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Students completing this certificate en-route to the MHA/MBA Certificate Track program must appeal to the Student Appeals Center (SAC) to waive a certificate course that is required for their selected MHA/MBA concentration.

The following courses in the Required Course of Study 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 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.

**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 and concentrations 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
  Corporate Finance

**Finance Core, 6 total credits**
- FIN 580 .......................................................... 3 credits
  Global Capital Markets
- FIN 585 .......................................................... 3 credits
  Financial Controlling

**Graduate Finance Electives, 6 total credits**
- FIN 590 .......................................................... 3 credits
  Audit and Compliance Management
- FIN 591 .......................................................... 3 credits
  Real Estate Investment
- FIN 592 .......................................................... 3 credits
  Mergers and Acquisitions
- FIN 593 .......................................................... 3 credits
  Investment Banking

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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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.
- A minimum grade point average (GPA) of 3.0.

Certificate Completion Requirements for the CERT/G-FIN
- Completion of a minimum of 15 credits.
- 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.
- Students in this program may waive a maximum of 3 credits from their required course of study or Graduate Finance Electives.
- In order to waive a course in the required course of study or Graduate Finance Electives, the student must have completed a previous course that meets the following criteria:
  - The course must have been completed at a regionally or approved nationally accredited, or candidate for accreditation, college or university;
  - The course must have been completed within the past ten (10) years from current program enrollment agreement sign date with a “B” (3.0) or better; and
  - The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

Re-entry for the CERT/G-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.
- 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.

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 and concentrations 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 current issues in health care organizations, health care infrastructure, and health care concepts and decision models used by managers in today’s health care environment. The certificate is based upon courses in health care management, health care infrastructure, and health care services.

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

The University reserves the right to modify the required course of study.

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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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

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.
• 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.
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 and concentrations 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
HCI 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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 and transcripted from a regionally or approved nationally accredited, or candidate for accreditation, college or university.
• The course must have been completed within the past five years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
• The course must be comparable in content and credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
Students completing this certificate en-route to the MHA/MBA Certificate Track program must appeal to the Student Appeals Center (SAC) to waive a certificate course that is required for their selected MHA/MBA concentration.

The following course will not be 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.
- 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.

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 and concentrations 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.
HCS 140 ~ ............................................................. 3 credits
Fundamentals of Electronic Health Records
HCS 214 ~ ............................................................. 3 credits
Anatomy and Physiology I
HCS 216 ~ ............................................................. 3 credits
Anatomy and Physiology II
HCR 202 ~ ........................................................... 3 credits
Medical Insurance
HCR 201 ~ ........................................................... 3 credits
Medical Billing and Coding
HCR 203 ~ ........................................................... 3 credits
Medical Claims Processing and Compliance

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.
Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have retaken the course which placed them on scholastic disqualification, satisfied the grade requirement, and fulfilled any additional criteria for reentry, as determined by the faculty member and the Campus College Chair or appropriate Dean.

Re-Admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Students may repeat the specific courses listed above only one time. If the student does not receive the minimum grade requirement on the second attempt, the student will be scholastically suspended, permanently withdrawn, from this program.

Residency Requirements and Course Waivers for the CERT/ 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 regionally or approved nationally accredited, or candidate for accreditation, college or university, or from an approved source of nontraditional transfer credit as listed in University transfer policy.
- The activity must have been completed within the past ten (10) years (5 years for IS&T courses) from current program enrollment agreement sign date with a grade of "C" (2.0) or better or comparable passing benchmark for nontraditional credits.
- The activity must be comparable in content and semester academic credits to the University course it is replacing and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

- Experiential Learning (essay) credit is not eligible to waive courses in the required course of study.
- 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.

- 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.

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 and concentrations 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).

HCS 234 ~ .................................................................3 credits
Strategies for Success in Health Services Administration
HCIS 318 ~ .............................................................3 credits
Health Care Industry Terms For IT Professionals
HCIS 352 ~ .............................................................3 credits
Foundations of IT in the Health Care Environment
HCIS 410 ~ .............................................................3 credits
Project Planning and Implementation in Health Care
BSA 376 ~ .............................................................3 credits
Systems Analysis and Design
NTC 361 ~ .............................................................3 credits
Network and Telecommunications Concepts

Network and Telecommunications Concepts

Network and Telecommunications Concepts

Network and Telecommunications Concepts
DBM 381 ~ Database Concepts ............................................. 3 credits
HCIS 420 ~ Information Systems Risk Management in Health Care
The University reserves the right to modify the required course of study.

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 in this program may not waive courses in their required course of study.

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.
• 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.
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 and concentrations 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. The course of study prepares nurses to function in leadership roles in nursing administration. Upon completion of the certificate program, nurses with a graduate degree in nursing and the required practice experience may be eligible to sit for the American Nurses Credentialing Center (ANCC) Nurse Executive – Board Certified (NE-BC) exam. For complete eligibility requirements, reference the complete NE-BC criteria (www.nursecredentialing.org).

CERT/NAD Required Course of Study

Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1). Required Course of Study courses must be completed in the order recommended by the University.

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 regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.

- A cumulative 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 Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.

- Applicants who reside in Canada must meet one of the following requirements for admission:
  - Be a legal resident of Canada
  - Be a landed immigrant
  - Have a valid visa that does not prohibit educational studies
The certificate awarded for this program will read as:

- Completion of a minimum of 18 credits.

Certificate Completion Requirements for the CERT/NAD

- Signed Clinical Assurance Statement form
- Signed FERPA Release/Drug Test or Failure to Test Results
- Signed Clinical Assurance Statement form

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, administratively withdrawn, and will be removed from any course they are currently attending.
- Students who have been scholastically disqualified will not be allowed to continue in their degree program until they have taken the following steps:
  - Met with the Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  - Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  - Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement
  - Re-Admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Once the grade minimum has been satisfied, the student may then proceed sequentially through the program.

Residency Requirements and Course Waivers for the CERT/NAD

- Students must meet established University residency requirement for degree conferral. The University requires that 18 credits in the Required Course of Study must be completed at University of Phoenix.
- The courses in this program cannot be waived.

Re-entry for the CERT/NAD

- Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.
- Re-entry students may re-enroll into their program version if the 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.
- An appeal will be required for re-entry students to re-enroll in their program if:
  - The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  - The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
  - The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Post Master’s Certificate in Nurse Education

The following certificate program may be offered at these University of Phoenix campus locations: Online, depending on state of residency. The availability of programs and concentrations depend on student demand and other factors. Not all programs may be available to all residents of all states. Please contact your enrollment representative for more information.

Post Master’s Certificate in Nurse Education

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. The course of study prepares nurses for roles within nurse education in a variety of educational and practice settings. Upon completion of the certificate, nurses with graduate degrees (or higher) and designated teaching experience may be eligible to sit for the National League of Nursing (NLN) Certified Nurse Educator (CNE) exam. For complete eligibility requirements, reference the complete NLN CNE criteria (www.nln.org).

CERT/NED Required Course of Study
Courses requiring prerequisites are identified by a ~ symbol following the course number. Course descriptions for all courses are listed in the Course Guide section of the catalog (page B-1).

Required Course of Study courses must be completed in the order recommended by the University.

NSG 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 regionally or approved nationally accredited, or candidate for accreditation, college or university or equivalent graduate degree earned at a recognized foreign institution. If the institution became accredited while the student was attending, a minimum of 75% of the coursework taken toward the degree must have been completed while the institution was accredited or during the candidacy period.
• A cumulative 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 Canadian RN License Verification Form and submit documentation of a valid, unrestricted, unencumbered RN license.
• Applicants who reside in Canada must meet one of the following requirements for admission:
  - Be a legal resident of Canada
  - Be a landed immigrant
  - Have a valid visa that does not prohibit educational studies
• A signed Foreign Nursing Memorandum of Understanding
• Signed Criminal Background Check Disclosure
• Signed Acknowledgement of Criminal Conviction Prohibition for Placement and Licensure
• Signed FERPA Release/Drug Test or Failure to Test Results
• Signed Clinical Assurance Statement form

Certificate Completion Requirements for the CERT/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 Campus College Chair, an assigned nursing faculty member, or designee to discuss the non-passing grade and resolve any concerns moving forward.
  • Completion of the academic progression student agreement form, signed by the student and returned to Campus College Chair, or designee.
  • Retake of the course which placed them on scholastic disqualification and satisfy the grade requirement

• Re-Admission is granted when the student satisfactorily fulfills the outlined requirements to remove the scholastic disqualification. Once the grade minimum has been satisfied, the student may then proceed sequentially through the program.

Residency Requirements and Course Waivers for the CERT/NED

• Students must meet established University residency requirement for degree conferral. The University requires that 18 credits in the Required Course of Study must be completed at University of Phoenix.

• The courses in this program cannot be waived.

Re-entry for the CERT/NED

• Any student who has been out of attendance for more than 365 days from the last date of positive recorded attendance in a program applicable course is considered a re-entry student to this program.

• Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.

• Re-entry students whose program version is not the most current in their state or jurisdiction will be required to enroll into the most current version.

• An appeal will be required for re-entry students to re-enroll in their program if:
  • The student is requesting to return after being administratively withdrawn due to one of the following student academic statuses: academic disqualification (AD), scholastic suspension (SS), or scholastic disqualification (SD).
  • The student’s program version is still the most current offered in their state or jurisdiction but they are unable to complete the remaining program requirements within the original program completion deadline.
  • The student wishes to return to a prior program version and the student can complete their remaining requirements within the original program completion deadline.

• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.
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 and concentrations 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.

Program Purpose

The Alternative Teaching Certificate Pathway in Elementary Education is a program intended to prepare students with no prior teaching experience for elementary teacher licensure in Arizona. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As state licensure requirements may change frequently, students must contact the Arizona Department of Education to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

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 instructional practices in elementary education.
• Students will be able to incorporate technology in an elementary classroom setting.
• Students will be able to create innovative strategies and incorporate technology in an elementary classroom setting.
• 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 evaluate effective professional practice in elementary education.
• Students will be able to demonstrate the following 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

Reading, 3 total credits

APE 537 .................................................................................................................................................3 credits
Elementary Curriculum and Assessment - Reading/ELA

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

DLN 545 in place of APES 545

Delivery, 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 regionally accredited college or university or equivalent undergraduate degree or higher earned at a recognized foreign institution. Degrees from nationally accredited institutions will not be accepted. All coursework for the Undergraduate degree or higher must have been taken from a regionally accredited institution. 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.
• 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.

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

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).
  • Verification of the completion of 60 hours of clinical experience (or as required by state of residency).
  • Students residing in Utah must provide verification of a 'student teaching license' and submit a copy of the license prior to the clinical practice placement
  • 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.

• Candidates will be required to have a minimum 3.0 GPA for the program prior to entering clinical practice.

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.
  • 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-E

• Completion of a minimum of 20 credits of the required course of study to meet University residency requirements.

• Students in this program may waive a maximum of 3 credits from their required course of study.

• In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
  • The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.

• The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.

• The course must be comparable in content and be a minimum of 3 credits and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.

• The following courses in the Required Course of Study 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).

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 must complete a University of Phoenix graduation application in order to receive a certificate and have their certificate conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.

Re-entry for the CERT/AP-E
• Candidates who have been out of attendance for more than one year and have completed all certificate requirements except clinical practice, internship or practicum may reenter 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.
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 and concentrations 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.

Program Purpose

The Alternative Teaching Certificate Pathway in Secondary Education is a program intended to prepare students with no prior teaching experience for secondary teacher licensure in Arizona. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As state licensure requirements may change frequently, students must contact the Arizona Department of Education to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

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

Reading, 3 total credits
APS 542 ~ ......................................................................................... 3 credits
Secondary Curriculum and Assessment-Reading Methods

Content and Curricular Knowledge, 3 total credits
APS 559~ ......................................................................................... 3 credits
Secondary Content Methods

Special Populations, 5 total credits
APES 514 ~ ......................................................................................... 2 credits
Survey of Special Populations
SEI 506 ~ ......................................................................................... 3 credits
Structured English Immersion - Secondary

Clinical Practice, 3 total credits
APES 545 ~ ......................................................................................... 3 credits
Clinical Practice
Delaware, New Jersey, Tennessee, and North Carolina residents will take SEC 545 in place of APES 545
SEC 545 ~ ......................................................................................... 3 credits
Secondary Clinical Practice

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/AP-S

All applicants are expected to meet the following admissions requirements:

- Students enrolled in this program must have an undergraduate degree or higher from a regionally accredited college or university or equivalent undergraduate degree or higher earned at a recognized foreign institution. Degrees from nationally accredited institutions will not be accepted. All coursework for the undergraduate degree or higher must have been taken from a regionally accredited institution. 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.
- 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 Secondary Admission Requirements for Kansas

- Students enrolled in the CERT/AP-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 Utah

- 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 clinical practice.

Information regarding endorsement coursework requirements for secondary teacher licensure can be located on the Utah State Office of Education website.

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 students' 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:

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).
  • Verification of the completion of 60 hours of clinical experience (or as required by state of residency).
  • Students residing in Utah must provide verification of a student teaching license and submit a copy of the license prior to the clinical practice placement.
  • 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.
• Candidates will be required to have a minimum 3.0 GPA for the program prior to entering clinical practice.

Minimum Grade Requirements for the CERT/AP-S

• 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, SEC 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.
  • 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-S

• Completion of a minimum of 20 credits of the required course of study to meet University residency requirements.
• Students in this program may waive a maximum of 3 credits from their required course of study.
• In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
  • The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
  • The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of "B" (3.0) or better.
  • The course must be comparable in content and be a minimum of 3 credits and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework). Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
• The following courses in the Required Course of Study may not be waived: APES 545, APES 562, APS 503, 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

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:
  • 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 who 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 who 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).

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 must complete a University of Phoenix graduation application in order to receive a certificate and have their certificate conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.

Re-entry for the CERT/AP-S
• Candidates who have been out of attendance for more than one year and have completed all certificate requirements except clinical practice, internship or practicum may reenter the 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.
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 and concentrations 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.

Program Purpose

The Alternative Teaching Certificate Pathway in Special Education is a program intended to prepare students with no prior teaching experience for special education teacher licensure in Arizona. The program includes a clinical component requiring field experiences and student teaching above and beyond program coursework. As state licensure requirements may change frequently, students must contact the Arizona Department of Education to verify current requirements to become a licensed teacher. There may be additional qualifications and/or disqualifications applicable in order to work as a teacher with any local, state or federal entity.

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 practices 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
Sped -Model Theories and Instructional Strategies
APSE 584 ~ .................................................................3 credits
Learning Disabilities and Language Development Disorders
APSE 575 ~ .................................................................3 credits
Mathematics Instruction for Sped

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

APES 545 ~ .................................................................3 credits
Clinical Practice

Delaware, New Jersey, Tennessee, and North Carolina residents will take
SPE 577 in place of APES 545

SPE 577 ~ .................................................................3 credits
Special Education Clinical Practice

The University reserves the right to modify the required course of study.

Additional Admission Requirements for the CERT/AP-SE

All applicants are expected to meet the following admissions requirements:

- Students enrolled in this program must have an undergraduate degree or higher from a regionally accredited college or university or equivalent undergraduate degree or higher earned at a recognized foreign institution. Degrees from nationally accredited institutions will not be accepted. All coursework for the Undergraduate degree or higher must have been taken from a regionally accredited institution. 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.
- 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.
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

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. 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).
  - Candidates will be required to have a minimum 3.0 GPA for the program prior to entering the 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.
- Students in this program may waive a maximum of 3 credits from their required course of study.
- In order to be granted a waiver with credit for a course in the Required Course of Study, a student must have completed a previous course which meets the following criteria:
  - The course must have been completed at a regionally accredited, or candidate for accreditation, college or university.
  - The course must have been completed within the past five (5) years from current program enrollment agreement sign date with a grade of “B” (3.0) or better.
  - The course must be comparable in content and be a minimum of 3 credits and must be an equivalent level or higher level course (i.e. graduate level coursework may be used to waive graduate or undergraduate coursework).
- Course descriptions must be included with the course waiver form in order for the Office of Admissions and Evaluation to review the course waiver request.
- The following courses in the Required Course of Study may not be waived: APES 545, APSE 575, APSE 576, APSE 578, 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

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:

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• 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:

• Students 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).

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 must complete a University of Phoenix graduation application in order to receive a certificate and have their certificate conferred. Candidates’ records will be analyzed to ensure that they have met all academic and financial requirements of their programs. An IR cannot be completed until this process has been finished. This will ensure that candidates have met all of their obligations to the University before they receive an IR from the University.

Re-entry for the CERT/AP-SE

• Candidates who have been out of attendance for more than one year and have completed all certificate requirements except clinical practice, internship or practicum may reenter 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.
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 and concentrations 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

• 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>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORG 716</td>
<td>Organizational 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 nationally accredited, or candidate for accreditation, college or university 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 in supervisory or management position 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 cannot waive any courses in this certificate 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 will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
• Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
• Students who have been out of attendance over one year who wish to remain in a program version that is not the most current in their state or jurisdiction will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
• Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

**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 and concentrations 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**

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

**Research Elective, 3 total credits**

Students may select any course from the list below to fulfill the requirement.
RES 720 ~..................................................................................3 credits
Statistical Research Methods and Design II
RES 725 ~..................................................................................3 credits
Descriptive and Comparative Data Analysis
RES 726 ~..................................................................................3 credits
Correlational Methods of Analysis
RES 727 ~..................................................................................3 credits
Approaches to Phenomenological Inquiry and Data Analysis
RES 728 ~..................................................................................3 credits
Qualitative Case Study
RES 729 ~..................................................................................3 credits
Ethnomethodology and the Study of Culture
RES 745 ~..................................................................................3 credits
Grounded Theory Methods
RES 770 ~..................................................................................3 credits
Psychometrics

**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 regionally or approved nationally accredited, or candidate for accreditation, college or university 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 admisssibility.
• 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-RES**

• 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 cannot waive any courses in this certificate 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 will be required to re-enter and follow the admission, degree requirements and program policies published in the catalog which is in effect at the time of re-entry.
- Re-entry students may re-enroll into their program version if the program version is still the most current in their state or jurisdiction.
- Students who have been out of attendance over one year who wish to remain in a program version that is not the most current in their state or jurisdiction will be required to appeal to the Student Appeals Center to move forward with the re-entry process.
- Re-entry students will be required to submit an admissions application as well as all forms and documents required for readmission to the program at the time of re-entry.

Certificate Awards

Upon completion of all courses in a certificate program and submission of the Request for Certificate form, a certificate of completion and a certificate posted transcript will be processed.

Accreditation and Affiliations

The following agencies have supported the development of the certificate program that relates to their specific field:
- The Society for Human Resource Management (SHRM)
- Project Management Institute (PMI), Globally Registered Education Provider (R.E.P)
- Call Center Industry Advisory Council (CIAC)
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</td>
<td>$398.00</td>
<td>$250.00</td>
<td>$350.00</td>
<td>$350.00</td>
</tr>
<tr>
<td>Master Degree Programs (except MSC, MSN, and MAED - 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>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>
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</tr>
<tr>
<td>Graduate Certificate Programs (except the programs listed below)</td>
<td>$698.00</td>
<td>$575.00</td>
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</tr>
<tr>
<td>All College of Nursing Graduate Certificate Programs</td>
<td>$540.00</td>
<td>$475.00</td>
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<tr>
<td>ASC Program</td>
<td>$540.00</td>
<td>$475.00</td>
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<td>N/A</td>
</tr>
<tr>
<td>CERT/CTEL Program (For CA residents only)</td>
<td>$175.00</td>
<td>$175.00</td>
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<td>N/A</td>
</tr>
<tr>
<td>CERT/T2T-E Program</td>
<td>$280.00</td>
<td>$280.00</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Program/Offering Type</td>
<td>Standard Tuition Cost Per Credit</td>
<td>Military Cost Per Credit</td>
<td>Alumni Cost Per Credit</td>
<td>Associate Transfer Cost Per Credit</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------</td>
<td>--------------------------</td>
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</tr>
<tr>
<td>CERT/T2T-S Program</td>
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<td>N/A</td>
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</tr>
<tr>
<td>CERT/ECH Program</td>
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<tr>
<td>CERT/ALT-E Program (For FL residents only)</td>
<td>$275.00</td>
<td>$275.00</td>
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<td>N/A</td>
</tr>
<tr>
<td>CERT/ALT-S Program (For FL residents only)</td>
<td>$275.00</td>
<td>$275.00</td>
<td>N/A</td>
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</tr>
<tr>
<td>CERT/SPE</td>
<td>$540.00</td>
<td>$475.00</td>
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<td>N/A</td>
</tr>
<tr>
<td>CERT/AP-E</td>
<td>$540.00</td>
<td>$475.00</td>
<td>N/A</td>
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</tr>
<tr>
<td>CERT/AP-S</td>
<td>$540.00</td>
<td>$475.00</td>
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<td>N/A</td>
</tr>
<tr>
<td>CERT/AP-SE</td>
<td>$540.00</td>
<td>$475.00</td>
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</tr>
<tr>
<td>Doctoral</td>
<td>$810.00</td>
<td>$650.00</td>
<td>N/A</td>
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</tr>
<tr>
<td>Non-Degree Single Courses - Undergraduate Level</td>
<td>$398.00</td>
<td>$250.00</td>
<td>$350.00</td>
<td>N/A</td>
</tr>
<tr>
<td>Non-Degree Single Courses - Graduate Level (except the course types listed below)</td>
<td>$698.00</td>
<td>$575.00</td>
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<tr>
<td>Nursing Single Courses - Graduate Level</td>
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<td>$475.00</td>
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<tr>
<td>Education Single Courses - Graduate Level</td>
<td>$540.00</td>
<td>$475.00</td>
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<tr>
<td>Continuing Education for Educators</td>
<td>$175.00</td>
<td>$175.00</td>
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<td>N/A</td>
</tr>
</tbody>
</table>
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 regionally accredited institution (or nationally accredited nursing program), 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>Credit Recognition Program</td>
<td>$ 250.00</td>
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<tr>
<td>Associates</td>
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<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>
<tr>
<td><strong>Please note that there are exceptions to the general college rate as listed below.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS/COM (Level 100 and Level 200)</td>
<td>$ 415.00</td>
<td>$ 410.00</td>
</tr>
<tr>
<td>BS/COM (Level 300 and Level 400)</td>
<td>$ 415.00</td>
<td>$ 630.00</td>
</tr>
<tr>
<td>BSIT (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>$ 410.00</td>
</tr>
<tr>
<td>BSIT (Level 300 and Level 400)</td>
<td>$ 635.00</td>
<td>$ 635.00</td>
</tr>
<tr>
<td>CCNA</td>
<td>$ 290.00</td>
<td>$ 290.00</td>
</tr>
<tr>
<td>CERT/ABA (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>$ 410.00</td>
</tr>
<tr>
<td>CERT/ABA (Level 300 and Level 400)</td>
<td>$ 635.00</td>
<td>$ 635.00</td>
</tr>
<tr>
<td>CERT/AACL (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>$ 410.00</td>
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<tr>
<td>CERT/AACL (Level 300 and Level 400)</td>
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</tr>
<tr>
<td>CERT/ACS (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>$ 410.00</td>
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<tr>
<td>CERT/ACS (Level 300 and Level 400)</td>
<td>$ 635.00</td>
<td>$ 635.00</td>
</tr>
<tr>
<td>CERT/AHIT (Level 100 and Level 200)</td>
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<td>$ 410.00</td>
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<td>CERT/AHIT (Level 300 and Level 400)</td>
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<td>CERT/AISS (Level 300 and Level 400)</td>
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<tr>
<td>CERT/AMD (Level 100 and Level 200)</td>
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<td>CERT/AMMD (Level 100 and Level 200)</td>
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<td>CERT/AMMD (Level 300 and Level 400)</td>
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<td>$ 635.00</td>
</tr>
<tr>
<td>CERT/AN (Level 100 and Level 200)</td>
<td>$ 410.00</td>
<td>$ 410.00</td>
</tr>
<tr>
<td>CERT/AN (Level 300 and Level 400)</td>
<td>$ 635.00</td>
<td>$ 635.00</td>
</tr>
<tr>
<td>CERT/APLUS</td>
<td>$ 290.00</td>
<td>$ 290.00</td>
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<tr>
<td>CERT/ASD (Level 100 and Level 200)</td>
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<td>$ 410.00</td>
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<tr>
<td>CERT/ASD (Level 300 and Level 400)</td>
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<td>$ 635.00</td>
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<tr>
<td>CERT/AV (Level 100 and Level 200)</td>
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<td>CERT/AV (Level 300 and Level 400)</td>
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<td>CERT/CCNA (Level 100 and Level 200)</td>
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<td>CERT/CCNA (Level 300 and Level 400)</td>
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<td>$ 635.00</td>
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<tr>
<td>CERT/CSC (Level 100 and Level 200)</td>
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<td>CERT/CSC (Level 300 and Level 400)</td>
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<td>CERT/CTL (Level 100 and Level 200)</td>
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<tr>
<td>CERT/DA (Level 100 and Level 200)</td>
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<td>$ 410.00</td>
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<tr>
<td>CERT/DA (Level 300 and Level 400)</td>
<td>$ 635.00</td>
<td>$ 635.00</td>
</tr>
<tr>
<td>CERT/DS (Level 100 and Level 200)</td>
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<td>CERT/DS (Level 300 and Level 400)</td>
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<tr>
<td>CERT/HIT (Level 100 and Level 200)</td>
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<td>CERT/HIT (Level 300 and Level 400)</td>
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<tr>
<td>CERT/IAS (Level 100 and Level 200)</td>
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<tr>
<td>CERT/IAS (Level 300 and Level 400)</td>
<td>$ 635.00</td>
<td>$ 635.00</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 (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.
<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>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>CERT/JRN (Level 100 and Level 200)</td>
<td>$410.00</td>
<td>$410.00</td>
</tr>
<tr>
<td>CERT/JRN (Level 300 and Level 400)</td>
<td>$630.00</td>
<td>$630.00</td>
</tr>
<tr>
<td>CERT/LCO (Level 100 and Level 200)</td>
<td>$410.00</td>
<td>$410.00</td>
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<tr>
<td>CERT/LCO (Level 300 and Level 400)</td>
<td>$630.00</td>
<td>$630.00</td>
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<td>CERT/MMD (Level 100 and Level 200)</td>
<td>$410.00</td>
<td>$410.00</td>
</tr>
<tr>
<td>CERT/MMD (Level 300 and Level 400)</td>
<td>$635.00</td>
<td>$635.00</td>
</tr>
<tr>
<td>CERT/MS (Level 100 and Level 200)</td>
<td>$415.00</td>
<td>$410.00</td>
</tr>
<tr>
<td>CERT/MS (Level 300 and Level 400)</td>
<td>$415.00</td>
<td>$630.00</td>
</tr>
<tr>
<td>CERT/NS (Level 100 and Level 200)</td>
<td>$410.00</td>
<td>$410.00</td>
</tr>
<tr>
<td>CERT/NS (Level 300 and Level 400)</td>
<td>$635.00</td>
<td>$635.00</td>
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<tr>
<td>CERT/PRG (Level 100 and Level 200)</td>
<td>$410.00</td>
<td>$410.00</td>
</tr>
<tr>
<td>CERT/PRG (Level 300 and Level 400)</td>
<td>$635.00</td>
<td>$635.00</td>
</tr>
<tr>
<td>CERT/SM</td>
<td>$410.00</td>
<td>$410.00</td>
</tr>
<tr>
<td>CERT/VC</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>CERT/WA (Level 100 and Level 200)</td>
<td>$410.00</td>
<td>$410.00</td>
</tr>
<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>
<td>$410.00</td>
</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 |
| BS/BIO (Level 300 and Level 400) | $435.00 |
| BS/HIS (Level 100 and Level 200) | $410.00 |
| BS/HIS (Level 300 and Level 400) | $435.00 |
| BS/HST (Level 100 and Level 200) | $410.00 |
| BS/HST (Level 300 and Level 400) | $435.00 |
| SUS (Level 100 and Level 200)   | $410.00 |
| SUS (Level 300 and Level 400)   | $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 |
| BS/P (Level 300 and Level 400) | $585.00 |
| BSAP/MT (Level 100 and Level 200) | $415.00 |
| BSAP/MT (Level 300 and Level 400) | $415.00 |
| BSIOP (Level 100 and Level 200) | $415.00 |
| BSIOP (Level 300 and Level 400) | $415.00 |
| BSSW (Level 100 and Level 200) | $415.00 |
| BSSW (Level 300 and Level 400) | $415.00 |

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**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.
<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 Education (Level 100 and Level 200)</td>
<td>$410.00</td>
<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>
</tbody>
</table>

Please note that there are exceptions to the general college rate as listed below.

- CERT/T2T-S
  - $280.00
  - $280.00

- Continuing Education for Educators
  - $175.00
  - $175.00

- Non-Degree Single Courses (Level 100 and Level 200)
  - $410.00
  - $410.00

- Non-Degree Single Courses (Level 300 and Level 400)
  - $635.00
  - $635.00

- Education Single Courses
  - scheduled under the ELEC/ED program ID (courses scheduled prior to 1/17/2018)
  - $280.00
  - $280.00

*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 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.
### 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>
</tr>
</thead>
<tbody>
<tr>
<td>College of Business &amp; Information Technology</td>
<td>$ 740.00</td>
<td>$ 740.00</td>
</tr>
<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>
</tr>
<tr>
<td>College of Health Professions</td>
<td>$ 740.00</td>
<td>$ 740.00</td>
</tr>
</tbody>
</table>

*Please note that there are exceptions to the general college rate as listed below.*

- GHC
- HCI
- NHCE

| College of Nursing                          | $ 595.00                                                            | $ 595.00                                                  |
|                                             |                                                                     |
| College of Education                        | $ 540.00                                                            | $ 540.00                                                  |

*Please note that there are exceptions to the general college rate as listed below.*

- CERT/ALT-E (FL residents only)
- CERT/ALT-S (FL residents only)
- CERT/CTEL (For CA residents only)
- CERT/ECH
- CERT/T2T-E
- CERT/T2T-S

| College of Doctoral Studies                 | $ 810.00                                                            | $ 810.00                                                  |
|                                             |                                                                     |
| Continuing Education for Educators          | $ 175.00                                                            | $ 175.00                                                  |

| Non-Degree Single Courses                   | $ 740.00                                                            | $ 740.00                                                  |

| Education Single Courses                    | $ 280.00                                                            | $ 280.00                                                  |
| scheduled under the ELEC/ED program ID     |                                                                     |
| (courses scheduled prior to 1/17/2018)      |                                                                     |

*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.
## FEES (Online)

<table>
<thead>
<tr>
<th>Type of Fee</th>
<th>Amount*</th>
<th>When Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission Application Fee (applicable to graduate level certificate applications only)</td>
<td>$ 45.00</td>
<td>At time of application.</td>
</tr>
<tr>
<td>Master of Science in Counseling Assessment 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>California Student Tuition Recovery Fund (STRF) (non-refundable)</td>
<td>Effective on January 1, 2015, the STRF assessment rate is $0.00 per $1,000 of institutional charges, rounded to the nearest $1,000. For charges of $1,000 or less, the assessment is $0.00.</td>
<td>Upon notification.</td>
</tr>
<tr>
<td>*Applies to California students only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book and Materials Charges</td>
<td>Varies by course</td>
<td>When books and materials are purchased.</td>
</tr>
<tr>
<td>Additional Fees and Charges for Students Enrolled in MAED/TED-E and MAED/TED-S Programs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Clearance</td>
<td>$ 132.50 - $162.50</td>
<td></td>
</tr>
<tr>
<td>TB Test</td>
<td>$ 0.00 - $50.00</td>
<td></td>
</tr>
<tr>
<td>CBEST Examination</td>
<td>$ 41.00 - $102.00</td>
<td></td>
</tr>
<tr>
<td>CSET Examination</td>
<td>$ 99.00 - $134.00</td>
<td></td>
</tr>
<tr>
<td>Portfolio Examination Fee</td>
<td>$ 300.00</td>
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</tr>
<tr>
<td>College of Doctoral Studies IBM®/SPSS® Statistics Software Fee</td>
<td>$ 50.00</td>
<td>When course is scheduled.</td>
</tr>
<tr>
<td>(applicable to select courses in College of Doctoral Studies programs)</td>
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<td></td>
</tr>
<tr>
<td>Resource Fees+ (if applicable)</td>
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<td></td>
</tr>
<tr>
<td>Undergraduate</td>
<td>$ 170.00</td>
<td>Due in accordance with the payment option chosen in Financial Options Guide.</td>
</tr>
<tr>
<td>Graduate</td>
<td>$ 195.00</td>
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</tr>
<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>
<tr>
<td>DCE</td>
<td>$ 25.00</td>
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</tr>
<tr>
<td>CLEP®/DSST Examination++</td>
<td>$ 20.00</td>
<td>Upon notification.</td>
</tr>
<tr>
<td>Student Exam Fees</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: All fees are subject to change. Where applicable, sales tax will be added to fees, tuition and material payments.

**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.
++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>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>Late Payment 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>
</tr>
<tr>
<td>Duplicate Certificate</td>
<td>$ 15.00</td>
<td>Upon request.</td>
</tr>
<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)

+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.

++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.
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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (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.
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### FACILITIES

#### Arizona Locations
- **Phoenix Campus**
  4035 South Riverpoint Parkway
  Phoenix, AZ 85040-0723
- **Online**
  4035 South Riverpoint Parkway
  Phoenix, AZ 85040-0723
  602 557-2000
- **West Valley Learning Center**
  9520 West Palm Lane, Phoenix, AZ 85037-4403
  602 557-2000
- **Southern Arizona Campus**
  800 659-8988
  300 S Craycroft Road
  Tucson, AZ 85711-4574
  520 881-6512

#### California Locations
- **Bay Area Campus**
  3590 N. First Street
  San Jose, CA 95134-1805
  800 266-2107
- **Livermore Learning Center**
  2481 Constitution Drive
  Livermore, CA 94551-7573
  925 273-8100
- **Central Valley Campus**
  45 River Park Place West
  Fresno, CA 93720-1552
  800 266-2107
- **Bakersfield Learning Center**
  4900 California Ave
  Bakersfield, CA 93309-7018
  800 266-2107
- **Visalia Learning Center**
  301 East Acequia Ave
  Visalia, CA 93291-6341
  800 266-2107
- **Sacramento Valley Campus**
  2860 Gateway Oaks Drive
  Sacramento, CA 95833-4334
  800 266-2107

#### Modesto Learning Center - Salida
- 5330 Pirrone Road
  Salida, CA 95368-2107
  800 266-2107

#### San Diego Campus
- 9645 Granite Ridge Drive
  Suite 200
  San Diego, CA 92123-2658
  800 473-4346

#### El Centro Learning Center
- 3095 N Imperial Avenue
  Suite 101
  El Centro, CA 92243
  760 355-1190

#### Southern California II Learning Center
- 3150 Bristol Street
  Suite 100
  Costa Mesa, CA 92626-3088
  800 888-1968

#### Woodland Hills Learning Center
- 5955 De Soto Ave
  Woodland Hills, CA 91367-5107
  800 888-1968

#### Colorado Locations
- **Colorado Campus - Lone Tree**
  10004 Park Meadows Drive
  Lone Tree, CO 80124-5453
  303 735-9090

#### Florida Locations
- **Central Florida Main Campus**
  8325 South Park Circle
  Suite 100
  Orlando, FL 32819-9075
  407 345-8868

#### Georgia Locations
- **Atlanta Main Campus**
  859 Mount Vernon Hwy NE
  Atlanta, GA 30328
  HOURS
  Monday: 11 am - 10 pm
  Tuesday-Thursday: 11 am - 8 pm

#### Hawaii Locations
- **Hawaii Campus**
  745 Fort Street
  Suite 2000
  Honolulu, HI 96813-3800
  808 536-2686

#### Illinois Locations
- **Chicago Campus**
  203 N LaSalle St
  Chicago, IL 60601-1210
  312 223-1101

#### Nevada Locations
- **Las Vegas Campus**
  3755 Breakthrough Way
  Las Vegas, NV 89135-3047
  702 638-7279
New Jersey Locations
Jersey City Student Resource Center
88 Town Square Place
Jersey City, NJ 07310-2772

New Mexico Locations
New Mexico Campus
5700 Pasadena Ave NE
Albuquerque, NM 87113-1570
505 821-4800
Santa Teresa Learning Center
1268 Country Club Road
Santa Teresa, NM 88008-9725
575 874-4600

North Carolina Locations
Charlotte Campus
3800 Arco Corporate Drive
Charlotte, NC 28273-3409
704 504-5409

Pennsylvania Locations
Philadelphia Main Campus
30 South 17th Street
Philadelphia, PA 19103-4001
267 234-2000

Tennessee Locations
Memphis Campus
65 Germantown Court
Cordova, TN 38018-7290
901 751-1086

Texas Locations
Killeen Learning Center
902 West Central Texas Expy
Suite 300
Killeen, TX 76541-2566
254 501-6950
Dallas Campus
12400 Coit Road
Dallas, TX 75251-2004
972 385-1055
Resource Center at Arlington Highlands
3900 Arlington Highlands Boulevard
Suite 237
Arlington, TX 76018-6038
817 505-4200
817 557-3483 FAX
Houston Campus
11451 Katy Freeway
Houston, TX 77079-2004
713 465-9966
San Antonio Campus
8200 IH-10 West
Suite 1000
San Antonio, TX 78230-3876
210 524-2100
800 697-8223

Utah Locations
Utah Campus
5373 South Green Street
Salt Lake City, UT 84123-4642
801 263-1444

Virginia Locations
Virginia Beach Main Campus
4636 Columbus Street
Virginia Beach, VA 23462-7782
757 493-6300
Arlington Learning Center
1800 South Bell Street
Suite 100
Arlington, VA 22202-3546
571 227-7075
703 416-2582 FAX
Northern Virginia - DC Metro Campus
4401 North Fairfax Drive
Arlington, VA 22203-1600

Washington Locations
Western Washington Campus
7100 Fort Dent Way
Suite 100
Tukwila, WA 98188-8553
425 372-1600
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For a list of all faculty in each School and College, visit the Faculty Credentials section at http://www.phoenix.edu/faculty.html.

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Jean Miller, PhD
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Utah
Kevin Knutson, MED

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- English
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- Mathematics
- Sciences
- Psychology
- Criminal Justice
- Counseling
- Human Services
- Public Administration
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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
-
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Associate Dean
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Raelene Brooks, PhD

Dean of Clinical Affairs
Rebecca Hathaway, MSN

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- Nursing: FNP
- Nursing: Pre-licensure
- Nursing: MSN
- Nursing: RN to BSN
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Assistant Dean
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Associate Dean
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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
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Assistant Dean of Operations
Andrew Maus, DBA
Dean of Research & Scholarship
Mark McCaslin, PhD
Associate Dean
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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.

- Education
- Higher Education
- Business
- Management
- Health Administration
- PhD/IO
- Research
- ACCESS
Course Availability & Updates to Course Information
The courses listed in this section of the University of Phoenix Academic Catalog constitute all active, degree-applicable or credit-bearing certificate-applicable University of Phoenix courses. Not all courses listed in this section are available at every University of Phoenix campus location, and not all courses listed in this section are available via the online instructional modality. This listing of courses is updated on the 1st of every month 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>
</tr>
</thead>
<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>
</tr>
<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>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<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>
</tr>
<tr>
<td>ACC 291T</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>
</tr>
<tr>
<td>ACC 340</td>
<td>ACCOUNTING INFORMATION SYSTEMS I</td>
<td>3</td>
<td>This course is designed to provide accounting students with the proper mix of technical information and real-world applications. Areas of study include fundamental concepts and technologies (what computers can do for business), the Internet, intranets, electronic commerce, information systems development, basic project management principles, decision support systems, and the benefits of computer and human synergy.</td>
</tr>
<tr>
<td>ACC 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>Course Code</td>
<td>Course Title</td>
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<td>Course Description</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>
</tr>
<tr>
<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 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>
</tr>
<tr>
<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>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
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<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>
</tr>
<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>
</tr>
<tr>
<td>ACC 466</td>
<td>Advanced Accounting</td>
<td>3</td>
<td>This course is a study of advanced accounting theory, applied to specialized topics and contemporary problems. Topics include the preparation of consolidated financial statements; international accounting; foreign currency translations and transactions; and SEC regulations on financial reporting are examined. Particular emphasis is placed on problem solving.</td>
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<tr>
<td>Course Code</td>
<td>Course Title</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>
</tr>
<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>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credit Hours</td>
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<tr>
<td>ACC 541</td>
<td>ACCOUNTING THEORY &amp; RESEARCH</td>
<td>3</td>
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<td>This is the first core course in the Master of Science in Accounting. 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>
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<tr>
<td>ACC 542</td>
<td>ACCOUNTING INFORMATION SYSTEMS</td>
<td>3</td>
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<td></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>
<td></td>
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<tr>
<td>ACC 543</td>
<td>MANAGERIAL ACCOUNTING &amp; LEGAL ASPECTS OF BUSINESS</td>
<td>3</td>
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<tr>
<td></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>
<td></td>
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</tr>
<tr>
<td>ACC 544</td>
<td>INTERNAL CONTROL SYSTEMS</td>
<td>3</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>
<td>3</td>
<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>
<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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<tr>
<td>ACC 547</td>
<td>TAXATION</td>
<td>3</td>
<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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</table>
ACC 556 | FORENSIC ACCOUNTING | 3 | 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.

ACC 561 | ACCOUNTING | 3 | This course covers both financial and managerial accounting and explores practices that can be used to evaluate and improve organizational performance. Students learn to analyze and evaluate financial accounting information to interpret and measure data for decision-making and performance evaluation purposes. Further, students learn to extract and develop accounting data for use in managerial decision-making. This course reviews financial accounting and reporting, accounting information systems, financial statement analysis, product costing, cost-volume-profit analysis, and operational budgeting and planning.

ADM 511 | Personnel Administration for Educators | 3 | 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.

ADM 512 | Leadership Strategies for Educators | 3 | 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.
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<tr>
<td>ADM 513</td>
<td>School Law for Educators</td>
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<td>ADM 514</td>
<td>School Finance for Educators</td>
<td>3</td>
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<tr>
<td>ADM 516</td>
<td>Ethical and Legal Issues for Administrators</td>
<td>3</td>
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<tr>
<td>ADM 517</td>
<td>Special Education Program Administration</td>
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**ADM 513 School Law for Educators**
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.

**ADM 514 School Finance for Educators**
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.

**ADM 516 Ethical and Legal Issues for Administrators**
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.

**ADM 517 Special Education Program Administration**
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.
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<tr>
<td>ADMIN 500</td>
<td>ORIENTATION TO ADMINISTRATION AND SUPERVISION</td>
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<td>This course is designed to provide an orientation to the primary components of the Master of Arts in Education/Administration and Supervision program. Students will be introduced to the program's progression and degree completion requirements. Field experiences, electronic resources, E-portfolios, benchmark assignments, and the administrative internship will be discussed.</td>
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<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, ELL, 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 as a model for school improvement.</td>
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<tr>
<td>ADMIN 536</td>
<td>SCHOOL FINANCE AND FACILITIES</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 theory and practice in the context of the educational setting. The United States Constitution, federal and state court systems, legal issues, and their impact on schools are discussed, analyzed, and applied to current educational practices.</td>
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<tr>
<td>ADMIN 560</td>
<td>HUMAN RESOURCES LEADERSHIP AND</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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<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 in developing school improvement plans from a principal perspective. Candidates review the types of assessments that a school leader needs to be familiar with, and how a school leader can use assessment data to measure student achievement. Additionally, the model and processes of continuous school improvement are explored.</td>
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<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>
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<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 for developing and maintaining collaboration with families, business and community groups, and the media to support a school’s vision and programs. Candidates analyze the research on school and community relations and its implications for their particular school. They also examine ways of learning about the nature of community resources, interests, and needs; establishing reciprocal relationships; the use of conflict resolution and decision making tools; and ethical issues when working with families, business, community, and media groups. In addition, candidates plan a social action project that involves school, families, community, and the media.</td>
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<tr>
<td>ADMIN 591A</td>
<td>PRINCIPAL INTERNSHIP PART I: INSTRUCTIONAL LEADERSHIP</td>
<td>1</td>
<td>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 MANAGEMENT</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 PRACTICE</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>
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<tr>
<td>ADMIN 594A</td>
<td>ADMINISTRATIVE PRACTICUM PART I: INSTRUCTIONAL LEADERSHIP</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 MANAGEMENT</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>
<td>1</td>
<td>This practicum experience provides comprehensive field-based training designed to develop competencies needed by school principals with an emphasis on community and media relations. Application of all principles and techniques of planning, managing, leadership, problem solving, organizing, working with the media, and family and community relations will be addressed.</td>
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<td>AED 222</td>
<td>INTRO TO THE EXCEPTIONAL LEARNER</td>
<td>3</td>
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<tr>
<td>AET 500</td>
<td>FOUNDATIONS OF ADULT LEARNING THEORY</td>
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<td>AET 508</td>
<td>COMMUNITY-BASED EDUCATION</td>
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<tr>
<td>AET 552</td>
<td>MARKETING ADULT EDUCATION</td>
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- **AED 222 INTRO TO THE EXCEPTIONAL LEARNER**: This course provides an overview of the exceptional learner. Students will be introduced to special education laws and their implications for delivery systems, transition plans, and identification and placement procedures.

- **AET 500 FOUNDATIONS OF ADULT LEARNING THEORY**: 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.

- **AET 508 COMMUNITY-BASED EDUCATION**: This course provides an overview of community-based programs and services available for adult learners. Learners examine programs designed to enable adults to engage in educational, informational, and enrichment activities for lifelong learning. Learners examine issues, trends, and barriers to success for adult students, including areas such as social and community services, economic issues, and legislative influence. Additionally, learners review special populations of adult learners such as the aging population, adults with disabilities, military veterans, immigrants, refugees, incarcerated adults, and sexual minorities.

- **AET 552 MARKETING ADULT EDUCATION**: 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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<tr>
<td>AET 560</td>
<td>FACILITATING CHANGE</td>
<td>3</td>
<td>Learners focus on facilitating change by transforming theory into application using effective researched-based methods related to global influences of change, change management, and the analysis of human capital. In addition, learners explore various change management strategies and the use of skill sets that include being objective, using analysis, and using active listening when dealing with organizational change. Learners demonstrate an understanding of how to apply skills that are used by effective leaders and trainers to develop and conduct training sessions that lead the change process.</td>
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<td>AET 562</td>
<td>SOCIAL MEDIA FOR PROFESSIONAL LEARNING</td>
<td>3</td>
<td>Learners are introduced to the use of social media tools and resources that support professional learning in the 21st century. Learners explore a variety of social media tools for individual and collaborative learning, including development of a personal learning network. In addition, learners examine leading responsible social media usage and the future of social media for professional learning.</td>
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<td>AET 570</td>
<td>PROGRAM DEVELOPMENT IN ADULT EDUCATION</td>
<td>3</td>
<td>Learners examine a leader’s role in developing and managing adult education within an organization. Learners define the organization’s learning needs from a systems perspective, review the leader’s role in management of multicultural training, and understand return on investment methodologies. In addition, learners review topics about networking and partnerships for successful learning, and identifying future trends in training and program development.</td>
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<tr>
<td>AJS 503</td>
<td>INTRO TO GRADUATE STUDY IN CRIMINAL JUSTICE AND SECURITY</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, team collaboration, as well as locating, evaluating, and citing scholarly resources.</td>
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<td>AJS 504</td>
<td>SURVEY OF JUSTICE AND SECURITY</td>
<td>3</td>
<td>This is a survey course that introduces policing, the court systems, corrections, and private security and how they relate to each other. Challenges in these relationships are also presented.</td>
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<tr>
<td>AJS 514</td>
<td>CRIMINOLOGICAL THEORY</td>
<td>3</td>
<td>This is an advanced course in theories and crime causation, including classical, biological, psychological, sociological, and social-psychological approaches. Victimology, to include victimization statistics, victimogenesis, and the prevention of victimization, is included.</td>
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<tr>
<td>AJS 524</td>
<td>CYBERCRIME AND INFORMATION SYSTEMS SECURITY</td>
<td>3</td>
<td>This course provides an overview of the nature of criminal activity that is facilitated through, or that targets, information systems. The course also reviews security measures that are designed to protect the software, hardware, and data associated with information systems.</td>
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<tr>
<td>AJS 534</td>
<td>ORGANIZATIONAL ADMINISTRATION IN JUSTICE AND SECURITY</td>
<td>3</td>
<td>This course explores the various elements of organizational administration, behavior, and management in criminal justice organizations and provides the student with an understanding of individual and group dynamics, problem solving concepts, and administrative processes associated with organizational behavior and structures that exist in the criminal justice system.</td>
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<td>AJS 544</td>
<td>ETHICS IN JUSTICE AND SECURITY</td>
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<td>This course examines the theoretical and philosophical</td>
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<td>basis of ethics and the standards of professional</td>
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<td>conduct applicable to justice and security agencies.</td>
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<td>Emphasis is placed on ethical dilemmas, the role of</td>
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<td>ethics in forming policy, and ethical decision-making.</td>
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<td>The course also explores procedural justice and</td>
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<td>transparency within an organization, the use of federal</td>
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<td>consent decrees, and the influence of racial and cultural</td>
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<td>bias on criminal justice and security practices.</td>
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<td>AJS 554</td>
<td>CONCEPTS OF PHYSICAL AND PERSONAL SECURITY</td>
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<td>This course provides the student with an understanding</td>
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<td>of contemporary concepts of physical facility security</td>
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<td>and personal protection.</td>
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<td>AJS 564</td>
<td>MANAGEMENT OF INSTITUTIONAL RISK AND CRITICAL INCIDENT</td>
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<td>This course provides an overview of the relationship</td>
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<td>between risk assessment and consequence management</td>
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<td>within the context of justice and security organizations.</td>
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<td>Specifically, we will examine the factors that go into</td>
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<td>mitigating risk and when these measures fail, how critical</td>
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<td>incident response can maintain order. Topics include</td>
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<td>defining risk, planning factors for critical incident</td>
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<td>response, lessons learned.</td>
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<td>AJS 574</td>
<td>FINANCE AND BUDGETING IN JUSTICE AND SECURITY</td>
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<td>This course introduces fundamental concepts of using</td>
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<td>financial tools and analysis for effective managerial</td>
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<td>decision making in criminal justice and security.</td>
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<td>Topics include the role of the financial management in</td>
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<td>the criminal justice and security organization, concepts</td>
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<td>and principles underlying financial practices, and</td>
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<td>operational planning and budgeting.</td>
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<tr>
<td>AJS 583</td>
<td>LEGAL ISSUES IN JUSTICE AND SECURITY</td>
<td>3</td>
<td>This course examines the competing legal and social issues that influence the actions of public officials, security personnel, and private citizens with respect to the provision of law enforcement, safety, and security services for various elements of society. The potential conflicts between public policy and civil rights will be discussed.</td>
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<tr>
<td>AJS 584</td>
<td>FORENSIC SCIENCE AND PSYCHOLOGICAL PROFILING</td>
<td>3</td>
<td>This course provides the student with a fundamental understanding of forensic science and technology, psychological profiling, and the application of scientific methodologies to the investigative process.</td>
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<tr>
<td>AJS 586</td>
<td>PUBLIC POLICY ISSUES</td>
<td>3</td>
<td>This course addresses the development and influence of public policy with respect to specific justice and security issues facing the American society.</td>
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<tr>
<td>AJS 594</td>
<td>PROGRAM DEVELOPMENT AND EVALUATION</td>
<td>3</td>
<td>This course prepares the student to identify operational goals and to develop or evaluate programs designed to mitigate issues of societal order. This course will provide an understanding of the application of key concepts, methods, and approaches in the field of program evaluation within the criminal justice and security profession.</td>
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<td>APB 090</td>
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<td>APE 515</td>
<td>ELEMENTARY CONTENT METHODS</td>
<td>3</td>
<td>This course focuses on the methodology and assessment strategies that enhance learning at the elementary level. Integrated content, interdisciplinary teaching, and curriculum and assessment issues are emphasized. Multiple perspectives of students as learners of elementary content, along with current research on pedagogy, are explored. This course provides teacher candidates with an opportunity to develop the ability to use and evaluate instructional and curricular materials and appropriate assessment strategies.</td>
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</table>
### APE 518 ELEMENTARY MODELS, THEORIES, AND INSTRUCTIONAL STRATEGIES

3 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.

### APE 522 ELEMENTARY - EFFECTIVE LEARNING CLIMATES

3 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, motivating students, parent communication, managing disruptive students, and materials management and record keeping. 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.

### APE 537 ELEMENTARY CURRICULUM AND ASSESSMENT- READING/ELA

3 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. 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.

### APES 514 SURVEY OF SPECIAL POPULATIONS

2 This course provides an overview of the categories of exceptionality for school-age students with special needs. The teacher candidate will focus on expressive and receptive communication skills and the recognition of individual learning patterns to utilize for the planning, instruction, and assessment strategies of diverse populations. Historical perspectives and information related to special education law, and current policies and practices are examined.
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<th>Course Code</th>
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<tr>
<td>APES 545</td>
<td>CLINICAL PRACTICE</td>
<td>3</td>
<td>This course emphasizes the practical application of educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, instructional design, implementing assessments, instructional decision-making, analyzing learning results, reflection and self-evaluation, and planning, preparing, and implementing the teacher performance assessment. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
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<tr>
<td>APES 562</td>
<td>ASSESSMENT AND EVALUATION</td>
<td>3</td>
<td>This course provides the teacher candidate with the methodology to assess student learning effectively. The focus is placed on providing teacher candidates with the tools necessary to use, interpret, and evaluate student growth in order to inform instruction. Teacher candidates explore a variety of assessment tools and construct objective and performance assessments.</td>
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<tr>
<td>APMT 315</td>
<td>TECHNOLOGY AND SOCIETY</td>
<td>3</td>
<td>This course introduces students to the evolution of technologies used in contemporary society to communicate, associate, learn, and build social and material capital. A special focus is on the benefits technology accrues to humans and communities, as well as potential harmful effects of engaging with technology.</td>
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<tr>
<td>APMT 430</td>
<td>SOCIAL MEDIA AND HUMAN INTERACTION</td>
<td>3</td>
<td>This course focuses on social media technologies and their use and misuse in human relationships. Topics will include emerging cyber communication interfaces, building healthy technology-mediated relationships, and social etiquette in cyberspace.</td>
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<tr>
<td>APMT 440</td>
<td>INFLUENCE OF MEDIA ON BEHAVIOR</td>
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<td>This course explores the ways in which contemporary media shape cultures and human behaviors, including the role that media plays in influencing behaviors related to nutrition, body image and violence, and the impact on teenagers and children. Other topics include media literacy, education, and celebrity culture.</td>
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<td>APMT 460</td>
<td>CYBER COMMUNICATIONS</td>
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<td>This course examines relationship and communications theories and their practices in cyberspace. Topics will include digital etiquette, regulatory considerations, the conservation of interpersonal relations and cyber commerce.</td>
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<tr>
<td>APMT 470</td>
<td>DIGITAL LEARNING</td>
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<td>This course will survey contemporary learning in non-traditional environments and explores the applications of continuous, lifelong and contextualized learning to social, community, and organizational settings.</td>
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<tr>
<td>APS 508</td>
<td>SECONDARY - MODELS, THEORIES AND INSTRUCTIONAL STRATEGIES</td>
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<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>APS 523</td>
<td>SECONDARY - EFFECTIVE LEARNING CLIMATES</td>
<td>3</td>
<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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<tr>
<td>APS 542</td>
<td>SECONDARY CURRICULUM AND ASSESSMENT-READING METHODS</td>
<td>3</td>
<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>
<td>3</td>
<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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<tr>
<td>APSE 559</td>
<td>Foundations of Special Education</td>
<td>3</td>
<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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<tr>
<td>APSE 570</td>
<td>SPED CURRICULUM AND ASSESSMENT-READING/ELA</td>
<td>3</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. 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>
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<tr>
<td>APSE 575</td>
<td>MATHEMATICS INSTRUCTION FOR SPED</td>
<td>3</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>APSE 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 (ASD). This class 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>
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<tr>
<td>APSE 578</td>
<td>SPED-MODEL THEORIES AND INSTRUCTIONAL STRATEGIES</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>APSE 584</td>
<td>LEARNING DISABILITIES AND LANGUAGE DEVELOPMENT DISORDERS</td>
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<td>ARTS 100</td>
<td>INTRODUCTION TO THE VISUAL AND PERFORMING ARTS</td>
<td>3</td>
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<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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</table>

This course examines the characteristics of students with learning disabilities and language and development disorders. The teacher candidate will analyze and implement classroom management, instructional strategies, assessment, and augmentative and alternative technologies based on the needs of the students through a comprehensive lesson plan. Attention is given to the referral process and available program or service delivery options.

This course examines traditions and developments in the visual and performing arts genres including music, dance, theater, cinema, visual arts, and architecture. Students will be introduced to the elements of each genre, along with an overview of its historical development in Western European tradition.

This course offers a foundation in the visual arts, elements, styles, and critical analysis for beginning art students. Emphasis is on identifying and explaining styles of visual arts from various cultures, eras, and places. The course focuses on the interpretation of art to understand meaning, and the ability to make critical judgment based on principles of art. Students learn to communicate ideas and expression through their own creative work in a two-dimensional, three-dimensional, video, and other time-based media.

This course will introduce students to Western European music from the Baroque period through the beginning of the 20th Century. The course will emphasize the history, musical development, and accomplishments of the Baroque, Classical, Romantic, and early 20th Century periods in music. Students will learn to recognize form, style, texture, and characteristics of each period by studying a variety of composers and the representative masterpieces of each period.
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<tr>
<td>ATD 309</td>
<td>CLASSROOM TEACHING AND TECHNOLOGY</td>
<td>3</td>
<td>Students focus on strategies for instruction using traditional and alternative delivery method with an emphasis on teaching technology. Topics include instructional theories, lecture-based instruction, interactive learning, group activities, case studies, and the impact of current trends in educational technology. Topics also include guidelines and laws, including ADA compliance, critical to the use of technology in instruction.</td>
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<tr>
<td>AUT 510</td>
<td>Autism Spectrum Disorders: Foundations</td>
<td>3</td>
<td>This course provides foundational information about autism spectrum disorders (ASD). Participants identify general characteristics associated with autism spectrum disorders including learning preferences, behaviors, and patterns. Participants also learn interventions, accommodations, and supports, with emphasis on current evidence-based practices.</td>
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<tr>
<td>AUT 512</td>
<td>Autism Spectrum Disorders: Communication and Socialization</td>
<td>3</td>
<td>This course is designed to address common social skill deficits in autism spectrum disorders: social cognition, social communication, social initiation, and social reciprocity. Identification of various ways to assess social skills is addressed. Participants focus on interventions that promote social skill acquisition and enhance social skill performance. Instructional tools and adaptations necessary to foster the development of social skills are also explored.</td>
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<tr>
<td>AUT 513</td>
<td>Autism Spectrum Disorders: Behavior Management</td>
<td>3</td>
<td>This course focuses on behavioral characteristics of students with Autism Spectrum Disorders and identifies assessment tools to be used across learning environments. Participants develop behavior intervention plans that include sensory supports and structured routines to enhance students' lives and learning. Behavior generalization and self-monitoring strategies are also explored.</td>
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<tr>
<td>BACEU 2000</td>
<td>FOUNDATIONS IN DATA ANALYTICS</td>
<td>0.6</td>
<td>Quantitative and qualitative data can both be used to investigate data behavior and patterns to enhance business productivity and decision-making. In this course, students will learn how data is analyzed and applied to the decision-making function of an organization. Concepts on data collection, processing, and integration will be presented as well as issues that may exist within the data. Students also will explore the role that statistics play in data analytics and learn about the multiple ways one can present data to tell a compelling story. This course provides 0.6 continuing education units over one 6-hour workshop.</td>
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<tr>
<td>BACEU 2020</td>
<td>BUSINESS INTELLIGENCE</td>
<td>0.6</td>
<td>In today's competitive market, businesses cannot afford to rely on &quot;gut feelings&quot; or anecdotes to make decisions that impact their future course of action. Instead, business intelligence, or information, is now methodically collected from data mining, online analytical processing, benchmarking, and other components to uncover new opportunities and create market advantage. In this course, students will gain insight into the numerous functions associated with business intelligence and how proper analysis informs decision making. This course provides 0.6 continuing education units in one, 6-hour workshop.</td>
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<tr>
<td>BACEU 2030</td>
<td>DATA VISUALIZATION</td>
<td>0.6</td>
<td>When faced with the prospect of understanding volumes of data, do reams of paper and spreadsheets make your eyes glaze over? Data visualization is the means by which lots of information can be more easily viewed -- and understood -- through charts, infographics, mind maps, and more. Students in this course will explore the tools used to create graphical representations that integrate significant data and analyses into engaging graphics, without losing sight of communicating the key information. This course provides 0.6 continuing education units in one, 6-hour workshop.</td>
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<td>BCC 395</td>
<td>CONTEMPORARY ISSUES AND FUTURES IN CYBERCRIMES</td>
<td>3</td>
<td>This course examines both the principle topics in the field of cybercrime investigation as well as the examination of the varying issues regarding the futures within the field of technology-facilitated crime. Students will focus on relevant exploration of technology crimes that reflect key fundamentals of current conditions and what may be expected in technology and cybercrime in the years to come. Students will apply critical review of current technological crimes and engage in in-depth discussions of these concepts as a basis for comprehensive understanding at the local and global levels of cybercrime investigation and prevention.</td>
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<td>BCC 400</td>
<td>INFORMATION SYSTEMS FUNDAMENTALS</td>
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<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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<td>BCC 401</td>
<td>CYBERCRIME IN THE 21ST CENTURY</td>
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<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>
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<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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<td>BCC 403</td>
<td>GLOBAL TECHNOLOGY AND CYBERCRIME</td>
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<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>BECEU 1175</td>
<td>SUPPLY CHAIN MANAGEMENT</td>
<td>0.6</td>
<td>Every organization has a supply chain that is used to design, make, and deliver products and services for their customers. The supply chain is a network of both internal and external operations that are synced to coordinate production, inventory, transportation and information the products and services of the organization in a fashion that aligns with the business strategy. In this course, students will learn how the various elements of the supply chain interact in the manufacturing and service sectors. In addition, the course will cover key characteristics of supply chain processes and the importance of efficiency as it relates to customer satisfaction and achievement of business strategy. This course provides 0.4 continuing education units in one, 4-hour workshop.</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 100</td>
<td>INTRODUCTION TO LIFE SCIENCE WITH LAB</td>
<td>4</td>
<td>This course applies a broad, conceptual understanding of biology. Students are introduced to scientific ideologies and concepts that not only shape the biological world, but also shape humans. Students examine the scientific method, evolution and biodiversity, the biology of cells, physiology, the dynamics of inheritance, and the effect humans have on the environment. The text emphasizes methods and the theoretical foundations of ideas, while minimizing isolated facts. It stresses the integration of ideas, making connections that form an understanding of the living world. The weekly online labs add a practical component to the class. The labs build upon the concepts in the text and offer a chance to interact with the material and further their understanding.</td>
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<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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<tr>
<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>
</tr>
<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>
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<tr>
<td>BIO 291</td>
<td>ANATOMY AND PHYSIOLOGY II</td>
<td>4</td>
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<tr>
<td>BIO 315</td>
<td>ECOLOGY AND EVOLUTION</td>
<td>3</td>
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<tr>
<td>BIO 330</td>
<td>INVERTEBRATE ZOOLOGY</td>
<td>3</td>
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<tr>
<td>BIO 335</td>
<td>ENTOMOLOGY</td>
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**ANATOMY AND PHYSIOLOGY II**
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.

**ECOLOGY AND EVOLUTION**
This course provides the fundamental principles of ecology and evolution. Students will focus on populations and communities, adaptation, and other factors that affect organisms.

**INVERTEBRATE ZOOLOGY**
This course presents students with the study of invertebrates. Students will examine the ecology of invertebrates along with their structures and functions.

**ENTOMOLOGY**
This course presents students with the study of entomology. Students will examine insects and their interaction with the ecosystem.
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<th>Course Code</th>
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<tbody>
<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>
</tr>
<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 hands-on labs. This course is the first half of the general biology sequence, which is completed in BIO/351: General Biology II.</td>
</tr>
<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 hands-on 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>BIS 375</td>
<td>SUPPLY CHAIN INFORMATION MANAGEMENT IN ONLINE ENVIRONMENTS</td>
<td>3</td>
<td>This course introduces students to the theory and practice of conducting supply chain functions over the Internet. It addresses various business strategies for buying, selling, or exchanging products, services, and information via computer networks. Legal and ethical requirements for handling supply chain business over the Internet are addressed.</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>BMCEU 5020</td>
<td>OPERATIONS AND SUPPLY CHAIN MANAGEMENT</td>
<td>0.6</td>
<td>It is the function of supply chain management to enable an organization to get things done, ensure materials and supplies are on hand at the right time, and create processes by which a business functions. Supply chain professionals who understand how to procure resources, produce goods, and sequence activities on time are critical to the success of a business and to the cost-efficient delivery of goods and services. This course covers the basics of operations and supply chain management. Students will learn why supply chain is an essential business function and how it drives the cost-efficient, on-time delivery of goods and services. This course provides 0.6 continuing education units in one, 6-hour workshop.</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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<tr>
<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>
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<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>
</tr>
<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 301</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, the student 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. Students will become familiar with the complex issues facing local, state, and federal public administrators today.</td>
</tr>
<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>
</tr>
<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>
</tr>
<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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<td>Course Code</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>
</tr>
<tr>
<td>BPA 351</td>
<td>RESEARCH IN PUBLIC ADMINISTRATION</td>
<td>3</td>
<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>
</tr>
<tr>
<td>BPA 361</td>
<td>GRANT WRITING</td>
<td>3</td>
<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>
</tr>
<tr>
<td>BPA 371</td>
<td>INTERGOVERNMENTAL RELATIONS</td>
<td>3</td>
<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>
<td>3</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>
</tr>
<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>
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<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>
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<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>
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<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>
</tr>
<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>
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<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/restructure. This course will explore planning, building and maintaining these infrastructures while addressing the impact on stakeholders.</td>
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<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>
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<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>
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<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>
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<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>
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<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>
</tr>
<tr>
<td>BRM 268</td>
<td>PRINCIPLES OF FOOD RETAILING</td>
<td>3</td>
<td>This course will introduce merchandising, operating, technology, and financial considerations necessary for successful food retailing management. Students will evaluate and apply principles unique to food retail organizations such as: food store formats, food store operations, product replenishment, and the integrated food supply chain. Other topics include manufacturing and wholesale distribution, and financial principles specific to the food retail industry.</td>
</tr>
<tr>
<td>BRM 276</td>
<td>LEADERSHIP AND SUPERVISION IN RETAIL CAPSTONE</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>BRM 353</td>
<td>PRODUCT AND BRAND MANAGEMENT</td>
<td>3</td>
<td>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.</td>
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<td>BRM 360</td>
<td>RETAIL DATA ANALYTICS FOR DECISION MAKING</td>
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<td>The business of retail has embraced big data in</td>
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<td>nearly all phases of planning. Some retail</td>
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<td>businesses exist only online, forgoing the</td>
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<td>traditional &quot;brick and mortar&quot; locations that</td>
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<td>dominate the industry. With the emergence of</td>
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<td>online shopping, businesses are recognizing the</td>
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<td>need to enhance their future growth by</td>
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<td>connecting with their consumers through digital</td>
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<td>channels. The retail analytics certificate</td>
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<td>emphasizes an understanding of Internet</td>
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<td>marketing, consumer behavior, web analytics,</td>
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<td>data analysis, inventory management, increased</td>
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<td>sales and anticipated trends. Upon completing</td>
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<td>this certificate, students will possess the</td>
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<td>knowledge and skills necessary to effectively</td>
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<td>manage a retail business using data analytics.</td>
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| BSA 310     | BUSINESS SYSTEMS                                  | 3       |
|             | 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.                                |

| BSA 375     | FUNDAMENTALS OF BUSINESS SYSTEMS DEVELOPMENT     | 3       |
|             | 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.                      |

<p>| BSA 376     | SYSTEMS ANALYSIS AND DESIGN                      | 3       |
|             | 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.                      |</p>
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<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>
</tr>
<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>
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<td>BSA 425</td>
<td>BSIT CAPSTONE</td>
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<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>
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<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>
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<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>
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<td>BSA 510</td>
<td>IT GOVERNANCE AND MANAGEMENT</td>
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<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>
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<td>BSA 515</td>
<td>ACQUISITION, DEVELOPMENT AND IMPLEMENTATION OF IS</td>
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<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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<td>BSA 520</td>
<td>OPERATIONS, MAINTENANCE AND SUPPORT OF IS</td>
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<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>
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<td>BSA 525</td>
<td>INFORMATION ASSETS PROTECTION</td>
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<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>
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<tr>
<td>BSA 530</td>
<td>IT ARCHITECTURE</td>
<td>3</td>
<td>This course focuses on IT architecture solutions for a business environment, with a specific focus on Oracle IT Architecture. Topics covered in this course include the overall reference architecture, application infrastructure, service oriented architecture, software engineering and integration, security, user interaction, and management and monitoring of the solutions.</td>
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<tr>
<td>BSA 550</td>
<td>CUSTOMER RELATIONSHIP MANAGEMENT</td>
<td>3</td>
<td>This course provides a foundational workshop on customer relationship management (CRM), which is a major component of organizational business intelligence (BI). This course will help you prepare to take the Oracle Business Intelligence Applications 7 for CRM Essentials certification (1Z0-524). This certification identifies professionals skilled in implementing solutions based on Oracle Business Intelligence Applications for CRM source systems. The certification covers such topics as Oracle BI applications and business intelligence, BI architecture, security, data warehouse, project planning and deployment, and Siebel CRM.</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>
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<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>
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<tr>
<td>BSCEU 1300</td>
<td>FOUNDATIONS OF MICROSOFT EXCEL</td>
<td>0.6</td>
<td>Organizations rely on information to make sound decisions. The ability to make sense of all of that data is becoming more challenging and a tool like Microsoft Excel® can assist in organizing and presenting data. In this course, students will explore the basic foundational skills of Microsoft Excel®. Students will learn how to perform calculations, modify and format worksheets, print workbooks, and manage workbooks. This course provides 0.6 continuing education units in one, 6-hour workshop.</td>
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<tr>
<td>BSCEU 1350</td>
<td>INTERMEDIATE FEATURES OF MICROSOFT(R) EXCEL(R)</td>
<td>0.8</td>
<td>Using Excel (R) software?s advanced spreadsheet functions, users are able to improve their efficiency and effectiveness by using powerful tools provided in the software. Users can extract and organize data using tools and formulas, sort and filter data, create PivotTables and PivotCharts, and customize workbooks. In this course, advanced formulas and various tools to analyze data will be presented. Students will learn to organize table data, present data as charts, and enhance the look and appeal of workbooks by adding graphical objects. This course provides 0.8 continuing education units over one 8-hour workshop.</td>
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<tr>
<td>BSCEU 1375</td>
<td>ADVANCED FEATURES OF MICROSOFT(R) EXCEL(R)</td>
<td>0.8</td>
<td>For users that are called upon to analyze and report on data frequently, the advanced features of Excel (R) automate repetitive processes so users can focus on what is really important. This course will take a deeper dive into the advanced functions of Excel including, how to use Excel to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions. Having this knowledge will put the full power of Excel right at the user’s fingertips. This course provides 0.8 continuing education units in one, 8-hour workshop.</td>
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<tr>
<td>BSCOM 100</td>
<td>INTRODUCTION TO COMMUNICATION</td>
<td>3</td>
<td>This course is an introduction to the field of communication with emphasis on the history of communication study, concepts important to all areas of communication, the contexts in which communication occurs, and the issues that must be faced by students of communication. The course serves as an introduction to the strands of communication: interpersonal, small groups and teams, mass communication, organizational, intercultural, and rhetoric.</td>
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<td>BSCOM 234</td>
<td>FOUNDATIONS OF INTERPERSONAL COMMUNICATION</td>
<td>3</td>
<td>This course includes the application of communication principles, theory, and research to the process of interpersonal communication; it includes verbal, nonverbal, listening, conflict management, and communication skills most relevant to a broad range of interpersonal settings.</td>
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<tr>
<td>BSCOM 268</td>
<td>FOUNDATIONS OF MASS COMMUNICATION</td>
<td>3</td>
<td>This course surveys the basic theories of mass communication. Ethical and related problems of mass communication will be studied from contemporary and historical viewpoints. The course will encourage a critical analysis of the performance of mass media.</td>
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<td>BSCOM 300</td>
<td>ADVERTISING AND THE MEDIA</td>
<td>3</td>
<td>This course addresses the elements of advertising and the media. Topics include advertising concepts, selection of media, and the use of media and advertising as marketing communications tools. The course also emphasizes the ongoing convergence of media content and commercial messages and how it is redefining marketing communications.</td>
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<tr>
<td>BSCOM 324</td>
<td>COMMUNICATION RESEARCH</td>
<td>3</td>
<td>This course focuses on the research methods employed in the communication discipline and enhancing the understanding of credible sources and accurate information. Students will learn of the most frequently applied components of communication research. Topics may include descriptive statistics, sampling, measures, research design, methodologies and content analysis.</td>
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<td>BSCOM 330</td>
<td>COMPUTER MEDIATED COMMUNICATION</td>
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<td>This course introduces students to the study of</td>
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<td>computer mediated communication and how it</td>
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<td>changes, shapes, and develops community through</td>
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<td>the use of diverse technological and social tools.</td>
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<td>Topics will include the history of computer-</td>
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<td>mediated communication, and how these</td>
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<td>technologies are leveraged in daily life. Students</td>
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<td>will develop their knowledge of computer</td>
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<td>mediated communication through immersive</td>
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<td></td>
<td>experiences of online and networked spaces and</td>
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<td>communities. Practical application of technology</td>
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<td>is used to complete communication projects to</td>
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<td>gain experience and depth of knowledge regarding</td>
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<td>how technology affects human communication.</td>
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<td>BSCOM 336</td>
<td>COMMUNICATION THEORIES AND PRACTICE</td>
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<td>This course explores the various theories of</td>
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<td>communication that create the foundation for</td>
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<td>study of communications in the bachelor's degree</td>
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<td>program at the University of Phoenix. Major</td>
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<td>communication areas examined in this course</td>
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<td>include intrapersonal, interpersonal, group and</td>
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<td>teamwork, organizational, intercultural, and</td>
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<td>mass media. Each area, along with others, will</td>
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<td>be studied in greater depth in subsequent</td>
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<td>courses in the degree program.</td>
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<td>BSCOM 348</td>
<td>SMALL GROUP AND TEAM COMMUNICATION</td>
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<td>This course explores the dynamics of group</td>
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<td>communication and effective team work. Both</td>
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<td>social and workplace scenarios will be examined.</td>
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<td>Analytical techniques will be included to</td>
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<td>provide effective strategies for communication</td>
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<td>in these contexts.</td>
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<td>BSCOM 360</td>
<td>ORGANIZATIONAL COMMUNICATION</td>
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<td>This course examines various theoretical</td>
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<td>frameworks necessary for effective</td>
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<td>organizational communication. It analyzes the</td>
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<td>application of communication strategies within</td>
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<td>organizations in terms of their effectiveness. It</td>
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<td>provides the infrastructure necessary for the</td>
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<td>creation and maintenance of successful</td>
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<td>communication strategies in organizations.</td>
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<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 410</td>
<td>MEDIA AND SOCIETY</td>
<td>3</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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<td>BSCOM 415</td>
<td>COMMUNICATION LAW</td>
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<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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<td>BSCOM 435</td>
<td>CREATIVITY AND COMMUNICATION</td>
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<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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<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>
<td>3</td>
<td>This course focuses on bridging the gap between sales and marketing communications through the use of customer message management. Topics covered in this course include creating a sense of value for customers, the development of marketing communications campaigns, the integration of the sales cycle and marketing communications, the use of a single voice to customers across all selling touch-points, and the ethical considerations associated with customer message management.</td>
</tr>
<tr>
<td>BSCOM 485</td>
<td>CAPSTONE IN COMMUNICATION</td>
<td>3</td>
<td>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. Students will complete Module 1 of the MHF training. (3 credits).</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 affecting both developmental and social change. Students will complete Module 8 of the MHF training.</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; MTH/209 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>
</tr>
<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>
<td>3</td>
<td>Human Services delivery requires expertise in communicating well with a wide range of people and groups. A key component of effective communication is the development of genuine positive regard for others, skill in establishing empathic relationships, and obtaining information needed for effective intervention with successful outcomes. This course provides knowledge of theory and practice in interpersonal communication. Students will learn skills for resolving conflict, establishing positive rapport, assisting clients in becoming clear about goals and focusing on outcomes, and practicing professional and ethical behaviors in all client interactions. Students will complete Modules 3, 4, 5 and 6 of the MHF training. (3 credits) Prerequisite: BSHS 415-O.</td>
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<td>BSHS 395</td>
<td>CLIENT ASSESSMENT AND PLANNING</td>
<td>3</td>
<td>This course enables students to understand the process of conducting needs assessments, developing an action plan for services, implementing the action plan, and subsequent evaluation of outcomes. Students will learn the process of developing goals and measurable objectives, designing an individualized program for clients, implementing the program, and using ongoing assessment and evaluation of results to revise or modify individualized programs. Students will demonstrate competency in identifying needs, and mobilizing resources and necessary supports for assisting clients in meeting goals. Students will complete Module 10, 11 and 12 of the MHF training. (3 credits) Prerequisite: BSHS 385.</td>
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<tr>
<td>BSHS 405</td>
<td>INTERVENTION, DIRECT SERVICE DELIVERY &amp; CASE MANAGEMENT</td>
<td>3</td>
<td>This course provides an overview of the role of the human service worker as a change agent with a focus on the application of theory and skills necessary for providing interventions and direct service delivery to individuals and groups. Specifically, students will develop competence in professional skills such as case management, client intake and interviewing, and basic group and individual counseling techniques. Additionally, students will learn how to access resources, use consultation, and make referrals.</td>
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<td>BSHS 406</td>
<td>FAMILY AND SOCIAL SYSTEMS: CONTEMPORARY TRENDS AND ISSUES</td>
<td>3</td>
<td>Theories of public and private families, as differentiated by societal interaction, are explored with a focus on family systems as they exist within social systems. Micro and macro family environments are investigated. Students will examine theories involving the interconnected and interdependent features of contemporary families in a range of social systems. Topics include the family, the state, and social policy with historical perspectives from federal and state legislation. Students will debate current trends in social policy, the efficacy of social welfare systems on a global scale, and demonstrate an understanding of the concept of practical compromise. Roles of the human service worker as advocate and service provider in the family systems context will be addressed.</td>
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<td>BSHS 407</td>
<td>FAMILY VIOLENCE ACROSS THE LIFESPAN: A MULTI-STRATA PROBLEM</td>
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<td>This course explores the phenomenon and social problem of family violence</td>
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<td>with both macro- and micro-theory explanations and an in-depth literature</td>
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<td>review. Students will demonstrate an understanding of assessment strategies,</td>
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<td>consequences, and contributing factors of family violence across socio-economic</td>
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<td>strata and the full range of diverse populations experiencing family violence.</td>
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<td>Attention is focused on professional and social responses that include</td>
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<td>clinical interventions, educational initiatives within schools, and</td>
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<td>responses to the disclosure of family violence in agency and private</td>
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<td>settings. Skills to develop a human services approach to preventing family</td>
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<td>violence are enhanced in this course; students are required to outline their</td>
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<td>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>
<td>3</td>
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<td>This course focuses on the segment of family violence involving physical</td>
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<td>child abuse, child sexual abuse and exploitation, child neglect and</td>
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<td>psychological maltreatment of children. Students will examine the scope of</td>
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<td>these problems and the characteristics of both victims and perpetrators</td>
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<td>while conducting a search for patterns and dynamics of each distinction.</td>
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<td>Students will demonstrate knowledge and understanding of reporting</td>
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<td>requirements, treatment interventions, repressed memory controversy,</td>
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<td>working within the criminal justice system and the tenets of the Children's</td>
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<td>Justice Act addressing investigation, prosecution, and judicial handling of</td>
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<td>abuse and neglect cases. Areas of focus involve various forms of each</td>
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<td>category including indicators for the range of abuses on an international</td>
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<td>scale with child labor, slavery, and child prostitution issues.</td>
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<td>BSHS 411</td>
<td>FIELD EXPERIENCE/PART II</td>
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<td>This course will offer students the opportunity to demonstrate progression</td>
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<td>in the 12-Core Competency Areas, which are the topics of the course.</td>
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<td>Students will select placement in a community human services organization</td>
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<td>and participate in human service delivery. Weekly seminars are provided to</td>
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<td>offer support and supervision of the student activities while in the field</td>
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<td>experience. Students will learn to present issues for supervision.</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,</td>
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<td>or an average of 12 hours per week committed to a field placement site.</td>
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<td>Students will work in a human services setting under the supervision of a</td>
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<td>qualified professional. In addition to providing direct service, students</td>
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<td>will attend a weekly 2-hour class for faculty supervision and evaluation of</td>
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<td>core competency development. Typical activities of a field placement</td>
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<td>involve employing skills acquired so far in the program progression:</td>
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<td>conducting interviews, working directly with clients and groups,</td>
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<td>developing action plans, and documenting. Students will complete Modules</td>
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<td>13 and 14 of the MHF training.</td>
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<td>BSHS 415O</td>
<td>ORIENTATION TO FIELD EXPERIENCE</td>
<td>0</td>
<td>This course will provide an overview of the expectations and requirements for a successful Field Experience. Students will be provided with information regarding field placement with approved sites, documentation of field experience, and requirements for supervision. Orientation is offered well in advance of the first Field Experience course, BSHS/ 415 to provide students ample time for field site selection. (0 credits) Prerequisite: BSHS 375. May not be taken as Directed Study.</td>
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<tr>
<td>BSHS 425</td>
<td>ADMINISTRATION &amp; MANAGEMENT OF HUMAN SERVICE PROGRAMS</td>
<td>3</td>
<td>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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<tr>
<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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<tr>
<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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<tr>
<td>BSHS 435</td>
<td>RESEARCH AND STATISTICS IN HUMAN SERVICES</td>
<td>3</td>
<td>This course provides an overview of research methods and appropriate use of statistics in the social sciences. A component of program development and evaluation involves knowledge of theory related to understanding research and statistics in the human services arena. The scientific method, research tools, data collection, and analysis will be reviewed. Understanding research and developing the ability to critically evaluate published research reports will be emphasized. Statistical concepts will be reviewed, and students will gain a conceptual understanding of underlying principles of research and statistical analysis. Statistical software will be introduced, and students will compute descriptive and inferential statistical data. Students will practice developing research designs and conducting statistical analyses.</td>
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<td>BSHS 437</td>
<td>SOCIAL SYSTEMS AND AGING</td>
<td>3</td>
<td>This course traces the origins of social systems for the aging around the world, followed by an examination of program types, the effects on retirement, demographic changes, political sustainability of social programs for the aging, institutional settings, and labor supply. Students will define and measure population aging by comparing and contrasting U.S. data with other countries by exploring elderly- dependency and age-dependency ratios. Additional topics for discussion and demonstrated understanding by students include: the biology of aging and the pathology of memory, disengagement theory, mental health issues such as depression, suicide, and the psychology of aging, the aging family and changes in family structure, intra- and inter-generational relationships across various societies, and healthful aging ideology.</td>
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<tr>
<td>BSHS 438</td>
<td>CARE FOR AGING POPULATIONS</td>
<td>3</td>
<td>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 unsubsidized 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.</td>
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<td>BSHS 439</td>
<td>GRIEF, LOSS AND END OF LIFE ISSUES</td>
<td>3</td>
<td>In this course students will learn strategies for facilitating the transition from curative measures to palliative care for the relief of emotional/psychological distress, pain, and a range of physical symptoms. Core competencies involve demonstrated learning of methods for anticipating the demands of end-of-life caregiving including advanced directives, 24/7 services, hospice case management, care and placement options, and easing the common challenges as individuals and families move from care and grief modalities to acceptance and healing. Students will demonstrate understanding of patient and caregiver needs and roles in late life care with topics that include: practical care assistance and early preparation, referral for financial and legal assistance, comfort and dignity issues, respite care, grief support, focusing on client values and concerns, and addressing family conflict. (3 credits) Prerequisite: BSHS/438.</td>
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<tr>
<td>BSHS 445</td>
<td>SURVEY OF CRISIS AND MENTAL HEALTH ISSUES AND INTERVENTIONS</td>
<td>3</td>
<td>In this course, students explore the relationship between mental health and human service delivery systems in the United States, as well as global initiatives for improving the international service-base. Students will learn to define and describe the nature and process of crisis and the impact of trauma-causing events on the mental health of diverse clients. Students will compare and contrast the range of service delivery modalities and networks, including the operation of emergency management systems, and will demonstrate understanding of roles and skills needed when services are provided in emergency and crisis situations. The course facilitates development of skills necessary for assessing and managing suicide risk. Students will complete Module 15 of the MHF training.</td>
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<tr>
<td>BSHS 455</td>
<td>WORKING WITH ADDICTIONS</td>
<td>3</td>
<td>This course introduces students to the biology of addiction, including brain reward mechanisms, the role of environment and genetics, psychodynamics, and the impact of addiction on individuals, families, and communities. The roles of addiction in society in relationship to the judicial system, treatment systems, progressive era reforms, and complications of dual diagnosis are emphasized in the course. The course examines major models of conceptualizing and integrating prevention, intervention, rehabilitation, and maintenance/relapse prevention. Students will learn strategies for accessing supportive measures and case management processes for developing wrap-around action plans for service delivery to individuals and groups with addiction- and chemical-dependence-related issues.</td>
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<tr>
<td>BSHS 456</td>
<td>ADDICTION INTERVENTIONS FOR HUMAN SERVICE WORKERS</td>
<td>3</td>
<td>This course has a focus on familiarizing students with fundamental interventions used in drug and alcohol treatment settings. Students will conduct an investigation of 12-step, alternative support group, secular organization, therapeutic community, and structured 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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<td>BSHS 457</td>
<td>CODEPENDENCE AND WORKING WITH FAMILIES</td>
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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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<td>This course provides advanced skills development for the addiction and chemical dependency human service worker. Students will conduct an in-depth evaluation of various treatment approaches employed when preparing action plans with clients. An investigation of comprehensive treatment programs, community action programs, school-based programs, and public health approaches to relapse prevention and aftercare strategies will provide students an opportunity to develop and present an individualized program for a fictional client. Students will demonstrate an understanding of policy issues, managed care, private and public insurance, and advocacy for the consumer in relation to addiction and dependency issues. (3 credits).</td>
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<td>BSHS 465</td>
<td>PROFESSIONAL DEVELOPMENT AND IDENTITY</td>
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<td>In this course, students will explore processes for enhancement of self-awareness and the effect of personal style and personality on human service delivery. Students will examine personal values, cultural differences and biases, and individual philosophies and belief systems, and then integrate this understanding of self into the development of an identity as a human service professional. Students will demonstrate strategies for cultivating self-awareness and modeling self-care. Students will investigate the value of membership in supportive professional organizations such as the National Organization for Human Services (NOHS) Students will complete Module 17 of the MHF training. (3 credits).</td>
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<td>BSHS 475</td>
<td>FIELD EXPERIENCE II</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 community human services placement site. Weekly seminars (2 hours per week) are provided to offer support and supervision of the student activities during their field experience. Students will learn to present issues for supervision. Each student will create a portfolio of his or her competencies and accomplishments for career purposes. This course requires accumulation of the total 350 service hours necessary for graduation from the program (the first 175 hours were compiled in BSHS/415, FE I) and demonstration of a professional attitude and disposition as evaluated in 8 domains: Professionalism, Personal Growth, Sensitivity, Flexibility, Emotional Maturity, Group Membership Skills, Accepting Feedback, and Relationship with Authority. Students will complete Modules 7 and 18 of the MHF training.</td>
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<td>BSHS 485</td>
<td>CAPSTONE: ADVOCACY AND CREATING SOCIAL CHANGE</td>
<td>3</td>
<td>This course is the culmination of the BSHS program with a focus on the basic tenets of client advocacy efforts and the processes of creating social change. As human services professionals, students will demonstrate strategies for using their knowledge and skills for understanding and helping clients. The Capstone Project asks students to develop an advocacy action plan that addresses a local need they have determined utilizing a community needs assessment. Students will complete Module 19 of the MHF training. (3 credits) Prerequisite: BSHS/465.</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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<td>BSLS 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>
<td>3</td>
<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>
<td>3</td>
<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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<td>BSS 481</td>
<td>COUNTERTERRORISM INTELLIGENCE AND ANALYSIS</td>
<td>3</td>
<td>This course explores developments and changes in the practice of security operations brought about from global and local terrorist threats to different organizations. Students in this course will study the typology and anatomy of terrorist operations; evaluate intelligence and information sharing in counterterrorism; examine counterterrorism analysis methods and Global Security tactics; discuss international ethical and legal issues in counterterrorism; and analyze technology issues in counterterrorism. The new skills and knowledge gained will add to the protection, safety, and security of our society.</td>
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<tr>
<td>BSS 482</td>
<td>SECURING CRITICAL INFRASTRUCTURE AND CYBERSPACE</td>
<td>3</td>
<td>This course explores the developments and changes in security operations to secure the critical infrastructure in public and private environments. Students will explore the critical infrastructure and interdependency; evaluate cybersecurity in post-9/11 global security; discuss the securing of human and property assets; develop proactive planning for protection of assets; and analyze border and transportation security issues. Upon completion of this security course, students will have new skills and knowledge that will aid them in their present or future organizations.</td>
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<td>BSS 483</td>
<td>WORLD VIEW OF HOMELAND SECURITY</td>
<td>3</td>
<td>Students in this course will develop new skills to aid in the protection, safety, and security of society. Students will examine public and private security collaboration in homeland security response; discuss the leadership task of controlling the human influence in homeland security; analyze and understand the political influence on idea development in homeland security; compare and contrast jurisdictional responsibilities of homeland security programs; and evaluate the goals, objectives, and assessment of homeland security measures.</td>
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<td>BUS 212</td>
<td>FOUNDATIONS OF BUSINESS</td>
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<td>In this course, students explore and will understand the foundation of business. Topics include the evolution of business, analysis of economic systems, global considerations, the role of business ethics, and business forms. Upon completion, students are better prepared to make informed decisions regarding business types, structures, and behaviors.</td>
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<tr>
<td>BUS 212T</td>
<td>FOUNDATIONS OF BUSINESS</td>
<td>3</td>
<td>In this course, students explore and will understand the foundation of business. Topics include the evolution of business, analysis of economic systems, global considerations, the role of business ethics, and business forms. Upon completion, students are better prepared to make informed decisions regarding business types, structures, and behaviors.</td>
</tr>
<tr>
<td>BUS 475</td>
<td>INTEGRATED BUSINESS TOPICS</td>
<td>3</td>
<td>The integrated business topics course examines strategic business management while integrating topics from previously completed business foundation coursework. By using real world examples, the students will demonstrate a comprehensive understanding of the undergraduate business curricula with a significant emphasis placed on the application of the student's previous coursework.</td>
</tr>
<tr>
<td>BUS 502</td>
<td>THE EXTERNAL FACTORS THAT IMPACT BUSINESS</td>
<td>3</td>
<td>This course examines the functions and issues that business managers need to address in order to compete in an increasingly global market. Topics include an overview of the global environment of business, doing business ethically, quantitative research, business strategy, and marketing.</td>
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<td>Course Code</td>
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<tr>
<td>BUS 503</td>
<td>ACCOUNTING AND FINANCIAL DECISION MAKING</td>
<td>3</td>
<td>This course provides students with the basic theories, concepts, terminology, and uses of economics, accounting, and business finance. Students learn practical applications for economics, accounting, and business finance in their professional lives through the integration of fundamental concepts and the analysis of actual business events.</td>
</tr>
<tr>
<td>BUS 511</td>
<td>MANAGING THE BUSINESS ENVIRONMENT</td>
<td>3</td>
<td>This course begins an introductory sequence to ensure students are successful in a graduate program. The topics include a broad overview of the business environment, including the concepts of management and operations, organizational behavior, human resources, information systems, ethics and the legal environment.</td>
</tr>
<tr>
<td>BUS 515</td>
<td>SEMINAR IN BUSINESS TOPICS</td>
<td>3</td>
<td>This course examines the functions and issues that business managers need to address in order to compete in an increasingly global market. Topics include an overview of the global environment of business, doing business ethically, quantitative research, information systems, accounting, finance, economics, management, leadership, and marketing.</td>
</tr>
<tr>
<td>BUS 700</td>
<td>INTRODUCTION TO BUSINESS ADMINISTRATION IN DOCTORAL STUDY</td>
<td>3</td>
<td>The course provides an introduction to business administration for doctoral students entering the Doctor of Business Administration or Doctor of Management programs who do not have prior academic experience in this area.</td>
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<tr>
<td>BUS 721</td>
<td>ISSUES IN OPTIMIZING OPERATIONS</td>
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<td>This course evaluates research on how businesses adopt approaches to optimizing their operations and the conditions under which these lead to success. Topics include how an organization adopts best practices, the predictors for a successful quality management program, and the role of project management.</td>
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<tr>
<td>BUS 731</td>
<td>TRANSFORMING THE BUSINESS I</td>
<td>3</td>
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<td></td>
<td>This course requires the student to integrate previous learning by identifying organizational problems and recommending alternative business models that will positively impact future organizational performance. The outcome of this course will be delivered in Transforming the Business II.</td>
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<tr>
<td>BUS 732</td>
<td>TRANSFORMING THE BUSINESS II</td>
<td>3</td>
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<td></td>
<td>This course requires the student to integrate previous learning by identifying organizational problems and recommending alternative business models that will positively impact future organizational performance. The outcome of this course will be a continuation of Transforming the Business I.</td>
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<tr>
<td>BUS 733</td>
<td>TRANSFORMING THE BUSINESS</td>
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<td></td>
<td>In this course, students will integrate visionary organizational leadership ideas and practices and apply these to the optimization of organizational resources in a complex, global environment to positively impact future organizational performance, change and sustainability.</td>
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<tr>
<td>CAP GM591</td>
<td>CASES IN CROSS-BORDER MANAGEMENT</td>
<td>3</td>
<td>This content area capstone course applies management concepts related to global environment and corporate responsibility in a digital economy. Students learn to evaluate global managers environment, cultural context of global management, formulating and implementing strategies for international and global operations and global human resource management with focus on People, Profits and Planet. Case studies are utilized to assist in synthesizing concepts from prior global and business management course work.</td>
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<tr>
<td>CCMH 504</td>
<td>INDIVIDUAL AND FAMILY DEVELOPMENT ACROSS THE LIFE SPAN</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 clinical situations and assess potential therapeutic interventions in context.</td>
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<tr>
<td>CCMH 506</td>
<td>PERSONALITY THEORIES AND COUNSELING MODELS</td>
<td>3</td>
<td>This course enables students to differentiate among the primary theoretical models of personality theory and counseling practice, including psychodynamic, affective, cognitive behavioral, humanistic, interpersonal, multicultural, and systems theory. A focus on evidence-based practices that incorporate cultural diversity issues with population-specific approaches is significant feature of this course. Emphasis is on the importance of students recognizing belief systems that accurately reflect their own personal style and to recognize strategies and approaches likely to be most successful with a particular client population. Students have opportunities to establish a strong theoretical foundation as the basis of clinical practice and to evaluate and assess clinical situations for implementation of therapeutic interventions that are gender and culturally appropriate. Assessment and intervention for emergency/crisis is introduced.</td>
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<tr>
<td>CCMH 510</td>
<td>MULTI-CULTURAL ISSUES IN MENTAL HEALTH COUNSELING</td>
<td>3</td>
<td>This course is designed to be a foundation for understanding diversity among clients in a pluralistic society. Emphasis will be on integrating awareness, knowledge, and skills related to counseling differences and similarities based on age, race, ethnicity, national origin, religious affiliations, gender identification, sexual orientation, physical/mental limitations, social class, etc.</td>
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<tr>
<td>CCMH 510CA</td>
<td>MULTICULTURAL ISSUES IN MENTAL HEALTH COUNSELING</td>
<td>3</td>
<td>This course is designed to be a foundation for understanding diversity among clients in a pluralistic society. Special focus is given to populations in the state of California. Emphasis will be on integrating awareness, knowledge, and skills related to counseling differences and similarities based on age, race, ethnicity, national origin, religious affiliations, gender identification, sexual orientation, physical/mental limitations, social class, etc.</td>
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<tr>
<td>CCMH 511</td>
<td>FUNDAMENTAL COUNSELING SKILLS</td>
<td>3</td>
<td>This introductory counseling skills course introduces students to fundamental helping skills. Students will develop a range of basic communication patterns to facilitate a healthy therapeutic relationship between counselor and client. Students learn counseling and communication skills such as, attending behaviors, eliciting, structuring, and summarizing.</td>
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<tr>
<td>CCMH 515</td>
<td>LEGAL, ETHICAL, AND PROFESSIONAL ISSUES IN COUNSELING</td>
<td>3</td>
<td>This course covers the legal and ethical responsibilities of the counseling professional. Students learn to interpret and act upon situations appropriately and effectively. Content includes issues such as client rights, confidentiality, duty to warn and protect, dual relationships, supervision and consulting, ethics with special populations, and ethical decision-making models.</td>
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<tr>
<td>CCMH 515CA</td>
<td>LEGAL, ETHICAL, AND PROFESSIONAL ISSUES IN COUNSELING</td>
<td>3</td>
<td>This course covers the legal and ethical responsibilities of the counseling professional with an emphasis on California law. Students learn to interpret and act upon situations appropriately and effectively. Content includes issues such as client rights, confidentiality, duty to warn and protect, dual relationships, supervision and consulting, ethics with special populations, and ethical decision-making models.</td>
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<td>CCMH 520</td>
<td>BIOLOGICAL BASIS OF BEHAVIOR/PHYSIOLOGICAL ISSUES</td>
<td>3</td>
<td>This course examines the biological foundations of human functioning in relationship to cognition, emotions and mental health. It includes an overview of neuro-anatomy, biochemistry, and main effects and side effects of prescription psychotropic medication. The goal of the course is to learn how the underlying biological aspects of human functioning affect processes of adjustment and well-being relevant to client populations. There is special attention given to issues pertaining to those who are taking psychotropic medication and the need to monitor them for side effects and contraindications. Ethics and methods of working with medical personnel are included.</td>
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<tr>
<td>CCMH 521</td>
<td>PSYCHOPHARMACOLOGY/BIOLOGICAL BASIS OF BEHAVIOR</td>
<td>3</td>
<td>The goal of the course is twofold. It examines the history, biochemistry, main effects and side effects of prescription psychotropic medication and also covers the many facets of human sexuality and the treatment of sexual dysfunctions. Topics include biological concepts of mental distress, principles of drug action and metabolism, the physiology, psychology, and sociology of sexuality, including the effects of sexual attitudes and functioning on individuals and families. Ethics and methods of working with medical personnel are included.</td>
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<tr>
<td>CCMH 522</td>
<td>PSYCHOPHARMACOLOGY</td>
<td>3</td>
<td>The course examines the history, biochemistry, main effects and side effects of prescription psychotropic medication and biological bases of human behavior in relation to cognition, emotions and mental health. Topics include an overview of neuroanatomy and biochemistry, biological concepts of mental distress, and principles of drug action and metabolism. Ethics, methods of working with medical personnel, and the effects of psychotropic medications on the family system are included.</td>
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<tr>
<td>CCMH 525</td>
<td>RESEARCH METHODS FOR MENTAL HEALTH COUNSELORS</td>
<td>3</td>
<td>This course provides an overview of the fundamentals of research and evaluation in the counseling profession. Topics include critical analysis of research literature, statistical analysis, qualitative and quantitative research methods, needs assessment, and program evaluation. Emphasis is placed on understanding connections between research design, theories, and the utilization of results in the professional practice of counseling.</td>
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<tr>
<td>CCMH 535</td>
<td>PSYCHOMETRICS</td>
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<td>The focus of this course is on tests used in counseling and test reports, with an emphasis on learning how to integrate testing as an additional tool in counseling. Tests most commonly encountered in the counseling field are identified and reviewed, and the following components are discussed: psychometric properties of tests, test selection criteria, administration, interpretation, and reporting of test results.</td>
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<tr>
<td>CCMH 540</td>
<td>CAREER AND VOCATIONAL COUNSELING</td>
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<td>This course provides the student with a comprehensive overview of vocational theory and career counseling. It includes the historical foundations of vocational theory and the relationship of these to skills and techniques utilized in career counseling and vocational development practices. Vocational and career counseling is examined as an integral component of the overall assessment and treatment of clients representing diverse populations found within the scope of community, mental health, and marriage and family counseling. Emphasis is placed on the examination of adults in transition and the nature of work in a changing world. Students develop competencies necessary to provide career and vocational counseling to clients across the lifespan.</td>
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<tr>
<td>CCMH 544</td>
<td>INTRODUCTION TO CLINICAL ASSESSMENT</td>
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<td>This course introduces students to models and tools of assessment and diagnosis for the purpose of developing competency in evaluation and treatment planning for professional counseling practice. Students learn about and practice intake assessment techniques, mental status examinations, using the Diagnostic and Statistical Manual of Mental Disorders (DSM), outcome-based treatment planning, and behavioral analysis. Emphasis is placed on writing clear, accurate, and useful assessments and treatment plans. Multicultural and ethical issues in assessment are also explored.</td>
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<tr>
<td>CCMH 547</td>
<td>BASIC CLINICAL ASSESSMENT AND PSYCHOMETRICS</td>
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<td>This course introduces students to models and tools of clinical assessment and diagnosis techniques, including tests and test reports used in counseling and behavioral analysis. Students use the current edition of the Diagnostic and Statistical Manual of Mental Disorders (DSM) to practice writing clear, accurate, and useful intake assessments, mental status examinations, and outcome-based treatment planning. Special focus is placed on psychometric properties of tests, test selection criteria, administration, interpretation, and reporting of test results. Multicultural and ethical issues in assessment and psychometrics are also explored.</td>
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<td>CCMH 548</td>
<td>PSYCHOPATHOLOGY: ADVANCED CLINICAL ASSESSMENT</td>
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<td>Students build on the skills gained in previous courses, focusing on the more complex or problematic disorders. Students enhance their skills by using the Diagnostic and Statistical Manual of Mental Disorders® for report-writing and treatment plan development. Emphasis is on accepted treatment approaches and outcome-based assessments; the development of critical-thinking skills; and on multicultural, legal, and ethical issues.</td>
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<tr>
<td>CCMH 551</td>
<td>INDIVIDUAL COUNSELING</td>
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<td>This course focuses on intensive skill building in individual counseling. The relationship between assessment, theory, application of strategy and intervention, setting goals with clients, closure, and referral are emphasized as essential to the counseling environment. Emphasis is also placed on treatment plans, ethics, and cultural diversity.</td>
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<tr>
<td>CCMH 558</td>
<td>CRISIS INTERVENTION AND TRAUMA</td>
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<td>This course provides students with an in-depth evaluation of crisis and trauma counseling, including emergency and disaster situations. Students examine crisis theory, methods of crisis response, psychological effects associated with trauma, assessment strategies, and intervention models. Students analyze theoretical approaches as they relate to crisis management and trauma counseling.</td>
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<td>CCMH 561</td>
<td>DEPENDENCY AND ADDICTIONS</td>
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<td>This course addresses addiction concepts and counseling practices. Topics include an overview of dependency theories, major substances of abuse, assessment, diagnosis, treatment modalities, special topics, and working with diverse populations.</td>
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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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<tr>
<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>CCMH 585</td>
<td>COMMUNITY COUNSELING</td>
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<td>CCMH 592</td>
<td>PRACTICUM IN CLINICAL MENTAL HEALTH COUNSELING</td>
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<td>CCMH 592O</td>
<td>ORIENT TO PRACTICUM IN CLINICAL MENTAL HEALTH COUNSELING</td>
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<td>CCMH 597A</td>
<td>INTERNSHIP A</td>
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<tr>
<td>CCMH 597B</td>
<td>INTERNSHIP B</td>
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<td>Counseling Internship is a 600-hour clinical experience (900 hours in Utah) required of all MSC students. Depending on the campus, the internship is divided into either 200 or 300 hour sections, each lasting 15 weeks. Those campuses that offer CCMH 597 A, B, and C require students to complete 200 hours for each course (except Utah which requires 300 hours each), while those campuses that offer only CCMH 597 A and B require the student to complete 300 hours for each course. Please check with your Campus College Chair for any clarification or questions you have. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community counseling agencies where they provide clinical services to clients under the direction of an approved licensed agency site supervisor. Students are also assisted in their preparation for the National Counselor Examination. <strong><strong>Above Description Updated 4/18/2012</strong></strong> Counseling Internship is a 600-hour clinical experience (900 hours in Utah) required of all MSC students. Depending on the campus, the internship is divided into either 200 or 300 hour sections, each lasting 15 weeks. Those campuses that offer CNSLA B and C (Except for Utah).</td>
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<tr>
<td>CCMH 597C</td>
<td>INTERNSHIP C</td>
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<td>Counseling Internship is a 600-hour clinical experience (900 hours in Utah) required of all MSC students. Depending on the campus, the internship is divided into either 200 or 300 hour sections, each lasting 15 weeks. Those campuses that offer CCMH 597 A, B, and C require students to complete 200 hours for each course (except Utah which requires 300 hours each), while those campuses that offer only CCMH 597 A and B require the student to complete 300 hours for each course. Please check with your Campus College Chair for any clarification or questions you have. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community counseling agencies where they provide clinical services to clients under the direction of an approved licensed agency site supervisor. Students are also assisted in their preparation for the National Counselor Examination. <strong><strong>Above Description Updated 4/18/2012</strong></strong> Counseling Internship is a 600-hour clinical experience (900 hours in Utah) required of all MSC students. Depending on the campus, the internship is divided into either 200 or 300 hour sections, each lasting 15 weeks. Those campuses that offer CNSLA B and C (Except for Utah).</td>
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<td>CEM 535</td>
<td>MANAGING THE EXPERIENCE WITHIN THE HEALTH CARE ENVIRONMENT</td>
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<td>This course prepares students with the tools to design strategies within an organizational setting that meet the needs of the health care customer to improve outcomes and financial performance. Students will draw insights from customer analysis and health care consumer trends and preferences to formulate customer-driven strategies that increase customer satisfaction, improves loyalty, and produces positive results. Additional emphasis will be placed on new technologies, the social customer, and social media management and marketing.</td>
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<td>CHM 109</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 110</td>
<td>INTRODUCTORY CHEMISTRY</td>
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<tr>
<td>CHM 150</td>
<td>GENERAL CHEMISTRY I</td>
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<tr>
<td>CHM 151</td>
<td>GENERAL CHEMISTRY II</td>
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<tr>
<td>CIS 207</td>
<td>INFORMATION SYSTEMS FUNDAMENTALS</td>
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**CHM 110 INTRODUCTORY CHEMISTRY**
This course will examine the basic principles of chemistry conceptually and specifically. The course will apply chemical concepts to address relevant issues ranging from atomic structure and chemical reactions to organic and biological chemistry. The course topics include matter and energy, chemical bonding, intermolecular forces, chemical equilibrium, and nuclear, organic, and biological chemistry. Students will apply these concepts using practical examples, facilitated discussions, and experiments conducted through a virtual laboratory.

**CHM 150 GENERAL CHEMISTRY I**
This course provides students with an in-depth knowledge of the principles and applications of chemistry. Topics include chemical nomenclature, atomic theory, stoichiometry, periodicity, chemical bonding, thermochemistry, gas laws, and properties of solids and liquids. Students may apply these concepts using practical examples, facilitated discussions, and the experiments conducted through hands-on labs. This course is the first half of the general chemistry sequence, which is completed in CHM/151: General Chemistry II.

**CHM 151 GENERAL CHEMISTRY II**
This course continues the examination of principles and applications of chemistry that was begun in CHM/150: General Chemistry I. Topics include properties of solutions, acids and bases, kinetics, equilibrium, thermodynamics, oxidation-reduction, ionic and redox equations, and electrochemistry. Students apply these concepts using practical examples, facilitated discussions, and experiments conducted through hands-on labs.

**CIS 207 INFORMATION SYSTEMS FUNDAMENTALS**
This course introduces the fundamentals of computer systems and the role of information processing in today’s business environment. An overview is presented of information systems, systems development, operating systems and programming, database management, networking and telecommunications, and the Internet.
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<td>CIS 207T</td>
<td>INFORMATION SYSTEMS FUNDAMENTALS</td>
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<td>This course introduces the fundamentals of computer systems and the role of information processing in today's business environment. An overview is presented of information systems, systems development, data management, networking, and the Internet.</td>
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<tr>
<td>CIS 291</td>
<td>PC AND DEVICE FUNDAMENTALS</td>
<td>3</td>
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<td>This course provides an introduction to personal computers (PC) and mobile devices commonly used in business and non-profit industries. Topics include the fundamentals of hardware components, architecture, configuration, upgrade, and repair. This course also provides an introduction to hardware troubleshooting and computer support. This course and CIS/293 are aligned with the requirements of the CompTIA A+ 220-1001 exam.</td>
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<tr>
<td>CIS 293</td>
<td>NETWORK TROUBLESHOOTING AND SUPPORT</td>
<td>3</td>
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<td>This course provides an introduction to computer networking, network troubleshooting and desktop support. Topics include networking design and implementation. CIS/293 provides hands on practice troubleshooting hardware and desktop support issues aligned with entry-level desktop support. This course, and CIS/291, are aligned with the requirements of the CompTIA A+ 220-1001 exam.</td>
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<tr>
<td>CIS 295</td>
<td>INTRODUCTION TO PC AND MOBILE OPERATING SYSTEMS</td>
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<td>This course provides an introduction to the fundamentals of personal computer and mobile device operating systems. Topics include software configuration, file and data management, synchronization, and troubleshooting. Cloud concepts and the integration of cloud services in the work environment are introduced. This course and CIS/297 align with the requirements of the CompTIA A+ 220-1002 exam.</td>
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<tr>
<td>CIS 297</td>
<td>COMPUTER SECURITY AND OPERATIONAL SUPPORT</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>
<td>3</td>
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<td>CIS 568</td>
<td>INFORMATION SYSTEMS CONCEPTS</td>
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<td>CIT 245</td>
<td>LOCAL AREA NETWORKING FUNDAMENTALS</td>
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<tr>
<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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<td>CIT 276</td>
<td>ROUTING AND SWITCHING MANAGEMENT</td>
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</table>
CIT 277  WEBSITE DEVELOPMENT FOUNDATIONS  3  This course introduces essential website development skills. Students will write code manually, as well as be introduced to graphical user interface (GUI) authoring tools. Topics include Hypertext Markup Language 5 (HTML5) code validation, web forms, tables and frames, Internet marketing, search engine optimization (SEO), and content formatting with style sheets. This course addresses the objectives specified in the CIW Site Development Associate Certificate.

CIT 278  INTERNET BUSINESS CONCEPTS  3  This course introduces the Information Technology (IT) foundational skills and technologies used in business and the tasks involved in various IT job roles. Topics include Internet connection methods and protocols, the Domain Name System (DNS), cloud computing, social networking, and business skills. This course addresses the objectives specified in the CIW Internet Business Associate Certificate.

CIT 279  NETWORK TECHNOLOGY FOUNDATIONS  3  This course introduces the basics of network administration. Topics include the fundamentals of network architecture, the secure transmission of data, the Open Systems Interconnection (OSI) reference model, implementing a Content Management System (CMS), and mobile computing devices. This course addresses the objectives specified in the CIW Network Technology Associate Certificate.

CJA 304  INTERPERSONAL COMMUNICATIONS  3  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.
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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>
</tr>
<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 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>
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<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 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 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 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 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>
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<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 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>
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<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>
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<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 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>
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<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>
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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>
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<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>
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<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>
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<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>
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<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>
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<tr>
<td>CJS 200</td>
<td>FOUNDATIONS OF THE CRIMINAL JUSTICE SYSTEM</td>
<td>3</td>
<td>This course is an introductory overview of the organization and jurisdictions of local, state, and federal law enforcement, judicial and corrections agencies, and processes involved in the criminal justice systems. It examines the historical aspects of the police, the courts, and the correctional system, as well as the philosophy. Additionally, career opportunities and qualifying requirements, terminology, and constitutional limitations of the system will also be covered.</td>
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<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>
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<tr>
<td>CJS 210</td>
<td>FUNDAMENTALS OF POLICING</td>
<td>3</td>
<td>This course is an introductory overview that provides students with the opportunity to gain an understanding of policing in the United States. It surveys the basics of police functions, from individual and organizational roles to the issues faced on a daily basis. This course also examines the procedures and methods of operation of police agencies and critical issues in law enforcement.</td>
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<td>CJS 211</td>
<td>ETHICS IN CRIMINAL JUSTICE</td>
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<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>
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<td>CJS 215</td>
<td>INTRODUCTION TO FORENSICS</td>
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<td>This course provides an introduction to forensic science. This survey course is developed specifically for non-science majors to familiarize them with the different forensic science disciplines, the types of examinations crime laboratories conduct, and how forensic science is applied in current American criminal justice systems. Students gain a basic understanding of the principles of science, specifically the scientific method and its application.</td>
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<td>CJS 220</td>
<td>INTRODUCTION TO CRIMINAL COURT SYSTEM</td>
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<td>This course is an introduction and overview of the legal system, the participants, the courtroom process, and post-conviction process of the court system. It demonstrates the connections among participants and how they relate to each other. Additionally, the course covers the history of the court system and the different types of court at the state and federal levels.</td>
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<tr>
<td>CJS 221</td>
<td>CULTURAL DIVERSITY IN CRIMINAL JUSTICE</td>
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<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>
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<td>CJS 230</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, and the persons, agencies, and organizations that manage convicted offenders. Other topics include policy and procedure, sentencing, probation, and rehabilitation of prisoners.</td>
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<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>
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<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>
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<td>CJS 240</td>
<td>INTRODUCTION TO JUVENILE JUSTICE</td>
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<tr>
<td>CJS 241</td>
<td>INTRODUCTION TO POLICE THEORY AND PRACTICES</td>
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<td>CJS 245</td>
<td>JUVENILE JUSTICE SYSTEMS AND PROCESSES</td>
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<td>CJS 250</td>
<td>INTRODUCTION TO SECURITY</td>
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**CJS 240 INTRODUCTION TO JUVENILE JUSTICE**

This course is a general orientation to the concept of delinquency and the field of juvenile justice. Students will examine the nature of delinquency, as well as a variety of theories and suspected causes of delinquent behavior. Students will study factors related to delinquency and/or prevention including gender, youthful behavior, family, peers, drug use, school, and community. This course will also familiarize students with the evolution of juvenile justice and key players in the juvenile justice process. Additionally, students will develop an understanding of the juvenile court process, as well as juvenile detention, restitution, prevention and treatment.

**CJS 241 INTRODUCTION TO POLICE THEORY AND PRACTICES**

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.

**CJS 245 JUVENILE JUSTICE SYSTEMS AND PROCESSES**

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.

**CJS 250 INTRODUCTION TO SECURITY**

This course is an introduction to contemporary security practices and programs. Students will study the origins of private security, its impact on our criminal justice system, and the roles of security personnel. Students will also examine the growth and privatization of the security industry, and study the elements of physical security including surveillance and alarm systems. The course will cover legal and liability issues, which determine the extent of private security authority as well as its limitations. This course will also focus on the current and future integration of private security services in law enforcement agencies.
**CJS 251** INTRODUCTION TO CRIMINAL COURT SYSTEMS  
3  
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.

**CJS 255** INTRODUCTION TO CORRECTIONS  
3  
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.

**CMGT 245** IS SECURITY CONCEPTS  
3  
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.

**CMGT 400** INTRO TO INFORMATION ASSURANCE & SECURITY  
3  
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.
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<td>CMGT 410</td>
<td>PROJECT PLANNING AND IMPLEMENTATION</td>
<td>3</td>
<td>This course provides the foundation for successful project planning, organization, and implementation within the realm of information technology. The course uses real-world examples and identifies common mistakes and pitfalls in project management. Topics covered include project scoping, estimating, budgeting, scheduling and staffing, tracking and controlling, and software tools for project management.</td>
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<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>
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<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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<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>
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<tr>
<td>CMGT 431</td>
<td>INFORMATION SYSTEMS SECURITY</td>
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<td>CMGT 433</td>
<td>CYBER SECURITY</td>
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<td>This course explores the evolution from information security to cyber security, policy and cyber security development, and the relationships between business and public- 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>
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<td>CMGT 442</td>
<td>INFORMATION SYSTEMS RISK MANAGEMENT</td>
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<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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<td>CMGT 445</td>
<td>APPLICATION IMPLEMENTATION</td>
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<td>This course will cover the process and issues associated with the implementation of a computer application information system. Topics will include the processes associated with sponsor and stakeholder approvals, end user training, technical staff training, conversion from existing application(s), and integration into the information system production environment. This course will also examine the use of development and testing environments and the testing procedures related to the implementation of a computer application information system.</td>
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<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>
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<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>
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<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>
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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>
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<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>
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<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>
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<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>
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<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>
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<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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<tr>
<td>CNSL 513R</td>
<td>RESIDENCY II</td>
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<tr>
<td>CNSL 523R</td>
<td>RESIDENCY III</td>
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<td>CNSL 556</td>
<td>PORTFOLIO II</td>
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<tr>
<td>COM 295</td>
<td>BUSINESS COMMUNICATIONS</td>
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**CNSL 513R RESIDENCY II**
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.

**CNSL 523R RESIDENCY III**
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.

**CNSL 556 PORTFOLIO II**
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.

**COM 295 BUSINESS COMMUNICATIONS**
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.
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<th>Course Code</th>
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<tr>
<td>COM 295T</td>
<td>BUSINESS COMMUNICATIONS</td>
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<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>
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<td>COM 340</td>
<td>MASS COMMUNICATION</td>
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<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>
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<td>COM 516</td>
<td>PROFESSIONAL COMMUNICATIONS</td>
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<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>
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<td>COM 520</td>
<td>ORGANIZATIONAL COMMUNICATION FOR ADULT EDUCATION &amp; TRAINING</td>
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<td>In this course, learners apply written and oral communication principles to their roles as trainers and adult educators. Learners demonstrate how to persuade a variety of stakeholders through applicable communication channels. Learners examine the role of perception, techniques, and business justifications related to effective communication. The course includes topics about oral and written communication, interpersonal and intercultural communication, and technology tools for collaborative learning.</td>
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<td>COM 537</td>
<td>ORGANIZATIONAL COMMUNICATIONS</td>
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<td>This course prepares graduate students to apply written and oral communication principles to the roles they play as managers. Students will learn how to persuade a variety of stakeholders to commit to a proposal. Other topics include the role of perception in communication techniques, aligning communication to an audience, business justifications, presenting data, and ethics in organizational communications.</td>
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<td>COM 600</td>
<td>COMMUNICATION SKILLS FOR GRADUATE STUDY</td>
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<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>
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<tr>
<td>COM 705</td>
<td>COMMUNICATION STRATEGIES</td>
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<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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<td>COM PA523</td>
<td>COMMUNICATIONS FOR PUBLIC ADMINISTRATORS</td>
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<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>
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<td>COMM 110</td>
<td>INTRODUCTION TO ORAL COMMUNICATION</td>
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<td>COMM 315</td>
<td>DIVERSITY ISSUES IN COMMUNICATION</td>
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<td>COMM 400</td>
<td>MANAGEMENT COMMUNICATION SKILLS</td>
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<td>COMPROGLAB</td>
<td>COMPUTER PROGRAMMING LAB</td>
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<td>CPMGT 300</td>
<td>PROJECT MANAGEMENT</td>
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<td>CPMGT 301</td>
<td>STRATEGIC PORTFOLIO AND PROJECT MANAGEMENT</td>
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<td>CPMGT 302</td>
<td>PROCUREMENT AND RISK MANAGEMENT</td>
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<td>CPMGT 303</td>
<td>PROJECT ESTIMATING AND CONTROL TECHNIQUES</td>
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<td>CPMGT 304</td>
<td>LEADING PROJECTS IN ORGANIZATIONS</td>
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<td>CPMGT 305</td>
<td>PROJECT MANAGEMENT CAPSTONE</td>
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<td>CPMGT 310</td>
<td>PROJECT MANAGEMENT METHODOLOGIES</td>
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<td>CPMGT 311</td>
<td>AGILE PROJECT MANAGEMENT WITH SCRUM METHODOLOGY</td>
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<td>CPMGT 312</td>
<td>PROGRAM MANAGEMENT</td>
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<tr>
<td>CPSS 210</td>
<td>INTRODUCTION TO CRIMINAL JUSTICE</td>
<td>3</td>
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<tr>
<td>CPSS 215</td>
<td>SURVEY OF CORRECTIONS IN THE UNITED STATES</td>
<td>3</td>
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<tr>
<td>CPSS 225</td>
<td>SURVEY OF CORRECTIONAL PROGRAM CAREER OPPORTUNITIES</td>
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<td>CPSS 235</td>
<td>WORKING WITH THE JUVENILE JUSTICE SYSTEM</td>
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<td>This course is a general overview of the juvenile justice system. Students address current problems juveniles face and compare adult and juvenile justice systems. The course focuses special attention on the problems inherent in the handling of juveniles, the function of juvenile courts, sentencing, and future juvenile justice system issues.</td>
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<td>CPSS 240</td>
<td>FOUNDATIONS OF CRIMINAL BEHAVIOR</td>
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<td>This course highlights the causes of criminal behavior and the theoretical interpretations of such behavior. Students are introduced to the criminological methods of inquiry and review several different classifications of crime. Students also consider the public policy implications of various approaches to criminology.</td>
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<td>CPSS 300</td>
<td>WORKING WITH THE CORRECTIONAL POPULATION</td>
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<td>This course provides an overview of correctional populations and addresses the ethical, legal, and security aspects of the profession, including inmate manipulation.</td>
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<td>CPSS 315</td>
<td>SOCIAL PSYCHOLOGY</td>
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<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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<td>CPSS 330</td>
<td>ESSENTIALS OF COMMUNICATION IN CORRECTIONS</td>
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<td>CPSS 370</td>
<td>INTAKE, ASSESSMENT, AND CLASSIFICATION</td>
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<td>CPSS 385</td>
<td>CASE PLANNING AND CASE MANAGEMENT</td>
<td>3</td>
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<tr>
<td>CPSS 395</td>
<td>PROGRAM FACILITATION SKILLS</td>
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<tr>
<td>CPSS 400</td>
<td>INSTITUTIONAL AND COMMUNITY-BASED PROGRAMS</td>
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<td>CPSS 405</td>
<td>WORKING WITH SEX OFFENDERS</td>
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<td>CPSS 410</td>
<td>OVERVIEW OF MENTAL HEALTH IN CRIMINAL JUSTICE</td>
<td>3</td>
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<td>CPSS 411</td>
<td>MENTAL HEALTH ISSUES IN THE FORENSIC SETTING</td>
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<td>CPSS 412</td>
<td>ORGANIC- AND PHYSIOLOGICALLY-BASED DISORDERS</td>
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<td>CPSS 413</td>
<td>CHARACTER- AND PERSONALITY-BASED DISORDERS</td>
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<tr>
<td>CPSS 415</td>
<td>WORKING WITH JUVENILE OFFENDERS</td>
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<tr>
<td>CPSS 416</td>
<td>OVERVIEW OF ADOLESCENT DEVELOPMENT</td>
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<tr>
<td>CPSS 417</td>
<td>THE ROLE AND INFLUENCE OF THE FAMILY</td>
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<td>CPSS 418</td>
<td>PREVENTION AND TREATMENT INTERVENTIONS</td>
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<td>CPSS 420</td>
<td>ISSUES OF SUBSTANCE ABUSE AND ADDICTION</td>
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<tr>
<td>CPSS 421</td>
<td>ETIOLOGY AND PHYSIOLOGY OF ADDICTIONS DISORDERS</td>
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<tr>
<td>CPSS 422</td>
<td>ALCOHOL- AND DRUG-RELATED ADDICTIONS DISORDERS</td>
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<td>CPSS 423</td>
<td>PREVENTION, SELF-HELP, AND TREATMENT MODELS</td>
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<td>CPSS 430</td>
<td>MAINTAINING BOUNDARIES AND SELF-CARE</td>
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<td>CSC 390</td>
<td>CULTURE AND COMMUNICATION</td>
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<td>CSC 391</td>
<td>GEOGRAPHY, CULTURE AND COMMUNICATION</td>
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<td>This course will focus on the ecological and historical approach to cultures and communication and how they have changed within a global and spatial context. Within the context of culture and communication, themes will include human-environmental interaction; exploration of human-environmental systems analysis; diffusion and movement of commerce and urban sprawl; location and spatial patterns of development; identity and the boundaries of place; and selected topics within the scope of human geography.</td>
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<tr>
<td>CSC 392</td>
<td>ETHNIC AND CULTURAL DIVERSITY</td>
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<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>
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<td>CSC 477</td>
<td>RACE AND CLASS IN THE MEDIA</td>
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<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>
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<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>
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<td>CTEC 510</td>
<td>Overview of Career and Technical Education</td>
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<td>CTEC 511</td>
<td>Career and Technical Education Curriculum and Instruction</td>
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<td>CTEL 501</td>
<td>LANGUAGE AND LANGUAGE DEVELOPMENT</td>
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<td>CTEL 502</td>
<td>ASSESSMENT AND INSTRUCTION</td>
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<tr>
<td>CTEL 503</td>
<td>CULTURE AND INCLUSION</td>
<td>4</td>
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<td>CUR 505</td>
<td>SOCIAL AND GLOBAL PERSPECTIVES OF TEACHER LEADERSHIP</td>
<td>3</td>
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<tr>
<td>CUR 506</td>
<td>THEORIES AND BEST PRACTICES OF CURRICULUM AND INSTRUCTION</td>
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<tr>
<td>CUR 515</td>
<td>CRITICAL THINKING AND INNOVATIVE SKILLS</td>
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<td>CUR 516</td>
<td>CURRICULUM THEORY AND INSTRUCTIONAL DESIGN</td>
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<td>CUR 518</td>
<td>MULTICULTURAL STRATEGIES FOR THE ADULT LEARNER</td>
<td>3</td>
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<tr>
<td>CUR 520</td>
<td>ADVOCATING FOR LEARNING</td>
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**CUR 515 CRITICAL THINKING AND INNOVATIVE SKILLS**

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.

**CUR 516 CURRICULUM THEORY AND INSTRUCTIONAL DESIGN**

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.

**CUR 518 MULTICULTURAL STRATEGIES FOR THE ADULT LEARNER**

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.

**CUR 520 ADVOCATING FOR LEARNING**

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.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>CUR 525</td>
<td>ETHICAL ISSUES IN EDUCATION</td>
<td>3</td>
<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>
</tr>
<tr>
<td>CUR 528</td>
<td>ASSESSMENT OF LEARNING</td>
<td>3</td>
<td>Learners focus on developing the skills necessary to become effective assessors of adult learners in corporate training and in other adult education learning environments. Learners examine the fundamentals of planning, implementing, and analyzing assessments to improve instruction and learning. Additionally, learners explore purposes and methods of evaluation for courses, programs, and training.</td>
</tr>
<tr>
<td>CUR 530</td>
<td>ASSESSMENT AND EVALUATION MODELS</td>
<td>3</td>
<td>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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<tr>
<td>CUR 532</td>
<td>FACILITATING ONLINE LEARNING</td>
<td>3</td>
<td>Learners explore practical strategies for aligning effective principles of instruction with the use of technology in adult learning and training environments. Learners develop the knowledge and skills required for effectively engaging adult learners in distance learning experiences using a variety of web-based course management and information systems. In addition, learners apply and evaluate audio, video, and collaborative technology tools; mobile learning technologies; and corporate online training techniques. Learners discuss essential aspects of learning in online training programs and classrooms such as engagement, time management, reflection, and assessment strategies.</td>
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<tr>
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<tr>
<td>CUR 535</td>
<td>RESEARCH FOR IMPROVED PRACTICE</td>
<td>4</td>
<td>Learners examine the process of conducting their own classroom-based or school-based research. The course provides practical experience with action research components in the educational setting for everyday instruction. Learners will use research and data to select instructional practices that lead to gains in student achievement that promote lifelong learning.</td>
</tr>
<tr>
<td>CUR 540</td>
<td>METHODS OF COACHING IN THE INSTRUCTIONAL SETTING</td>
<td>3</td>
<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>
</tr>
<tr>
<td>CUR 545</td>
<td>USING TECHNOLOGY FOR TEACHING AND LEARNING</td>
<td>3</td>
<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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<tr>
<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>
</tr>
<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>
</tr>
<tr>
<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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<tr>
<td>CUR 713</td>
<td>CURRICULUM, DEVELOPMENTAL, AND LEARNING THEORIES</td>
<td>3</td>
<td>This course provides an overview of foundational and contemporary learning theories and the principles of brain-based learning and cognitive information processing. Students will examine how learning theory contributes to the intellectual development of learners and the impact it has on the educational process and curriculum design. With these concepts as a foundation, students will analyze curriculum processes and procedures, investigate implications of the theories for educational programming, and interpret the interaction of these theories with public policy.</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>CUR 721</td>
<td>CURRICULUM DESIGN</td>
<td>3</td>
<td>In this course, students focus on the creation of systemic models of curriculum design and delivery, including consideration of schedule, structure, stakeholder involvement, and end products. Students will also analyze the implicit, hidden, cultural, and institutional aspects of existing curricular models to inform their own development approach.</td>
</tr>
<tr>
<td>CUR 722</td>
<td>INSTRUCTIONAL MODELS</td>
<td>3</td>
<td>This course analyzes the models and process of instruction. Effective instructional models are explored as they relate to teaching strategies and learner outcomes. Instructional models for diverse populations, improvement of instructional programs, and staff development are of special focus.</td>
</tr>
<tr>
<td>CUR 723</td>
<td>ASSESSMENT OF STUDENT LEARNING</td>
<td>3</td>
<td>This course explores student assessment methods utilized in learning organizations. The merits and faults of these methods are debated. Among the key topics are outcomes-based assessment - such as standardized achievement and criterion assessment, as well as the influence of leadership styles on these outcomes.</td>
</tr>
<tr>
<td>CUR 731</td>
<td>SUPERVISION OF CURRICULUM AND INSTRUCTION</td>
<td>3</td>
<td>This course explores the supervision and evaluation of instructional programs. Topics include effective techniques for managing curriculum, effective evaluation instruments, conferencing, classroom management, and recommendations for improvement. Traditional and alternative methods of evaluating student achievement will be discussed.</td>
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<td>Course Code</td>
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<tr>
<td>CUR 732</td>
<td>PROGRAM EVALUATION</td>
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<tr>
<td>CVCEU 2100</td>
<td>THE 5 CHOICES(R) TO EXTRAORDINARY PRODUCTIVITY</td>
<td>1.6</td>
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<tr>
<td>CVCEU 2500</td>
<td>RULE YOUR TECHNOLOGY DON'T LET IT RULE YOU</td>
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<tr>
<td>CYB 100</td>
<td>Cyber Domain</td>
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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.

The ordinary just happens, but extraordinary - that's a choice. Every day brings crashing waves of demands: texts, emails, interruptions, meetings, phone calls, tweets, blogs - not to mention the high-pressure challenges of jobs - that can be overwhelming and exhausting. The sheer number of distractions can threaten the ability to think clearly, make good decisions, and accomplish what matters most leaving individuals worn out and unfulfilled. This course offers the exceptional FranklinCovey® The 5 Choices of Productivity. This course presents time management redefined for the twenty-first century offering insights to increase productivity of teams, individuals, and organizations while empowering individuals to make more selective, high-impact choices about where to invest valuable time, attention, and energy. This 16 instructional hour course issues 1.6 continuing education units.

Every day brings crashing waves of demands: texts, emails, interruptions, meetings, phone calls, tweets, blogs - not to mention the high-pressure challenges of jobs - that can be overwhelming and exhausting. The sheer number of distractions can threaten our ability to think clearly, make good decisions, and accomplish what matters most, leaving individuals worn out and unfulfilled. This course covers Choice 4 from the exceptional FranklinCovey The 5 Choices of Productivity. This materials is time management redefined for the twenty-first century: offering insights to increase productivity through the use of technology. This course provides .6 continuing education units in one, 6-hour workshop.

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.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
<th>Description</th>
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<tbody>
<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>
</tr>
<tr>
<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>
</tr>
<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>Course Code</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>
</tr>
<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 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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<tr>
<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>
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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>
</tr>
<tr>
<td>CYB 211</td>
<td>Applied Security Part 1</td>
<td>3</td>
<td>This course provides reinforced training on cybersecurity topics. Reviewed topics include networking topologies, penetration and security; protecting wireless transmission encryption; physical and network security; and tools used to scan, protect and test networks.</td>
</tr>
<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 Intrusion Detection Systems; network and operating system vulnerabilities; data encryption; client/server system penetration countermeasures; and network policies and procedures.</td>
</tr>
<tr>
<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>
</tr>
<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>
</tr>
<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 Webservers, and Hacking Web Applications.</td>
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<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, Hacking Wireless Networks, Hacking Mobile Platforms, Evading IDS, Firewalls, and Honeypots, Cloud Computing, and Cryptography.</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 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>
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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 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>DAT 105</td>
<td>Introduction to Database Concepts/Roles</td>
<td>3</td>
<td>This foundational course provides a historical perspective of database systems and the core concepts needed for any role in database careers.</td>
</tr>
<tr>
<td>DAT 125</td>
<td>Evolving Role of the Database Manager</td>
<td>3</td>
<td>Learn about the major roles of the database manager in organizations. Job tasks for titles such as, Network Administrator, Database Developer, Systems Analyst, Storage Administrator and Database Consultant will be reviewed and compared.</td>
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<tr>
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<tr>
<td>DAT 205</td>
<td>Communicating across the IT Organization</td>
<td>3</td>
<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>
</tr>
<tr>
<td>DAT 210</td>
<td>Data Programming Languages</td>
<td>3</td>
<td>This course covers the three most popular data programming languages: Python, Java, and Ruby. Students will be introduced at a high level to the programming languages as they relate to database design, development, and management.</td>
</tr>
<tr>
<td>DAT 305</td>
<td>Data Structures for Problem Solving</td>
<td>3</td>
<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>
</tr>
<tr>
<td>DAT 315</td>
<td>Database as a Service (DBaaS)</td>
<td>3</td>
<td>This course covers a cloud-based approach to the storage and management of structured data including an overview on how to provision and manage both SQL and NoSQL databases - all from a single console using Database as a Service.</td>
</tr>
<tr>
<td>DAT 330</td>
<td>Advanced Data Visualization Tools</td>
<td>3</td>
<td>This course covers advanced data visualization tools for developers and non-developers.</td>
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<tr>
<td>DAT 350</td>
<td>Analyzing and Mining Data</td>
<td>3</td>
<td>This course covers data mining techniques for structured and unstructured data. Learn programming techniques and algorithms to transform large quantities of data into usable Business Intelligence (BI).</td>
</tr>
<tr>
<td>DAT 376</td>
<td>Data Visualization</td>
<td>3</td>
<td>This course covers the history of data visualization. Students learn to use visualization tools and techniques to transform data into images that effectively and accurately represent the data for end users to explore, analyze, and present. Students apply the concepts of data mining to employ pattern creation for consumption and application. This course demonstrates how to communicate through creating effective visualizations that support actionable decisions.</td>
</tr>
<tr>
<td>DAT 380</td>
<td>Advanced Database Architecture</td>
<td>3</td>
<td>This course covers DBMS 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>
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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>
</tr>
<tr>
<td>DAT 476</td>
<td>Query Construction for Large Scale Data</td>
<td>3</td>
<td>This course covers query construction for both structured and unstructured data. This course addresses commands, functions and operators used for extracting data from databases.</td>
</tr>
<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>
</tr>
<tr>
<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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<td>Course Code</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>
</tr>
<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>
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<td>Course Code</td>
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<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 394</td>
<td>Managing the Database Environment</td>
<td>3</td>
<td>This course introduces students to advanced concepts for supporting and managing database environments.</td>
</tr>
<tr>
<td>DBM 398</td>
<td>Implementing a Large Scale Data Warehouse</td>
<td>3</td>
<td>This course will cover the design and implementation of a large scale 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>
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<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>
</tr>
<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>
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<tr>
<td>DHA 714</td>
<td>HEALTH CARE MARKETING</td>
<td>3</td>
<td>Survival of health care institutions is primarily dependent on how well marketing succeeds at acquiring market share. This course examines key marketing concepts within the health care industry. Students will examine the financial success of health care institutions from a market share perspective including pricing, promotion, and distribution of services.</td>
</tr>
<tr>
<td>DHA 715</td>
<td>RISK MANAGEMENT IN COMPLEX HEALTH ORGANIZATIONS</td>
<td>3</td>
<td>Managing risk in health care organizations involves strategic resource management to reduce loss, maximize financial stability, and protect assets. Practitioners must have an understanding of insurance and finance principles as well as litigation management within the context of corporate compliance. Students will apply concepts from claims administration, human resource management, and information technology to analyze how integrated resource management promotes operational efficiency, ethical leadership, and employee retention.</td>
</tr>
<tr>
<td>DHA 721</td>
<td>HEALTH CARE ECONOMICS</td>
<td>3</td>
<td>This course focuses on the application of economic theory to the amount, organization, and distribution of health care services in the United States. Students will apply principles such as supply and demand, margin analysis, and cost effectiveness analysis. Students will discuss issues and controversies surrounding the government's role in financing and regulating health services.</td>
</tr>
<tr>
<td>DHA 722</td>
<td>POLICY AND REGULATION IN HEALTH CARE</td>
<td>3</td>
<td>Contemporary administration requires a thorough understanding of the federal policy and regulatory development process. Students analyze the history of health financing legislation, as well as regulatory implications of both the Medicare and Medicaid programs. This course examines the impact of emerging social, ethical, legal, and political issues on the future of the health care system. Emphasis is on the creation of innovative models of health care delivery.</td>
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<tr>
<td>DHA 723</td>
<td>EXECUTIVE INFORMATION SYSTEMS</td>
<td>3</td>
<td>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.</td>
</tr>
<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>
</tr>
<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>
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<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>
</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 720N</td>
<td>PROPOSAL SEMINAR</td>
<td>3</td>
<td>This course will assist students in determining their dissertation topic. Students will work on their own dissertation prospectus as well as discuss the work of the other students in the class. Upon completion of this course, students will develop their problem statement, purpose statement, and determine the most effective methodology to use for their dissertation. At the end of this course, students will have incorporated this information to form their dissertation prospectus.</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>
</tr>
<tr>
<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 further their dissertation concept for review and approval. 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>
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<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>
</tr>
<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 re-assess and improve readiness and skill preparation for completion of the dissertation proposal in accordance with standards of ethical research. Enhanced support will be provided to guide students towards completion of the dissertation proposal.</td>
</tr>
<tr>
<td>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 evidenced-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>
</tr>
<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 re-assess and improve readiness and skill preparation for completion of the dissertation. An approved dissertation is required to complete this class. Candidates receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
</tr>
<tr>
<td>DOC 734B</td>
<td>DOCTORAL PROJECT IV</td>
<td>3</td>
<td>This course is a continuation of DOC/734A for candidates to finalize their dissertation as the significant contribution to the body of knowledge. The candidate prepares and submits the dissertation for University approval and completes the formal oral defense of the dissertation in this course. The chair and committee members will work with the candidate to re-assess and improve readiness and skill preparation for completion of the dissertation. Enhanced support will be provided to guide students towards completion of the dissertation. An approved dissertation is required to complete this class. Candidates receive continued support from chair and committee members to be engaged in communities of scholarship and practice.</td>
</tr>
<tr>
<td>DOC 734R</td>
<td>DOCTORAL SEMINAR IV</td>
<td>2</td>
<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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<tr>
<td>DOC 735</td>
<td>RESEARCH PROPOSAL</td>
<td>3</td>
<td>Students will work toward completing a draft of the dissertation proposal with their dissertation Chair. While working on their proposals, students will discuss ethical issues associated with conducting research with human participants. Students will discuss, at a conceptual level, the dissertation proposal quality review and the Institutional Review Board review processes.</td>
</tr>
<tr>
<td>DOC 736A</td>
<td>DISSERTATION I</td>
<td>3</td>
<td>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>
</tr>
<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>
</tr>
<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>
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<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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 738IA</td>
<td>DISSERTATION 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>
</tr>
<tr>
<td>DOC 738IB</td>
<td>DISSERTATION 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>
</tr>
<tr>
<td>DOC 738IC</td>
<td>DISSERTATION 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>
</tr>
<tr>
<td>DOC 738N1</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>Course Code</td>
<td>Course Type</td>
<td>Credits</td>
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<tr>
<td>DOC 738N2</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 738N3</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 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>Course Code</td>
<td>Course Title</td>
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<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>
</tr>
<tr>
<td>DOC 741R</td>
<td>ANNUAL RENEWAL RESIDENCY</td>
<td>2</td>
<td>This 3-day renewal residency is designed to support students at various stages of dissertation development. Students engage in structured reflective activities with personalized faculty guidance to develop strategies focused on advancing the doctoral dissertation toward completion. Analyze the current state of the dissertation to identify any barriers, opportunities, or points of uncertainty. Integrate feedback to advance the doctoral dissertation toward completion. Develop a strategic plan to facilitate dissertation completion and submission.</td>
</tr>
<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>
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<tr>
<td>Course Code</td>
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<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>
</tr>
<tr>
<td>DOC 788</td>
<td>CONCEPT CONTINUING ENROLLMENT II</td>
<td>1</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>Course Code</td>
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<tr>
<td>DOC 887</td>
<td>DISSE MIN ENROLLMENT I</td>
<td>0</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>DISSE MIN ENROLLMENT II</td>
<td>1</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>DISSE MIN ENROLLMENT I</td>
<td>0</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>
</tr>
<tr>
<td>DOC 890</td>
<td>DISSE MIN ENROLLMENT II</td>
<td>1</td>
<td>This is a 3-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>
</tr>
<tr>
<td>Course Code</td>
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<tr>
<td>DOC 891</td>
<td>DISSERTATION CONTINUING ENROLLMENT I</td>
<td>0</td>
<td>This is a 1-week chair-guided course that serves 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>
</tr>
<tr>
<td>DOC 892</td>
<td>DISSERTATION CONTINUING ENROLLMENT II</td>
<td>1</td>
<td>This is a 3-week chair-guided course that serves 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>
</tr>
<tr>
<td>DOC 893</td>
<td>DISSERTATION CONTINUING ENROLLMENT I</td>
<td>0</td>
<td>This 1-week dissertation continuation course is designed to facilitate student submission of the dissertation proposal to Quality Review Methods (QRM).</td>
</tr>
<tr>
<td>DOC 987</td>
<td>PROJECT CONTINUING ENROLLMENT I</td>
<td>0</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>
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<tr>
<td>Course Code</td>
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<tr>
<td>DOC 988</td>
<td>PROJECT CONTINUING ENROLLMENT II</td>
<td>1</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>
</tr>
<tr>
<td>DOC 989</td>
<td>PROJECT CONTINUING ENROLLMENT I</td>
<td>0</td>
<td>This 1-week course serves as a continuation of DOC/742A. 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 990</td>
<td>PROJECT CONTINUING ENROLLMENT II</td>
<td>1</td>
<td>This 3-week course serves as a continuation of DOC/742A. 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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<tr>
<td>DOC 991</td>
<td>PROJECT CONTINUING ENROLLMENT I</td>
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</tr>
<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>DISSEYATION 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>
</tr>
<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>Course Code</td>
<td>Course Title</td>
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<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>
</tr>
<tr>
<td>DOC 999</td>
<td>DOCTORAL DISSERTATION REVIEW FACULTY</td>
<td>0</td>
<td>Test course for doctoral dissertation review faculty.</td>
</tr>
<tr>
<td>DSC 101</td>
<td>INTRODUCTION TO DATA SCIENCE</td>
<td>3</td>
<td>This course surveys potential industries for data scientists. Students gain an overview of how to mine, analyze, and present large sets of data. This course also sets proper expectations for the mathematics, statistics, and computer science requirements needed to be successful in the Bachelor of Science in Data Science.</td>
</tr>
<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>Course Code</td>
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<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>
</tr>
<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>
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<tr>
<td>Course Code</td>
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<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>
</tr>
<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>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
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<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>
</tr>
<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. Topics include theories and history of early childhood education, play theories, program types and models, and public policy trends. The course examines the significance of developmentally-effective learning experiences throughout early childhood programs.</td>
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<td>Course Code</td>
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<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>
</tr>
<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, including children with special needs. There is a focus on structured observations, use of behavioral rating scales, psycho-educational screening tests, and assessment of parent-child interactions. Formal and informal parent contacts, interviewing techniques, the use of technology in the assessment process, and referrals to school and community resources are also explored. Emphasis is placed on developmental and differentiated assessment strategies for children birth through age 8.</td>
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<td>Course</td>
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<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>
</tr>
<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>
</tr>
<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 content and methodology for the teaching of social studies in early childhood education (birth through age 8). Developing meaningful curricular content, hands-on learning experiences, integration of early childhood content area standards, and the impact of technology are explored. A foundation in developmentally-effective teaching and assessment of the content area is provided.</td>
</tr>
<tr>
<td>Course Code</td>
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<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 art, music, dance, and drama across the curriculum. Assessment, modifications, accommodations, culture, and family involvement through the arts are also explored. A foundation of effective teaching strategies and best practices in early childhood education are provided.</td>
</tr>
<tr>
<td>ECH 498</td>
<td>EARLY CHILDHOOD STUDENT TEACHING (BIRTH-PRESCHOOL)</td>
<td>4</td>
<td>This course emphasizes the practical application of early childhood educational theories and methods. The course will focus on the following topics: the student teaching experience, the school culture, the learning environment, and planning, preparing, and implementing the Teacher Work Sample. The course also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
</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 or through Grade 3 Teacher Work Sample. It also provides students practical guidance in securing a teaching position. Students will examine resumes and cover letters, teaching applications, and interview strategies. Assistance in preparing an employment portfolio will be provided. This seminar also provides a forum for open discussion and problem-solving based on Kindergarten through Age 8 or through Grade 3 student teaching experiences.</td>
</tr>
<tr>
<td>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>
</tr>
<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>Course Code</td>
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<tr>
<td>ECO 561</td>
<td>ECONOMICS</td>
<td>3</td>
<td>This course applies economic concepts to make management decisions. Students employ the concepts of scarce resources and opportunity costs to perform economic analysis. Other topics include supply and demand, profit maximization, market structure, macroeconomic measurement, money, trade, and foreign exchange.</td>
</tr>
<tr>
<td>ECO 561T</td>
<td>ECONOMICS</td>
<td>3</td>
<td>This course applies economic concepts to make management decisions. Students employ the concepts of scarce resources and opportunity costs to perform economic analysis. Other topics include supply and demand, profit maximization, market structure, macroeconomic measurement, money, trade, and foreign exchange.</td>
</tr>
<tr>
<td>EDCEU 1005</td>
<td>THE GIFTED AND TALENTED LEARNER</td>
<td>0.5</td>
<td>This course focuses on the unique academic, social and emotional needs of gifted students and addresses some instructional practices to differentiate for gifted learners in the classroom. Participants will explore common characteristics and unique attributes specific to subgroups within the gifted population. Critical and Creative Thinking strategies for use in classrooms with gifted and talented students will be identified and implemented into general instructional practices.</td>
</tr>
<tr>
<td>EDCEU 1008</td>
<td>FLORIDA TEACHER CERTIFICATION EXAM GK TEST PREP</td>
<td>0.5</td>
<td>This course prepares students for the Florida Teacher Certification General Knowledge Exam by reviewing key reading, English language skills and essay, as well as key mathematics topics.</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>
</tr>
<tr>
<td>EDD 712</td>
<td>LEADERSHIP IN CONTEMPORARY ORGANIZATIONS</td>
<td>3</td>
<td>Theories and models of leadership and adult learning are compared and applied to a variety of organizations, cultures, and work environments. The focus is on preparing educational leaders to enhance their leadership skills and styles to promote success in evolving organizations.</td>
</tr>
<tr>
<td>EDD 713</td>
<td>LIFELONG LEARNING: LEADERSHIP IN THE EDUCATIONAL CONTINUUM</td>
<td>3</td>
<td>The concept of lifelong learning and the impact it has on education providers is the focus of this course. Theories of learning, and specifically, adult learning, are examined. The role that P-12 education, higher education, corporate education/training, and the military play in instilling a belief in lifelong learning is of focus.</td>
</tr>
<tr>
<td>EDD 714</td>
<td>COMPARATIVE MODELS OF EDUCATIONAL ENVIRONMENTS</td>
<td>3</td>
<td>This course examines the various models of educational environments available to students today. Discussion topics range from the wealth of options available for P-12 school students to adults learners to alternative learning environments. Specific focus is placed on distance education modalities for learners of all ages.</td>
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<tr>
<td>EDD 721</td>
<td>PLANNING AND LEADING CHANGE</td>
<td>3</td>
<td>This course examines the concept of change and its impact on educational organizations. How to manage and lead change, counteract resistance to change, and the politics and economics of change are of special focus. Understanding the dynamics of change and how it influences strategic planning of an institution are explored.</td>
</tr>
<tr>
<td>EDD 722</td>
<td>THE LEGAL CONTEXT OF EDUCATION</td>
<td>3</td>
<td>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>
</tr>
<tr>
<td>EDD 723</td>
<td>ETHICS AND VALUES IN LEARNING ORGANIZATIONS</td>
<td>3</td>
<td>The ethics and values-based decisions that learning organizations are faced with are explored in-depth. Case studies on access, diversity, plagiarism, technology, confidentiality, student-faculty relationships, and harassment are discussed. The roles of values education, codes of conduct, and codes of ethics are debated.</td>
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<tr>
<td>EDD 724</td>
<td>INSTRUCTIONAL LEADERSHIP</td>
<td>3</td>
<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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<tr>
<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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<tr>
<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>
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<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>
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<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>
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<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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<td>EDT 721</td>
<td>INSTRUCTIONAL DESIGN</td>
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<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>
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<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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<tr>
<td>EDT 723</td>
<td>INSTRUCTIONAL MEDIA AND DESIGN TECHNIQUES</td>
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<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>
</tr>
<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>
</tr>
<tr>
<td>EDT 733</td>
<td>TECHNOLOGY LEADERSHIP</td>
<td>3</td>
<td>This course enhances the leadership skills and styles of educational technology leaders to promote success in evolving educational organizations. Students examine leading change through leveraging technology in educational organizations. Methods to lead technological change, manage the procurement process, and counteract resistance to technological changes are addressed. The importance of creating a standardized process and language for the integration of technology is of special focus. Benefits of technology and how they influence the strategic road map for the institution are also explored.</td>
</tr>
<tr>
<td>EDU 101</td>
<td>FOUNDATIONS OF EDUCATION</td>
<td>3</td>
<td>In this course, learners are introduced to the foundations of education. Topics include the history of education, philosophical perspectives, and societal trends that change education. Learners will explore the characteristics of 21st century students and the use of technology in the classroom. In addition, learners will reflect on reasons for working in the educational setting and create a personal philosophy of education.</td>
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<tr>
<td>EDU 105</td>
<td>DIVERSITY IN EDUCATIONAL SETTINGS</td>
<td>3</td>
<td>This course focuses on developing an understanding of multicultural diversity concepts in education and implications for learning and instruction. Learners will examine the relationship of cultural values on the formation of self-concept and learning styles. Learners will also explore the scope of diversity prevalent in classrooms today and the role of prejudice, biases, assumptions, stereotyping, and cultural inequalities in education. Learners will connect these perspectives to instructional strategies that contribute to creating culturally responsive classrooms.</td>
</tr>
<tr>
<td>EDU 200</td>
<td>INTRODUCTION TO ASSESSMENT</td>
<td>3</td>
<td>In this course, learners are introduced to the role of assessment in education. The purpose and types of assessment are identified, including appropriate components in assessment planning. Formative assessment for learning and summative assessment of learning will be examined. Students will also explore the topics of feedback and grading.</td>
</tr>
<tr>
<td>EDU 215</td>
<td>ETHICS AND SOCIAL RESPONSIBILITY IN EDUCATION</td>
<td>3</td>
<td>This course introduces learners to the concepts of ethical reasoning and professional ethics in teaching. Learners will explore how their personal values and dispositions—whether inherited through culture and tradition or consciously adopted—interact with professional codes of ethics and ethical decision-making. Learners will examine ethical theories and the function of ethics in teaching. Ethical dilemmas in the education workplace will also be investigated.</td>
</tr>
<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, E-Portfolio, Student Teaching, Teacher Work Sample and technology resources will be discussed.</td>
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<tr>
<td>EDU 300CA</td>
<td>ORIENTATION TO TEACHER EDUCATION</td>
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<td>This course is designed to provide an orientation to the primary components of the Teacher Education Program. Students will be introduced to the program's progression and degree completion requirements. Field Experience, E-Portfolio, Student Teaching, Teaching Performance Assessment (TPA), and technology resources will be discussed.</td>
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<td>EDU 301</td>
<td>FOUNDATIONS OF EDUCATION</td>
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<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>
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<td></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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<td>EDU 305</td>
<td>CHILD DEVELOPMENT</td>
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<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 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>
</tr>
<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 for all learners. Effective teaching strategies that promote student learning will be examined. Various lesson plan designs will be explored, and students will create an original lesson plan.</td>
</tr>
<tr>
<td>EDU 311CA</td>
<td>MODELS AND THEORIES OF INSTRUCTION</td>
<td>3</td>
<td>This course focuses on the theoretical models that underlie teaching and learning for all learners. Effective teaching strategies that promote student learning will be examined. Various lesson plan designs will be explored, and students will create an original lesson plan.</td>
</tr>
<tr>
<td>EDU 315</td>
<td>LEGAL &amp; ETHICAL ISSUES IN EDUCATION</td>
<td>3</td>
<td>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 321</td>
<td>CLASSROOM MANAGEMENT</td>
<td>3</td>
<td>This course examines the strategies used in managing a positive elementary classroom. Topics include management models, motivation, disruptive students, classroom expectations and procedures, communication, and record keeping. Managing materials and technology will also be addressed. Students will develop an individual classroom management plan.</td>
</tr>
<tr>
<td>EDU 321CA</td>
<td>CLASSROOM MANAGEMENT</td>
<td>3</td>
<td>This course examines the strategies used in managing a positive elementary classroom. Topics include management models, motivation, disruptive students, classroom expectations and procedures, communication, and record keeping. Managing materials and technology will also be addressed. Students will develop an individual classroom management plan.</td>
</tr>
<tr>
<td>EDU 390</td>
<td>ELEMENTARY EDUCATION SEMINAR</td>
<td>1</td>
<td>This course focuses on the professional aspects of teaching. Students are introduced to the Teacher Work Sample that will be created during student teaching. Students will engage in self-evaluation to develop their own professional growth plans for inclusion in their portfolios. The character qualifications for becoming a teacher will be assessed through a personal interview, using letters of character reference, and a written reflective paper on the desire and reasons for joining the profession</td>
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<tr>
<td>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>
</tr>
<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>
</tr>
<tr>
<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>
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<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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<tr>
<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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<td>EDUC 545</td>
<td>FAMILY ENGAGEMENT AND COMMUNITY INVOLVEMENT</td>
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<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>
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<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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<tr>
<td>EED 400</td>
<td>ASSESSMENT IN ELEMENTARY EDUCATION</td>
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<td>This course identifies what assessment is and how formative and summative assessments are used in the classroom. The course will include construction of objective and performance assessments, topics on reliability and validity, understanding the uses of standardized assessments, and the framework of assessment.</td>
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<tr>
<td>EED 416</td>
<td>ELEMENTARY METHODS: MATHEMATICS</td>
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<td>This course focuses on methodology and assessment strategies that enhance learning in mathematics. Integration of content and instructional strategies, as well as curriculum and assessment issues, are emphasized. Multiple perspectives of students as learners of mathematics, along with current research on mathematics pedagogy, are explored. Students evaluate and use instructional methods, curricular materials and resources, and appropriate assessment strategies. Special attention is given to the use of manipulatives in math instruction and to developing students’ problem-solving skills.</td>
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<td>Course Code</td>
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<tr>
<td>EED 420</td>
<td>ELEMENTARY METHODS - SCIENCE</td>
<td>3</td>
<td>This course focuses on methodology and assessment strategies that enhance learning in science. Integrated content, interdisciplinary teaching, classroom management, and curriculum and assessment issues are emphasized. Multiple perspectives of students as learners of science, along with current research on pedagogy, are explored. This course also provides students with an opportunity to develop the ability to evaluate and to use instructional methods, curricular materials and resources, and appropriate assessment strategies.</td>
</tr>
<tr>
<td>EED 425</td>
<td>ELEMENTARY METHODS-HEALTH/PE</td>
<td>3</td>
<td>This course provides an overview of the physical education and health state and national standards and provides a context for how these are addressed in elementary schools and classrooms. Instructional approaches for the integration of physical education and health with other content areas are explored.</td>
</tr>
<tr>
<td>EED 430</td>
<td>ELEMENTARY METHODS - SOCIAL STUDIES</td>
<td>3</td>
<td>This course defines and provides a context for teaching and assessing students in the areas of social science based on scope, sequence, and national and state standards. Instructional approaches for the content area within the framework of an integrated curriculum are explored, including the use of critical thinking skills and study skills. Students develop a variety of data collection tools designed to assess student learning.</td>
</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 fine arts based on scope, sequence, and national and state standards. An emphasis is placed on integrating art across the curriculum.</td>
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<td>Course Code</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>
</tr>
<tr>
<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>
</tr>
<tr>
<td>EED 491CA</td>
<td>ELEMENTARY CLINICAL PRACTICE</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>
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<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>
</tr>
<tr>
<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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<tr>
<td>ELEC 710</td>
<td>PHD/HEA ELECTIVE</td>
<td>3</td>
<td>Elective courses for the Online Extended Studies in the PhD/HEA 001 program.</td>
</tr>
<tr>
<td>ELEC 711</td>
<td>PHD/HEA ELECTIVE</td>
<td>3</td>
<td>Elective courses for the Online Extended Studies in the PhD/HEA 001 program.</td>
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<tr>
<td>ELEC 712</td>
<td>PHD/HEA ELECTIVE</td>
<td>3</td>
<td>Elective courses for the Online Extended Studies in the PhD/HEA 001 program.</td>
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<tr>
<td>ELEC 713</td>
<td>PHD I/O ELECTIVE</td>
<td>3</td>
<td>Elective course for PHD I/O program: PSYCH/780 or PSYCH/790.</td>
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<tr>
<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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<tr>
<td>ELEC 725</td>
<td>DOCTORAL EXTENSION</td>
<td>3</td>
<td>DOCTORAL EXTENSION</td>
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<tr>
<td>ELL 300</td>
<td>INSTRUCTIONAL METHODS FOR ENGLISH LANGUAGE LEARNERS</td>
<td>3</td>
<td>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>
</tr>
<tr>
<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>
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<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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<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>
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<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>
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<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>
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<tr>
<td>ELM 538</td>
<td>Mathematics Content and Curricular Knowledge</td>
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<tr>
<td>ELM 539</td>
<td>Physical Education/Health Content and Curricular Knowledge</td>
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<td>ELM 545</td>
<td>Elementary Clinical Practice</td>
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<tr>
<td>ELM 583</td>
<td>Elementary Clinical Practice</td>
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</table>

**ELM 538 Mathematics Content and Curricular Knowledge**

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.

**ELM 539 Physical Education/Health Content and Curricular Knowledge**

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. 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. 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. Additionally, this course explores instructional approaches for integrating physical education and health with other content.

**ELM 545 Elementary Clinical Practice**

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.

**ELM 583 Elementary Clinical Practice**

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.
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<th>Course Code</th>
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<tbody>
<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>
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<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>
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<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>
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<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>
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<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>
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<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>
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<td>EMC 330</td>
<td>POLITICAL AND POLICY ISSUES FOR EMERGENCY MANAGEMENT</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>
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<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>
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<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>
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<td>ENG 101</td>
<td>EFFECTIVE ESSAY WRITING</td>
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<td>In this course, students develop academic writing skills. Students use the writing process to construct an expository essay with an emphasis on coherence and correctness in written communication. Students also conduct basic research for the expository essay. Selected readings provide the basis for discussion regarding the difference between fact and opinion. Grammar exercises focus on verb tense and form, subject-verb and pronoun-antecedent agreement, and pronoun case. Students also complete exercises covering topic sentences, paragraph development, citations, and formatting guidelines.</td>
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<tr>
<td>ENG 102</td>
<td>RESEARCH WRITING</td>
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<td>Students focus on gathering research, evaluating and documenting sources, and developing a major research paper. Selected readings prompt discussion regarding bias, rhetorical devices, arguments, and counter arguments. Grammar exercises address commonly confused sets of words, modifiers, parallel structure, sentence variety, and sentence clarity.</td>
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<tr>
<td>ENG 106</td>
<td>SURVEY OF LITERARY MASTERPIECES</td>
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<td>This course provides students with a survey of literary masterpieces across the ages. Students will gain insight into writing and culture from the content of this course. Topics include Shakespeare, Homer, Dante, Milton, Machiavelli, and Joyce, among other literary authors.</td>
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<td>ENG 125</td>
<td>LITERATURE IN SOCIETY</td>
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<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>
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<td>This course covers the skills necessary for effective written and oral communication in the work environment and in modern society. The course reviews basic communication theories and discusses the fundamentals of interpersonal, written, and oral communication skills. This course emphasizes applying these theories and skills to group processes and professional situations.</td>
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<tr>
<td>ENG 157</td>
<td>MULTICULTURAL LITERATURE</td>
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<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>
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<td>ENG 200</td>
<td>RHETORIC AND RESEARCH</td>
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<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>
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<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>
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<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>
</tr>
<tr>
<td>ENG 301</td>
<td>AMERICAN ETHNIC LITERATURE</td>
<td>3</td>
<td>This course will survey the literature of the major ethnic groups in the United States (African Americans, Native Americans, Hispanics/Latinos, and Asian Americans) as a means to explore ethnic diversity and minority voices. Focusing on contemporary relevance, a wide range of representative literary works and authors will be discussed in their historical, socio-political, and cultural contexts with special consideration of characteristic literary themes and techniques.</td>
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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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<tr>
<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>
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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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<td>ENG 437</td>
<td>LITERARY GENRES ACROSS CULTURES</td>
<td>3</td>
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<td>This course introduces literary genres that reflect the human experience across cultures. Past and present voices from the literature of majority and minority writers, as expressed in fiction, poetry, drama, and nonfiction, are surveyed. Students analyze literal and symbolic meanings in texts, and examine the elements and conventions of each literary genre. Students think critically, recognize instances of stereotyping and make connections between the literature and their lives.</td>
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<tr>
<td>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 491</td>
<td>AMERICAN LITERATURE TO 1860</td>
<td>3</td>
<td>This course will survey major authors, ideologies, and historical contexts of American literature from colonial times until the Civil War era. A diverse range of works, genres, movements, and cultural narratives will be explored. Accounts of early explorers, Puritan sermons, Native American mythology, slave narratives, political and social writings, and poetry will be read and discussed.</td>
</tr>
<tr>
<td>ENG 492</td>
<td>AMERICAN LITERATURE SINCE 1860</td>
<td>3</td>
<td>This course will survey the writings of 150 years in the historical and cultural context of America. The influence of vast social, political, and philosophical changes in America on literary works will be explored. The major literary movements, works, and authors of four distinct time periods will be read and discussed: the late 19th century, the early 20th century, the late 20th century, and the 21st century.</td>
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<tr>
<td>ENG 493</td>
<td>ENGLISH LITERATURE TO 1800</td>
<td>3</td>
<td>This course will survey major authors, ideologies, and historical contexts of English literature from medieval times until the 18th century. A diverse range of works, genres, movements, and cultural narratives will be explored.</td>
</tr>
<tr>
<td>ENG 494</td>
<td>ENGLISH LITERATURE SINCE 1800</td>
<td>3</td>
<td>This course will survey major authors, ideologies, and historical contexts of English literature from the 19th century to the present. A diverse range of works, genres, movements, and cultural narratives will be explored.</td>
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<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>
</tr>
<tr>
<td>ENGP 01</td>
<td>ENGLISH COMPOSITION PROFICIENCY COURSE</td>
<td>0</td>
<td>This proficiency exam, which is a zero credit-bearing course, can be used to fulfill the English Composition Proficiency requirement most commonly satisfied by ENG/220, COMM/215 or comparable coursework. To earn a passing grade, a student must receive a score of 60% or better. This is a pass/fail course.</td>
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<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>
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<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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<td>ENV 431</td>
<td>PUBLIC POLICY ANALYSIS</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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<td>ESL 300</td>
<td>TEACHING ENGLISH LANGUAGE LEARNERS</td>
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<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>
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<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 125</td>
<td>CULTURAL DIVERSITY</td>
<td>3</td>
<td>This course is designed to educate students about issues of race, ethnicity, and gender in the United States by presenting historical and modern perspectives on diversity.</td>
</tr>
<tr>
<td>ETH 316</td>
<td>ETHICS AND SOCIAL RESPONSIBILITY</td>
<td>3</td>
<td>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>
<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>
</tr>
<tr>
<td>ETH 328</td>
<td>DATA ETHICS AND SECURITY</td>
<td>3</td>
<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>
</tr>
<tr>
<td>ETH 557</td>
<td>ACCOUNTING ETHICS</td>
<td>3</td>
<td>In this course, students focus on core values of the accounting profession such as ethical reasoning, integrity, objectivity, and independence. Topics include economics, price and consumer behavior, business and accounting issues, ethics and information technology, and professional standards.</td>
</tr>
<tr>
<td>EXAM 799</td>
<td>COMPREHENSIVE EXAMINATION</td>
<td>1</td>
<td>The comprehensive examination is a program requirement for the Doctor of Philosophy degree from University of Phoenix. Examinations are administered online, and a successful grade must be earned for learners to attend the dissertation and elective course work and move to candidacy. Doctor of Philosophy in Higher Education Administration Program Goals Note. The items labeled as competencies in this course are Doctor of Philosophy Higher Education Administration Program Goals. Competency A: Cultivate leaders who possess transferable skills and acumen for a variety of settings and roles. Competency B: Encourage a systemic approach to higher education administration. Competency C: Foster professionally socialized educational scholars and administrators. Competency D: Enhance participation in the global higher education community. Competency E: Prepare proficient researchers for the field of higher education.</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>
</tr>
<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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<tr>
<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>
</tr>
<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>
</tr>
<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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<tr>
<td>FIN 420</td>
<td>PERSONAL FINANCIAL PLANNING</td>
<td>3</td>
<td>This course provides an introduction to personal financial planning. Personal financial goals are examined with a focus on investment risk and returns, markets, and analysis tools useful in assessing financial situations.</td>
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<tr>
<td>FIN 422</td>
<td>RETIREMENT AND BENEFIT PLANNING</td>
<td>3</td>
<td>This course provides students with the tools necessary to create a retirement plan. After completion of this course, students will be able to identify the types of retirement plans, understand the implications of federal law on retirement plans, identify retirement plans and participation requirements, calculate tax deductions and contribution limits, and create a full financial plan, including retirement, for an individual.</td>
</tr>
<tr>
<td>FIN 428</td>
<td>INSURANCE FOR FINANCIAL PLANNING</td>
<td>3</td>
<td>This course will prepare students to make insurance policy recommendations as part of a financial plan. After completion of this course, students will be able to apply concepts of medical, life, and property insurance to financial planning, and understand concepts underlying risk and insurance management for financial plans.</td>
</tr>
<tr>
<td>FIN 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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<td>FIN 486</td>
<td>STRATEGIC FINANCIAL MANAGEMENT</td>
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<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>
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<td>FIN 571</td>
<td>CORPORATE FINANCE</td>
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<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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<td>FIN 575</td>
<td>PROJECT BUDGET AND FINANCE</td>
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<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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<tr>
<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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<tr>
<td>FIN 585</td>
<td>FINANCIAL CONTROLLING</td>
<td>3</td>
<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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<tr>
<td>FIN 590</td>
<td>AUDIT AND COMPLIANCE MANAGEMENT</td>
<td>3</td>
<td>The course emphasizes concepts and principles of auditing and assurance services theory and practice. Students will explore professional standards utilized in providing auditing and other assurance services, and reporting on financial statements. Other topics include securities law and regulatory structure, professional conduct, and ethical and legal issues in securities regulation.</td>
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<tr>
<td>FIN 591</td>
<td>REAL ESTATE INVESTMENT</td>
<td>3</td>
<td>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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<tr>
<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 593</td>
<td>INVESTMENT BANKING</td>
<td>3</td>
<td>This course examines investment banking firm organizational structure, products, risks, earnings, regulations, innovations and competition. Students will analyze the functions of the banking business, including equity, bond and convertible financings and sales and trading business. Other topics include investment banking relationships with LBO funds, hedge funds and corporate and institutional clients.</td>
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<tr>
<td>FIN 711</td>
<td>FINANCIAL MEASURES OF VALUE ADDED</td>
<td>3</td>
<td>This course explores and evaluates research on how businesses measure and could modify their measure of financial value to improve decision-making. Topics include business analysis, valuation tools, and applications; mergers and acquisitions; marketplace valuation of equity; U.S. GAAP/IFRS convergence; and the challenges of valuing high growth companies, companies in emerging markets, cyclical companies, and banks. Competency A: Develop leadership competence in financial management of an organization. Competency B: Evaluate the application of risk and risk management concepts to financial activities. Competency C: Employ statistical and other quantitative measures to management decision-making. Competency D: Implement strategies that work toward the goal of shareholder wealth maximization. Competency E: Develop research skills that support the comprehension, analysis, and evaluation of new events and circumstances in a global, fast-paced economic environment.</td>
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<tr>
<td>FNP 001</td>
<td>FNP ORIENTATION</td>
<td>0</td>
<td>This is a non-credit bearing course for the faculty schedulers to use to track faculty supervision of student clinical courses. This course will not be used for students.</td>
</tr>
<tr>
<td>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>
</tr>
<tr>
<td>FP 101</td>
<td>FOUNDATIONS OF PERSONAL FINANCE</td>
<td>3</td>
<td>This course provides an overview of the elements necessary for effective personal financial planning and the opportunity to apply the techniques and strategies essential to this understanding. Primary areas of study include creating and managing a personal budget, understanding and paying taxes, working with financial institutions, wise use of credit cards and consumer loans, financing automobiles and homes, and the use of insurance for protecting one’s family and property.</td>
</tr>
<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>
</tr>
<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>GEN 480</td>
<td>INTERDISCIPLINARY CAPSTONE COURSE</td>
<td>3</td>
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<tr>
<td>GEO 180</td>
<td>PHYSICAL GEOGRAPHY</td>
<td>3</td>
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<tr>
<td>GFT 500</td>
<td>Teaching Gifted and Talented Learners</td>
<td>3</td>
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<tr>
<td>GFT 501</td>
<td>Curriculum and Instruction for Gifted and Talented Learners</td>
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</table>

This is the capstone course for business, health and human services, and information technology undergraduate students. The course provides students with the opportunity to integrate and apply learning from their professional programs of study in a comprehensive manner. Students will also assess the impact of their educational experiences on their ethical perspectives and critical thinking skills. Students will reflect on and evaluate their personal and professional growth, the benefits of lifelong learning, and the impact of these elements on their future.

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.

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.

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.
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<th>Course Code</th>
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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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<tr>
<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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<tr>
<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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<tr>
<td>GHS 573</td>
<td>INTELLIGENCE INTEGRATION IN GLOBAL/HOMELAND SECURITY</td>
<td>3</td>
<td>This course allows students to explore the collaboration of intelligence and law enforcement communities (Intelligence-led policing) for human welfare and safety in global and homeland environments. Students will review the development and implementation of counterterrorism initiatives based on terrorism intelligence. Students will also examine recommendations of the Global Intelligence Working Group (GIWG) and evaluate operational expectations of law enforcement and federal intelligence analysts, law enforcement administrators, and first responding officers responsible for global and homeland security. Students will also explore the importance of keeping local law enforcement intelligence and national security intelligence separate, but recognize methods for federal, state, and local law enforcement agencies to share and dispense intelligence.</td>
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<tr>
<td>GHS 583</td>
<td>MULTI-DISCIPLINARY GLOBAL AND HOMELAND SECURITY ISSUES</td>
<td>3</td>
<td>This course focuses on curriculum and instruction for gifted and talented learners. Instructional strategies, diversity, higher-level thinking skills, technology, and assessment are explored. Participants examine curriculum development and implementation, classroom environment, and instructional materials for gifted and talented learners.</td>
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<tr>
<td>GHS 593</td>
<td>CRITICAL INFRASTRUCTURE ANALYSIS AND PROTECTION</td>
<td>3</td>
<td>This course focuses on systems analysis in the context of critical infrastructure protection. The course provides a strategic perspective of the Critical Infrastructure Protection (CIP) efforts in the United States. This includes preparation and response to critical events. Practical approaches to CIP are considered including threat assessment and vulnerability identification. Risk assessment methodologies, physical protection system design, cybersecurity, and emergency response protocols are also discussed.</td>
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<tr>
<td>GLG 220</td>
<td>PHYSICAL GEOLOGY</td>
<td>3</td>
<td>This course will introduce the key concepts of geology by examining the Earth and the processes that take place within it. Topics will include historical geology, rocks and minerals, plate tectonics, igneous activity, mass wasting, weathering, and erosion systems.</td>
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<tr>
<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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<td>GMGT 540</td>
<td>GLOBAL STRATEGY FORMULATION AND IMPLEMENTATION</td>
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<td>This course introduces the principles and tools for</td>
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<td>managerial use in the development, implementation,</td>
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<td>and review of strategy for organizations. Topics</td>
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<td>include internal and external environmental analysis;</td>
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<td>value, competition, and strategic choice; strategic</td>
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<td>positioning; and implementation and control issues.</td>
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<td>HCA 210</td>
<td>INTRODUCTION TO HEALTH CARE: RIDING THE FOURTH WAVE</td>
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<td>This course provides a broad overview of the U.S.</td>
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<td>health care system. The historical evolution of the</td>
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<td>business of health care is examined. The student will</td>
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<td>explore management concepts and workforce opportunities</td>
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<td>within the health care industry.</td>
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<td>HCA 220</td>
<td>THE LANGUAGE OF HEALTH CARE</td>
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<td>This course offers the student engagement and</td>
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<td>interaction with the dynamic language of health care.</td>
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<td>Through comprehensive discussions and activities, the</td>
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<td>student will have the opportunity to be immersed in</td>
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<td>the words used in health care. This course requires a</td>
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<td>microphone and speakers or headphones for recording</td>
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<td>and listening to digital audio files.</td>
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<td>HCA 230</td>
<td>COMMUNICATION SKILLS FOR HEALTH CARE PROFESSIONALS</td>
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<td>This course offers the student the foundational</td>
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<td>knowledge and skills to communicate effectively in a</td>
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<td></td>
<td>variety of health care workplace settings. The student</td>
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<td>will discuss social and cultural influences on</td>
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<td>communication efforts, examine channels of</td>
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<td>communication including internal, external, and</td>
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<td>technology-related communication, and the impact of</td>
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<td>consumer and interdisciplinary communication.</td>
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<tr>
<td>HCA 240</td>
<td>HEALTH &amp; DISEASES: UNDERSTANDING PATHOS OF PATHOLOGY</td>
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<td>This course introduces the student to the basic principles of illness and disease commonly seen in the health care environment. Topics may include infectious and noninfectious diseases, environmental health, and the promotion of good health practices. In addition, students will be introduced to common disease and medical procedure terminology.</td>
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<td>HCA 250</td>
<td>THE PSYCHOLOGY OF HEALTH</td>
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<td>In this course, the student is introduced to the psychological factors that relate to maintaining a healthy workplace. The course also exposes the student to management elements of cultural diversity, collaboration, and healthy behaviors.</td>
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<td>HCA 260</td>
<td>HEALTH CARE’S LAW AND ETHICS ENVIRONMENT</td>
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<td>This course is an introduction to the laws and ethics of providing health care services. The course is intended to familiarize the student with state and federal health regulations. Because ethics and laws are both dynamic, emphasis is placed on discussing some of the dramatic changes in health care delivery, such as managed care, patient self-determination, medical record keeping, and various laws that affect health care employment.</td>
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<td>HCA 270</td>
<td>FINANCIAL MATTERS FOR HEALTH CARE PROFESSIONALS</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 operations. This course introduces the concepts of basic managerial financial functions, such as budgeting, reimbursement methods, and the responsibilities of health care financial management.</td>
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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 245</td>
<td>FUNDAMENTALS OF INFORMATION SYSTEMS FOR HEALTH CARE</td>
<td>3</td>
<td>This course introduces the fundamentals of computer systems and the role of information processing in today's health care environment. An overview is presented of information systems, systems development, operating systems and programming, database management, networking and telecommunications, the Internet, and how these resources are applied in the health care industry.</td>
</tr>
<tr>
<td>HCIS 250</td>
<td>STRUCTURE, DESIGN, AND TOOLS OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>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 255</td>
<td>STRUCTURE AND DESIGN OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>Students will learn about the evolving function and use of technology to support the documentation of vital health information contained in a patient's medical history. This course will introduce students to the general software applications, insurance and coding information, and regulatory compliance requirements.</td>
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<tr>
<td>HCIS 265</td>
<td>MEDICAL HEALTH INFORMATION</td>
<td>3</td>
<td>This course focuses on the documentation of medical data and how managing data can be vital to the treatment and care of individuals in the health care system. Students will examine development, forms, routing, filing, and storage of patient's records in a variety of health care settings. Students will also review issues related to quality and data management, as well as privacy and security compliance.</td>
</tr>
<tr>
<td>HCIS 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 275</td>
<td>PRACTICAL APPLICATION OF ELECTRONIC HEALTH RECORDS</td>
<td>3</td>
<td>Students in the capstone course will use case studies and an electronic health record (EHR) software application to develop foundational skills related to data charting, usage, and application.</td>
</tr>
<tr>
<td>HCIS 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>
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<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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<tr>
<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>
</tr>
<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>
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<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>
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<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>
</tr>
<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>
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<tr>
<td>HCR 210</td>
<td>PATIENT RECORDS: KEEPING IT REAL</td>
<td>3</td>
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<td>Documenting patients' health information is central to the continuity of medical care and the collection of medical data. This course examines the content, development, format, routing, filing, and storage of patient records. Settings include hospitals, physicians' offices, and alternate care facilities. Students review uses of health data and legal aspects of health information management.</td>
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<tr>
<td>HCR 220</td>
<td>CLAIMS PREPARATION I: CLEAN BILLS OF HEALTH</td>
<td>3</td>
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<td>Medical records processing revolves around insurance and reimbursement. This course focuses on the background, knowledge, and skills related to basic billing duties, HIPAA regulations, patient encounters, and the preparation, compliance, and transmission of claims. Students are introduced to the current state and future direction of the major diagnostic and procedural coding systems.</td>
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<tr>
<td>HCR 230</td>
<td>CLAIMS PREPARATION II: FOOTING THE BILLS</td>
<td>3</td>
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<td>This course continues medical records processing instruction. Topics focus on the background, knowledge, and skills related to private payers, Medicare, Medicaid, TRICARE, CHAMPVA, workers compensation, and disability. Claims processing includes payments, appeals, and secondary claims, including patient billing and collections, and hospital billing and reimbursement.</td>
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<tr>
<td>HCR 240</td>
<td>COMPUTERIZING MED DATA: PAPER CHASE GOES TECHNO</td>
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<td>This medical records capstone course enables students to develop career skills in computerizing data through application of a software program widely used in health care. While popular for medical billing and collections, Medisoft™ also applies to managing patients' health care information, scheduling, correspondence, and a variety of reports. This course requires a PC with Windows 2000 or Windows XP operating system.</td>
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<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>
</tr>
<tr>
<td>HCS 131</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>
</tr>
<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>
<td>3</td>
<td>This course is designed to introduce students to basic terminology, roles, and diseases related to the cardiovascular, respiratory, gastrointestinal, and urinary systems. The content provides a fundamental baseline for coding and billing applications to help build a foundation for students who are pursuing the medical coding and billing track.</td>
</tr>
<tr>
<td>HCS 216</td>
<td>ANATOMY AND PHYSIOLOGY II</td>
<td>3</td>
<td>This course is designed to introduce students to basic terminology, roles, and diseases related to the nervous, endocrine, musculoskeletal, reproductive, and dermatological systems. The content provides a fundamental baseline for coding and billing applications to help build a foundation for students who are pursuing the medical coding and billing track.</td>
</tr>
<tr>
<td>HCS 219</td>
<td>INTRODUCTION TO HEALTH CARE FINANCE</td>
<td>3</td>
<td>This course is designed as an introduction to the terminology, processes, functions, and financial reports commonly encountered in health care. Students will explore the concepts of basic managerial financial functions, such as budgeting, reimbursement methods, and the use of financial documents.</td>
</tr>
<tr>
<td>HCS 224</td>
<td>HEALTH CARE OFFICE MANAGEMENT</td>
<td>3</td>
<td>This course is designed to provide students with the knowledge and skills needed for the administrative operations of a health care facility. Concepts regarding office procedures, resources and supplies, and compliance and risk management requirements will be explored.</td>
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<tr>
<td>HCS 234</td>
<td>STRATEGIES FOR SUCCESS IN HEALTH SERVICES ADMINISTRATION</td>
<td>3</td>
<td>This course introduces students to essential personal and academic skills needed to reach desired goals and achieve success in both academic and professional settings. Students will examine strategies to develop skills in critical thinking, collaboration, and communication. The course will introduce students to University resources that can support personal, academic, and professional success as well as the competencies and skills needed in the ever-changing and dynamic health services administration industry.</td>
</tr>
<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>
</tr>
<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>
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<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>
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<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>
</tr>
<tr>
<td>HCS 310</td>
<td>HEALTH CARE DELIVERY IN THE UNITED STATES</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 care, 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 320</td>
<td>HEALTH CARE COMMUNICATION STRATEGIES</td>
<td>3</td>
<td>This course offers students the foundational knowledge and skills to communicate effectively in a variety of health care workplace settings. Students will review basic medical terminology; discuss the influences of gender and culture; examine channels of communication, including the development of interpersonal and technology-related communication; and the impact of consumer and interdisciplinary communication.</td>
</tr>
<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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<td>HCS 325</td>
<td>HEALTH CARE MANAGEMENT</td>
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<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>
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<tr>
<td>HCS 330</td>
<td>INTRODUCTION TO HEALTH AND DISEASE</td>
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<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 disease is commonly seen in the health care environment will be reviewed. The impact of health promotion and wellness program perspectives will be presented.</td>
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<tr>
<td>HCS 335</td>
<td>HEALTH CARE ETHICS AND SOCIAL RESPONSIBILITY</td>
<td>3</td>
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<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>
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<td>HCS 341</td>
<td>HUMAN RESOURCES IN HEALTH CARE</td>
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<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>
<td>3</td>
<td>This course focuses on the dynamics of individual and group behaviors and processes that impact and shape organizations. Topics will include organizational theories, decision making, group dynamics, change and conflict negotiation, and organizational culture and design.</td>
</tr>
<tr>
<td>HCS 380</td>
<td>HEALTH CARE ACCOUNTING</td>
<td>3</td>
<td>This course provides an understanding of the fundamental concepts of accounting applied in the health care environment. Students will examine accounting practices and procedures to support managerial decision making within the health care organizations.</td>
</tr>
<tr>
<td>HCS 385</td>
<td>HEALTH CARE FINANCE</td>
<td>3</td>
<td>This course provides an overview of the financial economics of health care. Concepts such as payments systems, economic trends, financial statements and budgets are covered.</td>
</tr>
<tr>
<td>HCS 412</td>
<td>PROJECT MANAGEMENT FOR HEALTH CARE PROFESSIONALS</td>
<td>3</td>
<td>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.</td>
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<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. <em><strong>Updated Description 3/1/04</strong></em> This course covers the broad range of topics affected by health law and regulation ranging from patient rights to corporate responsibilities. Public and private health care regulatory agencies are examined as well as their impact on the operation of health care as a business. Legal issues ranging from professional malpractice to corporate wrongdoing are also discussed.</td>
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<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>
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<tr>
<td>HCS 436</td>
<td>PATHOPHYSIOLOGY</td>
<td>3</td>
<td>This course presents an introduction to human pathophysiology. Emphasis is placed on explaining the mechanisms and clinical manifestations associated with disease processes. The course examines cellular activity, organs, and systems that affect the health of the human body.</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>
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<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>
</tr>
<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>
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<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>
</tr>
<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>
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<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>
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<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>
</tr>
<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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<td>HCS 507</td>
<td>ADVANCED PHARMACOTHERAPEUTICS</td>
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<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 510</td>
<td>ADVANCED PATHOPHYSIOLOGY</td>
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<td>This course provides students with advanced anatomy, physiology, and pathophysiology of systems in relation to an individual's health across the lifespan. Focus is given to the physiological and biological manifestations and adaptive and maladaptive changes that occur. The knowledge gained in this course lays a foundation for the management of primary care issues of the family and its members.</td>
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<tr>
<td>HCS 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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<tr>
<td>HCS 565</td>
<td>ORGANIZATION AND MANAGEMENT OF AGING SERVICES</td>
<td>3</td>
<td>This course examines a variety of services currently available for aging adults and their families. Students will learn the basic principles for planning, organizing, implementing, and coordinating programs and services intended for maturing adults. Topics include community programs, policy, institutional services, religious-based and other nonprofit resources, contracted service providers, and residential facilities.</td>
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<tr>
<td>HCS 567</td>
<td>ENTREPRENEURSHIP IN HEALTH CARE</td>
<td>3</td>
<td>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>FINANCIAL MANAGEMENT IN HEALTH CARE</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>HEALTH CARE STRATEGIC MANAGEMENT</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>HISTORY AND PHILOSOPHY OF HIGHER EDUCATION</td>
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<td>This course introduces and examines the major features of the financial functions operative within various types of higher education institutions. The financial functions of various types and sizes of post-secondary institutions will be presented. Specifically, the financial functions of the following kinds of colleges and universities will be compared and contrasted: public and private, non-profit and for-profit entities; small, medium, and large entities; urban, suburban, and rural entities; and unionized and non-unionized entities. In each case, traditional, non-traditional, and emerging income streams will be explored, in conjunction with traditional cost centers, non-traditional cost centers, and emerging cost centers. Strategic financial planning and global market influences, in the context of higher education institutions will be addressed. Traditional, new, and emerging administrative practices being utilized by financial managers to control the economic dynamics engendered by various combinations of the above variables will be discussed.</td>
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<td>HEA 712</td>
<td>HIGHER EDUCATION LAW, POLICY AND THE REGULATORY ENVIRONMENT</td>
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<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>
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<td>This course introduces and examines the major features of the financial operations and functions, and decision making within various types of higher education institutions. Strategic financial planning and global market influences, in the context of higher education institutions will be addressed.</td>
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<td>HEA 721</td>
<td>ORGANIZATIONAL THEORY, INNOVATION AND CHANGE MANAGEMENT</td>
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<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>
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<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>
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<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>
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<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>
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<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>
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<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 ADMINISTRATION</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>
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<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>
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<tr>
<td>HIS 120CA</td>
<td>U.S. HISTORY 1865 TO 1945</td>
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<td>This course recounts the story of our country by looking at the experiences of the many diverse races and nationalities that, woven together, have created the United States of America. Students will learn to appreciate the contributions various peoples have made to the American culture. Emphasis will be placed on how both compromise and conflict have played major parts in American history.</td>
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<td>HIS 125</td>
<td>US HISTORY FROM 1865 TO 1945</td>
<td>3</td>
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<td>This course provides an overview of the social, political, economic, and global events affecting U.S. history from the Civil War through World War II.</td>
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<td>HIS 135</td>
<td>THE AMERICAN EXPERIENCE SINCE 1945</td>
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<td>This course is an overview of the principal social, political, economic, and global events which have shaped the American experience since World War II. Understanding modern American history is a necessity in today's ever-changing world. This course aims to supply the tools for understanding current political, social, cultural, and economic problems in the US by applying an historical perspective to analyze contemporary issues.</td>
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<td>HIS 265</td>
<td>HAWAII: HISTORY AND CULTURE</td>
<td>3</td>
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<td>This is a survey course in the history of Hawai‘i from Polynesian origins to contemporary multicultural society. This course traces the impact of major events, historical figures, and cultures on the development of Hawai‘i and considers the Hawai‘i response to these forces.</td>
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<tr>
<td>HIS 276CA</td>
<td>GLOBAL CIVILIZATIONS 1400‐1700</td>
<td>3</td>
<td>This course provides an overview of the establishment of world civilizations during the European Middle Ages through the 1700s. The principle social, cultural, political, economic, and global developments that influenced multiple civilizations during this period will be explored. The framework of this course will provide a societal understanding by applying historical perspectives to contemporary issues.</td>
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<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>
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<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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<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>
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<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>
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<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>
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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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<td>HLTH 510</td>
<td>Health and Nutrition for Educators</td>
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<td>This course provides an overview of health and nutrition education for the K-12 classroom teacher. Topics include wellness and nutrition, cardiovascular health and exercise, stress management, the use and abuse of alcohol, tobacco, and drugs, and sexually transmitted diseases. Participants assess personal health habits through health assessments and reflections. Plans and resources for sharing important health and nutrition information with students are also explored.</td>
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<td>HM 370</td>
<td>HOSPITALITY MANAGEMENT</td>
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<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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<td>HM 475</td>
<td>HOSPITALITY DECISION ANALYSIS</td>
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<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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<td>HM 482</td>
<td>HOSPITALITY ANALYTICS FOR DECISION MAKING</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>
<td>3</td>
<td>This course will help students identify the importance of a healthy lifestyle with the knowledge of human movement and motor skills. Students will explore the principles of exercise science and its impact on health, while developing self-confidence and self-worth. This course also defines and provides a context for the classroom teacher to teach and assess K-8 students in the area of physical education and health based on state and national standards. This course includes framework-based teaching strategies effective in helping K-8 students develop a variety of motor skills and abilities, recognize the importance of a healthy lifestyle and the goals of lifelong health, gain knowledge of human movement, understand growth and development, and learn the rules and strategies of games and sports. Instructional approaches for the integration of physical education and health with other content areas are explored.</td>
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<tr>
<td>HPE 540</td>
<td>TEACHING AND LEARNING IN HEALTH PROFESSIONS EDUCATION</td>
<td>3</td>
<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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<tr>
<td>HPE 544</td>
<td>CURRICULUM DEVELOPMENT IN HEALTH PROFESSIONS CONTEXTS</td>
<td>3</td>
<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>
<td>3</td>
<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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<td>HRM 300</td>
<td>Fundamentals of Human Resource</td>
<td>3</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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<tr>
<td>HRM 300T</td>
<td>Fundamentals of Human Resource</td>
<td>3</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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<tr>
<td>HRM 310</td>
<td>Change Management</td>
<td>3</td>
<td>This course examines both the human and organizational aspects of change. Topics include identifying the types and sources of change, human and organizational resistance to change, theories of managing change, and developing skills that will enable the student to lead, implement, and sustain change.</td>
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<tr>
<td>HRM 324</td>
<td>Total Compensation</td>
<td>3</td>
<td>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.</td>
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<td>HRM 326</td>
<td>EMPLOYEE DEVELOPMENT</td>
<td>3</td>
<td>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.</td>
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<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>
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<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>
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<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 531</td>
<td>HUMAN CAPITAL MANAGEMENT</td>
<td>3</td>
<td>This course prepares students to address the concepts of human resource development as managers. Students learn criteria for developing effective job analysis, appraisal systems, and appropriate career development plans for employees. Other topics include selection of the right people, employee compensation, benefits, training, workplace diversity, discipline, employee rights, unions, and management behaviors.</td>
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<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>
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<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>
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<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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<td>Course Code</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, application of selection tests, interviewing techniques, techniques to assess training program effectiveness, job evaluation methods, and external labor market analysis.</td>
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<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>
</tr>
<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>HRTP 2000</td>
<td>SHRM-CP (TM)/SHRM-SCP (TM) CERTIFICATION PREPARATION</td>
<td>4</td>
<td>In today's ever-changing workplace, human resource professionals are assuming more responsibilities in organizations and contributing to the achievement of strategic goals by hiring and retaining talented employees. Whether you are seeking certification, recertification, or professional development opportunities, the SHRM-CP™/SHRM-SCP™ certification preparation course offers accelerated and comprehensive training on the Body of Competency and Knowledge (SHRM BoCK™), focusing on the People, Organization, Workplace, and Strategy knowledge domains. The course also covers the eight behavioral competencies, as defined in the SHRM Competency Model: Leadership &amp; Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global &amp; Cultural Effectiveness, and Communications. Students will gain or improve human resources knowledge and skills by using practical and real-life information, online assessments and practice tests, and creating a personal study plan, through the use of the SHRM Learning System. This course provides 4.0 continuing education units in five, 8-hour workshops.</td>
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<td>HS 205</td>
<td>HUMAN SERVICE HELPING PROCESS AND SELF-CARE</td>
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<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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<td>HS 215</td>
<td>INTRODUCTION TO THE HUMAN SERVICES PROFESSION</td>
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<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>
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<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>
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<tr>
<td>HS 235</td>
<td>PUBLIC POLICY, SOCIAL WELFARE, AND RESEARCH</td>
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<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>
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<tr>
<td>HS 245</td>
<td>FUNDAMENTALS OF WORKING WITH PEOPLE</td>
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<tr>
<td>HS 255</td>
<td>HUMAN SERVICE CAPSTONE COURSE</td>
<td>3</td>
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<tr>
<td>HSM 210</td>
<td>HUMAN SERVICES IN THE UNITED STATES</td>
<td>3</td>
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<tr>
<td>HSM 220</td>
<td>HUMAN SERVICES ADMIN: SO YOU WANT TO HELP PEOPLE</td>
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**HS 245 FUNDAMENTALS OF WORKING WITH PEOPLE**
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.

**HS 255 HUMAN SERVICE CAPSTONE COURSE**
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.

**HSM 210 HUMAN SERVICES IN THE UNITED STATES**
This course is a foundation for the study of human services in the United States. It provides an overview of the evolution of American human services delivery systems, including historical perspectives, as well as current and future trends. It covers the role of human services workers, how needs are determined and met, and factors that affect the delivery of services such as theoretical perspectives, social policies, and government regulations. Community advocacy, prevention techniques, and contemporary issues in the human services industry are also examined.

**HSM 220 HUMAN SERVICES ADMIN: SO YOU WANT TO HELP PEOPLE**
This course discusses the roles and responsibilities of administrators in human service organizations. It covers recent studies related to the changing contexts of human service delivery, leadership, organizational culture, human resource management, financial management, strategic planning, working with boards, marketing and public relations, social entrepreneurship, partnership, and collaboration.
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<th>Course Code</th>
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<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>
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<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 300</td>
<td>PHARMACOLOGY I</td>
<td>4</td>
<td>This course examines the registered nurse’s role in safe medication administration. Students develop skills and techniques for calculating medication dosages and interpreting physician orders, medical records, and medication labels. Patient education is also addressed.</td>
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<tr>
<td>HSN 301</td>
<td>PHARMACOLOGICAL INTERVENTIONS I</td>
<td>3</td>
<td>This course examines the registered nurse’s role in medication management, reconciliation, education, and safety.</td>
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<tr>
<td>HSN 310</td>
<td>PHARMACOLOGY II</td>
<td>4</td>
<td>This course builds on the knowledge and skills of Pharmacology I. This course provides basic pharmacological principles and therapeutics of medications. The course emphasizes evidence-based treatment guidelines in the application of pharmacology to nursing practice with a focus on safe patient care.</td>
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<tr>
<td>HSN 311</td>
<td>PHARMACOLOGICAL INTERVENTIONS II</td>
<td>3</td>
<td>This course builds on the knowledge and skills acquired in Pharmacological Interventions I. Complex patients, genetics and genomics, and the use of complementary and alternative medications are examined.</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>
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<tr>
<td>HSN 471</td>
<td>POLICY, LAW AND ETHICAL CONSIDERATIONS</td>
<td>2</td>
<td>This course examines legal and ethical decision making, health policy development, legislation, and regulation in the context of nursing practice.</td>
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<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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<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>
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<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>
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<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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<td>HSN 575</td>
<td>QUALITY MANAGEMENT AND OUTCOMES</td>
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<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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<td>HST 155</td>
<td>U. S. HISTORY TO 1865</td>
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<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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<td>HST 165</td>
<td>U. S. HISTORY 1865 TO 1945</td>
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<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 SINCE 1945</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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<tr>
<td>HST 275</td>
<td>GLOBAL CIVILIZATIONS TO 1500</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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<tr>
<td>HST 276</td>
<td>GLOBAL CIVILIZATIONS SINCE 1500</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 290</td>
<td>HISTORIANS AND HISTORY</td>
<td>3</td>
<td>This course introduces the study of history as a scholarly discipline emphasizing significant historians, sub-disciplines of the field, and the foundational methodological and theoretical tools of historians for History majors.</td>
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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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<td>HTT 201</td>
<td>INTRODUCTION TO HOSPITALITY</td>
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<td>HTT 211</td>
<td>HOSPITALITY, TRAVEL, AND TOURISM, SUPERVISION</td>
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<td>HTT 221</td>
<td>IT IN HOSPITALITY</td>
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<tr>
<td>HTT 231</td>
<td>FINANCE FOR HOSPITALITY PROFESSIONALS</td>
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**HTT 201 INTRODUCTION TO HOSPITALITY**

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.

**HTT 211 HOSPITALITY, TRAVEL, AND TOURISM, SUPERVISION**

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.

**HTT 221 IT IN HOSPITALITY**

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.

**HTT 231 FINANCE FOR HOSPITALITY PROFESSIONALS**

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.
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<tr>
<td>HTT 241</td>
<td>FOOD AND BEVERAGE MANAGEMENT</td>
<td>3</td>
<td>This course integrates the basic concept and practical skills related to foodservice operations, from the front office to the kitchen. It covers basic principles of purchasing and cost management of food and beverage, as well as menu planning, institutional food service, and quality control.</td>
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<tr>
<td>HTT 251</td>
<td>HOSPITALITY OPERATIONS</td>
<td>3</td>
<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>
<td>3</td>
<td>This course provides an overview of mythology and its relationship to ancient cultures and culture today. The course covers the purposes and types of myths; development of myths and mythological characters; the common elements of mythological structures; the predominant characteristics of heroes in myth; the conflicts heroes encounter, and how ancient heroes relate to heroes today.</td>
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<tr>
<td>HUM 111</td>
<td>CRITICAL AND CREATIVE THINKING</td>
<td>3</td>
<td>This course focuses on developing the critical and creative thinking skills necessary to analyze and solve problems, make decisions, implement strategies, and formulate well supported points of view on key academic, social, and professional issues. The principles of creative thinking are essential to critical thinking skills. Students will learn how to evaluate their ideas and how to communicate their points of view persuasively.</td>
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<td>HUM 115</td>
<td>CRITICAL THINKING IN EVERYDAY LIFE</td>
<td>3</td>
<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 130</td>
<td>RELIGIONS OF THE WORLD</td>
<td>3</td>
<td>This course studies the major religions of the world. Topical areas include Buddhism, Christianity, Confucianism, Hinduism, Indigenous Cultures, Islam, Judaism, and Taoism. Students will be objectively studying the origins and major figures and comparing and contrasting each of the major religions.</td>
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<tr>
<td>HUM 150</td>
<td>INTRODUCTION TO FILM STUDIES</td>
<td>3</td>
<td>Introduction to Film Studies is designed to provide students with an overview of film history and the skills necessary to analyze and critique film. Students will learn about film theory, aesthetics, genres, and basic film criticism. Students will analyze film through an examination of cinematography, editing, acting, scenes, and sound to allow students to view films critically, to develop a systematic and convincing interpretation of the films they watch, and to acquire the ability to analyze films in well-constructed and persuasive essays.</td>
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<tr>
<td>HUM 176</td>
<td>MEDIA AND AMERICAN CULTURE</td>
<td>3</td>
<td>The course provides an introduction to the most prominent forms of media that influence and impact social, business, political, and popular culture in contemporary America. It explores the unique aspects of each medium as well as interactions across various media that that combine to create rich environments for information sharing, entertainment, business, and social interaction in the U.S. and around the world.</td>
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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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<tr>
<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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<tr>
<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>
<td>3</td>
<td>This course provides an in-depth look at several intermediate design and architecture concepts. The course outlines the design method used in the creation of a relational database, the required steps to reengineer a database, and several tools and techniques used through the database design process.</td>
</tr>
<tr>
<td>IM 310</td>
<td>DATA ANALYTICS AND MODELING</td>
<td>3</td>
<td>This course will introduce students to data analytics and modeling through contemporary business tools. Students will examine how data is architected and organized. After completion of this course, students will be able to understand the different data models used to store data, several schemas that drive how data is structured, and provide other database concepts relating to the design and architecture of data.</td>
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<tr>
<td>IOP 455</td>
<td>PROFESSIONAL ETHICS</td>
<td>3</td>
<td>This course will use APA and SHRM guidelines to explore ethical dilemmas and organizational responses to these issues. Topics will include the law and personnel management, crisis/public relations management and ethical decision-making. Students will analyze case studies related to these issues.</td>
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<tr>
<td>IOP 460</td>
<td>ORGANIZATIONAL CULTURES</td>
<td>3</td>
<td>This course provides students with the concepts of different types and ecosystems of organizations: corporate giants, non-profit service providers, leading edge start-ups and military and governments. The course examines competing organizational dynamics including structural, human relations, political, and symbolic. Topics include types and characteristics of organizations, learning organizations, and dealing with organizational ambiguity and complexity.</td>
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<tr>
<td>IOP 470</td>
<td>GROUP DYNAMICS</td>
<td>3</td>
<td>This course is designed to give students an understanding of group dynamics and small group processes. Topics explored include power, perception, motivation, leadership, decision-making, and team-building. The learning team concept will be utilized to examine many concepts of group dynamics in an organizational setting.</td>
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<tr>
<td>IOP 480</td>
<td>ASSESSMENT TOOLS FOR ORGANIZATIONS</td>
<td>3</td>
<td>This course will examine various assessment methodologies currently used in the industry to assess organizational talent, leadership, and culture. Some assessment which will be covered in this course include DISC and 360 Evaluation. Analyses of organizational assessment tools and results will help students recognize the usefulness of these tools and their application in an organization. Exploration in talent management, organizational, cultural, and leadership assessments will be used in various assignments to assess student learning. <strong>Above description effective 12/18/2015</strong> In this course students will examine various tests used in industry to assess organizational talent and human resource needs. The tests that will be studies will include the Myers Briggs, DISC, Emergenetics and other assessment tools employed by organizations.</td>
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<tr>
<td>IOP 490</td>
<td>CAPSTONE PROJECT</td>
<td>3</td>
<td>This course is designed to prompt reflection and focus on the entire program learning experience. Students will integrate core concepts learned throughout the program and will demonstrate proficiency with these concepts in a final project.</td>
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<tr>
<td>ISCOM 361</td>
<td>PURCHASING AND PROCUREMENT</td>
<td>3</td>
<td>This course addresses the relationship between supply chain management and procurement. This includes overview of both the procurement process and the supply chain interdependencies. Students will address procurement from strategic, tactical, and operational perspectives.</td>
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<tr>
<td>ISCOM 370</td>
<td>STRATEGIC SUPPLY CHAIN MANAGEMENT</td>
<td>3</td>
<td>This course will provide a brief overview of supply chains and an in-depth perspective on strategic supply chain management. This course focuses on the strategic elements and functional relationships within manufacturing and service supply chains. Emphasis is placed on the integration of strategic planning, sourcing, operations, and logistics to achieve sustainable competitive advantages locally and globally.</td>
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<tr>
<td>ISCOM 374</td>
<td>INTEGRATED LOGISTICS MANAGEMENT</td>
<td>3</td>
<td>This course prepares students to strategically plan, implement, optimize and control the efficient and effective flow and storage of goods, services, and related information from a point-of-origin to a point-of-consumption. This course also focuses on the total systematic approach of transportation, inventory management, warehousing, and customer services.</td>
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<tr>
<td>ISCOM 383</td>
<td>GLOBAL VALUE CHAIN MANAGEMENT</td>
<td>3</td>
<td>This course describes the global value chain network and interactions between buyers and sellers in an international business environment. This course explores the impact of globalization, security, economics, and culture on successful value chains.</td>
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<tr>
<td>ISCOM 386</td>
<td>SERVICE OPERATIONS MANAGEMENT</td>
<td>3</td>
<td>The course presents structured techniques for providing and evaluating operating efficiency and effectiveness in the hospitality industry. Special emphasis is placed on key service principles. Students learn how to manage service operations through a series of case studies and applications, cost control, service expectations, project management, service training, performance evaluation, and analysis of guest feedback.</td>
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<td>ISCOM 472</td>
<td>LEAN ENTERPRISE</td>
<td>3</td>
<td>This course provides a lean enterprise / operational excellence process improvement overview and company best practices implementation. Both manufacturing and services / office environment will be explored to address fundamental improvement practices. Problem solving, business flowcharting, process performance data collection and analysis, and the removal activities determined as wasteful or non-essential are explored.</td>
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<tr>
<td>ISCOM 476</td>
<td>INTEGRATED SUPPLY CHAIN APPLICATIONS</td>
<td>3</td>
<td>This course introduces students to the importance of a strategic plan and its interaction with and impact on supply chain applications. Students will be exposed to the processes of supply change creation and improvement and, as a result, the effects it has on competition. Students will be able to select and apply a set of metrics to the supply chain which demonstrate performance standards are achieved.</td>
</tr>
<tr>
<td>ISCOM 480</td>
<td>SUPPLY CHAIN MANAGEMENT CAPSTONE</td>
<td>3</td>
<td>This supply chain 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 supply chain management challenges. Students will develop a plan for adding value to the management of the supply chain by focusing on logistics, purchasing, quality processes, and ethical and global considerations.</td>
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<tr>
<td>IST 710</td>
<td>FOUNDATIONS OF INFORMATION SYSTEMS MANAGEMENT</td>
<td>3</td>
<td>The primary focus of this course is the research and evaluation of innovative and practical IS approaches to problem resolution in various industries. Learners will research the strategies and leadership characteristics of IS industry leaders and analyze upcoming trends in the field. These considerations will be incorporated into the foundation of a IS leadership plan.</td>
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<tr>
<td>IST 721</td>
<td>KNOWLEDGE WORKER INFORMATION SYSTEMS</td>
<td>3</td>
<td>In this course, the learner will research and evaluate the information systems and technology tools necessary to support the individual knowledge worker in today’s environment. This analysis of the systems and tools will be conducted from the viewpoint of the program domains and how the individual worker must be supported to create a productive and efficient environment. The scope of this course will include hardware and software product considerations for management.</td>
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<tr>
<td>IST 722</td>
<td>INFORMATION TECHNOLOGY FOR TEAMS</td>
<td>3</td>
<td>Learners in this course will further evaluate the application of the domains studied in IST/721 and how those domains are applied in a team setting. The application of the program domains will be examined in the context of support necessary to implement various organizational team models, ranging from co-located teams to geographically distributed virtual teams. Upon completion of this course, the learner will be prepared to define and analyze issues related to the management and support of information technology necessary for organizational teams’ operations.</td>
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<tr>
<td>IST 723</td>
<td>DEPARTMENTAL INFORMATION SYSTEMS</td>
<td>3</td>
<td>This course will continue the analysis of the application of the domains used by individuals and teams studied in previous content courses. The student will evaluate the application of the program domains to departmental operations and strategy. The student will research and evaluate information systems support techniques, both internal and external to the departmental interfaces.</td>
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<tr>
<td>IST 724</td>
<td>ORGANIZATIONAL INFORMATION SYSTEMS MANAGEMENT</td>
<td>3</td>
<td>This course will build upon the considerations examined in the prior IST courses. Upon completion of this course, the learner will be prepared to evaluate and develop integrated strategies for the implementation of the IST domains within an organization.</td>
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<tr>
<td>IST 731</td>
<td>PARTNERSHIP AND INDUSTRY INFORMATION SYSTEMS</td>
<td>3</td>
<td>This course extends the learning from previous intracompany relationships to external IS organizational relationships. Upon completion of this course, the learner will be prepared to define, evaluate, and plan the application of IST domains that must be considered when developing partnerships and common industry relationships.</td>
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<tr>
<td>IST 732</td>
<td>GLOBAL INFORMATION SYSTEMS MANAGEMENT</td>
<td>3</td>
<td>This course extends the examination of the IST domains studied throughout the program to the global level. Learners will examine the application of the IST domains in the setting of a global economy and international business environment. Learners will be prepared to define the common information system (IS) management approaches for the development of business systems that can support global information systems requirements. Competency A: Define IS management approaches for the development of business systems that can support global information systems requirements. Competency B: Define issues of security, virtual and collocated IS teams, networking, information transparency, intellectual property, organizational and regional cultures, and human resources between global partners. Competency C: Synthesize a leadership and management strategy for integration of whole systems in an environment that is legally compliant with multinational jurisdictions. Competency D: Create an original leadership and management model that provides explanation and predictability.</td>
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<tr>
<td>IST 733</td>
<td>INFORMATION SYSTEMS MANAGEMENT ARCHITECTURE</td>
<td>3</td>
<td>In this course, learners will create an innovative model, incorporating the domains and models from previous coursework. In the model building, learners will demonstrate the leadership competencies as related to IT. Competency A: Articulate a detailed leadership strategy for integrating all IST functions from the individual to the global level. Competency B: Apply the best information systems management approach for the development of business systems that can support global information systems’ requirements. Competency C: Align benchmarks and measures of IT performance with performance measures used by organizations. Competency D: Develop an IT leadership model that incorporates each of the IT domains and considers individual, team, department, organization, interorganization, and global perspectives. Competency E: Develop a strategic plan for the implementation of a solution to resolve a critical organizational issue.</td>
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<tr>
<td>IT 200</td>
<td>DIGITAL SKILLS FOR THE 21ST CENTURY</td>
<td>3</td>
<td>Digital Skills for the 21st Century is a course focused on the impact of digital technology on today’s businesses, the economy, and society. Rapid advances in technologies are creating benefits and efficiencies for those businesses that recognize their advantages and pitfalls, and harness them to their advantage; those who can’t are left behind with competitive disadvantages. Today’s workforce needs to understand these trends, recognize key differences among features and approaches of these technologies, and apply them effectively. Specific topics in this course include cloud computing, unified communication platforms, cyber security, social media, and mobile computing.</td>
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<td>JRN 310</td>
<td>INTRODUCTION TO JOURNALISM</td>
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<td>JRN 320</td>
<td>RESEARCH FOR JOURNALISM</td>
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<td>JRN 330</td>
<td>JOURNALISTIC WRITING I</td>
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<td>JRN 340</td>
<td>JOURNALISTIC WRITING II</td>
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**JRN 310 INTRODUCTION TO JOURNALISM**
This course is the introduction to the journalism concentration. The role of the journalist will be described from its origin to the emergence of the modern-era journalist. Key journalistic theories and principles will be discussed. Special attention will be given to influences in journalism and qualities that exemplify journalistic writing. The concepts of journalistic writing, research, technology, ethics, and personal responsibility will be introduced. Controversial issues faced by journalists will be highlighted throughout the course.

**JRN 320 RESEARCH FOR JOURNALISM**
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.

**JRN 330 JOURNALISTIC WRITING I**
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.

**JRN 340 JOURNALISTIC WRITING II**
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.
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<th>Course Code</th>
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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>
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<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>
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<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>
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<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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<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>
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<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>
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<tr>
<td>LCO 372</td>
<td>LEADERSHIP COMMUNICATION ETHICS</td>
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<td>LCO 465</td>
<td>CONFLICT MANAGEMENT</td>
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<tr>
<td>LCO 480</td>
<td>SOCIAL MEDIA AND THE ORGANIZATION</td>
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<td>LDR 300</td>
<td>INNOVATIVE LEADERSHIP</td>
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**LCO 372 LEADERSHIP COMMUNICATION ETHICS**

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.

**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.
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<tr>
<th>Course Code</th>
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<tr>
<td>LDR 531</td>
<td>ORGANIZATIONAL LEADERSHIP</td>
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<td>This course prepares students to apply leadership principles to the roles they play as managers. Students will discover more about themselves and learn more about the connection between the individual and the organization. Other topics include organizational culture, structure, group behavior, motivation, power, politics, organizational change, and workplace conflict.</td>
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<tr>
<td>LDR 533</td>
<td>LEADERSHIP FOR HEALTHCARE ORGANIZATIONS</td>
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<td>This course prepares students to apply leadership principles specific to the healthcare industry. Students will learn about the relationship between healthcare providers, physicians, and the organization. Other topics include organizational culture, group behavior, motivation, power, politics, and organizational change specific to healthcare organizations.</td>
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<tr>
<td>LDR 535</td>
<td>LEADING CHANGE</td>
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<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>
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<tr>
<td>LDR 711A</td>
<td>LEADERSHIP THEORY AND PRACTICE</td>
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<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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<td>LDR 721</td>
<td>ETHICAL LEADERSHIP AND THE LEGAL LANDSCAPE</td>
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<td>LDR 722</td>
<td>ETHICAL LEADERSHIP AND THE LAW IN THE GLOBAL ENVIRONMENT</td>
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<tr>
<td>LDR 726</td>
<td>THE DYNAMICS OF GROUP AND TEAM LEADERSHIP</td>
<td>3</td>
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<tr>
<td>LDR 731</td>
<td>CONTEMPORARY ISSUES IN LEADERSHIP</td>
<td>3</td>
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<tr>
<td>LDR 736</td>
<td>ARCHITECTURE OF LEADERSHIP</td>
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<tr>
<td>LEO 563</td>
<td>LAW ENFORCEMENT INTELLIGENCE OPERATIONS</td>
<td>3</td>
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<tr>
<td>LEO 573</td>
<td>ORGANIZATIONAL PERFORMANCE, ANALYSIS, AND DECISION MAKING</td>
<td>3</td>
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<tr>
<td>LEO 583</td>
<td>STRATEGIC PLANNING FOR THE LAW ENFORCEMENT SECTOR</td>
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<td>LEO 593</td>
<td>TECHNOLOGY FOR THE LAW ENFORCEMENT EXECUTIVE</td>
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<tr>
<td>LIT 235</td>
<td>SURVEY OF ENGLISH LITERATURE TO 1798</td>
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<td>LIT 245</td>
<td>SURVEY OF ENGLISH LITERATURE SINCE 1798</td>
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<td>LIT 255</td>
<td>SURVEY OF AMERICAN LITERATURE TO 1860</td>
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<td>LIT 265</td>
<td>SURVEY OF AMERICAN LITERATURE SINCE 1860</td>
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<td>LIT 304</td>
<td>SHAKESPEARE</td>
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<td>LIT 305</td>
<td>MAJOR AMERICAN NOVEL</td>
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<td>LIT 330</td>
<td>MODERN POETRY</td>
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<td>LIT 375</td>
<td>LITERARY THEORY AND CRITICISM</td>
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<td>LIT 410</td>
<td>LITERATURE OF THE FANTASTIC</td>
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<td>LSM 404</td>
<td>INTRODUCTION TO LIFESPAN MANAGEMENT</td>
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<td>LSM 412</td>
<td>MANAGEMENT WITHIN THE LIFESPAN INDUSTRY</td>
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<td>LSM 417</td>
<td>REGULATIONS IN LIFESPAN MANAGEMENT</td>
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<td>LSM 423</td>
<td>FINANCIAL STRATEGIES FOR LIFESPAN MANAGEMENT</td>
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<td>LSM 429</td>
<td>LIFESPAN MANAGEMENT CAPSTONE</td>
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<td>LTC 310</td>
<td>SOCIAL AND COMMUNITY RELATED PROGRAMS AND SERVICES</td>
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<td>MAT 001</td>
<td>MATH PLACEMENT EXAM A</td>
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<td>MAT 002</td>
<td>MATH PLACEMENT EXAM B</td>
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<td>MAT 003</td>
<td>MATH PLACEMENT EXAM C</td>
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<td>MAT 116</td>
<td>ALGEBRA 1A</td>
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<tr>
<td>MAT 117</td>
<td>ALGEBRA 1B</td>
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<td>This course continues the demonstration and examination of various algebra concepts that was begun in MAT/116: Algebra 1A. It assists in building skills for performing more complex mathematical operations and problem solving than in earlier courses. These concepts and skills should serve as a foundation for subsequent quantitative business coursework. Applications to real-world problems are emphasized throughout the course.</td>
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<tr>
<td>MAT 207</td>
<td>FUNDAMENTALS OF GEOMETRY</td>
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<td>This course is designed to have students demonstrate the ability to use fundamental concepts of geometry including definitions, tools of geometry, and to recognize geometry as an axiomatic system.</td>
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<tr>
<td>MAT 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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<td>MAT 220</td>
<td>COLLEGE ALGEBRA</td>
<td>3</td>
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<td>This course presents traditional concepts in college algebra. Topics include linear, polynomial, rational, radical, exponential, and logarithmic functions, systems of equations, sequences, and series.</td>
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<td>MBL 400</td>
<td>MOBILE FUNDAMENTALS</td>
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<td>MBL 402</td>
<td>ANDROID MOBILE DEVELOPMENT</td>
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<td>MBL 404</td>
<td>ANDROID MOBILE IMPLEMENTATION</td>
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<tr>
<td>MBL 406</td>
<td>IOS MOBILE DEVELOPMENT</td>
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<tr>
<td>MBL 408</td>
<td>IOS MOBILE IMPLEMENTATION</td>
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<tr>
<td>MFCC 537</td>
<td>CHILD AND ADOLESCENT COUNSELING</td>
<td>3</td>
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<tr>
<td>MFCC 551CA</td>
<td>LEGAL AND ETHICAL ISSUES IN MARRIAGE AND FAMILY THERAPY</td>
<td>3</td>
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<tr>
<td>MFCC 552</td>
<td>LEGAL AND ETHICAL ISSUES IN MARRIAGE AND FAMILY THERAPY</td>
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<tr>
<td>MFCC 556</td>
<td>FAMILY SYSTEMS THEORY</td>
<td>3</td>
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<tr>
<td>MFCC 561</td>
<td>FAMILY INTERVENTIONS</td>
<td>3</td>
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<tr>
<td>MFCC 566</td>
<td>ADVANCED MARRIAGE AND FAMILY THERAPY</td>
<td>3</td>
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<tr>
<td>MFCC 567</td>
<td>SEMINAR IN MARRIAGE AND FAMILY COUNSELING</td>
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**MFCC 556 FAMILY SYSTEMS THEORY**

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.

**MFCC 561 FAMILY INTERVENTIONS**

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.

**MFCC 566 ADVANCED MARRIAGE AND FAMILY THERAPY**

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.

**MFCC 567 SEMINAR IN MARRIAGE AND FAMILY COUNSELING**

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.
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<tr>
<th>Course Code</th>
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<tbody>
<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>
</tr>
<tr>
<td>MFCC 592</td>
<td>PRACTICUM</td>
<td>3</td>
<td>This course focuses on the assessment and continuing development of student counseling skills. Students have a variety of opportunities to receive feedback and to evaluate their ability to integrate theory into practice. Students determine their styles and strengths as professional counseling practitioners, as well as identify areas needing further development. Individualized practice sessions and feedback are designed into the course.</td>
</tr>
<tr>
<td>MFCC 597A</td>
<td>INTERNSHIP A</td>
<td>3</td>
<td>The Marriage/Family/Child Counseling Internship is a clinical experience required of all MFCC students. The internship is divided into two sections, each lasting 15 weeks. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community agencies where they provide clinical marriage/family/child counseling services to clients under the direction of an approved licensed site supervisor.</td>
</tr>
<tr>
<td>MFCC 597B</td>
<td>INTERNSHIP B</td>
<td>3</td>
<td>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 597C</td>
<td>INTERNSHIP</td>
<td>3</td>
<td>Students in Arizona, Hawaii, and Nevada must take a third component course to complete the 300-hour (minimum) clinical experience, which has been divided into three fifteen-week parts (A, B, and C), and which comprises Portfolio III of the counseling portfolio series. Student interns are placed in an approved mental health site and receive supervision from an approved site supervisor. In addition, interns meet weekly with their faculty supervisor and internship group to review their clinical work and to receive instruction and share information on related professional issues, including the role and function of supervision, clinical intakes, terminations, case notes, case presentations, and services offered by their internship sites. Interns will also evaluate their growth through the internship and develop a professional resume.</td>
</tr>
<tr>
<td>MFCC 599A</td>
<td>PRACTICUM IN MARRIAGE AND FAMILY COUNSELING A</td>
<td>3</td>
<td>The Marriage/Family/Child Counseling Internship is a clinical experience required of all MFCC students. The internship is divided into two sections, each lasting 15 weeks. The internship experience comprises Portfolio III of the counseling portfolio series. Students are placed in community agencies where they provide clinical marriage/family/child counseling services to clients under the direction of an approved licensed site supervisor.</td>
</tr>
<tr>
<td>MFCC 599B</td>
<td>PRACTICUM IN MARRIAGE AND FAMILY COUNSELING B</td>
<td>3</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 C</td>
<td>3</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>
</tr>
<tr>
<td>MGT 230</td>
<td>MANAGEMENT THEORY AND PRACTICE</td>
<td>3</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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<tr>
<td>MGT 312</td>
<td>ORGANIZATIONAL BEHAVIOR FOR MANAGERS</td>
<td>3</td>
<td>This course prepares students to understand the influence that behavior has on leading and managing organizations. After completion of this course, students will be able to summarize key concepts and terminology related to organizational behavior, explain the influence of leadership styles on individual performance, examine the roles and interaction of group and team members, and describe the relationship between job satisfaction and job performance, and the relationship between the human resource function and organizational development.</td>
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<tr>
<td>MGT 312T</td>
<td>ORGANIZATIONAL BEHAVIOR FOR MANAGERS</td>
<td>3</td>
<td>This course prepares students to understand the influence that behavior has on leading and managing organizations. After completion of this course, students will be able to describe the role of a manager within an organization, summarize key concepts and terminology related to organizational behavior, explain the influence of leadership styles on individual performance, examine the roles and interaction of group and team members, describe the relationship between job fit, job satisfaction, and job performance, and the relationship between the human resource function and organizational development.</td>
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<tr>
<td>MGT 314</td>
<td>HOSPITALITY ENTREPRENEURSHIP</td>
<td>3</td>
<td>This course provides an overview of the managerial and entrepreneurial skills needed to operate and manage a small business in the hospitality industry. Special emphasis is placed on business planning, marketing, financial management, and the regulatory environment.</td>
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<tr>
<td>MGT 330</td>
<td>MANAGEMENT THEORY, PRACTICE, AND APPLICATION</td>
<td>3</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>
<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>
<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>MGT 401</td>
<td>SMALL BUSINESS: STRUCTURE, PLANNING, FUNDING</td>
<td>3</td>
<td>This course provides an overview of the small business from concept through funding. Emphasis on designing a competitive business model, crafting the business plan, forms of ownership, and exploring funding options.</td>
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<tr>
<td>MGT 411</td>
<td>INNOVATIVE AND CREATIVE BUSINESS THINKING</td>
<td>3</td>
<td>This course provides students with the skills and knowledge necessary for using innovative and creative thinking strategies to improve managerial decision making and problem solving. Emphasis is placed upon learning critical skills to identify and facilitate innovative behavior and collaboration within the organization that will increase sustainable business growth and strengthen abilities to respond to organizational changes and challenges. Course lectures, reading and projects span theory and practice and draw upon examples from multiple industry sectors.</td>
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<tr>
<td>MGT 418</td>
<td>EVALUATING NEW BUSINESS OPPORTUNITIES</td>
<td>3</td>
<td>This course focuses on evaluating the benefits and risks associated with new business opportunities. This includes reviewing the projected return on investment, the role of risk, investor considerations, strategic planning, and modeling techniques to analyze possible business ventures.</td>
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<tr>
<td>MGT 420</td>
<td>MANAGING QUALITY IN THE SUPPLY CHAIN</td>
<td>3</td>
<td>This course provides a detailed look at quality management in the company and the supply chain. It addresses the differing theories of quality to include product and process design as well as customer driven quality. This course includes managing supply chain quality through supplier alliances and development in both the services and manufacturing industries.</td>
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<tr>
<td>MGT 434</td>
<td>EMPLOYMENT LAW</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>MGT 445</td>
<td>ORGANIZATIONAL NEGOTIATIONS</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>MGT 448</td>
<td>GLOBAL BUSINESS STRATEGIES</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>MGT 465</td>
<td>SMALL BUSINESS AND ENTREPRENEURIAL PLANNING</td>
<td>3</td>
<td>This course focuses on the development of a strategic business plan applicable for the needs of a small business or entrepreneurial venture. This will include 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.</td>
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<td>MGT 498</td>
<td>STRATEGIC MANAGEMENT</td>
<td>3</td>
<td>This course gives students the opportunity to integrate management concepts and practices to contemporary business strategies, while discussing the theories of strategic management. This course will focus on improving management decision-making and problem-solving skills. Students will create a strategic management plan. Special emphasis is placed on business ethics, sustainability, innovation, and the legal environment of business.</td>
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<tr>
<td>MGT 521</td>
<td>MANAGEMENT</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>MGT 521T</td>
<td>MANAGEMENT</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>MGT 527</td>
<td>CONSULTING</td>
<td>3</td>
<td>This course applies the tools available to University of Phoenix graduate students and the competencies of successful individuals who exercise influence within an organization but have no direct authority to make changes or implement programs. Students learn their own perceptions and values to communicate more effectively with others. Other topics include Master of Management program goals, argument construction, decision making, collaboration, and academic research.</td>
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<td>MGT 538</td>
<td>MANAGING IN A CROSS-CULTURAL ENVIRONMENT</td>
<td>3</td>
<td>This course prepares students on how to manage across global dimensions of culture. Students will create a training plan for enhancing cultural awareness and inclusion within a cross-border organization. Other topics include cross-cultural communication, differences in decision making, values, motivation, and leadership.</td>
</tr>
<tr>
<td>MGT 539</td>
<td>THE GLOBAL ECONOMY</td>
<td>3</td>
<td>This course examines the national and global issues that fundamentally change the nature of business functions. Students will investigate strategies and solutions that improve opportunities for economic mobility. Other topics include international business and trade, global marketing, and the role of government policies on organizations.</td>
</tr>
<tr>
<td>MGT 557</td>
<td>NEGOTIATION, POWER, AND POLITICS</td>
<td>3</td>
<td>This course prepares students to achieve organizational objectives through formal and informal channels. Students will create a plan to achieve a goal by applying negotiation skills within the formal and informal structures of an organization. Other topics include coalitions, types of power, ethical negotiation tactics, liaison roles, technology in negotiation, and persuasion.</td>
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<tr>
<td>MGT 598</td>
<td>CONSULTING PROJECT</td>
<td>3</td>
<td>This course applies student understanding of organizations and project management to the development of a consulting project. The course requires students to synthesize and integrate theory and practice from all prior courses in the program.</td>
</tr>
<tr>
<td>MGT 711</td>
<td>STRATEGIC OPPORTUNITIES IN AN INTERNET-BASED GLOBAL ECONOMY</td>
<td>3</td>
<td>This course evaluates models for creating economically viable global businesses using the technology of the Internet. Topics include assessing successful e-business and management models, evaluating and summarizing the macroeconomic and societal factors that contribute to the success of business strategy in a global environment. Outcomes include developing a strategic e-business plan and creating solutions and recommendations for global e-businesses.</td>
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<tr>
<td>MGT 716</td>
<td>MANAGEMENT PHILOSOPHIES</td>
<td>3</td>
<td>Completion of this research-based course will empower learners to explore, analyze, and critically evaluate historical and current management philosophies and theories. The course focus is on understanding, designing, and executing sustainable management strategies that meet the demands of domestic and global competition.</td>
</tr>
<tr>
<td>MGT 721</td>
<td>MANAGING THE RISKS IN A GLOBAL ENVIRONMENT</td>
<td>3</td>
<td>This course evaluates alternative practices to manage risk in a global environment. Topics include measuring cultural implications, as well as economic, financial, and political risks. Students will utilize models to evaluate instruments of global investment and predict where to invest internationally.</td>
</tr>
<tr>
<td>MGT 726</td>
<td>EMERGING MANAGERIAL PRACTICES</td>
<td>3</td>
<td>Upon completion of this course, learners will be prepared to implement emerging managerial practices designed to develop organizational agility and responsiveness. Additionally, they will be able to adapt best practices, implement high-performance work teams, and build advanced strategies for effective global communications. Emphasis is placed on how organizations are encouraged to develop and demonstrate creative, adaptive, and flexible business approaches.</td>
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<tr>
<td>MGT 736</td>
<td>CONTEMPORARY SYSTEMS MANAGEMENT</td>
<td>3</td>
<td>Upon completion of this course, students will be prepared to manage and lead complex organizations through strategic decision making, resulting in business plans. Students focus on extended systems and theoretical and practical frameworks for systematically managing organizations.</td>
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<tr>
<td>MGTBC 576</td>
<td>OPPORTUNITY EVALUATION AND VALUE CREATION</td>
<td>3</td>
<td>This course examines the processes of identifying, exploring, and exploiting opportunities for value. You will learn how to create value within a large organization or entrepreneurial venture. This is a critical skill enabling entrepreneurial thinking. You will be exposed to different types of strategic thinking, creation of competitive advantage, monitoring of entrepreneurial opportunities, alliances, acquisitions, and restructurings. Competency 28: The student will evaluate opportunities to add economic, social, and environmental value for an organization. Competency 29: The student will evaluate competitive advantages and value-creating opportunities for organizations. Competency 30: The student will develop a value-creation strategy for an organization.</td>
</tr>
<tr>
<td>MHA 505</td>
<td>SYSTEMS THINKING IN HEALTH CARE ENVIRONMENTS</td>
<td>3</td>
<td>The learner will utilize the theoretical framework of Systems Thinking as a strategy to address challenges in the health care environment. Topics include Complexity Science, Design Thinking, Creativity and Flow.</td>
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<tr>
<td>MHA 506</td>
<td>ETHICAL MARKETING: THE NEW HEALTH CARE ECONOMICS</td>
<td>3</td>
<td>The learner will explore the emerging intersection of marketing and economics in the health sector. Topics include consumer behavior, market segmentation, and identification of new market opportunities in health care, as well as regional/system commoditization, value proposition and differentiation, branding, and social media strategies in the health sector.</td>
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<td>MHA 507</td>
<td>LEVERAGING INFORMATICS IN THE HEALTH SECTOR</td>
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<td>The learner will determine how best to “tell the story” by utilizing patient data and organizational quality and safety benchmarks in diverse health sector contexts. Topics include the systems life cycle, the management of data, sourcing data from the electronic medical record, tracking organizational performance, employee productivity and morale, and peer benchmarking.</td>
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<td>MHA 508</td>
<td>NAVIGATING THE REGULATORY ENVIRONMENT IN HEALTH CARE</td>
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<td>The learner will explore the diverse and expanding regulatory environment of the health sector. Topics include compliance and privacy, the ethical responsibilities inherent in leading regulatory structures within organizations, the specific laws that dictate privacy and compliance, as well as auditing, monitoring, and corrective action.</td>
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<tr>
<td>MHA 515</td>
<td>SCANNING THE HEALTH SECTOR AS AN INDUSTRY EXPERT</td>
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<td>The learner will be able to identify emerging healthcare trends in areas such as systems, delivery, outcomes and quality, healthcare design, and population health. Topics include how to scan the environment, validate information, make decisions, and articulate solutions that are appropriate across diverse health care contexts.</td>
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<td>MHA 516</td>
<td>OPERATING IN STRUCTURE: HEALTH SECTOR POLICY AND GOVERNANCE</td>
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<td>Students will examine how health policy and organizational governance informs systems and delivery of care, and identify the policies that should be adopted to implement industry trends. Topics include the influence of policy, interest groups, and stakeholders on the health status of a society, as well as how to cultivate effective governance systems within organizations, and the importance of risk-based policy and governance models in the health sector.</td>
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<tr>
<td>MHA 520</td>
<td>SECTOR STAKEHOLDERS: IDENTIFYING AND CULTIVATING ALLIANCES</td>
<td>The learner will begin to identify networking opportunities within the health sector, both internally (i.e. industry associations, Boards of Directors) and externally (i.e. community, donors). Topics include objectively determining which relationships are vital to the organization, how to nurture relationships and manage transition, and maintain integrity to protect the organization.</td>
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<tr>
<td>MHA 542</td>
<td>LEADING WITH AUTHENTICITY IN THE HEALTH SECTOR</td>
<td>The learner will begin to exemplify the traits of authentic and adaptive leadership in the context of the health sector. Topics include leading in complex environments (transparency, vulnerability, and servant leadership), modeling ethical decision making, creating and adjusting organizational culture, and meaningful collaboration.</td>
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<tr>
<td>MHA 543</td>
<td>TACKLING THE TALENT WAR IN THE HEALTH SECTOR</td>
<td>Learners will respond to developing trends and insights across the health sector that inform workforce development and hiring. Topics include recruitment and retention strategies, succession planning, leadership strategies for a multigenerational workplace, embracing diversity, and considerations for positive morale and engagement.</td>
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<tr>
<td>MHA 560</td>
<td>CREATING A SUSTAINABLE LEGACY: HEALTHY COMMUNITIES</td>
<td>The learner will operationalize health care sustainability in three ways: personal legacy, organizational environment, and community development. Topics include sustainability in a health sector context, mentorship, board and association leadership, economic analysis and sustainability practice within organizations, and fostering community interactions.</td>
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<td>MHA 598</td>
<td>LEVERAGING RESULTS TO BUILD BRAND IN THE HEALTH SECTOR</td>
<td>3</td>
<td>Learners will examine strategies for successfully elevating the role of the health care organization through a well-defined &quot;brand&quot;. Topics will include brand-as-promise, brand-as-experience, and brand-as-emotional connection, quality and outcomes, articulating the strategy, and engaging teams and leaders.</td>
</tr>
<tr>
<td>MHA 599</td>
<td>CAPSTONE: LEADING THE ORGANIZATION THROUGH CHANGE</td>
<td>3</td>
<td>In this MHA capstone course, learners will synthesize previous coursework from the program to identify and address strategic opportunities for change and innovation specific to the health sector. Topics include entre/intrapreneurship, innovation, communication, transformation, and execution.</td>
</tr>
<tr>
<td>MKT 310</td>
<td>PERSONAL SELLING</td>
<td>3</td>
<td>This course provides students with the tools and techniques necessary to understand the personal sales process. After completion of this course, students will be able to create a personal sales presentation, describe sales negotiations, compare and contrast the categories of prospect objections, summarize the elements of the closing process, and identify ethical frameworks associated with sales professional associations.</td>
</tr>
<tr>
<td>MKT 320</td>
<td>BUSINESS-TO-BUSINESS SALES MANAGEMENT</td>
<td>3</td>
<td>This course provides students with an understanding of the business-to-business selling relationship and the challenges associated with maintaining these relationships. After the completion of this course, students will be able to describe the complexities of business-to-business selling relationships, create presentations to address the variety of audiences in the business-to-business setting, examine legal issues associated with business-to-business selling, and evaluate the ethical considerations of relationship building behavior within a business-to-business sales relationship.</td>
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<td>MKT 360</td>
<td>SALES FORCE MANAGEMENT</td>
<td>3</td>
<td>This course provides students with an overview of the functions and activities related to managing a sales force. After the completion of this course, students will be able to summarize the responsibilities of a sales manager, evaluate the techniques used to recruit sales force candidates, describe sales territory strategies, examine the methods used in lead generation, and explain the approaches used to forecast sales performance information.</td>
</tr>
<tr>
<td>MKT 421</td>
<td>MARKETING</td>
<td>3</td>
<td>This course develops an understanding of the complexities public and private organizations face in developing, establishing, and implementing marketing strategies in both domestic and international markets. Areas of study include basic marketing concepts, marketing research, consumer behavior, branding, products/services, pricing, distribution channels, promotions, ethical marketing practices, global and multicultural marketing, and the technologies used throughout the marketing process.</td>
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<tr>
<td>MKT 421T</td>
<td>MARKETING</td>
<td>3</td>
<td>This course develops an understanding of the complexities public and private organizations face in developing, establishing, and implementing marketing strategies in both domestic and international markets. Areas of study include: basic marketing concepts, marketing research, consumer behavior, branding, products/services, pricing, distribution channels, promotions, ethical marketing practices, global and multicultural marketing, and the technologies used throughout the marketing process.</td>
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<tr>
<td>MKT 431</td>
<td>SMALL BUSINESS MARKETING</td>
<td>3</td>
<td>Knowing your customer, growing your customer base and creating a consumer driven culture are key drivers of sustainability in the small business. This course focuses on the functions of evaluating opportunities, creating value, developing effective pricing and advertising strategy.</td>
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<td>MKT 435</td>
<td>CONSUMER BEHAVIOR</td>
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<td>This is an introductory course in analyzing consumer and purchasing behaviors as basic considerations in the development of a marketing strategy. Family and cultural factors that influence consumer behavior are considered as they relate to the development of marketing programs. Consumer decision-making processes are examined to develop marketing communications strategies. Tools are developed to measure the effect of consumer behavior theory in effective marketing strategies.</td>
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<td>MKT 438</td>
<td>PUBLIC RELATIONS</td>
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<td>This course provides an introduction to the field of public relations. Areas covered are media relations; promotion; tools used in developing public relations and publicity, and improving customer satisfaction; relationship-building strategies; and ethics and public relations.</td>
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<td>MKT 440</td>
<td>FUNDAMENTALS OF DIGITAL MARKETING</td>
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<td>This course provides a high-level view of the impact of technology on the marketing of goods and services. After completion of this course, students will be able to understand the structure of the Internet, compare and contrast strengths and weaknesses of various digital marketing tools, identify common terminology used in digital marketing, analyze ethical issues in public presentation of information, and evaluate the integration of digital media into a marketing plan.</td>
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<td>MKT 441</td>
<td>MARKETING RESEARCH</td>
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<td>This course covers basic research methodology applied to marketing issues. Students study methods and techniques for collection, analysis, and interpretation of primary and secondary data for customer and business marketing.</td>
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<td>MKT 443</td>
<td>SOCIAL MEDIA MARKETING</td>
<td>3</td>
<td>The course provides an opportunity for students to examine social networks, social media, and online advertising techniques. After completion of this course, students will be able to identify interactive marketing opportunities, understand the use of social media marketing on customer loyalty, apply social media tactics to the appropriate target market, and apply concepts of micropayments in social media setting.</td>
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<tr>
<td>MKT 444</td>
<td>HOSPITALITY MARKETING</td>
<td>3</td>
<td>This course applies the general tools of marketing to the specific needs of the hospitality management industry. Special emphasis is placed on the global, regional, individual, and ethical considerations when building customer-relationships through marketing.</td>
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<tr>
<td>MKT 446</td>
<td>SEARCH ENGINE OPTIMIZATION</td>
<td>3</td>
<td>This course will provide students with the tools to apply concepts used in search engine optimization. After completion of this course, students will be able to perform a competitive analysis, create a keyword strategy, design a website architecture, create a page-level strategy, develop a content and social media strategy to enhance a website's ability to be found, and identify techniques and tools that enhance search results across user interfaces.</td>
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<tr>
<td>MKT 447</td>
<td>ADVERTISING AND CREATIVE STRATEGY</td>
<td>3</td>
<td>This course provides an overview of advertising in the context of integrated marketing. Topics include the development of advertising objectives, creative guidelines, media selection and scheduling, budgeting, and performance evaluation.</td>
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<tr>
<td>MKT 448</td>
<td>WEB ANALYTICS FOR DIGITAL MARKETING</td>
<td>3</td>
<td>This course prepares students to understand the appropriate web analytics technologies associated with digital marketing and the key performance indicators and metrics used to determine performance. After completion of this course, students will be able to determine appropriate key performance indicators, apply analytics to segmented strategies, create web analytics reports, and understand research and testing in social media analytics.</td>
</tr>
<tr>
<td>MKT 468</td>
<td>CUSTOMER RELATIONSHIP MANAGEMENT</td>
<td>3</td>
<td>This course provides an overview of the sales management process, with an emphasis on the importance of developing the skills, attitudes, and thinking patterns needed in order to win customer satisfaction and loyalty. Specific behaviors, techniques, leadership styles, performance evaluation metrics, and future directions are provided to maximize professional success.</td>
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<tr>
<td>MKT 498</td>
<td>INTEGRATED MARKETING STRATEGY</td>
<td>3</td>
<td>This course provides students with an in-depth study of Integrated Marketing Communications (IMC). Emphasis will be placed on the strategic roles and integration of marketing communication tools including advertising, public relations, sales, promotion, event management, media selection, and marketing management.</td>
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<tr>
<td>MKT 544</td>
<td>INTEGRATED MARKETING COMMUNICATIONS</td>
<td>3</td>
<td>This course prepares students to apply integrated marketing communications as part of a strategic marketing plan. Students evaluate how marketing communication tools build brand value. Topics include advertising, promotions, public relations, sales, and direct marketing.</td>
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<tr>
<td>MKT 554</td>
<td>CONSUMER BEHAVIOR</td>
<td>3</td>
<td>This course prepares students to apply buyer behavior theories in the marketplace. Students evaluate how demographic, psychological, and socio-cultural issues contribute to buyer behavior. Topics include consumer preference, brand perception, attitude formation, persuasion, motivation, and consumer protection.</td>
</tr>
<tr>
<td>MKT 562</td>
<td>ADVANCED INTERNATIONAL MARKETING</td>
<td>3</td>
<td>This course prepares students to develop and manage a marketing strategy in an international business environment. Students evaluate case studies of previous product launches and current research to create a launch strategy for a specific country. Topics include distribution systems, socio-cultural perspectives, business customs, product and service adaptations, and pricing issues.</td>
</tr>
<tr>
<td>MKT 571</td>
<td>MARKETING</td>
<td>3</td>
<td>This course prepares students to apply marketing concepts to create and sustain customer value. Students learn to solve marketing problems in a collaborative environment. Topics include market research, customer relationships, branding, market segmentation, product development, pricing, channels, communications, and public relations.</td>
</tr>
<tr>
<td>MKT 573</td>
<td>MARKETING IN HEALTH CARE</td>
<td>3</td>
<td>This course prepares students to apply marketing concepts to create and sustain customer value in the health care sector. Students learn to solve marketing problems in a collaborative environment. Topics include market research, customer relationships, branding, market segmentation, product development, pricing, channels, communications, and public relations in the health care market.</td>
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<tr>
<td>MKT 578</td>
<td>PUBLIC RELATIONS</td>
<td>3</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>
<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>
</tr>
<tr>
<td>MKT 711</td>
<td>MARKETING AND MANAGING THE CUSTOMER RELATIONSHIP</td>
<td>3</td>
<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>MPA 503</td>
<td>PUBLIC ADMINISTRATION INSTITUTIONS AND PROCESSES</td>
<td>3</td>
<td>This course applies the tools available to UOPX graduate students and the competencies of successful managers to understand the functions of public administration. Students will understand the relationship between the political system and public administration in the creation and implementation of public policy. Other topics, at the state and local level, include executive &amp; legislative branches of government, the evolution of public administration, intergovernmental relationships, and fiscal sources &amp; uses.</td>
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<td>MPA 533</td>
<td>LEADING ORGANIZATIONAL CHANGE IN THE PUBLIC SECTOR</td>
<td>3</td>
<td>This course prepares students to lead change in the public sector. Students will apply leadership theories in the public sector considering the unique role of shared decision making between appointed and elected officials in a political environment. Other topics include culture in the public sector, power, group behavior, financial and nonfinancial motivation, and workplace conflict.</td>
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<tr>
<td>MPA 543</td>
<td>DATA ANALYSIS FOR PUBLIC POLICY AND MANAGEMENT</td>
<td>3</td>
<td>This course prepares students to analyze information and present it appropriately to diverse stakeholder groups. Students will collect and analyze primary and secondary data to measure effectiveness and efficiency in the delivery of public sector goods and services. Other topics, at the state and local level, include pretesting, posttesting, correlation, and forecasting.</td>
</tr>
<tr>
<td>MPA 553</td>
<td>PUBLIC FINANCE</td>
<td>3</td>
<td>This course prepares students to apply the principles of economics to the public sector. Students will create a plan for a public-private partnership to deliver a public good or service. Other topics include, at the state and local level, revenue sources, income redistribution, multilevel government financing, bond issuance, role of nonprofits, and basic micro- and macroeconomic variables.</td>
</tr>
<tr>
<td>MPA 563</td>
<td>PUBLIC BUDGETING</td>
<td>3</td>
<td>In this course students learn the accounting and budgeting tools and theories used in the public sector. Students will analyze the relationship between public policy and the public budget process. Other topics include budgetary decision making, basics of government and not-for-profit accounting, reporting, capital and operating expenditures, and inter-period equity.</td>
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<tr>
<td>MPA 573</td>
<td>PROGRAM EVALUATION</td>
<td>3</td>
<td>This course prepares students to apply techniques to evaluate public sector programs. Students will be evaluating public sector programs using analytical tools. Other topics, at the state, county and local level, include measures of effectiveness, benchmarks, baselines, performance standards, and customized stakeholder communication and collaboration.</td>
</tr>
<tr>
<td>MPA 583</td>
<td>PUBLIC POLICY PLANNING AND IMPLEMENTATION</td>
<td>3</td>
<td>This course prepares students to trace the development of a public policy. For a selected policy, students will analyze the policy-making process and the challenges that accompany each stage. Other topics, at the state and local level, include public policy planning, policy alternative evaluation, and stakeholder conflicts.</td>
</tr>
<tr>
<td>MPA 593</td>
<td>PUBLIC ADMINISTRATION APPLIED PROJECT</td>
<td>3</td>
<td>Students will utilize knowledge learned in the entire MPA program to develop a comprehensive applied public sector policy and implementation plan. It is highly encouraged that students develop a current project in partnership with an actual public sector leader in their organization.</td>
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<tr>
<td>MPA TMS43</td>
<td>LEVERAGING TECHNOLOGY IN THE PUBLIC SECTOR</td>
<td>3</td>
<td>This course prepares students to leverage technology in support of effective and efficient administration of government. Students will apply technology concepts to enhance self-service tools for citizens while providing data security and respecting privacy concerns. Other topics, at the state and local level, include mobility, database interconnectivity, Internet, intranet and extranet, and data maintenance and retrieval.</td>
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<td>MTE 001</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. Professional dispositions, clinical experience, clinical practice, My Time Log, teacher performance assessment, and technology resources will be discussed.</td>
</tr>
<tr>
<td>MTE 501</td>
<td>THE ART AND SCIENCE OF TEACHING</td>
<td>2</td>
<td>This course introduces teaching as both an art and a science. Topics for discussion include a historical overview, basic philosophies, professionalism, legal or ethical ramifications, in addition to trends and issues in education. Students will reflect on their motivations to teach and will begin developing a personal philosophy of education.</td>
</tr>
<tr>
<td>MTE 503</td>
<td>ORIENTATION TO ALTERNATIVE PATHWAY CERTIFICATE</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, Electronic Resources, E-Portfolio, Student Teaching, and the Student Teacher Performance Assessment will be discussed.</td>
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<tr>
<td>MTE 506</td>
<td>CHILD AND ADOLESCENT DEVELOPMENT</td>
<td>2</td>
<td>This course explores the range of issues related to human development from birth through age 18. The focus of the course is on defining the various stages as they impact instructional practice and decisions in a K-12 environment. Emotional, intellectual, physiological, social, and cultural factors are discussed. Peer and family influences, along with issues related to media themes and gender bias, are examined.</td>
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<tr>
<td>MTE 507</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, Electronic Resources, E-Portfolio, Student Teaching, and Teacher Work Sample will be discussed.</td>
</tr>
<tr>
<td>MTE 507CA</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, Electronic Resources, E-Portfolio, Student Teaching, and Teacher Work Sample will be discussed.</td>
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<tr>
<td>MTE 510</td>
<td>Professional Knowledge, Skills, and Dispositions</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>MTE 511</td>
<td>Child/Adolescent Growth, Development, and Learning</td>
<td>3</td>
<td>This course explores the range of issues that affect human development from birth through age 18. The focus of the course is on defining the various stages of child/adolescent growth and development and how they impact instructional practice and decisions in a K-12 environment. The influence of emotional, intellectual, psychological, social, and cultural factors on student learning are discussed. Peer and family influences, along with issues related to media themes and gender bias, are examined.</td>
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<td>Course Code</td>
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<tr>
<td>MTE 512</td>
<td>Teaching the Exceptional Learner</td>
<td>3</td>
<td>This course provides an overview of the categories of exceptionality for school-aged learners with special needs. The teacher candidate will focus on expressive and receptive communication skills and the recognition of individual learning patterns to utilize for the planning, instruction, and assessment strategies of diverse populations. Historical perspectives and information related to special education law and current policies and practices are examined.</td>
</tr>
<tr>
<td>MTE 513</td>
<td>Evaluation and Data Literacy</td>
<td>3</td>
<td>This course focuses on utilizing effective assessment practices to guide instruction. The fundamentals of assessment, including standardized, formative, summative, and performance assessments and their uses will be discussed. Teacher candidates will effectively analyze and evaluate test and performance data in order to communicate data results ethically and determine learner needs. Additionally, the purpose, methods, and reporting of evaluations are explored.</td>
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<tr>
<td>MTE 516</td>
<td>Foundations of the Professional Educator</td>
<td>3</td>
<td>This course introduces teaching as both an art and a science. Teacher candidates will examine the historical foundations of education as well as current issues and trends. Candidates will reflect on their dispositions and motivations to teach and will explore basic philosophies, professionalism, and legal and ethical ramifications in education.</td>
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<tr>
<td>MTE 517</td>
<td>TECHNOLOGY INTEGRATION FOR EDUCATORS</td>
<td>3</td>
<td>This course is designed to prepare educators to use technology to inform teaching and learning in middle and high school settings. Teacher candidates create and design effective, relevant, and engaging student learning outcomes across the content areas. Candidates incorporate technology-based instructional strategies into student-centered learning, applying industry standards and fair use guidelines. Educational technology integration and classroom use of digital tools and resources, software applications, and assessments are also examined.</td>
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<tr>
<td>MTE 518</td>
<td>MODELS, THEORIES AND INSTRUCTIONAL STRATEGIES</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>MTE 522</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE</td>
<td>3</td>
<td>This course examines the strategies used in managing a positive classroom environment within the framework of today's diverse student population. Topics include models of discipline, establishing expectations and procedures, motivating students, parent communication, managing disruptive students, and materials management and record keeping. The course focuses on helping teacher candidates to develop an individual classroom management plan appropriate for their targeted grade levels and needs.</td>
</tr>
<tr>
<td>MTE 522CA</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE FOR ELEM SETTINGS</td>
<td>3</td>
<td>This course examines the strategies used in managing a positive classroom environment within the framework of today's diverse student population. Topics include models of discipline, establishing expectations and procedures, motivating students, parent communication, managing disruptive students, and materials management and record keeping. The course focuses on helping teacher candidates to develop an individual classroom management plan appropriate for their targeted grade levels and needs.</td>
</tr>
<tr>
<td>MTE 523</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE</td>
<td>3</td>
<td>This course examines the strategies used in managing a positive classroom environment within the framework of today's diverse student population. Topics include models of discipline, establishing expectations and procedures, motivating students, parent communication, managing disruptive students, and materials management and record keeping. The course focuses on helping teacher candidates to develop an individual classroom management plan appropriate for their targeted grade levels and needs.</td>
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<td>Course Code</td>
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<tr>
<td>MTE 523CA</td>
<td>MAINTAINING AN EFFECTIVE LEARNING CLIMATE</td>
<td>3</td>
<td>This course examines the strategies used in managing a positive classroom environment within the framework of today's diverse student population. Topics include models of discipline, establishing expectations and procedures, motivating students, parent communication, managing disruptive students, and materials management and recordkeeping. The course focuses on helping teacher candidates to develop an individual classroom management plan appropriate for their targeted grade levels and needs.</td>
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<tr>
<td>MTE 528CA</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: VISUAL ARTS</td>
<td>3</td>
<td>This course explores the theory, application, and strategies of teaching the visual arts for the single subject teacher candidates. Participants identify the educational needs of students by exploring current instructional theory, national and state standards, assessment practices, aesthetic valuing, artistic perception, and historical and cultural origins that impact the arts. The course also helps prospective educators develop skills in adapting delivery methods and behavior management plans for individual students and diverse populations. The course will also emphasize classroom management skills, including safety, and the use of technology as they relate to visual arts instruction.</td>
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<tr>
<td>MTE 529</td>
<td>READING AND PHONOLOGICAL THEORY</td>
<td>2</td>
<td>This course expounds upon the basic premise that systematically integrated phonics instruction is a fundamental component of effective reading programs. Students will study the relevant research and applications that support principles of sequential phonics instruction and phonological awareness and review traditional and contemporary phonics approaches.</td>
</tr>
<tr>
<td>MTE 531</td>
<td>CURRICULUM CONST &amp; ASSMT: HISTORY/SOCIAL SCIENCE</td>
<td>2</td>
<td>This course defines and provides a context for teaching and assessing K-8 students in the area of history and social science based on scope, sequence, and national and state standards. Instructional approaches for the content area within the framework of an integrated curriculum are explored, including the use of critical thinking skills and study skills. Students develop alternative assessments and traditional testing tools based on clear criteria, which are designed to yield accurate information on student progress.</td>
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<tr>
<td>MTE 533</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: SCIENCE AND MATHEMATICS</td>
<td>4</td>
<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>
<td>2</td>
<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>
<td>3</td>
<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>
<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>
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<td>This course examines second language acquisition theories, strategies, and the nature of cognitive and affective language development to assist the secondary teacher of the English language learner (ELL) student. The course focuses on language acquisition development within alternative language service programs and it provides the basis for effective instructional strategies including methods, techniques, and materials to be used with linguistically diverse secondary students. It examines the critical elements of learning issues associated with linguistically diverse students, including the learning styles and interconnected variables that interact in second language learning, thought processes, and the relationship to content mastery. The course also focuses on the structure and use of the English language to ensure oral and written accuracy and correct punctuation and intonation for those working with linguistically diverse secondary populations.</td>
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<tr>
<td>MTE 551</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: PHYSICAL EDUCATION</td>
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<td>This course explores the secondary physical education classroom, professionalism, curriculum, and teaching and assessment strategies. Participants identify the educational needs of secondary students by exploring current instructional theory, national and state standards including the developing motor skills through activities, developing levels of physical fitness, understanding principles of human movement, and developing and practicing social skills and the value of fair play in games and sports. The course also helps prospective educators develop skills in selecting and adapting instruction for diverse student populations. The course will also emphasize classroom and sport/field management skills and safety as they relate to physical education instruction. Participants will explore the integration of various resources and literacy into physical education and examine parent and community involvement.</td>
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<td>MTE 556</td>
<td>CURR CONSTR &amp; ASSESS: DISTANCE ED METHODS FOR SEC SCHOOLS</td>
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<td>This course examines methods for incorporating distance learning into middle and high school settings. Various instructional and assessment strategies are explored, along with ethical issues related to the distance education environment. Students are given the opportunity to participate in an interactive, online environment.</td>
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<tr>
<td>MTE 557</td>
<td>LANGUAGE DEVELOPMENT FOR SECONDARY SETTINGS</td>
<td>3</td>
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<td></td>
<td>This course examines second language acquisition theories, strategies, and the nature of cognitive and affective language development to assist the secondary teacher of the English language learner (ELL) student. The course focuses on language acquisition development within alternative language service programs and it provides the basis for effective instructional strategies including methods, techniques, and materials to be used with linguistically diverse secondary students. It examines the critical elements of learning issues associated with linguistically diverse students including the learning styles and interconnected variables that interact in second language learning, thought processes, and the relationship to content mastery. The course also focuses on the structure and use of the English language to ensure oral and written accuracy and correct punctuation and intonation for those working with linguistically diverse secondary populations.</td>
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<tr>
<td>MTE 559</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: SECONDARY METHODS</td>
<td>3</td>
<td>This course focuses on the methodology and assessment strategies that enhance learning at the secondary level. Integrated content, interdisciplinary teaching, and curriculum and assessment issues are emphasized. Multiple perspectives of students as learners of secondary content, along with current research on pedagogy, are explored. This course provides students with an opportunity to develop the ability to use and evaluate instructional and curricular materials and appropriate assessment strategies.</td>
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<tr>
<td>MTE 562</td>
<td>ASSESSMENT AND EVALUATION</td>
<td>3</td>
<td>This course focuses on developing the skills necessary to become effective assessors. It provides the fundamentals of a variety of classroom assessments, including standardized, formative and summative, traditional, and performance classroom assessments. Learners focus on using a variety of assessment tools and construct objective and performance assessments. Additionally, the purposes, the methods, and the reporting of evaluations are explored.</td>
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<tr>
<td>MTE 564CA</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: SECONDARY MATHEMATICS</td>
<td>3</td>
<td>This course explores the secondary mathematics classroom, curriculum, and teaching and assessment strategies. Participants identify the educational needs of secondary students by exploring current instructional theory, National Council of Teachers of Mathematics Standards, state standards, and social issues that impact the mathematics classroom. The course also helps prospective educators develop skills in selecting and adapting instruction for diverse student populations. The course will also emphasize classroom management skills as they relate to mathematics instruction. Participants will explore the integration of various resources and literacy into mathematics and examine parent and community involvement.</td>
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<tr>
<td>MTE 566</td>
<td>CURRICULUM CONST &amp; ASSMT: SECONDARY ENGLISH/LANGUAGE ARTS</td>
<td>3</td>
<td>This course explores the application of basic instructional methods to the content area of English and language arts in middle school and high school settings. Participants identify the educational needs of middle level and secondary students by exploring current instructional theory, models, and strategies; state, local, and national standards as they relate to instruction, assessment, and accountability; and social issues that impact reading, listening, speaking, and writing in the classroom. The course also helps prospective educators develop skills in selecting and adapting delivery methods and behavior management plans for diverse individual students and student populations.</td>
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<tr>
<td>Course Code</td>
<td>Curriculum &amp; Assessment: Subject Area</td>
<td>Credits</td>
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<tr>
<td>MTE 566CA</td>
<td>CURRICULUM CONST &amp; ASSMT: SECONDARY ENGLISH/LANGUAGE ARTS</td>
<td>3</td>
<td>This course explores the application of basic instructional methods to the content area of English and language arts in middle school and high school settings. Participants identify the educational needs of middle and secondary students by exploring current instructional theory, models, and strategies; state, local, and national standards as they relate to instruction, assessment, and accountability; and social issues that impact reading, listening, speaking, and writing in the classroom. The course also helps prospective educators develop skills in selecting and adapting delivery methods and behavior management plans for diverse individual students and student populations. Participants will explore the integration of various resources and literacy into language arts and examine parent and community involvement.</td>
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<tr>
<td>MTE 567</td>
<td>CURRICULUM CONST &amp; ASSMT: SECONDARY HISTORY/SOCIAL SCIENCE</td>
<td>3</td>
<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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<tr>
<td>MTE 567CA</td>
<td>CURRICULUM CONST &amp; ASSMT: SECONDARY HISTORY/SOCIAL SCIENCE</td>
<td>3</td>
<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. Participants will explore the integration of various resources and literacy into social studies and examine parent and community involvement.</td>
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<tr>
<td>MTE 569</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: SECONDARY SCIENCE</td>
<td>3</td>
<td>This course is designed to prepare students to teach science at the secondary school level. To meet this objective, students 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>MTE 569CA</td>
<td>CURRICULUM CONSTRUCTS AND ASSESSMENT: SECONDARY SCIENCE</td>
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<td>This course is designed to prepare students to teach science at the secondary school level. To meet this objective, students will explore the instructional methods in science content areas in middle level and high school settings. Participants will identify the educational needs of secondary students by exploring current instructional theory; national, state, and local standards; and social issues that impact the science classroom. The course also helps prospective educators develop skills in selecting and adapting instruction and management plans for diverse student populations. Participants will explore the integration of various resources and literacy into science and examine parent and community involvement.</td>
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<td>MTE 583</td>
<td>STUDENT TEACHING</td>
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<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>MTE 586</td>
<td>STUDENT TEACHING, PART A</td>
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<td>This course emphasizes the practical application of educational theories and methods. This course will focus on the student teaching experience and the design and implementation of the Teacher Work Sample. This seminar also provides a forum for open discussion and problem solving based on student teaching classroom experiences.</td>
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<td>MTE 587</td>
<td>STUDENT TEACHING, PART B</td>
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<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>MTH 110</td>
<td>HISTORY OF MATHEMATICS</td>
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<td>This one-credit course introduces students to a survey of the history of mathematics, including the background of famous mathematicians from ancient to modern times and their specific contributions to mathematics. The format and content of the course is conceptual rather than technical.</td>
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<td>MTH 156</td>
<td>MATH FOR ELEMENTARY TEACHERS I</td>
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<td>This course is the first of a two-part series designed for K-8 pre-service teachers to address the conceptual framework for mathematics taught in elementary school. The focus of Part One will be on real number properties, patterns, operations and algebraic reasoning, and problem solving. The relationship of the course concepts to State Mathematics Standards for K-8 instruction is also addressed.</td>
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<td>MTH 157</td>
<td>MATH FOR ELEMENTARY TEACHERS II</td>
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<td>This course is the second of a two-part series designed for K-8 pre-service teachers to address the conceptual framework for mathematics taught in elementary school. The focus of Part Two will be on measurement, geometry, probability, and data analysis. The relationship of the course concepts to State Mathematics Standards for K-8 instruction is also addressed.</td>
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<td>MTH 210</td>
<td>FUNDAMENTALS OF GEOMETRY</td>
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<td>This course is designed to have students demonstrate the ability to use fundamental concepts of geometry including definitions, tools of geometry, and to recognize geometry as an axiomatic system.</td>
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<td>MTH 212</td>
<td>INTRODUCTION TO FINITE MATHEMATICS</td>
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<td>This course is a brief exploration of the finite mathematics concepts available for the study of social and behavioral sciences, and for application in business. Emphasis is placed on the key role of mathematics in problem solving and comprehension of problem-solving techniques for the real world. Specific applications in statistics, accounting, finance and economics are demonstrated and discussed.</td>
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<tr>
<td>MTH 213</td>
<td>Mathematics for Elementary Educators I</td>
<td>3</td>
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<td>This is the first course of 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 one will be on real number properties, patterns, operations and algebraic reasoning and problem solving.</td>
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<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>
<td>Students apply advanced quantitative reasoning skills to solve real world problems. This course emphasizes modelling skills, statistical methods, and probability to create, analyze, and communicate solutions.</td>
</tr>
<tr>
<td>MTH 216</td>
<td>QUANTITATIVE REASONING II</td>
<td>3</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>
</tr>
<tr>
<td>MTH 216T</td>
<td>QUANTITATIVE REASONING II</td>
<td>3</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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<tr>
<td>MTH 217</td>
<td>STATISTICS I</td>
<td>3</td>
<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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<tr>
<td>MTH 218</td>
<td>STATISTICS II</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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<td>MTH 219T</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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<td>MTH 220</td>
<td>COLLEGE ALGEBRA</td>
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<td>This course presents traditional concepts in college algebra. Topics include linear, polynomial, rational, radical, exponential and logarithmic functions, systems of equations, sequences, and series.</td>
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<td>MTH 220T</td>
<td>COLLEGE ALGEBRA</td>
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<td>This course presents traditional</td>
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<td>concepts in college algebra.</td>
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<td>Topics include linear, polynomial,</td>
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<td>systems of equations, sequences,</td>
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<td>MTH 221</td>
<td>DISCRETE MATH FOR INFORMATION</td>
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<td>TECHNOLOGY</td>
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<td>Discrete mathematics is of direct</td>
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<td>importance to the fields of</td>
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<td>Computer Science and Information</td>
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<td>Technology. This branch of</td>
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<td>mathematics includes studying</td>
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<td>set theory, logic, relations,</td>
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<td>graph theory, and analysis of</td>
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<td>algorithms. This course is</td>
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<td>intended to provide students with</td>
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<td>an understanding of these areas</td>
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<td>and their use in the field of</td>
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<td>Information Technology.</td>
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<td>MTH 225</td>
<td>PRE-CALCULUS</td>
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<td>This course prepares students for</td>
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<td>success in calculus. A brief</td>
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<td>review of college algebra topics</td>
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<td>is presented including linear,</td>
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<td>polynomial, radical, rational and</td>
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<td>absolute value, functions, and</td>
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<td>equations. Students also examine</td>
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<td>systems of equations, exponential,</td>
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<td>logarithmic, and trigonometric</td>
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<td>functions as well as analytic</td>
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<td>geometry. In addition, students</td>
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<td>are introduced to sequences and</td>
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<td>MTH 280</td>
<td>CALCULUS I</td>
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<td>This course is an introduction to</td>
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<td>differential calculus. Students</td>
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<td>explore limits and continuity.</td>
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<td>They examine the basic concept of</td>
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<td>differentiation and practice</td>
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<td>differentiation techniques. Students develop competence applying differentiation to solve problems. Students also examine simple antiderivatives.</td>
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<td>MTH 290</td>
<td>CALCULUS II</td>
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<td>This course examines integral calculus topics. Students are presented with integration techniques for functions of one variable and more applications of definite integrals. Students explore numerical techniques of integration. Students also examine the area function, Riemann sums, and indefinite integrals, and apply these to real-life problems. The course concludes with the Fundamental Theorem of Calculus.</td>
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<td>MTH 360</td>
<td>LINEAR ALGEBRA</td>
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<td>This course provides a survey of the concepts related to linear algebra. Students examine the geometry of vectors, matrices, and linear equations, including Gauss-Jordan elimination. Students explore the concepts of linear independence, rank, and linear transformations. Vector spaces, bases, and change of bases are discussed, including orthogonality and the Gram-Schmidt process. In addition, students investigate determinants, eigenvalues, and eigenvectors.</td>
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<td>MTH 380</td>
<td>CALCULUS III</td>
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<td>This course builds on the concepts of presented in MTH/310 Calculus I and MTH/320 Calculus II. Students examine functions of more than one variable, curves in space, and Newtonian mechanics in three dimensions. Students explore partial derivatives and differentials as well as local and global extrema. In addition, students use differentiation techniques for functions of many variables.</td>
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<td>MTH 463</td>
<td>APPLIED STATISTICS</td>
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<td>This course surveys descriptive and inferential statistics with emphasis on practical applications of statistical analysis. The principles of collecting, analyzing, and interpreting data are covered. In addition, this course examines the role of statistical analysis, statistical terminology, the appropriate use of statistical techniques, and interpretation of statistical findings through the applications and functions of statistical methods.</td>
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<td>MTH 466</td>
<td>PROBABILITY AND STATISTICS I</td>
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<td>MTH 530</td>
<td>LINEAR ALGEBRA</td>
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<td>MTH 535</td>
<td>GEOMETRY</td>
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<td>MTH 540</td>
<td>STATISTICS</td>
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**MTH 466 PROBABILITY AND STATISTICS I**
This course surveys calculus-based probability and inferential statistics with emphasis on practical applications of statistical analysis. The principles of collecting, analyzing, and interpreting data are covered. In addition, this course examines the role of statistical analysis, statistical terminology, the appropriate use of statistical techniques, and interpretation of statistical findings through the applications and functions of statistical methods.

**MTH 530 LINEAR ALGEBRA**
The purpose of this course is to provide an introduction to linear algebra, a branch of mathematics dealing with matrices and vector spaces. This course describes the use of linear algebra as a compilation of diverse, but interrelated ideas that provide a way of analyzing and solving problems in many applied fields. Linear algebra has three sides: computational techniques, concepts, and applications. One of the goals of this course is to help you master all facets of the subject and see the interplay among them. The material presented in this course involves theorems, proofs, formulas, and computations of various kinds.

**MTH 535 GEOMETRY**
This course is designed for students to demonstrate the ability to use fundamental concepts of geometry including definitions, basic constructions, tools of geometry, and to recognize geometry as an axiomatic system. Students will apply theorems to evaluate various problems, analyze the properties of figures, and formulate equations utilizing geometric foundations.

**MTH 540 STATISTICS**
This course surveys descriptive and inferential statistics with emphasis on practical applications of statistical analysis. The principles of collecting, analyzing, and interpreting data are covered in this course. It examines the role of statistical analysis, terminology, the appropriate use of techniques, and interpretation of statistical findings through the applications and functions of statistical methods.
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<th>Course Code</th>
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<tr>
<td>MTH 575</td>
<td>MATHEMATICS INSTRUCTION FOR SPECIAL EDUCATION</td>
<td>3</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 505</td>
<td>ROLE OF ADVANCED PRACTICE NURSE</td>
<td>3</td>
<td>This course emphasizes the history and development of advanced practice nursing roles and competencies, as well as the organizational and regulatory scope of practice requirements expected in these roles. Students examine the impact and evolution of this role transition, certification, and professional activities as these relate to advanced practice nursing.</td>
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<td>NRP 507</td>
<td>ADVANCED PHARMACOLOGY</td>
<td>4</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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<td>NRP 508</td>
<td>HEALTH POLICY AND ROLE OF THE ADVANCED PRACTICE NURSE</td>
<td>4</td>
<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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<td>NRP 511</td>
<td>ADVANCED PATHOPHYSIOLOGY</td>
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<td>This course provides students with advanced anatomy, physiology, and pathophysiology of systems in relation to an individual’s health across the lifespan. Focus is on physiological and biological manifestations and adaptive and maladaptive changes. The foundational knowledge gained in this course guides the management of primary care issues of the family and individual.</td>
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<td>NRP 513</td>
<td>CLINICAL APPLICATIONS OF THEORY AND RESEARCH</td>
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<td>This course focuses on the critical components of contemporary nursing knowledge, including concepts, statements, metaparadigms, philosophies, conceptual models, and theories. Students evaluate the variety of ways to organize nursing knowledge and explore the implications of their application. Through the clinical application of the course content, students examine the use of theory, nursing research, and nursing knowledge in professional environments.</td>
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<td>NRP 516</td>
<td>ADVANCED HEALTH ASSESSMENT</td>
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<td>Emphasis is placed on the advanced practice of history taking, conducting a physical examination, and obtaining and assessing diagnostic data for clients across the life span. Students will learn to justify actual and potential health problems through interpretation and integration of the history, health assessment, and laboratory data. This course incorporates 45 hours of supervised practice laboratory experience, allowing students to utilize the techniques and equipment to perform physical examinations.</td>
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<td>NRP 531</td>
<td>ADVANCED HEALTH ASSESSMENT I</td>
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<td>This course emphasizes advanced practice history taking, physical examination, and documentation of those findings for clients across the lifespan. Students learn to develop a health problem list through the integration and interpretation of data obtained during the health history and physical assessment. This course also introduces students to medical billing and coding.</td>
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<td>NRP 540</td>
<td>MANAGEMENT OF PEDIATRIC AND ADOLESCENT POPULATIONS</td>
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<td>This course focuses on the management of normal and common pathological conditions for children from birth through adolescence, as an individual and as a family member. The course combines theory and clinical experiences to emphasize assessment, prevention, and management utilizing a holistic model of care. Growth and development, anticipatory guidance, and behavioral theories are emphasized. Identification and application of pharmacological therapies are incorporated. The effects of culture on development, parenting, and health care practices are also evaluated.</td>
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<td>NRP 543</td>
<td>MANAGEMENT OF PEDIATRIC AND ADOLESCENT POPULATIONS</td>
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<td></td>
<td>This combined theory and clinical course focuses on the management of normal and common pathological conditions for children from birth through adolescence, as an individual and as a family member. The course combines theory and clinical experiences to emphasize assessment, prevention, and management utilizing a holistic model of care. Growth and development, anticipatory guidance, and behavioral theories are emphasized. Identification and application of pharmacological therapies are incorporated. The effects of culture on development, parenting, and health care practices are also evaluated. This course provides the health care professional with the necessary strategies to address ethical issues specific to pediatric and adolescent populations.</td>
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<td>NRP 545A</td>
<td>ADULT AND GERIATRIC MANAGEMENT</td>
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<td>This two-part, combined theory and clinical course focuses on management of common pathological conditions related to the cardiovascular, respiratory, endocrine, and neurovascular systems for adults and geriatric patients including implications for the individual as well as the family. Theory and clinical experiences emphasize prevention, disease management, and evaluation of patient outcomes. Identification and application of pharmacological therapies are incorporated.</td>
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<td>NRP 545B</td>
<td>ADULT AND GERIATRIC MANAGEMENT</td>
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<td>This two-part, combined theory and clinical course focuses on management of common pathological conditions related to the musculoskeletal, gastrointestinal, hematological, neurological, and genito-urinary systems for adults and geriatric patients including implications for the individual as well as the family. In addition, management of psychiatric issues and skin pathology will be discussed. Theory and clinical experiences emphasize prevention, disease management, and evaluation of patient outcomes. Identification and application of pharmacological therapies are incorporated.</td>
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<td>NRP 552</td>
<td>CLINICAL PROCEDURES</td>
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<td>This course provides the theoretical foundation for common office procedures encountered in primary care. Included will be ECG, X-ray, spirometry interpretation, and diagnostic imaging as well as minor surgery and orthopedic procedures. Supervised practice will be provided for selected skills.</td>
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<tr>
<td>NRP 555</td>
<td>ADULT AND GERIATRIC MANAGEMENT I</td>
<td>4</td>
<td>This two-part, combined theory and clinical course focuses on the management of common pathological conditions related to the neurological, cardiovascular, and pulmonary systems of adults and geriatric patients, including implications for the individual and the family. Coding and billing are discussed. Theory, research, and clinical experiences guide prevention, disease management, and evaluation of patient outcomes.Identification and application of pharmacological therapies are incorporated. This course provides the health care professional with the necessary strategies to address ethical issues specific to adult and geriatric patients.</td>
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<td>NRP 556</td>
<td>ADULT AND GERIATRIC MANAGEMENT II</td>
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<td>This two-part, combined theory and clinical course focuses on the management of common pathological conditions related to the musculoskeletal, gastrointestinal, hematological, and genitourinary systems of adults and geriatric patients, including implications for the individual and the family. The management of psychiatric issues and skin pathology are discussed. Theory, research and clinical experiences emphasize prevention, disease management, and evaluation of patient outcomes. Identification and application of pharmacological therapies are incorporated. This course provides the health care professional with the necessary strategies to address ethical issues specific to adult and geriatric patients.</td>
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<td>NRP 560</td>
<td>MANAGEMENT OF WOMEN'S HEALTH ISSUES</td>
<td>4</td>
<td>This combined theory and clinical course focuses on management of normal and common pathological conditions that occur in women's health across the lifespan. Special emphasis is placed on disease prevention, reproductive health issues, contraceptive therapies, and normal obstetrics. Students develop a systematic approach to women's health issues based on physiology and pharmacology. Appropriate educational and collaborative skills for the individual and their families will be explored. Management of pharmacological issues will also be addressed.</td>
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<td>NRP 563</td>
<td>MANAGEMENT OF WOMEN'S HEALTH ISSUES</td>
<td>4</td>
<td>This combined theory and clinical course focuses on management of normal and common pathological conditions that occur in women's health across the lifespan. Special emphasis is placed on disease prevention, reproductive health issues, contraceptive therapies, and normal OB. Students develop a systematic approach to women's health issues based on physiology and pharmacology. Appropriate educational and collaborative skills for the individual and their families are explored. The management of pharmacological issues is addressed. This course provides the health care professional with the necessary strategies to address ethical issues specific to women's health issues.</td>
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<td>NRP 566</td>
<td>PRECEPTORSHIP</td>
<td>4</td>
<td>This 480-hour precepted clinical course provides students with clinical experiences needed to develop and broaden their clinical skills and judgments. Students will consolidate and refine their acquired skills in assessment and client management in order to attain a level of competency and proficiency that will allow them to function independently in the nurse practitioner role.</td>
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<tr>
<td>NRP 571</td>
<td>ADVANCED HEALTH ASSESSMENT II AND CLINICAL PROCEDURES</td>
<td>4</td>
<td>This course is a continuation of NRP/531: Advanced Health Assessment I and provides the theoretical foundation for common office procedures encountered in primary care. ECG, X-ray, spirometry interpretation, and diagnostic imaging, as well as minor surgery and orthopedic procedures are included. Selected skills are practiced under supervision during residency.</td>
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<td>NRP 590</td>
<td>FINAL PRECEPTORSHIP</td>
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<td>This course provides students with precepted clinical experiences. Business practices of the independent or semi-independent practitioner, including guidelines and regulations in the advanced practice role, are discussed. Students consolidate and refine their acquired skills in assessment and patient management in order to attain a level of competency and proficiency that will allow them to function in the nurse practitioner role. This course contains additional theory content across the lifespan. This course provides the health care professional with the necessary strategies to address ethical issues. Incorporation of research principles is reinforced throughout the course.</td>
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<td>NSE 721</td>
<td>THEORIES OF NURSING EDUCATION</td>
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<td>NSE 722</td>
<td>INSTRUCTIONAL DESIGN AND CURRICULUM DEVELOPMENT</td>
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<td>NSE 723</td>
<td>MEASUREMENT AND EVALUATION</td>
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<td>NSG 300</td>
<td>INTRODUCTION TO THE SCHOOL OF NURSING</td>
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**NSE 721 THEORIES OF NURSING EDUCATION 3**
This course examines historical and current theories as a basis for the nursing education curriculum. With a foundation based in major theorists and tenets of the theories, learners analyze select curricula for evidence of the various theories, investigate Implications of the theories applied to nursing education and interpret the interaction of the theories with current and evolving public policy.

**NSE 722 INSTRUCTIONAL DESIGN AND CURRICULUM DEVELOPMENT 3**
This course analyzes the models and processes of instruction in nursing education programs. Effective instructional models explore the relationship of theories, standards, teaching strategies, and learner outcomes. The importance of curriculum design, delivery, and evaluation are related to program outcomes. Instructional models for diverse populations, improvement of programs, and staff development are a special focus. Students synthesize systemic teaching-learning models that include schedule, structure, stakeholder involvement, and curricular outcomes. Explication of implicit, hidden, cultural, and institutional aspects of curriculum design and delivery inform the learner’s development approach.

**NSE 723 MEASUREMENT AND EVALUATION 3**
This course explores program measurement and evaluation models and methods utilized in nursing education and learning organizations. Both formative and summative methods are discussed. Accreditation issues for nursing programs are a key topic. The influence of leadership style on program evaluation methods is examined. Assumptions of program evaluation and factors affecting reliability and validity are key topics presented and are integral to the measurement and evaluation process.

**NSG 300 INTRODUCTION TO THE SCHOOL OF NURSING 3**
This introductory course to the College of Nursing is designed to orient students to the nursing curriculum and program. Students will receive an introduction to the simulation laboratory. Students will develop strategies for achieving educational goals that assist them to be successful in the undergraduate program. Strategies for success will include improving test-taking skills, utilizing case studies, and studying test questions that are similar to those of the NCLEX-RN Examination.
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>NSG 302</td>
<td>PROFESSIONAL CONTEMPORARY NURSING ROLE AND PRACTICE</td>
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<td>This course introduces the College of Nursing’s philosophical framework for professional practice and the baccalaureate role of the nurse as practitioner, leader, and educator. Topics include critical thinking, clinical judgment, collaboration and communication skills, evidenced-based practice and professional values and responsibilities. A key focus is introducing students to professional nursing and behaviors necessary for professional accountability.</td>
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<tr>
<td>NSG 320</td>
<td>PROFESSIONAL NURSING ROLE</td>
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<td>This course provides an overview of nursing and is designed for the practical/vocational nurse to begin transitioning into professional nursing. Historical influences on professional nursing are explored. Critical thinking, clinical judgment, and professional values and responsibilities are examined in the context of the scope of practice for the professional nurse. The nursing process and concepts crucial to role transition are introduced, along with behaviors related to professional and academic accountability. Benner's Theory of novice to expert and the role of the generalist will be explored.</td>
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<td>NSG 321</td>
<td>TRANSITION TO BACCALAUREATE NURSING</td>
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<td>This course addresses concepts and principles relevant to the practical/vocational nurse's transition to a baccalaureate-prepared registered nurse role. Critical thinking, clinical reasoning, and professional values and responsibilities are examined in the context of the registered nurse's scope of practice in providing and managing care.</td>
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<td>NSG 330</td>
<td>PHYSICAL ASSESSMENT</td>
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<td>This course builds from previous practical or vocational nursing competencies, knowledge, and skills. The course provides the nursing student with skills in physical, psychosocial, and spiritual assessment of patients across the lifespan. History taking and data collection are emphasized. Laboratory experiences are included to develop an application of anatomy and physiology concepts to body systems. Students are required to successfully complete 30 clinical hours and 8 lab hours to pass the course. Clinical hours include immersive simulation learning.</td>
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<td>NSG 331</td>
<td>HEALTH ASSESSMENT</td>
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<td>NSG 340</td>
<td>MEDICAL/SURGICAL NURSING I: ACUTE</td>
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<td>NSG 341</td>
<td>CARE OF THE MEDICAL-SURGICAL PATIENT</td>
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<td>NSG 345</td>
<td>MEDICAL/SURGICAL NURSING II: COMPLEX AND GERIATRICS</td>
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<td>NSG 347</td>
<td>CARE OF THE MEDICAL-SURGICAL PATIENT II</td>
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<td>NSG 400</td>
<td>THEORETICAL BASIS FOR NURSING PRACTICE</td>
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<td>NSG 401</td>
<td>THEORY APPLICATION IN NURSING PRACTICE</td>
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<td>PSYCHIATRIC AND MENTAL HEALTH NURSING</td>
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<td>NSG 411</td>
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<td>NSG 416</td>
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<td>COMMUNITY AND FAMILY NURSING</td>
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<td>NSG 426</td>
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<td>NSG 430</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>NSG 441</td>
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<td>NSG 447</td>
<td>CARE OF THE COMPLEX MEDICAL-SURGICAL PATIENT</td>
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<td>NSG 450</td>
<td>EPIDEMIOLOGY AND GLOBAL HEALTH</td>
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<td>This course explores public and global health issues relevant to professional nursing practice. Topics include social responsibility and determinants of health, epidemiology, disease prevention and health promotion for at-risk populations, and national and global health organizations. A key focus is the application of evidence-based public health principles.</td>
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<td>NSG 451</td>
<td>PROFESSIONAL NURSING PROFESSIONAL NURSING LEADERSHIP PERSPECTIVES</td>
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<td>This course analyzes the role of the contemporary nurse as a leader and manager in the profession and health care industry. Topics include managing health care resources, assessing quality and risk in patient care, and decision-making models.</td>
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<td>NSG 452</td>
<td>PUBLIC AND GLOBAL HEALTH</td>
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<td>This course explores public and global health issues relevant to professional nursing practice. Topics include social responsibility and determinants of health, epidemiology, disease prevention and health promotion for at-risk populations, and national and global health organizations. A key focus is the application of evidence-based public health principles.</td>
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<td>NSG 456</td>
<td>RESEARCH OUTCOMES MANAGEMENT FOR THE PRACTICING NURSE</td>
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<td>This course emphasizes the role of research outcomes in evidenced-based nursing practice. Topics include formulating research questions, collecting, summarizing, and interpreting data, and understanding the elements of research design. The key concept is the role of nursing in research analysis for improving practice environments and patient outcomes.</td>
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<td>NSG 468</td>
<td>INFLUENCING QUALITY WITHIN HEALTHCARE</td>
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<td>This course examines quality management processes, functions, and tools that improve health systems and outcomes. Topics include nursing sensitive indicators, core measures, Quality &amp; Safety Education for Nurses (QSEN) competencies, and legislative mandates. Key concepts are patient safety, quality improvement, and accountability to quality performance.</td>
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<td>NSG 470</td>
<td>NURSING LEADERSHIP AND MANAGEMENT</td>
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<td>This course emphasizes leadership and management theory including systems theory, leadership styles, and organizational change in a variety of health care settings. The course provides students with tools to assume various responsibilities in delegation, managing change, and patient advocacy. Students are required to successfully complete 60 clinical hours to pass the course. Clinical hours include immersive simulation learning.</td>
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<td>NSG 471</td>
<td>NURSING LEADERSHIP AND MANAGEMENT</td>
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<td>This course examines the role of the nurse as leader and manager. Managing health care resources, assessing quality and risk in patient care, interprofessional collaboration, and decision-making models are explored.</td>
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<td>NSG 478</td>
<td>PROMOTING HEALTHY COMMUNITIES</td>
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<td>This course addresses the role of nursing in community and public health. Topics include theories and models of community and public health nursing, diversity, advocacy, family and community assessment, and health education. A key focus is evidence-based health promotion and preventive care of individuals, families, and 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>NSG 481</td>
<td>INFLUENCING NURSING PRACTICE</td>
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<td>NSG 482</td>
<td>PROMOTING HEALTHY COMMUNITIES</td>
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<tr>
<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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<tr>
<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>SENIOR LEADERSHIP PRACTICUM</td>
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<td>NSG 500</td>
<td>AN INTEGRATED APPROACH TO PATHOPHYSIOLOGY AND PHARMACOLOGY</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 505</td>
<td>COMPREHENSIVE HEALTH ASSESSMENT</td>
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<td>NSG 512</td>
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<td>HEALTH LAW, POLICY, ETHICS, AND GLOBAL TRENDS</td>
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<td>NSG 516AD</td>
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<td>NSG 516ED</td>
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<td>NSG 517AD</td>
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<td>NSG 516IN</td>
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<td>NSG 517IN</td>
<td>PRACTICUM II</td>
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<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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<td>NSG 531</td>
<td>PROGRAM AND COURSE DEVELOPMENT</td>
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<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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<td>NSG 532</td>
<td>INNOVATIVE CURRICULUM DESIGN</td>
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<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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<td>NSG 533</td>
<td>EDUCATIONAL ASSESSMENT AND EVALUATION</td>
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<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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<td>FACILITATING ENGAGED LEARNING</td>
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<td>NSG 537</td>
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<td>FINANCIAL RESOURCES MANAGEMENT IN HEALTH CARE</td>
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<td>CONTINUOUS QUALITY MONITORING AND OUTCOMES IMPROVEMENT</td>
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<td>NTC 248</td>
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<td>NETWORK INTEGRATION PROJECT</td>
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<td>NTC 425</td>
<td>NETWORKING AND SECURITY IN HEALTH INFORMATION SYSTEMS</td>
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<tr>
<td>NUR 443</td>
<td>EVIDENCE-BASED NURSING RESEARCH AND PRACTICE</td>
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<tr>
<td>NUR 492</td>
<td>SENIOR PRACTICUM: LEADERSHIP AND MANAGEMENT</td>
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<td>NUR 492CC</td>
<td>SENIOR PRACTICUM: LEADERSHIP AND MANAGEMENT</td>
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<tr>
<td>NUR 542</td>
<td>DYNAMICS OF FAMILY SYSTEMS</td>
<td>2</td>
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<tr>
<td>NUR 544</td>
<td>POPULATION-FOCUSED HEALTH CARE</td>
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<tr>
<td>NUR 550</td>
<td>ISSUES IN ADVANCED PRACTICE</td>
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<td>NUR 590A</td>
<td>NURSING PRACTICUM-A</td>
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<tr>
<td></td>
<td>This capstone course is designed to provide</td>
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<td>students with opportunities to integrate and</td>
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<td>apply previously learned knowledge and skills</td>
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<td>in a 60-hour practicum. Students develop</td>
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<td>specific learning objectives that are approved</td>
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<td>by faculty. Objectives are achieved as a result</td>
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<td></td>
<td>of working with various nursing experts in</td>
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<td>clinical application projects.</td>
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<td>NUR 590B</td>
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<td>This capstone course is designed to provide</td>
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<td>students with opportunities to integrate and</td>
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<td>apply previously learned knowledge and skills</td>
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<td>in a 60-hour practicum. Students develop</td>
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<td>specific learning objectives that are approved</td>
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<td>by faculty. Objectives are achieved as a result</td>
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<td>of working with various nursing experts in</td>
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<td></td>
<td>clinical application projects.</td>
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<td>NUR 598</td>
<td>RESEARCH UTILIZATION PROJECT</td>
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<tr>
<td></td>
<td>This is a graduate-level research course that</td>
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<td>focuses on utilization of a body of science</td>
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<td></td>
<td>knowledge in the practice setting. The student</td>
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<td>will develop a research proposal based on</td>
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<td></td>
<td>problems identified in nursing practice,</td>
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<td></td>
<td>evaluate the relevance of existing research,</td>
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<td></td>
<td>set forth a plan for implementation, and identify</td>
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<td>evaluation criteria to measure the outcomes of</td>
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<td></td>
<td>the research implemented.</td>
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<tr>
<td>NUR 703</td>
<td>THEORETICAL APPLICATIONS IN EVIDENCE-BASED PRACTICE</td>
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<td></td>
<td>This course examines the application of</td>
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<td>theoretical frameworks to different areas of</td>
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<td>nursing practice. Learners will demonstrate</td>
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<td>acquired competencies to evaluate and generate</td>
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<td>research at the doctoral level. Learners will be</td>
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<td>able to use research and evidence-based data to</td>
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<td></td>
<td>support decision-making processes.</td>
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<td>OI 365</td>
<td>KNOWLEDGE MANAGEMENT AND INTELLECTUAL CAPITAL</td>
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<td>OI 466</td>
<td>ORGANIZATIONAL INNOVATION INTEGRATED PROJECT</td>
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<td>ONL 507</td>
<td>Digital Citizenship for Educators</td>
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<td>OPS 350</td>
<td>OPERATIONS MANAGEMENT</td>
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<td>OPS 400</td>
<td>BUSINESS PROCESS MANAGEMENT</td>
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<td>OPS 405</td>
<td>ENTERPRISE RESOURCE MANAGEMENT</td>
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<td>OPS 415</td>
<td>SYSTEMS THINKING AND PERFORMANCE MEASUREMENT</td>
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<td>OPS 420</td>
<td>OPERATIONS MANAGEMENT CAPSTONE</td>
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<td>OPS 571</td>
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<td></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>
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<td>OPS 571T</td>
<td>OPERATIONS MANAGEMENT</td>
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<td></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>
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<td>OPS 572</td>
<td>OPERATIONS MANAGEMENT IN HEALTH CARE</td>
<td>3</td>
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<td></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>
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<tr>
<td>ORG 581</td>
<td>ORGANIZATIONAL DESIGN</td>
<td>3</td>
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<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>
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<td>ORG 707</td>
<td>ADVANCED SYSTEMS THINKING</td>
<td>3</td>
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<td></td>
<td>With organizational change a certainty and no quick fix the problems of these organizations, this course will assist learners in dealing with uncertainty in the workplace and making decisions when neither the problems nor goals are clear. Upon completion of this course, learners will be able to think and act holistically to see connections among systems and how decisions in one area might affect the rest of the system.</td>
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<tr>
<td>ORG 711</td>
<td>21ST CENTURY ISSUES IN ORGANIZATIONAL BEHAVIOR I</td>
<td>3</td>
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<tr>
<td></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>
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<td></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>
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<tr>
<td>ORG 721</td>
<td>21ST CENTURY ISSUES IN ORGANIZATIONAL BEHAVIOR II</td>
<td>3</td>
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<td></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>
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<td>Course Code</td>
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<tr>
<td>ORG 726</td>
<td>THE IMPACT OF TECHNOLOGY ON ORGANIZATIONS</td>
<td>3</td>
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<tr>
<td>ORG 727</td>
<td>ORGANIZATIONAL DIAGNOSIS AND INTERVENTION</td>
<td>3</td>
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<td>ORG 730</td>
<td>ORGANIZATION DEVELOPMENT</td>
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<td>This information only course is designed</td>
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<td></td>
<td>to provide an orientation to the primary</td>
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<td></td>
<td>components of the Nurse Practitioner</td>
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<td>program's Final Preceptorship course.</td>
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<td>Students will be introduced to clinical</td>
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<td></td>
<td>and didactic requirements for the extended</td>
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<td>clinical course. Required documentation</td>
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<td>for graduation and family nurse</td>
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<td>practitioner clinical competencies for</td>
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<td>entry into practice will be discussed.</td>
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<td>Clinical hour requirements including family</td>
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<td>practice hour requirements will be</td>
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<td></td>
<td>reviewed.</td>
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<tr>
<td>PHL 310CA</td>
<td>CRITICAL THINKING ACROSS DISCIPLINES</td>
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<td></td>
<td>This course in critical thinking helps</td>
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<td></td>
<td>students develop the ability to reason</td>
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<td>clearly and critically. It includes an</td>
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<td></td>
<td>introduction to inductive and deductive</td>
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<td></td>
<td>logic, fallacious reasoning, assumptions,</td>
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<td>and problem-solving techniques. Students</td>
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<td></td>
<td>will apply critical thinking skills in</td>
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<td>confirming knowledge, producing new ideas,</td>
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<td>research, and making connections across</td>
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<td>disciplines.</td>
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<td>PHL 320</td>
<td>CRITICAL THINKING AND DECISION MAKING IN</td>
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<tr>
<td></td>
<td>BUSINESS</td>
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<td></td>
<td>This course explores the critical thinking</td>
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<td>techniques necessary to be an effective</td>
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<td></td>
<td>manager within an organizational setting.</td>
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<td>Students will focus on critical thinking</td>
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<td>and reasoning methods as they apply to</td>
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<td>management concepts within a work</td>
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<td>environment. Other topics include the use</td>
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<td>of critical thinking skills in the</td>
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<td>decision-making process as it applies for</td>
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<td>successful performance of employees</td>
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<td></td>
<td>and organizations and achieving desired</td>
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<td></td>
<td>business goals.</td>
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<td>PHL 320T</td>
<td>CRITICAL THINKING AND DECISION MAKING IN</td>
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<tr>
<td></td>
<td>BUSINESS</td>
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<td></td>
<td>This course addresses foundational skills</td>
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<td>in the analysis, synthesis, prescription,</td>
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<td></td>
<td>and application of critical thinking and</td>
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<td></td>
<td>decision making in business environments.</td>
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<td></td>
<td>Emphasis is placed on thinking critically,</td>
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<td>creatively, and ethically, and decision</td>
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<td></td>
<td>making outcomes.</td>
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<td>Course Code</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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<tr>
<td>PHL 458</td>
<td>CREATIVE MINDS AND CRITICAL THINKING</td>
<td>3</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>
<td>3</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 571</td>
<td>PROJECT MANAGEMENT</td>
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<td>PM 582</td>
<td>PROJECT LEADERSHIP</td>
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<td>PM 584</td>
<td>PROJECT RISK MANAGEMENT</td>
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<td>PM 586</td>
<td>PROJECT QUALITY MANAGEMENT</td>
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<td>Course Code</td>
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<td>PM 598</td>
<td>PROJECT MANAGEMENT CAPSTONE</td>
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<td>POL 115</td>
<td>AMERICAN NATIONAL GOVERNMENT</td>
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<td>POL 215</td>
<td>STATE AND LOCAL POLITICAL PROCESSES</td>
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<td>POS 221</td>
<td>WINDOWS SERVER CONFIGURATIONS</td>
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<td>POS 355</td>
<td>INTRODUCTION TO OPERATING SYSTEMS</td>
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<td>POS 408</td>
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<tr>
<td>POS 409</td>
<td>NET II</td>
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<td>POS 410</td>
<td>SQL FOR BUSINESS</td>
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<td>POS 433</td>
<td>UNIX NETWORKING</td>
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<tr>
<td>PRG 211</td>
<td>ALGORITHMS AND LOGIC FOR COMPUTER PROGRAMMING</td>
<td>3</td>
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</table>

**POS 409 .NET II**

This course is an advanced study of the C# programming language in the .NET platform. It covers topics around managing program flow, creating and using types, implementing data access, debugging applications and implementing security.

**POS 410 SQL FOR BUSINESS**

This course provides an in-depth, hands-on workshop on the Structured Query Language (SQL). SQL provides a unified language that lets you query, manipulate, and control data in a business applications environment. This course is aligned to the requirements of the Advanced Business Analytics Certificate; which is designed to provide specific theories, competencies, and skills necessary for success in the field of business analytics.

**POS 433 UNIX NETWORKING**

This course is a survey of the UNIX® operations. The student will gain an understanding of the internal operations of the UNIX® system, which enables the user to make efficient use of files, file systems, and processes. Commands for efficient management of UNIX® system files, file systems and process, systems administration and security are also examined.

**PRG 211 ALGORITHMS AND LOGIC FOR COMPUTER PROGRAMMING**

This course provides students with a basic understanding of programming development practices. Concepts covered include the application of algorithms and logic to the design and development of procedural and object oriented computer programs to address the problem solving requirements associated with business information systems. This course covers procedural programming concepts, including data types, controls structures, functional decomposition, arrays, files, classes, and objects.
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<th>Description</th>
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<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>
</tr>
<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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<tr>
<td>PRG 282</td>
<td>WINDOWS APPLICATION DEVELOPMENT USING HTML5 AND JAVASCRIPT 2</td>
<td>3</td>
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<tr>
<td>PRG 410</td>
<td>C++PROGRAMMING I</td>
<td>3</td>
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<tr>
<td>PRG 420</td>
<td>JAVA PROGRAMMING I</td>
<td>3</td>
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<tr>
<td>PRG 421</td>
<td>JAVA PROGRAMMING II</td>
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This course covers developing web applications using HTML5, CSS3, jQuery, and JavaScript®. This includes use of different advanced JavaScript® APIs, such as Drag-and-Drop API, Web Storage API, Geolocation API, and the Web Socket API.

This course introduces the student to C++. Topics include C++ basics, selection and repetition structures, arrays, and functions. There is also an introduction to object oriented concepts in C++.

This course is a study in Java programming. It covers topics around Java programming, variables, expressions, using branches and loops, storing data in arrays and using methods.

This course continues the subject in PRG420, Java Programming I. Topics include designing complex applications, the use of data files and other advanced topics.
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<th>Course Code</th>
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<tbody>
<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>
</tr>
<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 201</td>
<td>FOUNDATIONS OF PSYCHOLOGY</td>
<td>3</td>
<td>This course provides a general introduction to the vast and fascinating field of psychology as well as an understanding into why people behave the way they do. This course covers psychology's basic subject matter in a meaningful and relevant fashion. It also provides a discussion of the ways in which psychological knowledge is applied to improve the quality of individual and shared life. This course is an excellent gateway to more advanced courses in psychology.</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>
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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 lifespan 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 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 220</td>
<td>POSITIVE PSYCHOLOGY: WHAT'S RIGHT WITH ME</td>
<td>3</td>
<td>How much control does a person have over his or her thoughts, feelings, and behaviors? What does it mean to be “free”? PSY/220 offers students a contemporary and relevant approach to the study of psychology and the opportunity to learn more about themselves in the process. In this course, students evaluate, understand, and build on their psychological strengths and those of others.</td>
</tr>
<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 230</td>
<td>THEORIES OF PERSONALITY: I THINK, THEREFORE WHO AM I?</td>
<td>3</td>
<td>What is theory? What is personality? What is your theory of your personality? This course introduces the student to a number of personality theorists, their personalities, and their views in offering insight in to the question of the self. Psychoanalytic, social, behavioral, traits, biological, humanistic, and cognitive are some of the theories that will be discussed in this course.</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>
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<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>
</tr>
<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>
</tr>
<tr>
<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>
</tr>
<tr>
<td>PSY 270</td>
<td>ABNORMAL PSYCHOLOGY: ABUSE, ADDICTION, AND DISORDERS</td>
<td>3</td>
<td>The DSM-IV is outdated and has been replaced by the DSM-5. We need to change which manual is referenced in the course description, as the course will be revised according to the DSM-5.</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>
</tr>
<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>
</tr>
<tr>
<td>PSY 285</td>
<td>SOCIAL PSYCHOLOGY: WHY CAN'T WE ALL JUST GET ALONG</td>
<td>3</td>
<td>This course provides a comprehensive introduction to the study of social psychology—how people interact with and think about others. Students are able to explore and discuss topics such as self-concept, social perception and cognition, attitudes, social identity, interpersonal attractions, social influence, human aggression, and applications of social psychology.</td>
</tr>
<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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<tr>
<td>PSY 301</td>
<td>EMOTIONAL INTELLIGENCE</td>
<td>1</td>
<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>
</tr>
<tr>
<td>PSY 305</td>
<td>PROFESSIONAL ORIENTATION IN PSYCHOLOGY</td>
<td>3</td>
<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>
</tr>
<tr>
<td>PSY 310</td>
<td>HISTORY AND SYSTEMS IN PSYCHOLOGY</td>
<td>3</td>
<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>
</tr>
<tr>
<td>PSY 315</td>
<td>STATISTICAL REASONING IN PSYCHOLOGY</td>
<td>3</td>
<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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<tr>
<td>PSY 320</td>
<td>HUMAN MOTIVATION</td>
<td>3</td>
<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>
</tr>
<tr>
<td>PSY 335</td>
<td>RESEARCH METHODS</td>
<td>3</td>
<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>
</tr>
<tr>
<td>PSY 340</td>
<td>BIOLOGICAL FOUNDATIONS IN PSYCHOLOGY</td>
<td>3</td>
<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>
</tr>
<tr>
<td>PSY 345</td>
<td>SENSATION AND PERCEPTION</td>
<td>3</td>
<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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<tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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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<tr>
<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>
</tr>
<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>
</tr>
<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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<tr>
<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>
</tr>
<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>
</tr>
<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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<tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
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<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>
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<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>
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<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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<td>PSYCH 630</td>
<td>PHYSIOLOGICAL PSYCHOLOGY</td>
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<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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<tr>
<td>PSYCH 647</td>
<td>HUMAN PERFORMANCE, ASSESSMENT, AND FEEDBACK</td>
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<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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<td>PSYCH 650</td>
<td>PSYCHOPATHOLOGY</td>
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<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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<td>PSYCH 655</td>
<td>PSYCHOMETRICS</td>
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<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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<td>PSYCH 658</td>
<td>WORK MOTIVATION AND JOB ATTITUDES</td>
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<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>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>
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<td>PSYCH 707</td>
<td>LEADERSHIP THEORY AND MANAGEMENT THEORY</td>
<td>Learners examine long-standing and emerging leadership and management models, relate theory to practice, and differentiate managing, mentoring, leading, and coaching in the work setting. Application of various approaches to leadership and management and how these perspectives play a vital role in the achievement of organizational, group, and team goals is discussed.</td>
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<tr>
<td>PSYCH 708</td>
<td>WORK MOTIVATION AND JOB ATTITUDES</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 709</td>
<td>ETHICAL, LEGAL, AND PROFESSIONAL CONTEXTS OF I/O PSYCHOLOGY</td>
<td>Learners will review legal and ethical issues pertinent to I-O psychology. Learners will gain the tools necessary to develop an initial ethical framework for making decisions within an organizational structure, and this framework will be expounded upon in future classes.</td>
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<td>PSYCH 710</td>
<td>MASTER'S PROJECT</td>
<td>1</td>
<td>The Master’s Project will require students to integrate their program of study with an in-depth exploration of an interest area that spans all four I-O Psychology 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. Competency A: Apply theories, principles, and practices of I-O psychology in a substantive and meaningful way when responding to a Request for Proposal. Competency B: Identify key learning opportunities and challenges associated with locating and submitting scholarly quality, properly written and formatted responses to open Requests for Proposal. Competency C: Apply best practices for creating and delivering a Request for Proposal presentation.</td>
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<tr>
<td>PSYCH 720R</td>
<td>DISSERTATION PROCESS</td>
<td>3</td>
<td>This 5-day residency course begins the formal development of the learner's doctoral dissertation. The development will be ongoing throughout the curriculum and results in a dissertation defense and submission to the Dean's office at the end of the program. Competency A: Apply best practices for creating and delivering compelling presentations as an I-O practitioner. Competency B: Apply critical thinking skills to assess beliefs, opinions, and assertions using science, logic, and reliable information. Competency C: Articulate the critical success factors for producing an original, sound, and well-written doctoral dissertation study. Competency D: Understand methods to search literature for emerging trends, concepts, and concerns affecting Industrial/organizational psychologists. Competency E: Identify three potential dissertation topics to contribute substantively to the industrial/organizational psychology body of knowledge and affect organizational development. Competency F: Evaluate human subjects' requirements and ethical issues in conducting research with human subjects. Competency G: Demonstrate an understanding of the criteria for choosing a dissertation committee and how to...</td>
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<tr>
<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. Competency A: Analyze the complexities and differences between the normative and prescriptive approaches of the decision-making process, judgment, and choice. Competency B: Demonstrate understanding of how emotions, pressure, and external threats affect decision making. Competency C: Examine the basic psychological concepts behind the judgment process and how humans are influenced by the senses. Competency D: Demonstrate understanding of how individuals' personal values and ethics influence the decision-making process. Competency E: Examine rational decision theories applied in practices today. Competency F: Apply concepts and decision making theory to organizational scenarios.</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. Competency A: Construct professional business presentations based on theories and practices of communication in organizations. Competency B: Design formal audio-visual-assisted stand-up executive presentations outlining suggested organizational interventions. Competency C: Demonstrate formal theoretically framed stand-up intervention-related presentations. Competency D: Prepare professional business communication documents. Competency E: Critique business correspondence and stand-up presentations.</td>
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<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. Competency A: Explain various forms of consulting in organizational settings. Competency B: Differentiate between I-O consulting and other forms of consultation. Competency C: Apply the phases of I-O consultation within individual, group, and organizational contexts. Competency D: Develop a consulting business marketing and sales strategy to initiate and grow an I-O consulting practice. Competency E: Self-evaluate consulting skill competence.</td>
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<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. Competency A: Demonstrate an understanding of the underlying factors that affect human behavior in an organization. Competency B: Determine the appropriate methods and design for conducting an organizational needs analysis in relation to employee attitudes, beliefs, and opinions. Competency C: Design interventions to change employee attitudes that are related to job satisfaction, involvement, and organizational commitment. Competency D: Apply principles of attitude theory to encourage collaboration and conflict resolution. Competency E: Apply the principles of evaluation and the use of assessment tools to measure employee engagement in organizational scenarios.</td>
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<tr>
<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. Competency A: Explain the theoretical constructs of consumer behavior. Competency B: Compare and contrast consumer behavior across global cultures and subcultures. Competency C: Describe convergence and divergence theory in consumer behavior. Competency D: Differentiate consumer attributes and social processes and their impact on consumer behavior across cultures. Competency E: Examine consumer behavior in various consumer behavior domains. Competency F: Evaluate the impact of communication and media on consumer behavior across cultures. Competency G: Apply consumer behavior principles and practices in the context of I-O psychology.</td>
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<td>PSYCH 790</td>
<td>INDEPENDENT STUDY</td>
<td>3</td>
<td>The content and assessment of the independent study course will be determined via a learning contract between the student and the faculty member. The independent study can be either concept or methods-based, and regardless of content, it must culminate with the development of a major project that demonstrates learning at the doctoral level.</td>
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PSYCH 799 | COMPREHENSIVE EXAM | 1 | The comprehensive exam provides an opportunity for students to demonstrate competence in I-O psychology content, practice and leadership, and research. Students will demonstrate a requisite understanding 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.

Doctor of Philosophy in Industrial-Organizational Psychology Program Goals 1. Cultivate interdisciplinary and adaptable inquiry methods and attitudes through a program of foundational industrial/organizational psychology as well as analyses of emergent trends and concepts in organizational study. 2. Prepare researchers who contribute substantively to the industrial/organizational psychology body of knowledge and who effect organizational development. 3. Encourage lifelong learning and leadership within the field of Industrial/Organizational Psychology through reflexive, transformational learning principles and practices. 4. Assist students in forming sound ethical frameworks for organizational research and practice. Doctor of Philosophy in Industrial Organizational Psychology Program Outcomes  

Note: The items labeled QNT 275 STATISTICS FOR DECISION MAKING 3 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.

QNT 275 | STATISTICS FOR DECISION MAKING | 3 | 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 for inferential decision making for business, and perform trend analyses.

QNT 275T | STATISTICS FOR DECISION MAKING | 3 | This course integrates applied business research, with descriptive, and inferential statistics. Students will learn to apply business research, descriptive, and inferential statistics in making data-driven business decisions. Topics include the examination of the role of statistics in business, statistic terminology, literature review, sampling design, the appropriate use of statistical techniques, and the interpretation of statistical findings.

QNT 351 | QUANTITATIVE ANALYSIS FOR BUSINESS | 3 | 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.
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<th>Course Code</th>
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<tr>
<td>QNT 561</td>
<td>APPLIED BUSINESS RESEARCH &amp; STATISTICS</td>
<td>3</td>
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<tr>
<td>QRB 501</td>
<td>QUANTITATIVE REASONING FOR BUSINESS</td>
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<tr>
<td>RDG 201CA</td>
<td>READING AND WRITING CONCEPTS</td>
<td>3</td>
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<tr>
<td>RDG 350</td>
<td>CHILDREN’S LITERATURE</td>
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This course prepares students to apply statistics and probability concepts to business decisions. Students learn important criterion for developing effective research questions, including the creation of appropriate sampling populations and instruments. Other topics include: descriptive statistics, probability concepts, confidence intervals, sampling designs, data collection, and data analysis—including parametric and nonparametric tests of hypothesis and regression analysis.

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.

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.

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.
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<th>Course Code</th>
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<tr>
<td>RDG 351</td>
<td>EARLY CHILDHOOD LITERACY DEVELOPMENT</td>
<td>3</td>
<td>This course focuses on creating an environment in the early childhood setting that promotes literacy skill development. This course will help teachers create developmentally effective learning environments that promote listening, speaking, reading, and writing skills.</td>
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<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>
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<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 acquisition, 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. In addition, a final diagnostic and instructional recommendations report will be developed based on student test data provided.</td>
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<td>RDG 416</td>
<td>METHODS OF TEACHING IN EARLY CHILDHOOD LANGUAGE AND LITERACY</td>
<td>3</td>
<td>This course focuses on Children's language and literacy development from birth to age 8. Students examine theories of language development, including theories of second language acquisition and the needs of English language learners. They also explore strategies for engaging children in integrated listening, speaking, reading, and writing experiences. Integration of content area standards and development of hands-on learning experiences are emphasized. Additionally, developmentally-effective assessments are discussed as a means of informing instruction.</td>
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<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>
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<td>RDG 420</td>
<td>ELEMENTARY METHODS - READING/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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<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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<tr>
<td>RDG 532</td>
<td>CURRICULUM CONSTRUCTS &amp; ASSESSMENT: ENGL LANG ARTS &amp; READING 4-8</td>
<td>4</td>
<td>This course focuses on the knowledge, skills, texts, and instructional settings that are unique to students in grades 4-8. It emphasizes best practices in the instruction and in the assessment of oral language, word study, vocabulary, comprehension, fluency, research and study skills, writing, viewing, and presenting or representing. Varied strategies for developing critical thinking, reading, and writing skills that facilitate learning in content areas are explored. Differentiating instruction is examined as a means of addressing the diverse cultures, strengths, and needs of students in 4-8 classrooms.</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>
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<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>
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<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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RDG 556  ELEMENTS OF LITERACY CONTENT AND PEDAGOGICAL KNOWLEDGE  3  This course focuses on the five key themes of English language arts and literacy and English language development instruction: 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.

RDG 558  SECONDARY CONTENT AREA LITERACY  3  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.

RDG 570  CURRICULUM CONST AND ASSMT: READING AND LANG ARTS FOR SPE  4  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.

RDNG 500  Reading Methods: Primary  3  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.
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>RDNG 501</td>
<td>Reading Methods: Elementary</td>
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<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>
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<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 503</td>
<td>Diagnosis and Remediation</td>
<td>3</td>
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<td>This course is designed to provide participants with practice in current research-based assessment, diagnosis, and intervention and accommodations for struggling readers and diverse learners with literacy difficulties. Participants explore informal and formal assessments for progress monitoring. In addition, participants examine assessment results and create assessment reports with recommendations.</td>
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<td>RDNG 504</td>
<td>Phonological Theory and Application</td>
<td>3</td>
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<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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<td>RDNG 505</td>
<td>CHILDREN’S LITERATURE</td>
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<td>This course examines children’s literature, its</td>
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<td>various genres, and its importance in the</td>
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<td>classroom to engage students in reading, writing,</td>
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<td>listening, and speaking. Participants explore</td>
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<td>the value that children’s literature adds to the</td>
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<td>lives of children and why reading matters for</td>
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<td></td>
<td>children, teachers, adults, society, and the</td>
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<td>world. Participants examine how to encourage</td>
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<td>children to be lifelong readers by learning</td>
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<td>about how, when, and why children read.</td>
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<tr>
<td>RDNG 506</td>
<td>Elementary Reading and Writing Strategies</td>
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<td>This course empowers participants to support</td>
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<td>diverse elementary students to read and write</td>
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<td>with ease and confidence. Participants explore</td>
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<td>the principles, theories, and standards that</td>
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<td>help students read and write well. In particular,</td>
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<td>participants explore reading and writing</td>
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<td>materials, instructional tools and strategies,</td>
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<td></td>
<td>and assessment techniques.</td>
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<tr>
<td>RDNG 507</td>
<td>Content Area Reading and Writing for Elementary</td>
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<td></td>
<td>This course focuses on methods and materials</td>
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<td>for teaching diverse elementary children to</td>
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<td></td>
<td>read and write well in various content areas.</td>
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<td>Participants examine current critical issues</td>
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<td>affecting content area reading and writing,</td>
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<td>including state and national assessments.</td>
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<td>Effective reading and writing strategies,</td>
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<td>vocabulary development, and technology tools,</td>
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<td>media, and print materials used to enhance</td>
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<td>children's reading and writing in the content</td>
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<td>areas are also explored.</td>
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<td>RDNG 508</td>
<td>Adolescent Literature</td>
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<td>This course focuses on evaluating, selecting,</td>
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<td>integrating, and understanding adolescent</td>
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<td>literature in 6th-12th grade classrooms.</td>
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<td>Participants investigate gender, language, and</td>
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<td>individual preferences in adolescent literature.</td>
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<td>Participants analyze various techniques and</td>
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<td>formats for teaching diverse learners using an</td>
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<td>array of culturally responsive, age-appropriate,</td>
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<td>classic, contemporary, and award-winning</td>
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<td>literature. Participants examine the use of</td>
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<td>text sets, choice books, technology links,</td>
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<td>tradebooks, audio books, author studies,</td>
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<td>performance assessments, and book-to-film</td>
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<td>features to incorporate across the curriculum.</td>
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<td>RDNG 510</td>
<td>Content Area Reading and Writing for Adolescents</td>
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<td>RDNG 511</td>
<td>Reading Assessment</td>
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<td>RDNG 515</td>
<td>DIAGNOSIS, REMEDIATION, AND DIFFERENTIATED INSTRUCTION</td>
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<td>REL 133</td>
<td>WORLD RELIGIOUS TRADITIONS I</td>
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<td>REL 134</td>
<td>WORLD RELIGIOUS TRADITIONS II</td>
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<tr>
<td>RES 351</td>
<td>BUSINESS RESEARCH</td>
<td>3</td>
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<tr>
<td>RES 709</td>
<td>RESEARCH CONCEPTUALIZATION AND DESIGN</td>
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<td>RES 710</td>
<td>STATISTICAL RESEARCH METHODS AND DESIGN I</td>
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<td>RES 713</td>
<td>STATISTICS</td>
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<td>RES 720</td>
<td>STATISTICAL RESEARCH METHODS AND DESIGN II</td>
<td>3</td>
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<td>RES 723</td>
<td>ADVANCED STATISTICAL RESEARCH METHODS AND DESIGN</td>
<td>3</td>
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<td>RES 724</td>
<td>QUALITATIVE METHODS AND DESIGN</td>
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<td>RES 725</td>
<td>DESCRIPTIVE AND COMPARATIVE DATA ANALYSIS</td>
<td>3</td>
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<td>RES 726</td>
<td>CORRELATIONAL METHODS OF ANALYSIS</td>
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<td>RES 727</td>
<td>APPROACHES TO PHENOMENOLOGICAL INQUIRY AND DATA ANALYSIS</td>
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<tr>
<td>RES 728</td>
<td>QUALITATIVE CASE STUDY</td>
<td>3</td>
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<td>RES 729</td>
<td>ETHNOMETHODOLOGY AND THE STUDY OF CULTURE</td>
<td>3</td>
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<tr>
<td>RES 741</td>
<td>TESTING AND MEASUREMENT</td>
<td>3</td>
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<td>RES 745</td>
<td>GROUNDED THEORY METHODS</td>
<td>3</td>
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<td>RES 746</td>
<td>MIXED METHODS</td>
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**RES 729 ETHNOMETHODOLOGY AND THE STUDY OF CULTURE**

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. Competency A: Explore the theoretical and methodological evolution of ethnography through cultural and social anthropology. Competency B: Examine philosophies and methodologies underpinning the various domains of ethnographic research. Competency C: Determine the appropriate ethnographic design, data collection, and analysis and interpretation methods for a variety of research contexts. Competency D: Apply ethnographic design to an identified, researchable issue. Competency E: Analyze and interpret the results of an ethnographic study and appropriately present the findings to.

**RES 741 TESTING AND MEASUREMENT**

A comprehensive overview of the psychological tests and measurements used by I-O psychology practitioners. Basic psychometric principles, such as reliability, validity, and standardization, will be explored. Students will also learn about the steps involved in test development and considerations surrounding the interpretation of test scores. Professional and ethical standards and guidelines for testing are reviewed. Competency A: Describe the purpose and use of psychological tests and measurements in the workplace. Competency B: Identify the steps involved in designing psychometrically sound psychological tests and measurements. Competency C: Differentiate among methods for gathering evidence of the reliability and validity of psychological tests. Competency D: Interpret test scores using descriptive statistics, standardized test scores, and norms. Competency E: Identify potential ethical issues in creating and using psychological tests and measurements.

**RES 745 GROUNDED THEORY METHODS**

This course is designed to provide advanced graduate students with instruction in higher level qualitative approaches that was originally applied to social science research; but can now be found in the fields of business, education, and health care, where the research objective is the development of theory through data saturation. 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 and situational analysis. Focus is placed on the steps and procedures for analyzing data primarily through interviews and focus groups within the grounded theory context. Competency A: Demonstrate understanding of the philosophical and historical background, concepts, and multiple theories pertaining to grounded theory. Competency B: Distinguish between the current theories and the application of grounded theory. Competency C: Recognize the importance of data collection, preparation, and analysis to identify different techniques pertaining to various grounded theory methods. Competency D: Explain the process of developing a grounded theory.

**RES 746 MIXED METHODS**

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. Competencies: Explain the nature of the mixed method research method and the various approaches to conducting mixed method research. Justify the application of an appropriate mixed method research design to a research problem. Create research questions (hypotheses) that align with the application of a given mixed method design and research method. Justify research knowledge, theory,
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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 of the three topics identified by the student during PSYCH/720R. Competency A: Demonstrate scholarly writing best practices and apply APA style when writing dissertation documents. Competency B: Communicate understanding of common quantitative and qualitative research designs and their appropriateness for achieving a study's objectives. Competency C: Create compelling problem statements that address current problems or issues in the field of industrial-organizational psychology. Competency D: Articulate clear and concise purpose statements to help solve or address research problems and issues. Competency E: Formulate concise and researchable research questions to guide scholarly inquiry. Competency F: Develop understandable and testable null and research hypotheses for quantitative studies.</td>
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<tr>
<td>RES 751</td>
<td>APPROACHES TO RESEARCH: QUANTITATIVE/QUALITATIVE II</td>
<td>3</td>
<td>Students will critically evaluate the two research topics that were developed into draft concept papers during RES/750. Students will determine which topics have the best viability for further study and will continue to refine them. Advanced qualitative and quantitative issues and approaches such as phenomenology, grounded theory, and critical theory will be examined. Competency A: Demonstrate an advanced understanding of quantitative and qualitative research designs. Competency B: Evaluate proposed research topics for effectiveness and feasibility. Competency C: Justify the research method and design proposed for realizing the study's purpose. Competency D: Explain how the proposed study will contribute substantively to the I-O psychology literature. Competency E: Integrate and synthesize literature related to the proposed research topic. Competency F: Demonstrate the best practices of scholarly writing and the correct application of APA style.</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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<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. Competency A: Identify key differences between concept papers and dissertation proposals. Competency B: Evaluate dissertation proposal best practices. Competency C: Describe the dissertation proposal process. Competency D: Identify appropriate and comprehensive literature supporting dissertation topic, problem, and methodology of choice. Competency E: Describe the key considerations when publishing an academic work.</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. Competency A: Evaluate different approaches of multivariate statistical analysis. Competency B: Analyze problems appropriate for multivariate research within applications of industrial-organizational psychology. Competency C: Apply multivariate statistical analyses to industrial-organizational psychology research Competency D: Interpret results of various multivariate statistical analyses. Competency E: Determine appropriate multivariate statistics to solve problems in the field of industrial-organizational psychology.</td>
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<td>RES 770</td>
<td>PSYCHOMETRICS</td>
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<td>Students will be exposed to contemporary and advanced techniques for maximizing the psychometric quality of measurement instruments commonly used by I-O psychology practitioners. Focus will be on theoretical and applied research issues related to three common theories of psychometrics: classical test theory, generalizability theory, and item response theory. The theories and techniques will be examined based on I-O psychology topics of interest to students, such as leadership, individual differences, selection, and teamwork. Competency A: Explain the traditional psychometric procedures I-O psychology practitioners use to evaluate the scores generated by tests, the reliability of test scores, and the validity of the inferences drawn from test scores. Competency B: Use contemporary and advanced techniques to maximize the psychometric quality of a test. Competency C: Apply best practices to eliminate response and test bias to enhance the psychometric quality of tests.</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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<td>RES ARA3</td>
<td>ADVANCED RESEARCH ANALYSIS ELECTIVE</td>
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<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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<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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<tr>
<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>
</tr>
<tr>
<td>SCHC 510</td>
<td>HUMAN DIVERSITY AND SPECIAL POPULATIONS IN SCHOOL COUNSELING</td>
<td>3</td>
<td>This course is designed for school counselors as a foundation for understanding diversity among the school age population in a pluralistic society. Emphasis will be on integrating awareness, knowledge, and skills related to counseling differences and similarities based on age, race, ethnicity, national origin, religious affiliations, gender identification, sexual orientation, physical/mental limitations, social class, etc.</td>
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<tr>
<td>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>
</tr>
<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>
</tr>
<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>
</tr>
<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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<td>Course Code</td>
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<tr>
<td>SCHC 592O</td>
<td>ORIENTATION TO SCHOOL COUNSELING PRACTICUM</td>
<td>0</td>
<td>This course is an orientation to the practicum and internship.</td>
</tr>
<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>
</tr>
<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>
</tr>
<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 162</td>
<td>PRINCIPLES OF HEALTH AND WELLNESS</td>
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<td>This course reinforces the concept that learning effectively and living well involves both the mind and body. It presents the fundamentals of wellness and preventive health including strategic planning to attain and maintain personal optimal health. In addition, physical and mental diseases are discussed along with the dangers of environmental pollution, stress, addiction, and other negative factors that can affect personal health.</td>
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<tr>
<td>SCI 163</td>
<td>ELEMENTS OF HEALTH AND WELLNESS</td>
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<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>
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<td></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>
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<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>
</tr>
<tr>
<td>SCI 220</td>
<td>HUMAN NUTRITION</td>
<td>3</td>
<td>This course introduces the basic concepts of food and nutrition to highlight ways that students can integrate good nutrition into their lifestyles. Principles of digestion and absorption, the function of nutrients, lifecycle nutritive needs, disease prevention, diet modifications, and weight management are covered. Practical application of these principles to the students' lives is emphasized.</td>
</tr>
<tr>
<td>SCI 220T</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 230</td>
<td>INTRODUCTION TO LIFE SCIENCE</td>
<td>3</td>
<td>This course applies a broad, conceptual understanding of biology. Students are introduced to scientific ideologies and concepts that not only shape our biological world, but also shape us as humans. Students examine the scientific method, evolution and biodiversity, the biology of cells, energy systems, the dynamics of inheritance, and the effect humans have on the environment. The text emphasizes methods and the theoretical foundations of ideas, while minimizing isolated facts. It stresses the integration of ideas, making connections that form our understanding of the living world.</td>
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<tr>
<td>SCI 241</td>
<td>NUTRITION</td>
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<tr>
<td>SCI 250</td>
<td>MICROBIOLOGY</td>
<td>4</td>
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<tr>
<td>SCI 256</td>
<td>PEOPLE, SCIENCE AND THE ENVIRONMENT</td>
<td>3</td>
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<td>SCI 275</td>
<td>ENVIRONMENTAL SCIENCE</td>
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</table>

**SCI 241 NUTRITION**

This course introduces students to the world of human nutrition. Students examine the components included in a healthy, balanced diet and develop strategies to meet their changing nutritional needs throughout the various stages of life. Specific topics for the course include the digestion process, functions and health benefits of specific nutrients, weight management and fitness, and the effects of nutritional deficiencies.

**SCI 250 MICROBIOLOGY**

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.

**SCI 256 PEOPLE, SCIENCE AND THE ENVIRONMENT**

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.

**SCI 275 ENVIRONMENTAL SCIENCE**

This course focuses on the causes of, impacts of, and solutions to environmental issues. Students identify global environmental issues as well as develop and critique environmental action plans. Topics include ecosystems, energy, populations, resources, pollution, and sustainability.
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
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<tbody>
<tr>
<td>SCI 362</td>
<td>ENVIRONMENTAL ISSUES AND ETHICS</td>
<td>3</td>
<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>
</tr>
<tr>
<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>
</tr>
<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>
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<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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<tr>
<td>SEC 150</td>
<td>INSIDER THREATS FUNDAMENTALS</td>
<td>3</td>
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<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>
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<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>
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<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 200</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>
<td>3</td>
<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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<tr>
<td>SEC 240</td>
<td>LOSS PREVENTION AND SUPPLY CHAIN SECURITY</td>
<td>3</td>
<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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<tr>
<td>SEC 311</td>
<td>SECURITY MANAGEMENT FUNDAMENTALS</td>
<td>3</td>
<td>This course is an overview of the principles of security management and the consequences of failure to identify and adequately protect business assets. The course includes an introduction to loss prevention and risk management. It provides an overview of the contingencies that influence modern security management, such as technology, legal issues, ethics, vulnerability assessments, criminal and terrorist activity, and interagency cooperation. The course also introduces various security specializations including corporate, academic, transportation, and government.</td>
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<tr>
<td>SEC 319</td>
<td>COMPUTERS AND INFORMATION PROCESSING IN SECURITY</td>
<td>3</td>
<td>This course introduces the fundamentals of information systems and the role of information management and protection in the modern security environment. Students will explore and develop their skills in critical thinking and problem-solving of information systems, networking communication, information utilization from the Internet, and information management and security collaboration. Learners will also nurture their professional competence and values by learning how to handle information ethically.</td>
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<tr>
<td>SEC 321</td>
<td>SURVEY OF SECURITY SPECIALIZATIONS</td>
<td>3</td>
<td>This course identifies and contrasts the benefits of proprietary and contract security operations and introduces the student to a variety of security specializations. It also examines the purposes, objectives, procedures, risks, and types of organizations associated with the respective specializations.</td>
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<tr>
<td>SEC 331</td>
<td>INDUSTRIAL SAFETY</td>
<td>3</td>
<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>
</tr>
<tr>
<td>SEC 341</td>
<td>CRIMINOLOGY AND THE CRIMINAL JUSTICE SYSTEM</td>
<td>3</td>
<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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<tr>
<td>SEC 351</td>
<td>LEGAL AND REGULATORY ISSUES IN SECURITY MANAGEMENT</td>
<td>3</td>
<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>
</tr>
<tr>
<td>SEC 361</td>
<td>INTERPERSONAL COMMUNICATIONS</td>
<td>3</td>
<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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<tr>
<td>SEC 371</td>
<td>FINANCE AND BUDGETING PRACTICES</td>
<td>3</td>
<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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<tr>
<td>SEC 391</td>
<td>ORGANIZATIONAL BEHAVIOR AND MANAGEMENT</td>
<td>3</td>
<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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<td>SEC 401</td>
<td>THREAT AND VULNERABILITY MANAGEMENT</td>
<td>3</td>
<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>
</tr>
<tr>
<td>SEC 411</td>
<td>PHYSICAL SECURITY</td>
<td>3</td>
<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>
</tr>
<tr>
<td>SEC 421</td>
<td>PERSONNEL SECURITY AND EXECUTIVE PROTECTION</td>
<td>3</td>
<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>
<td>3</td>
<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>
<td>3</td>
<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>
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<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>
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<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>
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<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>
</tr>
<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>
<td>3</td>
<td>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.</td>
</tr>
<tr>
<td>SEC 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 in middle and high school settings. Teacher candidates examine methods 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, apply the backward design process to unit and lesson planning, and analyze methods of collaborating with colleagues and communicating with parents and families.</td>
</tr>
<tr>
<td>SEC 534</td>
<td>READING IN THE CONTENT AREA</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>SEC 535</td>
<td>ENGLISH/LANGUAGE ARTS CONTENT AND CURRICULAR KNOWLEDGE</td>
<td>3</td>
<td>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.</td>
</tr>
<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>
</tr>
<tr>
<td>SEC 537</td>
<td>SECUNDARY 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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>SEC 590</td>
<td>SECONDARY STUDENT TEACHING</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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B-410
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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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<tr>
<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>
</tr>
<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>ADVANCED STRUCTURED ENGLISH IMMERSION METHODS</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>
</tr>
<tr>
<td>SEI 500</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 503</td>
<td>ADVANCED STRUCTURED ENGLISH IMMERSION METHODS</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>STRUCTURED ENGLISH IMMERSION- ELEMENTARY</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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<td>SMCEU 2010</td>
<td>SOCIAL MEDIA COMMUNITY FUNDAMENTALS</td>
<td>0.6</td>
<td>Social media has taken old-fashioned &quot;word-of-mouth&quot; marketing to a global level. So much so, that creating and maintaining social media communities is standard practice for organizations of nearly any size today. How does one capitalize on these efforts? By staying mindful of the overall business strategy and keeping the online conversation on-topic. Students in this course will learn how to grow brand awareness, perpetuate the conversation, and influence the world using specific social media communities. This course provides 0.6 continuing education units over one 6-hour workshop.</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>
<td>3</td>
<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>
</tr>
<tr>
<td>SMH 596</td>
<td>ISSUES IN ENVIRONMENTAL SUSTAINABILITY</td>
<td>3</td>
<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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<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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<td>SOC 262</td>
<td>CONTEMPORARY AMERICAN SOCIETY</td>
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<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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<td>SOC 315</td>
<td>CULTURAL DIVERSITY</td>
<td>3</td>
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<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>
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<td>SOC 333</td>
<td>GENDERS IN SOCIETY</td>
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<td>The objective of this course is to explore gender differences and communication. This course introduces students to gender inclusiveness and sensitivity through the examination of the roles of genders in society. Students will focus on gender communication in business, organizations, family, and the media. Additionally, students will explore communication traits of men and women and the impact of miscommunication between genders.</td>
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<td>SOC 335</td>
<td>THE PEOPLES AND CULTURES OF ASIA</td>
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<td>This course provides students with an overview of the cultural traditions and contemporary development of Asian countries. Course topics include the geography, history, politics, economic development, and social conditions of Asian countries.</td>
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<tr>
<td>SOC 337</td>
<td>CONTEMPORARY LATIN AMERICAN SOCIETY</td>
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<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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<td>SOC 338</td>
<td>THE AFRICAN AMERICAN EXPERIENCE</td>
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<td>This course serves as an introduction to the African American experience. This course will explore the social construction of identity, culture, and the inequalities African Americans face in popular American culture. Race, class, and gender of the African American people will be explored from a historical to modern-day perspective.</td>
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<tr>
<td>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>
</tr>
<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>
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<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>
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<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>
</tr>
<tr>
<td>SPE 513</td>
<td>ORIENTATION TO THE EXCEPTIONAL CHILD</td>
<td>3</td>
<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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<td>SPE 514</td>
<td>SURVEY OF SPECIAL POPULATIONS</td>
<td>2</td>
<td>This course provides an overview of the categories of exceptionality for school-age students with special needs. The course focuses on differentiated methods and techniques used for the identification, assessment, and instruction of diverse populations. Historical perspectives and information related to special education law, and current policies and practices are examined.</td>
</tr>
<tr>
<td>SPE 514CA</td>
<td>SURVEY OF SPECIAL POPULATIONS</td>
<td>2</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>
<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>
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<tr>
<td>SPE 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>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>
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<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>
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<tr>
<td>SPE 591</td>
<td>CHARACTERISTICS OF EXCEPTIONALITIES</td>
<td>3</td>
<td>This course examines teaching and managing students with mild disabilities. Special emphasis is placed on specific learning disabilities, intellectual and developmental disabilities, and emotional disturbance. The etiology, characteristics, philosophies, service delivery models available, methods of instruction, and behavior management techniques of each disability area are discussed in depth.</td>
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<tr>
<td>SPE 594</td>
<td>SPECIAL EDUCATION STUDENT TEACHING: PART A</td>
<td>4</td>
<td>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>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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<td>SPE 596</td>
<td>SPECIAL EDUCATION STUDENT TEACHING</td>
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<td>This course emphasizes the practical application</td>
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<td>of educational theories and methods. Participants</td>
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<td>will focus on the following topics: requirements</td>
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<td>and expectations for student teaching and teacher</td>
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<td>performance assessment, the school culture,</td>
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<td>planning instruction, and teaching planned</td>
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<td>lessons. The course provides a forum for open</td>
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<td>discussion and problem solving based on student</td>
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<td>teaching classroom experiences. Finally, learners</td>
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<td>will prepare and submit Tasks 1, 2, and 3 of the</td>
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<td>teacher performance assessment.</td>
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<td>SPED 530</td>
<td>Introduction to Learners with Special Needs</td>
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<td>This course is designed to provide an overview</td>
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<td>for working with exceptional learners, ages 3</td>
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<td>years to 21 years. Participants explore methods</td>
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<td>to instruct and assess learners with special</td>
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<td>needs and create individualized education</td>
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<td>programs. Historical perspectives, special</td>
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<td>education law, and current policies and practices</td>
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<td>SPED 531</td>
<td>Special Education Teaching Methods</td>
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<td>This course provides an overview of teaching</td>
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<td>methods used in the K-12 special education</td>
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<td>classroom, with an emphasis on students with</td>
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<td>specific learning disabilities, emotional</td>
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<td>disabilities, and other mild to moderate</td>
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<td>disabilities. Participants explore the</td>
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<td>relationship between individual student</td>
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<td>characteristics and the development of an</td>
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<td>Individualized Education Program, as well as:</td>
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<td>instructional implications of special education</td>
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<td>categories, characteristics of various service</td>
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<td>delivery models, lesson planning, instructional</td>
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<td>strategies, classroom organization and</td>
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<td>management, crisis prevention, transition</td>
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<td>planning, and career counseling.</td>
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<td>Communication through consultation and</td>
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<td>collaboration, and professional and ethical</td>
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<td>practices are also examined.</td>
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<td>SPED 532</td>
<td>Special Education Assessment</td>
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<td>This course provides an overview of assessment</td>
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<td>in the K-12 special education classroom.</td>
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<td>Participants focus on assessing learners with</td>
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<td>special needs, with an emphasis on measuring a</td>
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<td>learner's abilities and diagnosing his or her</td>
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<td>strengths and needs. Commonly used tests and</td>
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<td>evaluation systems used in public school</td>
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<td>special education programs are examined.</td>
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<td>Participants review guidelines and procedures</td>
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<td>for developing the individualized education</td>
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<td>program and evaluate the use of progress</td>
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<td>monitoring assessments to assess student</td>
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<td>performance. The special education referral</td>
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<td>process, the use of response to intervention for</td>
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<td>assessment and remedial purposes, and basic</td>
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<td>remediation principles and strategies are also</td>
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<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>
</tr>
<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>
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<td>SPED 537</td>
<td>Mathematics Instruction for Special Education</td>
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<td>SPED 538</td>
<td>Special Education in Early Childhood</td>
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<tr>
<td>SPED 560</td>
<td>Teaching Learners with Disabilities</td>
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<td>SSCEU 3350</td>
<td>Lean Six Sigma Green Belt</td>
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**SPED 537 Mathematics Instruction for Special Education**
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.

**SPED 538 Special Education in Early Childhood**
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.

**SPED 560 Teaching Learners with Disabilities**
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.

**SSCEU 3350 Lean Six Sigma Green Belt**
The Define, Measure, Analyze, Improve, and Control (DMAIC) model is the foundation of Six Sigma methodology. Lean Six Sigma incorporates the DMAIC model with lean methodologies used to streamline business processes. In this course, students will focus on the individual phases of the model, by exploring how each phase impacts the success of projects. In addition, students will learn how the project scope, process mapping, and change management play into the six sigma methodology, while applying lean concepts to reduce waste.
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<tr>
<td>SSCEU 3400</td>
<td>LSS GREEN BELT: EXAMS</td>
<td>1</td>
<td>The final course in LSS Green Belt Certificate Program (noncredit) is a collection of exams that measure the concepts covered in the program. There are four exams, Define, Measure, Analyze, and Improve and Control that align with the four courses in the program.</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>
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<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>
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<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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<td>SUS 310</td>
<td>INDUSTRIAL ECOLOGY</td>
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<td>SUS 330</td>
<td>INTRODUCTION TO SUSTAINABLE AGRICULTURE</td>
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<td>SUS 350</td>
<td>GREEN BUILDING AND URBAN PLANNING</td>
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<td>SUS 370</td>
<td>SUSTAINABLE ECOSYSTEMS</td>
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**SUS 310 INDUSTRIAL ECOLOGY**: This course introduces students to the field of industrial ecology. Students examine the interaction of industrial activities and the management of resources to minimize the negative impact on the environment due to these activities through the promotion of sustainability. Emphasis is placed on the flow of materials and energy through industrial and technological systems. Topics include technology and society, sustainability, biological and industrial ecology, cost analysis, and life-cycle assessment.

**SUS 330 INTRODUCTION TO SUSTAINABLE AGRICULTURE**: This course introduces principles in sustainable agriculture as it relates to environmental and socioeconomic issues. Students evaluate the environmental impact of conventional agriculture and the solutions that sustainable agriculture provides. Students examine the principles and effectiveness of sustainable agriculture and its ability to meet the global demand for food. Upon completion of the course, students are able to analyze issues regarding sustainable agriculture and its effects on society and the environment.

**SUS 350 GREEN BUILDING AND URBAN PLANNING**: This course introduces students to the practices of green building design and urban planning. Students examine the principles of green building with a focus on land use and urban design and development. Upon completion of the course, students are able to evaluate sustainable design considerations, including economic analysis, environmental policies and strategies, land and energy usage, resource and waste reduction, transportation, and urbanization.

**SUS 370 SUSTAINABLE ECOSYSTEMS**: In this course, students evaluate the principles of sustainable practices in aquatic and terrestrial environments. Students analyze the factors that govern ecosystem sustainability, which include density-dependent regulations, mechanisms of biodiversity, invasive species, and equilibrium dynamics. The impact of human activities and management practices on the environment is examined. Emphasis is placed on applying ecological theory to restore and manage habitats and populations.
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<tr>
<td>SUS 380</td>
<td>SUSTAINABLE PLANNING AND LAND USE</td>
<td>3</td>
<td>In this course, students evaluate strategies that lead to the promotion of sustainable development, planning, and land use. Students develop a sustainable land use plan for natural and human-dominated landscapes and their impact on socioeconomic issues. Upon completion of the course, students are able to apply management strategies and relevant land use practices to achieve sustainability.</td>
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<tr>
<td>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>
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<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>
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<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>
</tr>
<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>
<td>3</td>
<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>
</tr>
<tr>
<td>SWRK 345</td>
<td>SOCIAL ADVOCACY: CHILD ENDANGERMENT AND GLOBAL FACTORS</td>
<td>3</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>
</tr>
<tr>
<td>SWRK 350</td>
<td>SOCIAL JUSTICE AND DIVERSITY IN SOCIAL WORK</td>
<td>3</td>
<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>
</tr>
<tr>
<td>SWRK 360</td>
<td>SOCIAL WORK PRACTICE: COMMUNITIES AND ORGANIZATIONS</td>
<td>3</td>
<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>ADVANCED SOCIAL WORK PRACTICE</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>
</tr>
<tr>
<td>SWRK 390</td>
<td>ADVANCED SOCIAL WELFARE POLICY</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>
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<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>
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<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/305, this course provides 5 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>
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<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>
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<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>
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<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>
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<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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<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 520</td>
<td>TEACHING METHODS</td>
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<td>This course focuses on general methodology to enhance student learning in today’s diverse K-12 classrooms. Participants explore instructional planning, instructional strategies, and assessment. This course provides participants with the opportunity to develop and evaluate instructional materials and assessment strategies.</td>
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<tr>
<td>TCH 533</td>
<td>Teaching Methods: Mathematics Assessment</td>
<td>3</td>
<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>
</tr>
<tr>
<td>TCH 543</td>
<td>Teaching Methods: Remedial Mathematics</td>
<td>3</td>
<td>This course is designed to provide participants with knowledge of standards-based pedagogical instructional practices to facilitate and enhance learning for students who struggle with mathematics. Participants examine diagnostic information on mathematics difficulties and strategies for systematic intervention and remediation. The assessment and evaluation of progress and meeting diverse learning needs is also explored.</td>
</tr>
<tr>
<td>TECH 510</td>
<td>USING APPS IN THE CLASSROOM</td>
<td>1</td>
<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>
</tr>
<tr>
<td>TECH 511</td>
<td>USING GOOGLE TOOLS IN THE CLASSROOM</td>
<td>1</td>
<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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<tr>
<td>TECH 519</td>
<td>Using Social Media in the Classroom</td>
<td>2</td>
<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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<tr>
<td>TECH 520</td>
<td>Multimedia for Educators</td>
<td>2</td>
<td>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.</td>
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<tr>
<td>TECH 522</td>
<td>Technology Integration for Educators</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>TECH 524</td>
<td>Technology Survival for Educators</td>
<td>3</td>
<td>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.</td>
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<tr>
<td>TECH 525</td>
<td>Becoming a Connected Educator</td>
<td>3</td>
<td>This course provides participants with strategies for using digital tools to make course information readily available and to connect with other educators, parents, and communities. Participants also examine applications of online platforms, such as blogs and social media, for participating in a professional learning network (PLN). Digital citizenship and school branding are also explored in this course.</td>
</tr>
<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>
</tr>
<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 Communication</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>
</tr>
<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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<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>
<th>TPA 001</th>
<th>SUBJECT SPECIFIC PEDAGOGY</th>
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<tr>
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<td>This course addresses task one of California’s Teaching Performance Assessment: Subject-Specific Pedagogy: Principles of Content-Specific and Developmentally Appropriate Pedagogy. This course will offer an overview of the California Teaching Performance Assessments, their history, California Teaching Performance Expectations and their connections to the Teaching Performance Assessments. Students will review the elements of task one, Subject-Specific Pedagogy: Principles of Content-Specific and Developmentally Appropriate Pedagogy, including understanding what the task measures, constructing high-quality responses, and demonstrating their knowledge of principles of content-specific pedagogy and developmentally-appropriate pedagogy through the task’s exercises.</td>
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<th>TPA 002</th>
<th>DESIGNING INSTRUCTION</th>
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<td>This course addresses the second task of California’s Teaching Performance Assessment: Designing Instruction, Connecting Instructional Planning to Student Characteristics for Academic Learning. Students will review the elements of the Designing Instruction Teaching Performance Assessment and will demonstrate their ability to learn important details about a classroom of students, an English learner, and a student who presents a different instructional challenge. Students will focus on how instructional planning connects to student characteristics of a whole class and to two focus students who present a different instructional challenge.</td>
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<tr>
<th>TPA 100</th>
<th>TPA PLANNING AND INSTRUCTION</th>
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<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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<td>TPA 200</td>
<td>TPA INSTRUCTION AND ASSESSMENT</td>
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<td>VCT 231</td>
<td>VIDEO COMMUNICATION FUNDAMENTALS</td>
<td>3</td>
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<tr>
<td>VCT 236</td>
<td>INTRODUCTION TO IMAGE EDITING AND FORMATTING</td>
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<tr>
<td>VCT 241</td>
<td>ELECTRONIC PUBLISHING FUNDAMENTALS</td>
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<tr>
<td>VCT 251</td>
<td>GRAPHIC DESIGN AND ILLUSTRATION FUNDAMENTALS</td>
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<td>VCT 305</td>
<td>DIGITAL DESIGN</td>
<td>3</td>
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<tr>
<td>VCT 330</td>
<td>IMAGE EDITING WITH PHOTOSHOP</td>
<td>3</td>
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<tr>
<td>VCT 360</td>
<td>ELECTRONIC PUBLISHING WITH INDESIGN</td>
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<td>VCT 390</td>
<td>VIDEO COMMUNICATIONS WITH PREMIERE PRO</td>
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<td>VTC 420</td>
<td>MULTIMEDIA DEVELOPMENT</td>
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<td>WEB 240</td>
<td>WEB DESIGN FUNDAMENTALS</td>
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<td>WEB 401</td>
<td>WEB DEVELOPMENT</td>
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**VCT 390 VIDEO COMMUNICATIONS WITH PREMIERE PRO**
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.

**VTC 420 MULTIMEDIA DEVELOPMENT**
This course introduces the fundamentals of developing interactive, multimedia enriched content for delivery across alternative platforms such as the Internet, CDs and handheld devices. The focus is on the integration of animation, audio and video content to maximize communication.

**WEB 240 WEB DESIGN FUNDAMENTALS**
This course introduces development tools and techniques used to publish web pages on the World Wide Web. Students use basic hypertext markup language, scripting, and presentational technologies to create websites with the aid of a software authoring application. Topics include HTML5, CSS, JavaScript®, server hosting, site publication, site maintenance, and search engine optimization.

**WEB 401 WEB DEVELOPMENT**
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<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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<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>
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<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>
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</table>