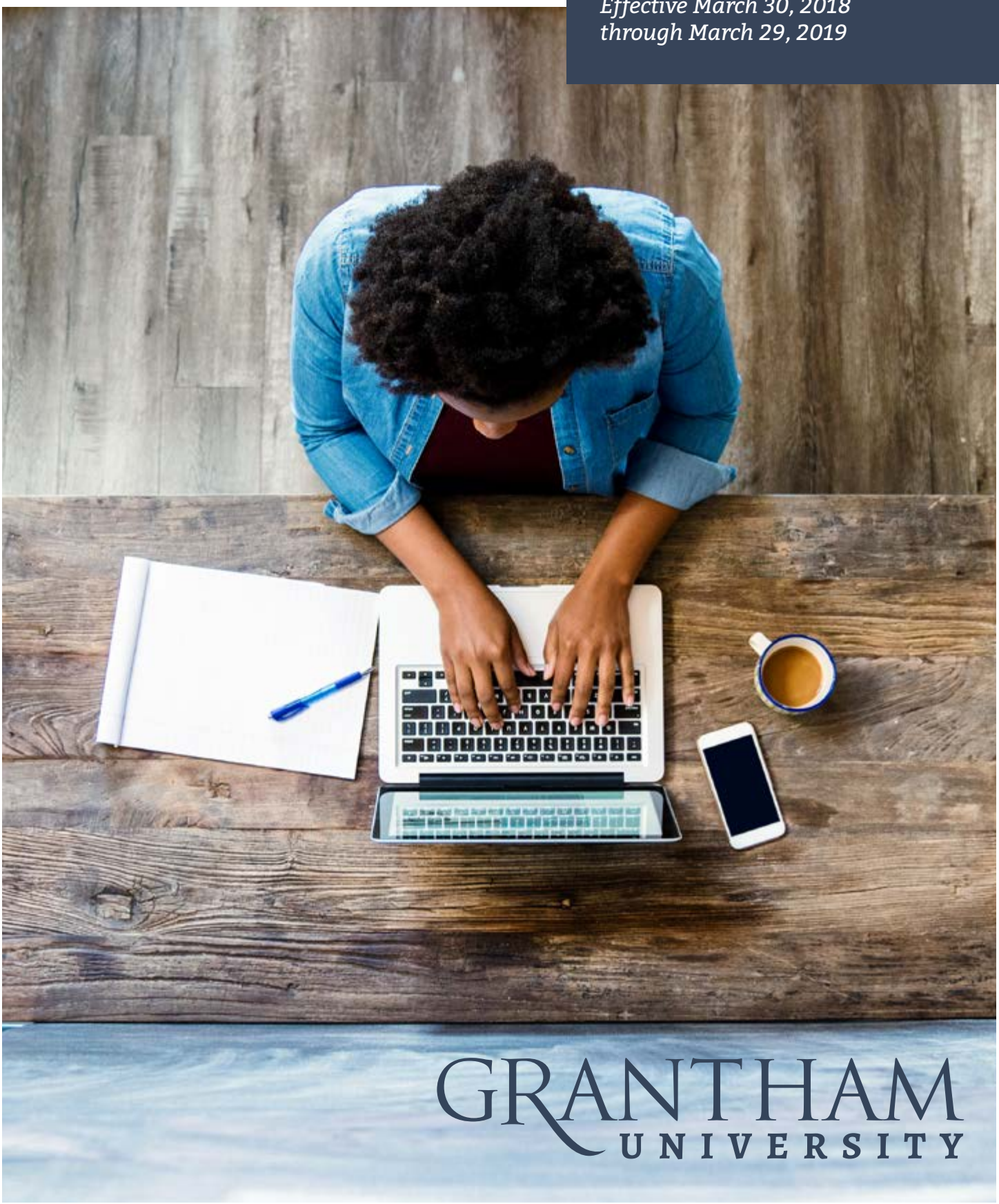
VOLUME 30

2018–2019

Grantham University Catalog

Effective March 30, 2018
through March 29, 2019



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GRANTHAM UNIVERSITY

UNIVERSITY CATALOG AND STUDENT HANDBOOK

grantham.edu | admissions@grantham.edu

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GRANTHAM UNIVERSITY – A TRADITION OF SERVICE

Grantham University is proud of its history, which spans nearly seven decades and exemplifies continuous commitment of service to the Armed Forces of the United States of America, veterans, active guard and their families, as well as public agency staff and students from around the world. Grantham University is 100 percent online with administrative offices located at 16025 West 113th Street in Lenexa, Kansas 66219. The University offers certificates, associate, baccalaureate and master's degree programs that position its graduates for success in their chosen career paths.

VISION

Grantham University is committed to being a globally recognized innovator in higher education, serving those who serve® and serving those who strive to make a difference in their professional lives and community.

MISSION

To provide quality, accessible, affordable, professionally relevant programs in a continuously changing global society.

CORE PROFESSIONAL COMPETENCIES – A TRADITION OF QUALITY

Grantham University provides online programs of study across multiple disciplines. The common denominator in all these programs consists of key skill sets that we believe our students need to hone in order to become successful in their personal and professional lives. We call these skill sets "core professional competencies" or CPCs. The six CPCs were derived from careful examination of general education requirements, as well as recommendations from the National Association of Colleges and Employers annual job outlook survey. We seek to infuse our curriculum with educational opportunities and assignments that help students develop these six core professional competencies:

- **Critical Thinking/Problem Solving** – Using analytical reasoning when gathering and evaluating information to formulate solutions for an issue or problem; includes the ability to recognize potential consequences of a decision and the capacity to understand various aspects/points of view.
- **Communication** – Formulating and expressing thoughts and ideas effectively using oral, written and non-verbal communication skills in person, in writing and in a digital world.
- **Data Aptitude/Information Literacy** – Finding, evaluating and interpreting data (both quantitative and qualitative) in order to select meaningful information that is credible and relevant to the issue at hand; includes the ability to discern credible sources, bias and faulty research methods.
- **Professional and Social Responsibilities** – Engaging in social responsibility by seeking justice, valuing diversity and respecting the environment; and demonstrating professionalism through integrity, mutual accountability and ethical behavior. This includes considering the social and global impact of individual and organizational decisions.
- **Distributed Collaboration** – Working effectively as a member of a team to achieve a common goal; communicating synchronously and asynchronously to promote relationship-building, shared responsibility, empathy and respect.
- **Career Management** – Demonstrating leadership and networking skills while becoming engaged in the professional field of choice; identifying knowledge, skills, abilities, personal strengths and experiences necessary to pursue career goals. Recognizing areas for professional growth, how to navigate and explore job options, and to self-advocate for opportunities in the workplace.

By incorporating these University competencies into each program of study, Grantham ensures that graduates are prepared to succeed in varied professional and civic settings.

CORE VALUES

Grantham University faculty, administration and staff are committed to:

1. Accessibility and Affordability. Grantham University demonstrates commitment to accessibility and affordability of higher education by facilitating learning that fits into the student's schedule, seeking efficiencies that keep programs affordable.

2. Diversity. Grantham University affirms its commitment to an inclusive community by making its academic programs, educational services and employment opportunities available to all qualified individuals, and encourages tolerance, mutual respect and acceptance of differences throughout the institution. The University believes diversity enhances its institutional culture, improves productivity and prepares its graduates to participate effectively in the global community.

3. Education and Service to Those Who Serve. Grantham University honors those who serve our country and our communities. We are dedicated to the provision of affordable and uniquely accessible programs and support to these deserving students.

4. Excellence and Innovation. Grantham University maintains a strong commitment to high standards in all aspects of its academic programs, learning outcomes and student support services, seeking continuously to strengthen and improve the effectiveness of its academic programs and operations, and seeking creative and effective ways to meet the diverse needs of its student population.

5. Student-centric Success. Grantham University places the academic and personal success of its students at the center of all University functions, services, activities and academic programs. The University also follows best practices to facilitate students' development and success from the point of entry to degree completion.

6. Institutional Integrity. Grantham University commits all students, faculty, staff and administrators to uphold the highest standards of integrity, honesty and personal responsibility.

To provide a quality academic experience, the University is committed to continually assessing and re-evaluating every aspect of its academic model. The University endeavors to build an institutional culture grounded in candor, transparency and best professional practices.

HISTORY OF GRANTHAM UNIVERSITY – A TRADITION OF HIGHER EDUCATION

Grantham University, founded in 1951, is one of the oldest, private, postsecondary, degree-granting distance education universities in the United States.

World War II Veteran Donald Grantham understood how the G.I. Bill® of Rights and its education benefits would transform the lives of returning servicemen (and women and their families). Grantham founded the Grantham Radio License School in Los Angeles, California. Soon thereafter, the name was changed to Grantham School of Electronics (GSE). The School opened a second site in Washington, D.C., in 1955. In the years to follow, additional campuses were opened in Seattle, Washington; Kansas City, Missouri; and Hollywood, Florida. At one time, GSE's facilities also included the Grantham Electronics Institute Labs in Washington, D.C.; Falls Church, Virginia; and Dania, Florida. A second Los Angeles campus was established in 1974.

In 1961, GSE became accredited by the Distance Education Accrediting Commission (DEAC), which received formal recognition by the Department of Education as a nationally recognized accrediting agency in 1959. After that date, Grantham delivered accredited programs to an adult student population both in the classroom and at a distance to serve a geographically dispersed student body of active-duty service members.

In 1968, GSE became the Grantham College of Engineering (GCE). Over the years, GCE consolidated all of its activities to one location in Los Angeles, California, to offer only distance learning programs. In 1990, GCE received approval to operate and relocated to the State of Louisiana, and in 1993, became licensed by the Louisiana Board of Regents. In 2002, GCE launched its Business School and simultaneously became Grantham University. From 2002 to 2005, Grantham expanded its degree programs by adding the criminal justice program and master's degree programs.

In August 2005, Hurricane Katrina destroyed all but one building on the Grantham campus in Slidell, Louisiana. After Hurricane Katrina, Grantham relocated from Slidell to Kansas City, Missouri. In that same year, the Missouri Department of Higher Education (MDHE) certified Grantham to operate in the state of Missouri.

In 2009, Grantham University adapted new technology for both the student management system (Banner) and the learning management system (ANGEL). In November 2009, Grantham University received both DEAC and MDHE approval to offer associate through master's-level allied health degrees. In January 2010, Grantham received both DEAC and MDHE approval to offer a RN to BSN nursing degree completion program and a Master of Science in Nursing.

In 2014, the University transitioned to the Learn platform, following Blackboard's acquisition of ANGEL. In March of the same year, after outgrowing its Kansas City facility, the University relocated to Lenexa, Kansas, where it houses its administrative offices, including its admissions, business office, academics and student support staff. The University's book distribution center remains in Kansas City, Missouri.

Grantham offers its degrees and certificates under the authority of the Kansas Board of Regents, as well as the Distance Education Accrediting Commission (DEAC), which accredits Grantham as a degree-granting institution.

Grantham University's talented administrative and academic staff and faculty continually upgrade the University's metrics, systems, research, processes, curriculum and instruction to facilitate student learning from locations across the globe and enhance the overall student experience.

In a technology-driven world, working adults who wish to keep pace require a dependable, flexible way to obtain specialized knowledge

and training to be competitive in the workforce. Distance learning is widely accepted and extensively used as an effective form of achieving such education in a convenient, accessible manner.

Having provided distance learning for nearly seven decades, Grantham continues to be a leader in this field.

GRANTHAM UNIVERSITY GOVERNANCE – A TRADITION OF COMMITMENT

The University is governed by an independent Board of Governors, which operates under the by-laws and charter of the University with complete oversight of all programmatic components of Grantham University. The Board is comprised of the following Governors:

Herbert I. London, Ph.D. Chairman
CMDR Everett Alvarez, Jr. (Ret.), U.S. Navy
John Ashford
Harry Hagerty
LTG Thomas G. Rhame (Ret.), U.S. Army
CSM Lindsey Streeter (Ret.), U.S. Army

ADMINISTRATION

A. Scott Andrews, University President and Chief Executive Officer

Lily Carpio, Chief Financial Officer

Harry Dotson, Chief Compliance Officer

David Eby, Chief Operating Officer

Niccole Kopit, Provost / Chief Academic Officer

Aimee Brown, Vice President of Marketing

Vacant, Chief Information Officer

Jeffrey Cropsey, Ed.D., Vice President of Government Relations

Benjamin Hoster, Vice President of Business Intelligence

Jared Parlette, Vice President of Student Enrollment

Vacant, Vice President of Human Resources

Stephen Rentschler, Associate Vice President of Marketing

UNIVERSITY FACULTY

PROVOST/CHIEF ACADEMIC OFFICER

Niccole Kopit, D.B.A.

DEANS

College of Arts and Sciences
Lisa Blair, Ph.D.

College of Engineering and Computer Science
Nancy Miller, Ph.D.

Mark Skousen School of Business
David Marker, Ph.D.

College of Nursing and Allied Health
Cheryl Rules, Ph.D., M.S.N., R.N., CCRN-K, CNE

Academic Operations
Jennifer Ligenza, M.S.

FULL-TIME FACULTY

A complete listing of full-time faculty may be found at: grantham.edu/about-grantham/university-faculty/

ADJUNCT INSTRUCTORS

A complete listing of adjunct instructors may be found at: grantham.edu/about-grantham/university-faculty/

CONTACT INFORMATION

Faculty Availability and Office Hours: Each faculty member holds a minimum of one office hour per week to assist students. You can find the specific time inside the course on the Instructor Information page. Faculty also have asynchronous group office hours via a discussion forum in the course four days throughout the week. In addition, faculty are available through email and respond within 2 calendar days. Full-time faculty have a four-digit extension and can be reached during regular business hours, Monday through Friday.

OWNERSHIP

Grantham University Inc., a Kansas corporation, is a wholly owned subsidiary of The Level Playing Field, a Delaware corporation.

ACCREDITATION AND CERTIFICATION – A TRADITION OF STANDARDS

Grantham University has been continuously accredited by the Distance Education Accrediting Commission (DEAC) since 1961. All programs of instruction offered by Grantham have been examined by independent objective subject matter experts and have been found to meet or exceed the Accrediting Commission's published academic and ethical standards.

DEAC was founded in 1926 and is presently listed (and has been since 1959) by the U.S. Department of Education as a "nationally recognized accrediting agency." DEAC is reviewed periodically by the U.S. Department of Education to make certain it meets the criteria for federal recognition. DEAC is also recognized by the Council for Higher Education Accreditation (CHEA), a non-governmental agency that reviews and recognizes agencies that accredit degree-granting institutions. DEAC, deac.org, is located at 1101 17th Street NW, Suite 808, Washington, D.C. 20036 and may be reached by phone at (202) 234-5100.

Grantham University is approved and legally authorized to provide postsecondary education by the Kansas Board of Regents, the authority by which Grantham confers degrees.

In accordance with the U.S. Department of Education's regulation (34 C.F.R. §600.9) regarding legal authorization to provide postsecondary education through distance or correspondence education in a state in which it is not physically located or in which it is otherwise subject to State jurisdiction as determined by the State, Grantham University makes every effort to receive authorization from each state in which its distance/online students reside.

The National Council for State Authorization Reciprocity Agreements (NC-SARA, nc-sara.org) is a voluntary, regional approach to state oversight of postsecondary distance education. The initiative is administered by the country's four regional higher education compacts: the Midwestern Higher Education Compact (MHEC), the New England Board of Higher Education (NEBHE), the Southern Regional Education Board (SREB), and the Western Interstate Commission for Higher Education (WICHE) and overseen by NC-SARA. States and institutions that choose to participate agree to operate under common standards and procedures, providing a more uniform and less costly regulatory environment for institutions, more focused oversight responsibilities for states and better resolution of student complaints.

The state of Kansas was approved as a SARA state on November 17, 2014. The Kansas Board of Regents serves as the portal agency for Kansas SARA.

On June 4, 2015, Grantham University became an institutional participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA) initiative. With this membership, Grantham University programs are automatically available to students who reside in participating states.

Grantham University is registered by the Bureau for Private Postsecondary Education (BPPE) as an Out of State Institution under the California Private Postsecondary Education Act of 2009 (Act).

Grantham University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE:

- Master of Business Administration
- Master of Science in Performance Improvement
- Master of Business Administration in Project Management
- Master of Science in Business Intelligence
- Master of Business Administration in Information Management
- Bachelor of Business Administration in Human Resource Management
- Bachelor of Science in Accounting
- Bachelor of Science in Business Administration
- Bachelor of Science in Business Management

The College of Nursing is a candidate for accreditation by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; phone (404) 975-5000, web: acenursing.org. The following programs are included in the candidacy:

- RN-BSN Degree Completion (Bachelor)
- RN-MSN Bridge Program Option
- Master of Science in Nursing
  - Case Management (MSN)
  - Nursing Management & Organizational Leadership (MSN)
  - Nursing Education (MSN)
  - Nursing Informatics (MSN)

The Bachelor of Science degree program in Electronics Engineering Technology is accredited by the Engineering Technology Accreditation Commission of ABET, abet.org.

Grantham University is a GSA approved Scheduled Contractor under the 874-4 SIN (Training Services) and can be located through GSA eLibrary gsaelibrary.gsa.gov/ElibMain/contractorInfo.do?contractNumber=GS-00F-169DA&contractorName=GRANTHAM+UNIVERSITY+INC.&executeQuery=YES.

COMPUTER HARDWARE REQUIREMENTS

Grantham University provides limited technical support for course-related software applications and online resources. The below computer requirements are expected to work for most students under most conditions. There could be situations where the hardware limitations or software compatibility issues might prevent customer support from being able to address student technical issues. In these cases, it will be up to the student to procure third-party assistance in addressing his/her technical issues. Further, there are courses that will have additional technical requirements and those will supersede the specifications listed below. Please consult the individual course description in the course catalog for those requirements prior to registration. Prior to contacting the University for support, the below requirements/resources should be consulted.

The online learning environment at Grantham University is comprised of multiple technologies working in conjunction with each other. This requires that the student's computer meet the following minimum technical requirements. Further, depending on various combinations of operating system different versions of software will be required to provide an optimal learning experience.

COMPUTER HARDWARE REQUIREMENTS - OPERATING SYSTEM:

- Windows 7, 8, 8.1 or 10
- Broadband internet connection 1Mbps or faster
- Java 7 (or higher)
- Acrobat Reader version 2015 (or higher)
- Adobe Flash Player version 19 (or higher)
- Internet Explorer 11 (or higher) or Firefox v31 (or higher) or Chrome 36 (or higher)
- Webcam

SPECIAL TECHNICAL CONSIDERATIONS

ELECTRONIC BOOKS (EBOOKS)

Many Grantham courses utilize eBooks in addition to printed materials. Accessing an eBook provided with the course can be accomplished on multiple devices that include iOS, Android, Mac, PC and web browser. If your eBook is being supplied by VitalSource, specific device and version compatibility information can be referenced on VitalSource's technical support page at support.vitalsource.com/hc/en-us.

PROCTORED EXAMS

Grantham utilizes a third-party product for performing proctored exams. For exams that will be proctored, there are specific requirements for ensuring the process is successful. In addition to the computer having the necessary software, a webcam will be required for all proctored exams.

APPLE MACS

Macs are capable of navigating Grantham's web-based applications; however, Grantham cannot guarantee full functionality. The student is ultimately responsible for remedying any incompatibilities between the Mac platform and the Grantham online learning environment. Several courses require the installation of third-party software. This software may or may not be compatible with Macs. It is the student's responsibility to run the software on a compatible platform.

MICROSOFT SOFTWARE

Many Grantham courses will require the use of additional Microsoft software. This software will require the ability to extract and install the software from downloaded ISO files. Each version of Microsoft Windows will handle this in different ways. The most common form is to burn the ISO to a CD/DVD ROM and then run the installation program, or to utilize a "virtual drive" software that will allow an ISO file to appear as an additional drive.

ENGINEERING TECHNOLOGY STUDENTS

Courses in the engineering technology programs require a CD/DVD ROM in order to install software.

LINKS TO THIRD-PARTY SOFTWARE VENDOR SUPPORT INFORMATION

The following links are provided to assist the student with the Blackboard environment:

BLACKBOARD LEARN ENVIRONMENT:

en-us.help.blackboard.com/Learn/9.1_Older_Versions/9.1_2014_and_2015/Administrator/020_Browser_Support/Browser_Support_Q2_2016

BLACKBOARD COLLABORATE ENVIRONMENT:

blackboard.secure.force.com/apex/publickbarticleview?id=kAB700000008P8m

ADMISSION, TRANSFER CREDIT AND REQUIREMENTS

Grantham University does not discriminate on the basis of race, color, or national or ethnic origin in admitting students to its programs or in administering its educational policies, admission policies, scholarship programs or other University-administered programs. Admission policies are based on inclusiveness — Grantham believes everyone should have the opportunity to pursue a college degree.

1.1 ADMISSION PROCESS

Students are required to submit an enrollment application. Upon receipt, the University will commence the process of review and assessment.

Grantham accepts applications on a continuous basis throughout the year. A student has the option of enrolling as a degree candidate or on a course-by-course basis (non-degree). Enrollment with non-matriculating status is limited to course attempts totaling 24 semester credit hours.

In determining whether an applicant possesses the necessary readiness and qualification and should be admitted to one of Grantham University's academic programs, the University reserves the right to consider and evaluate a wide range of factors and information including the applicant's background and public information. This background screening is conducted to verify the applicant's identity, academic intent and academic qualification, and may include the following information:

- Professional/employment history
- Previous or current address and information about a person's residence
- Personally Identifiable Information
- Status of citizenship
- Prior post-secondary educational background
- Social information

This information, generally available through public records, is used in screenings in conformity with all federal and state laws, including the Fair Credit Reporting Act.

Grantham University has established processes to verify that a student registered in a course or program is the same student who participates in and completes the course or program and receives the academic credit. The Student Identity Verification Policy is applicable to all Grantham University students beginning with the application for admission and continuing through graduation, transfer or withdrawal from the University.

IDENTITY VERIFICATION METHODS

Students enrolled in courses or programs are subject to one or more of the following student identity verification methods:

Secure, Individual Login and Passcode: Students are provided a GID number and Username. These assigned identifiers are used to access Blackboard, Grantham University's Learning Management System (LMS); access the GLife Student Portal to view course grades and related information; and to complete coursework. Upon enrollment, new students will set up secure access to GLife via the "New User" option via the email associated with the student during the enrollment process.

Proctored Examinations: Use of a Grantham University approved proctor or a virtual, third-party proctoring service, is required for examinations that are noted in course syllabi. See Section 2.12 for further details.

Administrative or Academic Practices: Students are subject to identity verification through use of personally identifiable information provided by the student upon application to the University. Students must provide their assigned Student Identification Number, along with other requested sources of personally identifiable information when contacting the University. In addition, faculty and staff may commence verification of student identity following a review of student work. Changes in academic performance or writing style will be monitored and identity verification process may be initiated if unexplained changes in student performance are detected. Students may be suspended or expelled from the University if they fail to comply.

ENGLISH LANGUAGE PROFICIENCY

Applicants with secondary or previous education in a foreign country must demonstrate English language proficiency. Proficiency may be demonstrated by submission of an acceptable TOEFL, TOEIC, or IELTS, or proof that the language of instruction for the secondary or postsecondary credentialing institution was English. Transcript evaluations may be completed on unofficial transcripts; however, official documentation must be received and verified before admission may be granted and the applicant may enroll.

Undergraduate: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS) or 44 on the PTE Academic Score Report.

Graduate: A minimum score of 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT) or 71 on the internet Based Test (iBT), 6.5 on the International English Language Test (IELTS) or 50 on the PTE Academic Score Report.

1.2 TRANSFER CREDIT POLICY

Grantham University allows transfer of credit hours for prior academic credits, military training and experience, and relevant professional licenses, certifications and training. The amount of transfer credit accepted is dependent upon the declared program of study and Grantham's residency requirement.*

*See respective admissions section for residency requirements.

See Section 1.8 for the Prior Learning Assessment (PLA) Policy.

ACADEMIC CREDIT

Grantham University accepts transfer academic credit from institutions accredited by agencies recognized by the U.S. Secretary of Education and/or the Council for Higher Education Accreditation (CHEA). For prior undergraduate academic credit to be eligible for transfer, grades earned must be a "C" or higher. For prior academic credit to be eligible for transfer at the master's degree level, grades earned must be a "B" or higher and completed within the last ten (10) years.

Additional time limits exist in some degree programs to ensure that academic credits meet present-day academic standards.

Grantham University will not grant credit for college courses in which the content duplicates material of a previously completed course or examination for which credit has already been granted, with the exception of the repeat of deficient course grades.

MILITARY EXPERIENCE

Grantham University uses guidelines established by the American Council on Education (ACE) to determine if military training and experience warrant awarding academic credit.

PROFESSIONAL LICENSES, CERTIFICATES AND TRAINING PROGRAMS

Grantham University uses guidelines established by the American Council on Education (ACE) to determine if certain training programs, certificates and/or professional licenses warrant awarding academic credit.

CREDIT BY EXAMINATION

Grantham University accepts credit by examination from the following provided the ACE recommended score is achieved:

- The College Level Examination Program (CLEP)
- Defense Activity for Non-Traditional Education (DANTES)
- Excelsior College Examination

Transfer credit will not be officially awarded until official transcripts are received by the Registrar's office.

It is the responsibility of the student to provide official transcripts prior to enrollment/registration to ensure that he/she is not enrolled/registered in courses at Grantham for which he/she will receive transfer credit. A student who enrolls/registers in a course that may be awarded later as transfer credit will not be issued a refund for that course in which he/she was enrolled prior to receiving official transcripts if the course proves to be unnecessary.

1.3 UNDERGRADUATE ADMISSION

Prospective students who provide false or altered admissions documentation to include transcripts for potential transfer credit will be denied admission to Grantham University with no chance for future enrollment. Any pending financial aid will be reviewed and disposition determined.

CONDITIONAL ENROLLMENT REQUIREMENTS

Students will be classified as "conditionally enrolled" until the following provisions have been met:

1. Official proof of high school graduation or equivalent must be received and verified by the Registrar's office by the 49th calendar day of the first term. If it is determined prior to day 49 of the term that the student did not earn a standard high school diploma or its equivalent, they will be removed from their current terms as well as future terms.
2. All students are required to establish participation as outlined in the Participation and Substantive Interaction Policy within seven (7) calendar days of the term start date (see 2.5 Participation and Substantive Interaction).
3. Conditionally enrolled students must have their funding plan in place within seven (7) calendar days of the term start date.

HIGH SCHOOL GRADUATION EQUIVALENCY

Grantham University requires completion of high school or its equivalency for admission into its undergraduate and certificate programs.

If the University is unable to verify successful completion of high school or its equivalent, it is the responsibility of the student to ensure that official proof of high school completion or its equivalent is provided prior to the release of federal financial aid in the student's first term of enrollment. Failure to comply with this requirement may result in immediate dismissal from the University and forfeiture of credits.

Verification documentation that satisfies requirements is approved by the Registrar. Examples of acceptable verification are listed below:

- Copy of high school diploma or transcript
  - An earned IEP or Special Education Diploma or Certificate of Completion based upon IEP goals does not meet the regular high school diploma requirement and will not be accepted by Grantham University.
- Copy of GED or state certificate awarded after passing an authorized test that the state recognizes as equivalent to a high school diploma.
- If international high school diploma earned, please provide a copy of approved Foreign Evaluation Services report showing an equivalent to U.S. high school completion.
- Official transcript indicating a qualifying associate, bachelor's or master's degree awarded from any school accredited by an accrediting body recognized by the U.S. Department of Education or the Council for Higher Education Accreditation or foreign equivalent.
- Official proof of 60 or more semester hours taken at the college or university level.

When documentation of high school completion is unavailable (- e.g., the school is closed and no information is available from another source such as the school district or state department of education, or the parent or guardian who homeschooled the student is deceased,) the following documentation is acceptable:

- Form DD214: Veterans may submit a DD214 that indicates high school graduation (please note that not all DD214 documents contain this information). Form DD214 is usually free for veterans and can be obtained in ten (10) working days or less at the following website: archives.gov/veterans/military-service-records/.
- Form DD1966: Service members may submit a DD1966 that indicates high school graduation.
- Form DA669: Army Service members may submit a DA669 that indicates high school graduation.

BACHELOR OF SCIENCE NURSING ADMISSION REQUIREMENTS

In addition to proof of high school graduation or its equivalent, admission to the RN to BSN Degree Completion program requires the following:

- Must have graduated with an Associate Degree in Nursing (ADN/ASN) from a state-approved program, with a GPA of 2.5 or higher
- Unencumbered and current RN License as indicated by date of issue
- Nurses educated outside the United States, who are eligible to practice as an RN in the United States, must have an earned associate degree in nursing that equates to a U.S. associate degree.

Please note: Certain states, such as Kansas, require CGFNS certification (Commission on Graduates of Foreign Nursing Schools) as part of the vetting process to earn a valid and current RN license. Please check with your state to determine requirements.

FINANCIAL PLANNING (BACHELOR OF BUSINESS ADMINISTRATION) ADMISSION REQUIREMENTS

In addition to proof of high school graduation or its equivalent, admission to the Financial Planning program requires at least one of the following:

- ACT composite score of 19 or higher
- SAT score of 450 or higher
- AFQT score from ASVAB exam of 40 or higher
- CGPA 2.5 or better of a minimum of 12 transfer credit hours from an institution recognized by the U.S. Department of Education

CURRENT HIGH SCHOOL STUDENT APPLICANTS

A high school student who wishes to enroll at Grantham University (while concurrently attending high school or home-school) may apply for admission as a non-degree or non-certificate seeking student and may enroll in no more than four (4) credit hours (undergraduate coursework) per term.

Exceptions may be granted by the Chief Academic Officer for students wishing to enroll in more than four (4) credit hours. A high school applicant must submit a copy of his/her official high school transcript with a minimum 3.0 CGPA to be considered for admission as a non-degree or non-certificate seeking student. The prospective student must also demonstrate one of the following:

- ACT with a minimum average selection index of 18
- SAT with a minimum average selection index of 440 Math and 440 English
- PSAT with a minimum average selection index of 147
- Successful completion (grade C or higher) of college coursework in which college credit was earned
- Present a recommendation and written permission from the high school guidance counselor

Upon successful completion of high school or the equivalent, the student must provide proof of high school completion or equivalent before he/she will be allowed to enroll into a degree or certificate

program. Enrollment with a non-matriculated status is limited to course attempts totaling 24 semester-credit hours.

HOME-SCHOOL APPLICANTS

Grantham University requires homeschooled students to show proof that they successfully completed their state's requirements for high school graduation. Homeschooled students are responsible for compliance with all requirements for their state. An official transcript is required to demonstrate that high school graduation requirements are met. The following are examples of the required transcript:

- Official transcript provided by the individual responsible for the home school. Transcript should include course descriptions with curriculum, grades and records of attendance. The person in charge of the home school program will be responsible for verifying the transcript as official.
- GED, if required by state in which high school was completed.

FOREIGN TRANSCRIPT EVALUATION

An applicant who has completed secondary/University-level courses in a foreign country that are comparable to course credits in the American education system must have his/her courses evaluated and official copies of the evaluations sent to Grantham. Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services (naces.org) or the Association of International Credential Evaluators (aice-eval.org). For students with foreign transcripts in the field of healthcare and nursing, Commission on Graduates of Foreign Nursing Schools (CGFNS) certification is also accepted.*

*Please note: Certain states, such as Kansas, require CGFNS certification as part of the vetting process to earn a valid and current RN license. Please check with your state to determine requirements.

RESIDENCY REQUIREMENTS

- The student may transfer in up to three (3) credit hours of the required courses in the enrolled undergraduate certificate program at Grantham to earn the following certificates:
  - Business Leadership
  - Cybersecurity Concepts
  - Introduction to Programming
  - Practical Entrepreneurship
- The student may not transfer in any credit hours and must complete all required courses at Grantham University in the following undergraduate certificate programs:
  - Advanced Cybersecurity
  - Human Resources
  - Medical Administrative Assistant
  - Paraprofessional: Teaching Assistant
  - Project Management
- **Associate Degree Programs:** The student must complete at least 25 percent of the required credit hours in the enrolled degree program at Grantham to earn the degree.
- **Bachelor's Degree Programs:** The student must complete at least 25 percent of the required credit hours in the enrolled degree program at Grantham to earn the degree.
  1. For students in the College of Engineering and Computer Science, additional requirements apply.
  2. For students enrolled in the Electronics or Computer Engineering Technology degree programs, the credit hours fulfilling the residency requirement must include a minimum of 21 credit hours of upper level program core courses designated ET or CT.
  3. For students enrolled in the Engineering Management Technology degree program, the credit hours fulfilling the residency requirement must include a minimum of 12 credit hours of upper level program core courses and program elective courses designated EMT, ET or CT.
  4. For students enrolled in the Computer Science or Information Systems degree program, the credit hours fulfilling the residency requirement must include a minimum of 15 credit hours of upper level program core courses designated CS or IS.
- **Second Undergraduate Degree Students:**
  - Grantham University defines a Second Undergraduate Degree applicant as one who has completed an undergraduate degree (associate or baccalaureate) from an accredited institution and who is seeking enrollment at Grantham University to obtain another undergraduate degree in a different major or field of study. A student may not apply or be accepted for a second undergraduate degree in the same or very closely related field of study.
  - No more than 75 percent (75%) from one completed undergraduate degree program may be applied to the completion of a second undergraduate degree program. Students completing one undergraduate degree program will not be enrolled into a second or subsequent undergraduate degree program where less than 25 percent (25%) of the degree program courses are pending.
  - All admission requirements for students seeking a second undergraduate degree are the same as for regular applicants.

No student below the compulsory age of attendance will be permitted to enroll until it is determined that enrollment will not be detrimental to student success.

AU-ABC PROGRAM

The Air University Associate to Baccalaureate Cooperative (AU-ABC) program is an initiative between Air University of the Air Force and Grantham University to offer bachelor's degree opportunities to Air Force enlisted members or veterans. The AU-ABC Program aligns with the vision of Air Force leaders to provide distance learning and bachelor's degree opportunities for Airmen.

Current students or those who have graduated with an Associate in Applied Science (AAS) degree from the Community College of the Air Force (CCAF) may be eligible to complete a bachelor's degree with Grantham by leveraging their associate degree through the AU-ABC Program.

ELIGIBILITY

- Active-duty Air Force, Air Force Reserve or Air National Guard
- Degree requirements may be completed after the student retires or separates from the Air Force
- The student receives a binding degree completion contract to lock in the transfer credit and remaining degree requirements

To be a part of the AU-ABC program, education partners must:

- Meet specific accreditation standards
- Require no more than 60 semester hours after the AAS degree for a bachelor's degree
- Deliver instruction via distance learning
- Maximize application of military credit
- Relate degree programs to an Air Force specialty

For more information about the AU-ABC program, military students should visit Grantham's website, grantham.edu/online-college-tuition/military-programs/au-abc-program/, or contact their Education Services Officer or a Grantham admissions representative.

DEGREE PROGRAM CHANGES

A student seeking to change his or her degree program must be in good academic standing. The student should carefully review the requirements for any potential new program. Students are responsible for reviewing and being aware of the requirements of the Grantham University Catalog version effective at the time of the start of their new program. The start of the new program must correspond with the start of the student's next eligible term. Previously transferred or completed Grantham University coursework may not apply to the new program due to differences in the new degree requirements. Students must have documentation on file that all admission requirements for the new program have been met.

Students are allowed to change their degree program one time. Additionally, students are allowed to change degree levels one time. Any subsequent request to change degree programs or levels requires a request be made to the appropriate academic college, department or major.

Before changing degree programs, all official transcripts must be on file. In order to change, the student must submit an enrollment agreement.

1.4 GRADUATE ADMISSION

ADMISSION REQUIREMENTS

Admittance to a master's-level program requires a student to possess a baccalaureate, master's or first-level professional degree with a cumulative GPA ≥ 2.5 from an institution accredited by an agency recognized by the U.S. Department of Education or foreign equivalent. Official transcripts showing proof of the bachelor's degree must be received by the Registrar's office no later than the end of the first semester (two eight-week terms) of enrollment. Students whose official transcripts are not received within the first semester of enrollment will not be allowed to start in further courses until official transcripts are received.

Prospective students who provide false or altered admissions documentation to include transcripts for potential transfer credit will be denied admission to Grantham University with no chance for future enrollment. Any pending financial aid will be reviewed and disposition determined.

If the prospective graduate student does not meet the 2.5 GPA minimum, he/she may file a request for GPA waiver for admission to a graduate program. The dean or chair of the respective college or program within the University will consider admission on a case-by-case basis. A prospective student who chooses not to request a GPA waiver or whose waiver request is not accepted may request admission as a non-degree student. The student may take two graduate courses, provided the student meets all other admission requirements. The courses may be taken concurrently or separately as long as the student maintains continuous enrollment and achieves a cumulative GPA of 3.0 or higher after completing both courses. Upon successful completion of the two graduate courses with a cumulative GPA of 3.0 or higher, the student may apply for admission to a graduate degree program. If the student does not meet the cumulative GPA of 3.0 or higher after completing two graduate courses, he/she may apply for a GPA waiver if one has not been requested; otherwise the student will be dismissed from the University and may not reapply for a period of six months.

Enrollment with non-matriculating status is limited to course attempts totaling nine semester credit hours.

Prior to a student's admission to Grantham University as a graduate student, it is recommended but not required that a student satisfy all major-related undergraduate competencies. See the Graduate Degree Programs (Section 9) for recommended courses containing content that addresses these competencies. Recommended competencies are provided to help ensure student success in graduate programs.

Grantham University requires the following documentation prior to the evaluation process, as appropriate to the graduate student:

- A copy of all college/university transcripts
- Employer course certificates with description of course content and class hours
- Joint Services Transcript (JST), Defense Activity for Non-Traditional Education Support (DANTES/DSST) transcript, College Level Examination Program (CLEP) score, Community College of the Air Force (CCAF) transcript and/or other military transcripts

A student may send copies of transcripts or documents for the evaluation. However, Grantham requires proof of graduation in the form of an official transcript that confirms an earned baccalaureate or first-level professional degree from an institution of higher learning accredited by an agency recognized by the U.S. Department of Education.

MASTER OF SCIENCE IN NURSING ADMISSION REQUIREMENTS

Admission to the MSN program requires the following:

- An earned Bachelor of Science Degree in Nursing (BSN) from a state-approved nursing program, with a CGPA of 2.5 or higher
- Unencumbered and current RN License as indicated by Date of Issue
- Nurses educated outside the United States, who are eligible to practice as an RN in the United States, must have an earned bachelor's degree in nursing that equates to a U.S. bachelor's degree

Please note: Certain states, such as Kansas, require CGFNS certification (Commission on Graduates of Foreign Nursing Schools) as part of the vetting process to earn a valid and current RN license. Please check with your state to determine requirements.

Please note: Graduate nursing courses are not transferable into the Nursing programs at Grantham University.

MASTER OF BUSINESS ADMINISTRATION ACCELERATED OPTION ADMISSION REQUIREMENTS

Admission to the Accelerated MBA requires the following:

- At least 36 hours per week for coursework; and
  - Three years of work experience in a business specific role; or
  - A conferred bachelor's degree from an appropriately accredited institution with a concentration, emphasis, major or specialization in a business discipline earning a 3.0 GPA

RESIDENCY REQUIREMENTS

The student must successfully complete at least 50 percent (50%) of courses in the enrolled degree program at Grantham to earn a master's degree. No more than six (6) courses from one completed Grantham master's degree program may be applied to the completion of a second master's program. Students completing one master's program at Grantham will not be enrolled into a second or subsequent master's program where more than six (6) courses in the second or subsequent program are identical to the completed master's program(s). Credit for a completed capstone course(s) in one graduate degree program will not be applied to a second or subsequent graduate degree program; students will be required to complete a capstone course while enrolled in the second or subsequent graduate degree program.

The student may not transfer in any credit hours and must complete all required courses at Grantham in the following graduate-level certificate programs:

- Project Management (Graduate)
- Human Resources (Graduate)

FOREIGN TRANSCRIPT EVALUATION

An applicant who has completed secondary/university-level courses in a foreign country that are comparable to course credits in the American education system must have his/her courses evaluated and official copies of the evaluations sent to Grantham. Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services (naces.org) or the Association of International Credential Evaluators (aice-eval.org). For students with foreign transcripts in the field of healthcare and nursing, Commission on Graduates of Foreign Nursing Schools (CGFNS) certification is also accepted.*

*Please note: Certain states, such as Kansas, require CGFNS certification as part of the vetting process to earn a valid and current RN license. Please check with your state to determine requirements.

DEGREE PROGRAM CHANGES

A student seeking to change his or her degree program must be in good academic standing. The student should carefully review the requirements for any potential new program. Students are responsible for reviewing and being aware of the requirements of the Grantham University Catalog version effective at the time of the start of their new program. The start of the new program must correspond with the start of the student's next eligible term. Previously transferred or completed Grantham University coursework may not apply to the new program due to differences in the new degree requirements. Students must have documentation on file that all admission requirements for the new program have been met.

Students are allowed to change their degree program one time. Additionally, students are allowed to change degree levels one time. Any subsequent request to change degree programs or levels requires a request be made to the appropriate academic college, department or major.

Before changing degree programs, all official transcripts must be on file. In order to change, the student must submit an enrollment agreement.

1.5 RE-ADMITTANCE POLICY

Any student who has been withdrawn from Grantham for any reason or is returning to Grantham after 180 calendar days will be categorized as a re-admit. Students in the School of Nursing returning to Grantham University after 90 calendar days will be categorized as a re-admit.

To be re-admitted, the student must submit a new application for admission. A student who is termed as a re-admit will be subject to the policies procedures and any changed academic requirements in force at the time he/she is re-admitted.

TEACH-OUT PROGRAMS

When the University closes a program, a Teach-out Plan is created to ensure an active student in the program receives the education, materials and student services needed to complete the program. A student must remain in an active status to be considered for the Teach-out Plan. A student in re-admittance status (see Re-Admittance Policy) will need to choose a different program upon re-admittance.

1.6 CREDIT HOUR POLICY

Grantham University students are awarded semester credits for classes on the basis of the Carnegie unit. A Carnegie unit of credit represents how much time a typical student is expected to devote to learning per week of study and the minimum is one unit for three hours of student work per week. Grantham University courses are offered in eight (8)-week terms. Academic degree or academic credit-bearing distance learning courses are measured by the learning outcomes normally achieved through 45 hours of student work for one semester credit, where one credit/semester hour is 15 hours of academic engagement and 30 hours of preparation.

For the typical three (3)-unit class, a student spends 5-6 hours per week in substantive interaction and does 11-12 hours of outside preparation. In certain circumstances, it is possible to have more hours, but not less. Lecture hours: One (1) unit is considered to be one (1) credit hour of substantive interaction in a course with faculty and classmates through discussion forums and digital interface, including weekly directed readings.

Arrangement hours: Additional academic engaged work outside of the course, such as researching real-world contexts or offered additional research. Links to external learning assets, calculated as an average of the time required to consume content such as: reading an article, watching a self-paced instructional video, playing an instructional game or completing a simulation.

Homework hours (as required by coursework):

COURSE	BUS101
DURATION	8 weeks
UNIT VALUE	3 credits
LECTURE HOURS WEEKLY	6 hours
ARRANGEMENT HOURS WEEKLY	6 hours
HOMEWORK HOURS WEEKLY	6 hours

1.7 TRANSFERABILITY OF GRANTHAM CREDIT

Grantham University is accredited by the Distance Education Accrediting Commission (DEAC). Other schools, including those that are regionally accredited, may not accept or transfer course credits earned at Grantham University. Acceptance of transfer of credit earned at Grantham University is determined by the institution to which the credits will be transferred. Although Grantham makes every effort to enhance the transferability of credit to other institutions, a student should always contact the Registrar at the college or University of interest to determine whether credit from Grantham will transfer to that institution.

1.8 PRIOR LEARNING ASSESSMENT POLICY

Prior Learning Assessment (PLA) is used to describe learning gained outside a traditional academic environment. PLA is learning and knowledge students have acquired while working, participating in employer training programs, studying independently, volunteering or doing community service, which will count toward their degree program. Further, PLA is a process that allows students to submit evidence of formal training and experiential learning for evaluation for potential college credit. Experience alone is not credit-worthy, but students may receive college-level credit for learning that occurred as a result of the experience.

During the PLA evaluation process, students will submit a collection of certificates, professional training and non-ACE-approved military training, transcripts from a non-accredited institution, licenses, corporate training, certifications or any other documentation that provides evidence of their learning experience and knowledge. In addition, students submit a Description of Experience essay based

on learning experiences outside of the traditional classroom setting. The essay will demonstrate learning acquired through professional, volunteer and personal or family experiences. All prior learning documentation will be evaluated in terms of specific program and course outcomes established by Grantham University courses, to ensure substantial comparability. PLA credit cannot be used to fulfill certain required courses (i.e., capstone course).

PLA CREDIT LIMITS

Grantham University's PLA credit limits are as follows:

- Undergraduate students may use PLA credits for up to 25 percent of their degree program. However, PLA and transfer credits combined cannot be more than 75 percent of the degree program.
- Graduate students may use PLA credits for up to 25 percent of their degree program. However, PLA and transfer credits combined cannot be more than 50 percent of the degree program.

PLA FEES

Grantham University's PLA fees are as follows:

- Sponsored prior learning (per submission): $125
- Unsponsored prior learning (per submission): $250
- Combination of sponsored and unsponsored prior learning (per submission): $250

PLA PROCESS

For the complete PLA process and additional information, visit: grantham.edu/online-college-admissions/?tab-transfer-credit.

1.9 TUITION AND FEES

Table 1.9A contains the tuition rates for a student to attend Grantham University. Total program tuition varies by student depending on the total credit hours required for that student to graduate. At least 60 credit hours of coursework are required to complete an associate degree program; at least 120 credit hours of coursework are required to complete a bachelor's degree program; and 36 credit hours of coursework are required to complete a master's degree program. Tuition does not include miscellaneous fees as listed in Table 1.9B.

TABLE 1.9A

UNDERGRADUATE TUITION RATES	
Military Rate*	$250/credit hour
Veteran Rate*	$250/credit hour
Standard Rate	$265/credit hour
GRADUATE TUITION RATES	
Military Rate*	$250/credit hour
Veteran Rate*	$250/credit hour
Standard Rate	$325/credit hour

*Tuition rate after applicable scholarship, which includes Military Family and First Responders if eligible

TABLE 1.9B

MISCELLANEOUS FEES	
Returned Check	$25
Graduation Fee	$100
Technology Fee*	$45 per 8-week term
Electronic transcript	$10
Paper copy of transcript	$15
Replacement Diploma	$25
Late Payment	$5
International Shipping Fee**	$50 per course

*Non-refundable fee

**If charged, not subject to refund after seventh class day

CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF):

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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 either by cash, guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

1.10 COURSE TEXTBOOKS, SOFTWARE, MATERIALS AND POSTAGE

Grantham University's Textbook and Software Grant provides new or gently used textbooks or ebooks to students who qualify (see Catalog Section 3.9 for grant eligibility requirements). Shipping* fees for textbooks and other course materials are included in the grant. The value of the grant is determined by the degree program and/or courses selected, but generally ranges from $500 to $4,500. Eligible students will order and be shipped course materials from the Eagle Educational Resources Bookstore after they have registered for their classes and been approved for the grant.

Students who do not qualify for the grant must purchase their own textbooks and software either through the Eagle Educational Resources Bookstore or a vendor of their choice. The ISBN information is available on the Eagle Educational Resources Bookstore site at eagleeducationalresources.com/.

Students should immediately update their email and shipping addresses on the Eagle Educational Resources website. Failure to provide current email and shipping addresses may result in a delay in textbook deliveries or incurring shipping fees.

*The University pays standard postage on mail and parcels going to students in the U.S. (including APO and FPO addresses and P.O. boxes within U.S. territories). A student in another country, or physical address inside a U.S. territory, must pay additional shipping charges. Expedited shipping, if requested by the student, is an additional cost and is not included in the grant.

1.11 INSTITUTIONAL REFUND POLICY

A student may withdraw from Grantham University for any reason. The student is responsible for completing the University's formal withdrawal procedures as outlined in the Withdrawal Policy of this Catalog. In addition, if a student registered via an online military portal, it is the responsibility of the student to withdraw via that same online military portal. A withdrawal is considered to have occurred on the date the student officially submits the withdrawal form or otherwise notifies the University of his or her desire to withdraw, or on the date the University determines the student ceased attendance or failed to meet published academic policies and is administratively withdrawn, whichever comes first. This is the date of determination (DOD) used to compute the refund according to institutional policy.

If a student is withdrawn from the University for any reason or if a student drops a course(s) within the period allowed in any given eight (8)-week term, the amount already paid will be compared to the tuition of the completed portion of that eight (8)-week term. Any amount the student has paid in excess of the required amount will be refunded; if the student has paid less than the required amount, the student will be responsible for paying the difference.

TIME OF WITHDRAWAL	REFUND
Within 7 days of course start date	100%
8-14 days after course start date	80%
15-21 days after course start date	60%
22-28 days after course start date	40%
29-35 days after course start date	20%
36 days or more after course start date	0%

Grantham is subject to and must abide by the refund policies of any branch, agency or department of the federal government with which it is in any way associated or affiliated. In the event of a conflict between Grantham's Institutional Refund Policy and the refund policy of an affiliated federal branch, agency or department, the federal refund policy may supersede that of Grantham University (see Section 3.16 for Return of Title IV Funds information).

REFUND POLICY EXAMPLE

For example, if a student withdraws from Grantham University on Day 11 of a term, they will be refunded 80% of their tuition. In this situation, the following calculation will apply:

$795 (TUITION FOR ONE THREE CREDIT HOUR COURSE)
- $636 (THE REFUND AMOUNT, WHICH EQUATES TO 80% OF THE COURSE TUITION)

$159 (THE REMAINING 20% OF THE COURSE TUITION, WHICH IS THE RESPONSIBILITY OF THE STUDENT)

This is an example only. Student finances are individualized and vary from student to student.

CANCELLATION POLICY

You have the right to cancel your enrollment at any time up to the seventh calendar day after the term start date. If you cancel at any time up to the seventh calendar day after the term start date, Grantham University will refund all monies paid to the institution. Notification of cancellation may be conveyed to Grantham University in any manner.

COURSE DROPS

When a student drops or is dropped from a course(s), the institutional refund policy calculation will be performed for the charges applied to the course(s). Any monies due back to a third party or the student will be refunded within 30 days of the date of determination (DOD). Any unpaid balance of tuition and fees the University is eligible to retain after the calculation is performed must be paid by the student to the institution.

CREDIT BALANCES

Credit balances eligible for refund will be returned within 30 days from the date the credit balance occurred, subject to any federal, state or accrediting agency statutes, rules, regulations and/or standards.

ACADEMIC INFORMATION AND POLICIES

2.1 ACADEMIC CALENDAR

The Academic calendar is found online at grantham.edu/online-college-admissions/academic-calendar.

2.2 HOLIDAY SCHEDULE

The University observes and will close its offices on 10 holidays, as indicated in the chart below:

HOLIDAY	2018	2019
New Year's Day	Monday, January 1	Tuesday, January 1
Martin Luther King Jr. Day	Monday, January 15	Monday, January 14
Memorial Day	Monday, May 28	Monday, May 27
Independence Day	Wednesday, July 4	Thursday, July 4
Labor Day	Monday, September 3	Monday, September 2
Veterans Day	*Monday, November 12	Monday, November 11
Thanksgiving Day	Thursday, November 22	Thursday, November 27
Day after Thanksgiving	Friday, November 23	Friday, November 28
Christmas Eve	Monday, December 24	Tuesday, December 24
Christmas Day	Tuesday, December 25	Wednesday, December 25

*Denotes the holiday falls on a weekend and is adjusted to the closest business day

2.3 ACADEMIC YEAR FOR STUDENTS RECEIVING FEDERAL STUDENT AID (FSA)

Students interested in Federal Student Aid (FSA) must establish the academic year during which they wish to receive aid. The academic year at Grantham is two (2) 16-week semesters long; each semester contains two (2) eight (8)–week class sessions. On the Declaration of Intent (DOI) form, students select the month their academic year begins; it then continues for the following eight (8) consecutive months.

The table located on our website at grantham.edu/online-college-admissions/academic-calendar provides dates for Grantham University sessions open to students receiving FSA and shows how they are combined into semesters and academic years.

2.4 STUDENT SUCCESS

Each undergraduate degree-seeking student will be required to successfully complete GU101 – Student Success (one (3)-credit hour course) along with his/her first academic course. The course objectives are:

- Understand the unique features of Grantham University's history and culture
- Create achievable educational goals
- Identify barriers to educational success
- Identify appropriate sources for use in university-level education
- Understand the importance of proper paraphrasing and avoiding plagiarism
- Explain the habits of successful online students
- Interpret the Pathways Survey results to ensure best course placement for success

GU500 is designed to introduce the concepts of professionalism and scholarly research to new graduate students at Grantham University. Students will explore the construct of professionalism, including relevant educational requirements, ethical behavior, required experience, certification or credentialing examinations, and field-specific organizations in light of their chosen disciplines.

Further, this course introduces the concepts of scholarly research as both a field of literature and as a systematic method of inquiry. Students will prepare for potential scholarly research projects that may be required in their degree programs by exploring the CITI (Collaborative Institutional Training Initiative) modules and reviewing the steps to propose a research study. Throughout the course, students will demonstrate skill sets related to career success: distributed collaboration, critical thinking, effective oral and written communication, data and information literacy, and ethical behavior.

Upon completion of this course, students will:

- Develop an understanding of professionalism as it applies to their disciplines
- Differentiate between quantitative and qualitative research methodologies
- Critique research findings and/or studies
- Investigate ethics in research through CITU training
- Evaluate scholarly sources for applicabity in a research-based project

2.5 PARTICIPATION AND SUBSTANTIVE INTERACTION

Grantham University is committed to ensuring students take personal responsibility for achieving the learning objectives outlined within each course. To assist students in meeting that goal, the University requires students to participate by regularly logging into their course(s), substantively interacting with fellow students and instructors through group discussions, and submitting all coursework by the weekly due date.

LATE SUBMISSIONS

The learning management system (LMS) used by Grantham University is based on Central Time (CT). All submitted assignments are time-stamped by the LMS. Assignments are due by 11:59 p.m. CT on the due date. Anything submitted after this is considered "late." Students should carefully review each course syllabus for the late policy. Technology, server, computer, human error or internet problems are not valid excuses for turning an assignment in late. If students have questions, they should ask the instructor prior to the assignment due date. Extenuating circumstances may be, but do not have to be considered by the instructor on a case-by-case basis.

ESTABLISHING FIRST-WEEK MINIMUM PARTICIPATION AND SUBSTANTIVE INTERACTION

During Week 1, students are required to establish participation* by logging into each course within seven (7) calendar days of the term start date and either submitting a Week 1 assignment or posting an initial** post (substantively interacting) in the Week 1 Discussion Forum. This requires a minimum of 75 words or conducting a substantive course content-specific dialogue with the instructor in "Ask the Instructor." Students who have logged into the course(s) within the first seven (7) calendar days of the term start date, but failed to substantively interact will be administratively canceled from the course(s). Substantive interaction is measured on a course-by-course basis. Therefore, substantive interaction in one course has no impact on substantive interaction in the other course(s). Appeals to be reinstated are not permitted unless a system error occurred. Individual instructor course policies or exceptions **do not** supersede the University policy.

*Minimum requirements to stay enrolled. The Week 1 course requirements may include more assignments than listed here for full award of weekly points. Please see course syllabus for all assignments and due dates.

**The initial post is typically not the only required post of the week for full credit. However, the initial post or submission of a Week 1 assignment will prevent an administrative drop at the conclusion of Week 1. Please see course syllabus for all assignments.

PARTICIPATION AND SUBSTANTIVE INTERACTION REQUIREMENTS THROUGHOUT THE REMAINDER OF THE TERM

Beginning in Week 2 and throughout the remainder of the course, participation and substantive interaction will be tracked using the tools within the learning management system. Throughout the term, students must participate in such a way as to ensure successful completion of the course by the end of the term (i.e., regularly submit assignments by the designated due date and continue to substantively interact with other students and the course instructor), abiding by the participation and substantive interaction requirement outlined in each course syllabus. Students who do not turn in an assignment or substantively interact for a 14-day consecutive calendar period will be administratively withdrawn for lack of participation/substantive interaction resulting in a grade of W recorded on the students' academic transcript.

Course acceleration does not exempt a student from an administrative withdrawal. Submitting work prior to its due date (accelerating) and going inactive for 14 calendar days is still lack of interaction in the course and an administrative withdrawal will be initiated. This will result in a grade of W recorded on the student's academic transcript.

Although a 14 consecutive calendar day period of inactivity will result in an administrative withdrawal, a faculty member may withdraw a student at any time if the student's participation or lack thereof merits a withdrawal. The decision by the faculty member to withdraw a student includes those students who only participate in the discussion forums, failing to submit written assignments quizzes/exams, labs and/or projects, as this fails to meet the rigor set forth in the course that would enable the course learning objectives to be met. Additionally, bulk assignment submission after periods of

inactivity may not be accepted for grading per the late policy; this does not reflect academic engagement.

A student's last date of attendance/activity is defined as the latest submission date. Submissions that meet the definition of participation and substantive interaction are those in which an official, calculated score appears in the LMS grade book; the score comprises a percentage of the overall, final grade. The following are examples of recorded activity in the LMS (Learning Management System):

- Written Assignments, Tests, Exams, Labs, Final Projects and Portfolios
- Initial Discussion Post (totaling 75-150 words)
- Replies to Discussion Posts (responses to your fellow students' posts)

Completing course work designated as "optional" or "practice" does not qualify, and is not counted toward, satisfying University policy on substantive interaction. Students who choose to complete "optional" or "practice" assignments, but fail to submit graded course work which would result in a percentage of the overall final grade, will be withdrawn.

Some courses have a safety exam which must be passed (multiple attempts are allowed) prior to the openings of further course material. Students who fail to pass the exam and, thus, are not able to participate in the course for 14 days will be withdrawn. Reinstatements will not be permitted.

Reinstatements **will not** be considered unless a University systems error was made or a documented military deployment is approved in accordance with Section 2.17. Tuition will be refunded per the Institutional Refund Policy published in Section 1.11 of the Catalog.*

*It is the responsibility of the student to know the Participation and Substantive Interaction Policy. This is located in the University catalog, the online enrollment agreement (OEA), and course syllabi.

GUIDELINES FOR SUBSTANTIVE INTERACTION

Substantive interaction involves a sustained, interactive communication usually of three or more academically appropriate posts to the course Discussion Forum, consisting of one initial post and two posts to fellow students and/or the course instructor of equally substantive value, corresponding to the requirements prescribed in each course. It is a written answer to a discussion question/response that contains a central idea, independent response or personal opinion that is presented or communicated in a meaningful way. The purpose of substantive interaction on the Discussion Forum is to promote understanding of a topic and its relevant themes to all participants. The posts are, therefore, a collective conversation of linked words, phrases and ideas. Although APA is not required for paraphrasing another's work, proper acknowledgment of the source is required; APA will be required for direct quotes.

The usual length of a post is 75 to 150 words. Word count requirements may be dependent on the topic, assignment instructions or level of the course. It is the responsibility of the student to be familiar with the requirements of their course.

Students are encouraged to begin substantively interacting with classmates and/or the instructor using the Discussion Forum as soon as possible during each week of the term. Substantive interaction promotes a deeper understanding of the topics and themes discussed in courses, which will enrich the educational experience. In addition, it opens up the lines of communication with fellow classmates and instructors.

2.6 ACADEMIC DELIVERY METHOD

Research on learning in academic programs oriented toward experienced participants shows that the combination of student/faculty interaction and student/student interaction adds substantially to the value of a student's academic program. This interaction, in conjunction with prescribed course milestones, is designed to facilitate the student's successful completion of each course in a manner that supports the attainment of his/her long-term academic goals.

2.7 TERM

A term is a period of eight (8) weeks (56 days) in which a student must complete all courses in which he/she has enrolled. As a student of Grantham University, you have access to Blackboard, Grantham University's learning management system (LMS). Through this LMS you can access your courses 24/7 during the 56-day term. Grantham University offers a "preview week," which allows registered students access to their course one week prior to the course start date. During preview week, the student can preview course content and assignments. Students will not be allowed to submit coursework during the preview week.

Grantham University measures undergraduate and graduate programs in semester credit hours (SCH). Each course within the program is acceptable for full credit within the respective certificate, associate, baccalaureate and master's degree programs.

Students who are granted an incomplete at the end of the term will be granted an additional 14 days of course access beginning the Monday following the term end date. Students will be granted "view only" access to their courses through the Sunday after the term end date. This access allows students to review final course feedback from their instructors. In addition, 180 days of "view only"

will be granted for all courses beginning on day 36 following the term end date.

ACTIVE STATUS

A student is considered to be active once he/she meets or has satisfied conditional enrollment requirements and has no more than 14 calendar days between terms.

CONTINUOUS ENROLLMENT

A student must register within 180 days (90 days for anyone enrolled in the School of Nursing) from the original term end date to maintain eligibility for the following provisions:

- Certain scholarships/grants
- GPA waiver

If a student receives an Incomplete for a course, he/she is still subject to registration within 180 days (90 days for anyone enrolled in the School of Nursing) of the original term end date to be considered continuously enrolled.

2.8 ENROLLMENT STATUS

Students who do not complete a course within each 365-day (one year) period will be considered withdrawn from the University. Students desiring to return to their studies must be re-evaluated and subject to any changed academic requirements, tuition increases and policy changes in force at the time of re-enrollment.

Each term is comprised of the number of credit hours for which a student is registered, resulting in the following enrollment statuses:

TABLE 2.8A

SEMESTER CREDIT HOURS FOR WHICH STUDENT IS REGISTERED PER 8-WEEK TERM	UNDERGRADUATE ENROLLMENT STATUS
6 or more	Full-time (FT)
5	Three quarter-time (3/4 time)
3-4	Half-time (1/2 time)
2 or less	Less than half-time

GRADUATE STUDENTS

Grantham University considers all enrolled graduate students to be full-time if enrolled in at least one three (3) semester credit hour course per term.

Students using VA benefits should refer to the Veterans Programs section for more information on the effect of enrollment statuses on VA benefits.

FEDERAL STUDENT AID ENROLLMENT STATUS

Students are awarded Federal Student Aid (FSA) based on the total number of credit hours in which they are enrolled during a 16-week semester. Students may be enrolled in one (1) or more classes in either or both sessions/terms in a semester. The following chart summarizes the number of credit hours a student must be enrolled in during a semester for each enrollment status.

TABLE 2.8B

FEDERAL STUDENT AID ENROLLMENT STATUS	UNDERGRADUATE	GRADUATE
	NUMBER OF CREDIT HOURS	NUMBER OF CREDIT HOURS
Full-time (FT)	12 or more	6 or more
Three quarter-time (3/4 time)	9-11	N/A
Half-time (1/2 time)	6-8	3-5
Less than half-time	1-5	N/A

2.9 DEVELOPMENTAL COURSEWORK

Grantham University offers developmental courses; however, these courses do not count toward the degree program requirements. Grades earned in developmental courses are not included in the student's cumulative grade point average (CGPA). They will display on the Degree Plan after enrollment.

2.10 COURSE GRADES AND GRADING POLICY

A numerical grade is awarded for each assignment and milestone in a course and course grades are computed using these numerical grades. Each course contains a notice of how the course grade is computed. Grantham awards a letter grade for each course for which grade points are earned, based on the four (4)-point scale. Grades of I and W are not calculated in the grade point average (GPA).

Each course at Grantham University has the grading methodology included in the course syllabus. The weight of all assignments is identified, including the weight of any final exam that may be required in the course. For all courses that require a final exam, the syllabus clearly states the percentage of the final. No retakes of final exams will be given.

TABLE 2.9A

GRADES	COURSE GRADE	QUALITY POINTS
A (90-100)	Excellent	A = 4.0
B (80 – 89)	Above Average	B = 3.0
C (70-79)	Average	C = 2.0
D (60 – 69)	Below Average	D = 1.0
F (below 60)	Failure	F = 0.0
I	Incomplete	Not computed
W	Withdraw	Not computed

ROUNDING OF FINAL GRADES

The final grade is displayed to two decimal places using standard rounding rules. The grade is rounded up if the decimal is 0.50 or above. The grade is rounded down if the grade is below 0.50. For example, a grade of 89.50 percent is recorded as 90 percent or a grade of "A." When the final grade computes to 79.49 percent, it is recorded as 79 percent, a grade of "C."

TABLE 2.9B For Nursing courses*

PERCENTAGE	CORRESPONDING LETTER GRADE	COMMENTS/ CONDITIONS	QUALITY POINTS
95–100	A		4.00
90-94	A-		3.67
87–89	B+		3.33
83-86	B		3.00
80-82	B-	Minimum passing grade for MSN courses (80%)	2.67
77-79	C+	Minimum passing grade for BSN courses (77%)	2.33
73-76	C		2.00
70-72	C-		1.67
67-69	D+		1.33
60-66	D		1.00
0-59	F		0.00

*Students in the School of Nursing must pass each course with a grade of a C+ (77%) or better in the BSN programs. Students in the School of Nursing must pass each course with a B- (80%) or better in the MSN programs. In the RN-MSN option, grade policies for this program will correspond to the level of the course being completed. A course that is failed must be immediately repeated and passed before the student can progress, student shall be Withdrawn from any future enrollments. The NUR courses proceed in a prescribed order. A nursing student out more than 90 days will have a program review upon return. This will include program admittance date, age of courses completed, changes in curriculum and program. The review may find that no changes are required, courses may be added or removed, or pivotal courses may need to be repeated.

2.11 ASSESSMENTS

The course syllabus contains all pertinent information for assignments and tests in each course. Students submit all assignments and tests in the online course and the results will be posted in the online course grade book.

SCORING TESTS/ASSIGNMENTS AND POSTING GRADES

Coursework submitted prior to or on the scheduled due date will be graded by the instructor by Friday night (midnight Central Time) after the scheduled due date. Coursework submitted after the scheduled due date will be graded by the instructor by Friday night (midnight Central Time) after the following week's due date.

Results for coursework submitted during incomplete periods will be posted within two (2) calendar days of the submission date. Final grades must be posted within two (2) calendar days after an incomplete period expires.

TEST SCORE REVIEW

If a student believes a given test question was scored incorrectly, the student may initiate a test score review. For multiple choice tests, the student should review the results of the test upon receiving scores to effectively request a review. No test score review may be initiated more than one (1) week after the disputed grade is posted.

TEST SCORE REVIEW PROCEDURE

- **Request instructor review:** Submit a request to the instructor via email. A student must indicate the test number and his/her student number in the subject line. The message should include the following:
  - The test number and question number
  - The text of the question and the answer choices.

  Remember questions are often randomized, so a student's Question 1 may not be the same question for another student.

  - The answer selected

  - The student's reason(s) for why he/she believes the selection is correct, including page references in the text pointing out evidence that supports the answer.

  A student must provide sufficient information to support his/her answer(s), but such support need not be lengthy.
- **Instructor review:** An instructor will review the request and a student's supporting evidence to determine if the test was scored correctly. If the test was scored incorrectly, the instructor will revise the student's score accordingly. If the test was scored correctly, but a student's argument in support of an alternative answer is deemed convincing, the instructor may award additional points (full or partial credit) at his/her discretion. The instructor will notify the student of the decision.
- **Instructor feedback:** An instructor who has identified an issue with a test or assignment in a course may submit a Service Request to Academic Technology to review the item and make any appropriate changes to the course.

COURSE SURVEY

The University is committed to improving its courses continually, and reviewing student comments and suggestions is an important part of the process. Course surveys are part of each course in the online learning environment. All course surveys are confidential. Instructors do not see student identity related to survey responses.

2.12 PROCTORED EXAMINATIONS

Throughout a student's program of study, assessments from select courses will be proctored. Each course for which a student enrolls at Grantham University will have the grading rubric and methodology included in the course syllabus. The weight of all assignments will be identified, including the weight of any proctored assignment that may be required in the course.

The course syllabus will also identify if a specific assignment must be proctored. The course syllabus will include complete instructions for taking the proctored assignment. If a student has completed all assignments in a course, including any proctored exam that may be required and fails the course, the student may be required to repeat the course at his/her expense. A student will not be allowed to retake a final proctored exam or proctored assignment. Students who repeatedly fail to take proctored examinations or whose performance on proctored examinations is drastically different than their typical coursework submissions throughout their program will be subject to the identity verification process and disciplinary action.

METHODS OF PROCTORING

Our current proctoring system requires Windows Vista or newer or MAC OS X 10.5 or higher. Tablets, Hybrid Devices and Mobile Devices are not supported. External cameras on MACs are not supported.

Videos recorded during the exam session contain full-length webcam views, audios and desktop recordings. Videos are stored and available to University administrators for review. The course syllabus will indicate any unique exam rules that may apply, such as the use of a calculator, open/closed book, etc. Videos will be reviewed with these rules in mind and report any violations to University administrators. Students must have an operational webcam/video, computer, high-speed internet connection and allow the third party proctor service to access their webcam and microphone during the proctored assignment. Students are required to identify themselves with a valid government-issued photo ID.

Students may only have one internet browser window open while taking their proctored exams, unless otherwise specified. The use of internet-accessible devices, such as smartphones and tablets, are strictly prohibited during the exam. Students may not bring removable media of any type during the proctored exam (e.g., flash drives, etc.).

Students may not install software during the proctored exam; however, pre-installed software, such as Maple and MATLAB, is permissible. Students are not allowed to converse with anyone other than their proctor during the proctored assessment. Proctors are prohibited from assisting with the exam with the exception of procedural or administrative issues.

No one, at any time, is permitted to assist the student logging in or setting up the proctoring system. This will be flagged as a test violation. Therefore, if a student believes he/she will be unable to operate the system, the student should contact his/her Student Advisor.

2.13 SATISFACTORY ACADEMIC PROGRESS

Satisfactory Academic Progress (SAP) standards apply to undergraduate and graduate students who wish to establish or maintain eligibility for program enrollment. These standards apply to a student's entire academic record at Grantham University, including all credit hours applied to the student's program transferred to Grantham University from another school.

SAP STANDARDS - UNDERGRADUATE

Student progress is reviewed at the conclusion of the student's 16-week semester (two eight (8)-week terms) to determine compliance with the SAP policy. There are three (3) components to the SAP policy:

1. **MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)**:
   A student's Cumulative Grade Point Average is based on all non-developmental courses taken at Grantham University at the undergraduate level. Students must maintain a cumulative GPA of a 2.0 or higher. Academic records are reviewed at the completion of every 16-week semester (two eight (8)-week terms) to determine SAP. Attempted courses include all non-developmental undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of passed proficiency exams and courses transferred to Grantham University that are part of the student's declared program. Undergraduate students must have a 2.0 CGPA in order to graduate.

2. **MINIMUM COURSE COMPLETION RATE (CCR)**:
   The Course Completion Rate is a calculated percentage based on the number of credit hours earned divided by the number of credit hours attempted at the undergraduate level. The minimum CCR that students must meet varies according to the number of credit hours they have attempted. Attempted courses include all non-developmental undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of passed proficiency exams and courses transferred to Grantham University that are part of the student's declared program.

3. **MAXIMUM TIME FRAME**:
   Students are given a maximum time frame of 150 percent of the published program length to complete their declared program. For example, if a student must earn 60 credit hours to complete his/her declared associate degree, the student must earn (complete) those credit hours while attempting no more than 90 credit hours overall.

   All attempted courses count toward the maximum time frame for program completion. Attempted courses include all non-developmental undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of passed proficiency exams and courses transferred to Grantham University that are part of the student's declared program. If at any point it becomes evident that a student cannot mathematically complete the program within the 150 percent time frame, the student will be withdrawn from the University and is no longer eligible for Title IV funding. If the student has an alternative method of payment, the student may appeal the academic standing.

UNDERGRADUATE SAP STANDARDS			
MEASUREMENT LEVEL	MINIMUM CUMULATIVE GPA	MINIMUM COURSE COMPLETION RATE	MAXIMUM TIME TO COMPLETION
0–25 Credit Hours Attempted	≥ 2.0	50%	150% OF THE PROGRAM'S PUBLISHED LENGTH
26–47 Credit Hours Attempted	≥ 2.0	60%	
48 or more Credit Hours Attempted	≥ 2.0	66.67%	

SAP STANDARDS - GRADUATE

Student records are reviewed at the conclusion of the student's 16-week semester (two (2) eight (8)-week terms) to determine compliance with the SAP policy. There are two components to the SAP policy:

1. **MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)**:
   A student's Cumulative Grade Point Average is based on all courses taken at Grantham University at the graduate level. Students must maintain a cumulative GPA of 3.0 or higher. Academic records are reviewed at the completion of every 16-week semester (two (2) eight (8)-week terms) to determine SAP. Attempted courses include all courses a student is enrolled in on the eighth day of a class session and courses transferred to Grantham University that are part of the student's declared degree program. Graduate students must have a 3.0 CGPA in order to graduate.

2. **MAXIMUM TIME FRAME**: Students are given a maximum time frame of 150 percent of the published program length to complete their declared degree program. For example, if a student must earn 36 credit hours to complete his/her declared program, the student must earn (complete) those credit hours while attempting no more than 54 credit hours overall.

   All attempted courses count toward the maximum time frame for program completion. Attempted courses include all courses a student is enrolled in on the eighth day of a class session and

courses transferred to Grantham University that are part of the student's declared program. If at any point it becomes evident that a student cannot mathematically complete the program within the 150 percent time frame, the student will be withdrawn from the University and is no longer eligible for Title IV funding. If the student has an alternative method of payment, the student may appeal the academic standing.

GRADUATE SAP STANDARDS		
MEASUREMENT LEVEL	MINIMUM CUMULATIVE GPA	MAXIMUM TIME TO COMPLETION
0–12 Credit Hours Attempted	≥ 3.0	150% OF THE PROGRAM'S PUBLISHED LENGTH
13–24 Credit Hours Attempted	≥ 3.0	
25 or more Credit Hours Attempted	≥ 3.0	

SATISFACTORY ACADEMIC PROGRESS GENERAL POLICIES

INCOMPLETE (I) COURSE

If a student does not complete a course within the eight (8)-week (56-day) term due to extenuating circumstances, he/she may request an Incomplete (I) from the instructor. In order to be eligible for an Incomplete, a student must have completed at least 50 percent of the required work for the course. Incompletes must be requested by the student in an email to his/her instructor and must be made at least 48 hours prior to the course end date. Incompletes may only be awarded for extenuating circumstances that prevent a student from completing a course. If the instructor grants the request for an "I", a student will then have an additional 14 days from the course end of the gap to complete the course and earn a grade. A grade of "I" will be assigned and will remain in the student academic records until the final grade posts or until the end of the 14-day Incomplete period. At the end of the additional 14 days, any remaining Incomplete Course requirements will be awarded a grade of zero and averaged into the final grade. No additional time can be granted. The final grade will remain on the transcript.

Incompletes granted after the course end date by approved appeal will permit students course access 14 calendar days from the date that the Incomplete posts.

CHANGE OF PROGRAM

If a student changes his/her program, all periods of enrollment are considered when evaluating SAP.

REPEATING A COURSE

Repeated courses and earned credits awarded when a student repeats a course to improve a grade are subject to the Satisfactory Academic Progress definitions and policy. Credit hours from a repeated course are counted as attempted hours every time the course is repeated. Once a course is passed, the credit hours are counted as both attempted and completed credit hours.

A student may repeat a Failed (F) or Withdrawn (W) course only one (1) time unless special circumstances are documented and approved by the program Dean. If a student receives an "F" grade in a required course, he/she is required to repeat the course and earn a passing grade prior to graduation. If a student fails or withdraws from the repeated course again, these options are available:

- Submit an appeal for a third course attempt to the appropriate Dean
- Transfer a successfully completed, appropriately accredited course from another institution to Grantham
- Change his/her program

If a multiple-attempt appeal is approved, the student will be allowed another attempt to pass the course. The student must pay all relevant tuition and fees for repeating the course.

Students using Title IV aid as their funding source should refer to their Financial Aid Officer to determine financial impact when repeating a course.

A student may repeat any course to improve his/her grade point average; however, the student must be aware that a repeated course counts against the maximum number of credits he/she may attempt prior to placement on academic warning or suspension from the University. Grantham University will not allow a student to complete the program if he/she has attempted more credits than allowed by the Maximum Time Frame for Program Completion policy. The highest earned grade will be used in the GPA calculation for a repeated course. All course attempts will be reflected on the transcript. All repeated credits are included in the Course Completion Rate and Maximum Time Frame for Program Completion calculations.

TRANSFER CREDIT

All transfer credit and passed challenge tests that count toward a student's program of study will be included in the Course Completion Rate measurement of Satisfactory Academic Progress.

DEVELOPMENTAL COURSE

Developmental coursework is provided by the University to enhance incremental learning and offer review for learners who are in need of basic knowledge and skill development. Developmental coursework grades will not be computed into the GPA nor counted toward the Course Completion Rate.

SAP WARNING

Students are placed on SAP Warning for one (1) 16-week semester (two (2) eight (8)-week terms) if they do not meet the Minimum GPA and/or, for undergraduate students only, the Course Completion Rate requirements. Notification of the change of academic standing

will be emailed to the student's Grantham University email address. Lack of reception of notification does not exempt students from the policy requirements.

Students who are on SAP Warning who do not meet SAP standards at their next SAP check will be academically suspended.

SAP SUSPENSION

Students are placed on SAP Suspension for failing SAP requirements at the conclusion of the student's 16-week semester (two (2) eight (8)-week terms) on SAP Warning.

Notification of the change of academic standing will be emailed to the student's Grantham University email address. Lack of reception of notification does not exempt students from the policy requirements. To regain eligibility for enrollment, students must submit a successful academic appeal.

APPEALING SAP SUSPENSION

Students may appeal an academic suspension by submitting a Suspension Appeal packet consisting of a Suspension Appeal form, an explanation of the qualifying circumstances that led to the student's failure to meet SAP standards, documentation of the eligible qualifying circumstances mentioned in the appeal and a description of the changes in the student's situation that will allow the student to meet SAP standards in the future.

Qualifying circumstances recognized as documentable reasons for SAP Suspension Appeal are:

- Injury or serious illness of the student or family member
- Loss of employment of student or family member
- Loss of housing
- Qualifying life event (divorce, birth or death of family member)
- Natural disaster
- Military duty
- Required to relocate
- Other unexpected circumstance(s) beyond the control of the student

Supporting documentation (e.g., letters from employers, doctor's notes, receipts, court summons, military orders, lease documents, birth certificates, obituary notices) must be attached to the appeal form to verify that one or more of the qualifying circumstances above led to the suspension. An appeal may be denied for lack of documentation. Normal life and work circumstances are not grounds for an appeal.

Students who choose to appeal their SAP suspension are encouraged to work with their Student Advisor to determine the appropriate academic strategies in developing an academic plan and submitting the completed appeal. For students' optimal future academic success, appeal decisions may require students to use the Teaching and Learning Center resources before they would be eligible for future enrollments.

Students who are active in courses and earn SAP suspension will have a deadline of seven (7) calendar days from the date of notification to submit an appeal to remain in courses. (The date of notification is considered to be the date on the email communication and constitutes day one (1) of the seven (7) calendar days). Such students may remain enrolled while the appeal is reviewed.

To submit an appeal, a student should go to GLife and click on the Submit Academic Appeal link. Once completed, the appeal will go to the appropriate University official for review.

Students informed of their suspension when simultaneously registered in active courses may remain enrolled while the appeal is reviewed, understanding that appeals from actively enrolled students must be received no later than seven (7) calendar days from the date of notification. (The Date of Notification is considered to be the date on the email communication and constitutes Day one of the seven days).

Students continuing in a course(s) while the appeal is processed who then receive a denial of the appeal or students who do not submit an appeal by the appeal deadline may no longer continue and are administratively dropped from all classes.

Students NOT currently enrolled must successfully complete their appeal submission 30 days prior to the next course start date. Students not currently enrolled in active coursework whose appeals are approved may enroll for a future term(s) provided the registration deadline has NOT passed and are subject to academic probation conditions.

Approved students will be placed in an Academic Probation status and granted one 16-week semester (two (2) eight (8)-week terms) to improve their academic standing and meet the required Academic Plan (SAP Standards).

UNDERGRADUATE SAP ASSISTANCE PROGRAM

New undergraduate students to Grantham University who do not meet Satisfactory Academic Progress (SAP) requirements after the first semester will be subject to the SAP Assistance Program. Students assigned to the SAP Assistance Program may be required to take a reduced course load in their second semester and may be required to participate in other interventions designed to support academic progress.

At the next regular SAP check, SAP status will be re-evaluated. Students who meet SAP requirements will return to Good Standing (GS). Students who do not meet minimum SAP requirements who decide to file an appeal and have participated fully in all intervention measures will have that information factored into their appeal reviews, since such actions demonstrate good academic intentions and progress. Students who reach SAP suspension may be eligible to appeal this decision per this Catalog.

ACADEMIC PLAN

The Academic Plan developed with the Student Advisor during the appeal process is used as an advising tool to return the student to good standing. The maximum length of an Academic Plan cannot exceed two (2) 16-week semesters (four (4) eight (8)-week terms) to meet the Minimum Cumulative GPA and/or, for undergraduate students only, the Course Completion Rate (CCR) requirements.

After the Probation 16-week semester (two (2) eight (8)-week terms) has been completed, if the overall cumulative SAP requirements have been met, then the student is returned to Good Academic Standing.

After the Probation period, if the cumulative SAP requirements have not been met but the 16-week semester GPA is 2.0 or higher for undergraduate students or 3.0 or higher for graduate students, the student remains eligible for a second 16-week semester (two (2) eight (8)-week terms) in a Final Probation academic status. If the overall cumulative SAP requirements are not met at the end of the Final Probation period, the student will be suspended.

After the Probation period, if neither the overall cumulative SAP requirements nor the 16-week semester GPA of 2.0 for undergraduate students or 3.0 for graduate students has been met, the student will be suspended.

Students placed back on SAP Suspension may submit an appeal for reinstatement consideration. Students will be required to participate in academic intervention activities as part of any approved appeal decision.

2.14 ACADEMIC OVERLOAD

UNDERGRADUATE

An academic load of one to eight (1-8) credit hours per term is considered a regular load for undergraduate students at Grantham University. In rare occasions, a student might feel they are capable of and desire to take additional classes simultaneously, thus creating an Academic Overload. If a student wishes to register for more than eight (8) credit hours in a single term, the student must have met the following conditions and requirements:

- Completed a minimum of 12 credit hours at Grantham University in the last 12 months; AND
- Earned a cumulative grade point average (CGPA) of at least 3.00.

FURTHER CONDITIONS:

- No student will be authorized to enroll in classes creating an academic overload during the time that an issue of academic misconduct is being reviewed.
- No student will be authorized to enroll in classes creating an academic overload for 12 months following a sanction for academic misconduct by any university committee, Dean, or Provost or his/her designee.
- Students may not enroll in more than 20 credit hours in any given semester (16 week period).
- Previously attempted courses with a final grade of F (fail) cannot be included in an academic overload term.
- GU101 is not considered in calculating academic overload.

CONDITIONS THAT REQUIRE DEAN OR HIS/HER DESIGNEE APPROVAL:

- Students in the College of Arts and Sciences, College of Nursing and Allied Health or Mark Skousen School of Business require Dean or Chair approval for more than 9 credit hours in one (1) term.
- Students in the College of Engineering and Computer Science require Dean or Chair approval for more than 12 credit hours in one (1) term.
- The following courses: 400 level capstones, AH216, IS216, CS325, CT212, ET212 and ET372.

GRADUATE

An academic load of one to four (1-4) credit hours per term is considered a regular load for graduate students in programs at Grantham University. In rare occasions, a student might feel they are capable of and desire to take additional classes simultaneously, thus creating an Academic Overload. If a student wishes to register in six (6) credit hours, the student must have met the conditions and requirements:

- Completed a minimum of six (6) graduate credit hours at Grantham University in the last 12 months; AND
- Earned a cumulative grade point average (CGPA) of at least 3.25.

FURTHER CONDITIONS:

- No student will be authorized to enroll in classes creating an academic overload during the time that an issue of academic misconduct is being reviewed.
- No student will be authorized to enroll in classes creating an academic overload for 12 months following a sanction for academic misconduct by any university committee, Dean or Provost or his/her designee.
- Previously attempted courses with a final grade of F (fail) cannot be included in an academic overload term.
- Students may not enroll in more than 12 credit hours in any given semester (16 week period).
- GU500 is not considered in calculating academic overload.

CONDITIONS THAT REQUIRE DEAN OR HIS/HER DESIGNEE APPROVAL:

- All capstone courses

PROCEDURES FOR REQUESTING AN ACADEMIC OVERLOAD

To request an academic overload, students should contact their Student Advisor to initiate this process.

2.15 ACADEMIC INTERACTION

During the educational process, interaction between the student and the instructor is both expected and provided. While much of this interaction takes place as a part of the standard course structure, additional interaction may be required as a result of surrounding assessments, discussion forums or general coursework beyond the scope of the existing course materials. If a student has difficulty in a course, he/she may contact his/her instructor via email. Instructors will respond to a student's specific course-related email within two (2) calendar days.

Other communication options open to a student include:

- Discussion postings (for general course-related questions)
- Office chats (by appointment)
- Instant messaging
- Skype

If one of these communication options cannot solve a student's issue satisfactorily, his/her instructor may decide to make an appointment for a telephone conference. The instructor will contact a student via email to arrange the conference call. The discussion is limited to the academic material.

If a student's instructor arranges for a telephone conference, the student must make the telephone call at the appointed time and have his/her course materials at hand. The instructor may decide to place the call at his/her discretion, but typically, the student must place the call and pay for any long-distance charges that may apply.

2.16 WITHDRAWAL POLICY

A student may withdraw from courses at Grantham University for any reason. Should a student consider withdrawal from a course(s) or the University, it is important to note:

- All voluntary and involuntary withdrawals are subject to the Institutional Refund Policy.
- A student who voluntarily withdraws from courses or the University in the first seven (7) calendar days of the term will be considered a cancel and will receive a full tuition refund.
- A student may voluntarily withdraw from an individual course(s) beginning the first day of Week 2 through the last day of Week 5 and receive a final grade of "W" for the course(s). Any refund to the student is subject to the terms of the Institutional Refund Policy.
- A student may not withdraw from a course after an Incomplete (I) has been granted. If a University withdrawal is requested while a course is in Incomplete status, the "I" grade will convert to an "F."
- If a student needs to withdraw for reasons of military deployment, he/she should follow the Military Deployment Policy below that ensures a deployed student will incur no financial or academic penalty.

UNIVERSITY WITHDRAWAL - PROCESS FOR VOLUNTARY WITHDRAW FROM UNIVERSITY

When a student requests to be withdrawn from the University, that student is also withdrawn from all courses in which the student may be currently registered. A student who voluntarily wishes to withdraw from the University should complete and submit a Withdrawal Form on GLife. When using this form, the student should specifically indicate the intention of withdrawing from the University on the Withdrawal Form. A student may request a University withdrawal at any time. The withdrawal is considered to have occurred on the date the student officially notifies Grantham of his/her intent to withdraw by submitting the withdrawal form or by indicating his or her intention to withdraw to a University employee or official via written or verbal communication. This is the date of determination (DOD) used to compute the refund according to institutional policy.

UNIVERSITY WITHDRAWAL - INVOLUNTARY/ ADMINISTRATIVE WITHDRAWAL FROM THE UNIVERSITY

A student may be involuntarily/administratively withdrawn from the University if the student fails to maintain active student status, violates the Code of Conduct Policy, fails to meet published academic policies or does not make a timely return from a leave of absence. The date of determination (DOD) used to compute the institution's refund policy is the date the University determined any of the aforementioned situations.

COURSE WITHDRAWAL - PROCESS FOR VOLUNTARY WITHDRAWAL FROM COURSES

A formal withdrawal from courses requires that a student complete and submit a Withdrawal Form indicating the courses from which he/she desires to be withdrawn (go to GLife and click the Withdraw link). The withdrawal is considered to have occurred on the date the student officially notifies Grantham of his/her intent to withdraw by submitting the withdrawal form or by indicating his or her intention to withdraw to a University employee via written or verbal communication or, if an online military portal student, on the date the

student withdraws from the course in the specific military portal. This is the date of determination (DOD) used to compute the institution's refund policy. If a student registered for courses via an online portal, it is the responsibility of the student to withdraw from those courses via that same online portal.

COURSE WITHDRAWAL - INVOLUNTARY/ADMINISTRATIVE WITHDRAWAL FROM COURSES

If the University determines the student stops attending, violates the Code of Conduct Policy or fails to meet published academic policies, he/she may be administratively withdrawn. Students using military Tuition Assistance (TA) who do not submit a voucher by the seventh (7th) calendar day of the term will be withdrawn. The date of determination (DOD) used to compute the institution's refund policy is the date the University determined any of the aforementioned situations.

2.17 MILITARY DEPLOYMENT POLICY

The Military Obligations Policy allows active service members, reservists, government civilians and government contractors who receive orders during a term of enrollment at Grantham University to receive appropriate accommodations in support of their education. This policy allows students to be withdrawn from courses, reinstated after inactivity due to military orders, or receive an Incomplete in the course (students must have completed at least 50 percent of the course milestones to be eligible for an Incomplete). It is in the best interest of students who receive orders (TDY, AT, convalescent leave or similar orders) and who wish to receive some accommodation, to notify Grantham University as soon as the orders are received.

Students should follow the procedures below to request a Withdrawal, Reinstatement or Incomplete under the Military Obligations Policy:

- Submit an Academic Request Form available in GLife (click on Submit Academic Appeal link)
- Include a copy of TDY (DD1610) or relevant orders
- Submit the request within 30 days of the date of issue of the orders

Students should follow the procedures below to request an Incomplete under the Military Obligations Policy:

- Submit an Academic Request Form available in GLife

All Reinstatement Requests must also include a minimum of one substantive assignment attached to the appeal ticket in addition to the TDY or relevant orders:

- Submit the request within 30 days of the date of issue of the orders.

RETURNING FROM DEPLOYMENT

When students return to Grantham University after deployment covered by the travel orders, they should follow the procedure below to streamline enrollment and to facilitate readmission:

- Notify their AR or SA, who will assist them with registration
- If they were in a Grantham degree program previously, they will re-enter with the catalog year they started the degree program. If they enter the degree program for the first time, they are in effect under the catalog at the time of their return.
- If they are returning to a Grantham degree program, they will continue in their previously enrolled program as long as they resume their program within 12 months from the original term end date.
- They will have all transfer credits previously awarded continued to be honored.

They will be exempted from a degree program re-evaluation (except if a previously required course is no longer available).

2.18 LEAVE OF ABSENCE

Students may request a leave of absence for up to two years. A leave of absence may be granted to students who face military obligations, long-term health concerns, a serious family emergency, extenuating job circumstances or critical life circumstances that prevent them from being able to take courses for an extended period of time. A formal request, along with documentation of the situation, must be submitted via email to a student's advisor for consideration.

2.19 GRADE REPORTS

Students may print their own official grade report by entering the Open Full View on GLife. Students have the option to print term grade reports, a degree plan which will show all completed courses and pending courses, as well as their unofficial transcript.

The University will not send automatic grade reports after course completion because the student may access the official report through the portal.

2.20 TRANSCRIPTS

Grantham students and alumni can access transcript ordering by logging onto the Clearinghouse secure site. Grantham reserves the right to withhold the release of official transcripts if the student has outstanding financial obligations to the University, or the student has an Information Security hold.

2.21 STATEMENT OF ACADEMIC PURPOSE

Grantham University expects every student to pursue his/her education at this University for a valid academic purpose. We consider a student who exhibits the following characteristics not to be pursuing one's program of study for a valid academic purpose:

- Student has earned a CGPA at or below 2.0 for undergraduate or 3.0 for graduate student
- Student shares any of the following common traits with other Grantham students to include but not limited to:
  - Physical address
  - IP addresses
  - Telephone numbers
  - References
- Student demonstrates overzealous behaviors toward Grantham employees
- Student purposely avoids participating in proctored examinations.
- Student has a pattern of limited, superficial or no participation in courses (submitting 50% or less of the graded work at time of review) to meet the learning objectives of the course.

Any student whom Grantham suspects is not attending for a valid academic purpose will be required to successfully complete the current Grantham identity verification process. During the identity verification process, all FA disbursements will be suspended. If the student does not successfully complete the identity verification process, the following actions will be taken:

- Withdrawn from the University
- Reported to the Office of the Inspector General, U.S. Department of Education

If a student commits a Level Three violation as defined by the Code of Conduct Policy, Section 5.10, and exhibits any of the characteristics listed above, the student will be immediately dismissed from Grantham University with no chance for future enrollment.

STUDENT FINANCING

Grantham University offers various options to assist students with financing their education. Visit grantham.edu for more information.

Grant and/or scholarship applications must be received with required proof of eligibility, prior to the start date of the term, in order for the application to be reviewed, unless there are other deadlines imposed by the online scholarship application for which the student may be applying. Scholarships, once awarded, are applied to Grantham's standard tuition rate (see Section 1.9, Tuition and Fees).

For more information about our graduation rates, the median debt of students who completed our programs, and other important information, please visit grantham.edu/disclosure.

3.1 GRANTHAM UNIVERSITY MILITARY SCHOLARSHIP FOR SERVICE MEMBERS

The Military Scholarship for Service Members provides eligible students with a $15 per credit hour scholarship for undergraduate and $75 per credit hour scholarship for graduate degrees.

ELIGIBILITY REQUIREMENTS:

- Any branch of the United States Armed Services may be eligible for the Grantham Military Scholarship.
- Applicants must meet Grantham University's minimum admissions requirements.
- Applicants must meet any special program admissions requirements.
- Applicants must be an active-duty service member, reservist, National Guard member or other military service member.
- Official proof of active/reservist military status is required.
- Scholarship may only be applied toward courses and/or degree programs completed at Grantham University.

CONTINUING ELIGIBILITY REQUIREMENTS:

- Applicants must be free of any financial holds on their accounts.

The Military Scholarship for Service Members is offered continuously. It is not a competitive scholarship. Students who do not remain continuously enrolled may be subject to eligibility review.

Applications are reviewed upon each enrollment/registration. Students must state their intention to apply with the enrollment/registration paperwork and provide documentation proving current eligibility. (University may require additional proof of eligibility prior to awarding scholarship.)

Note: Military students who cap out using their allotted Fiscal Year Tuition Assistance benefits with Grantham are given the option to continue their coursework with Grantham by using alternate methods of payments, such as VA Education Benefits or Federal Student Aid (if eligible).

A student using military Tuition Assistance who enrolls in more than one course must complete all courses in the eight (8)-week (56-day) term. The race, gender, ethnicity and age of scholarship applicants are not considered in the awarding of scholarships.

3.2 GRANTHAM UNIVERSITY MILITARY SCHOLARSHIP FOR FAMILY MEMBERS

The Military Scholarship for Family Members provides eligible students with a $15 per credit hour scholarship for undergraduate and $75 per credit hour scholarship for graduate degrees.

ELIGIBILITY REQUIREMENTS:

- Applicants must meet Grantham University's minimum admissions requirements.
- Applicants must meet any special program admissions requirements.
- Applicants must be a dependent* or spouse of active-duty, guard, reserve personnel or an honorably or medically discharged veteran.
- Official proof of dependent* status and military affiliation is required.
- The scholarship may only be applied toward courses and/or degree programs completed at Grantham University.

CONTINUING ELIGIBILITY REQUIREMENTS:

- Applicants must be free of any financial holds on their accounts.

The Military Scholarship for Family Members is offered continuously. It is not a competitive scholarship. Applications are reviewed upon each enrollment/registration. Students must state their intention to apply with the enrollment/registration paperwork and provide documentation proving eligibility. (University may require additional proof of eligibility prior to awarding scholarship.)

*Dependent is defined as an unmarried child (includes stepchild or adopted) who is under 23 years of age.

The race, gender, ethnicity and age of scholarship applicants are not considered in the awarding of scholarships.

3.3 GRANTHAM UNIVERSITY VETERANS SCHOLARSHIP

Grantham University created the Veterans Scholarship to express its gratitude to the men and women who have served our country honorably. The scholarship offers a qualified student with a $15 per credit hour scholarship for undergraduate and $75 per credit hour scholarship for graduate degrees.

ELIGIBILITY REQUIREMENTS:

- Veterans of any branch of the United States Armed Services may be eligible for the Grantham Veterans Scholarship.
- Applicants must meet Grantham University's minimum admissions requirements.
- Applicants must meet any special program admissions requirements.
- Applicants must provide official proof of honorable, general under honorable or medical discharge.
- The scholarship may only be applied toward courses and/or degree programs completed at Grantham University.

CONTINUING ELIGIBILITY REQUIREMENTS:

- Applicants must be free of any financial holds on their accounts.

The Veterans Scholarship is offered continuously. It is not a competitive scholarship. Applications are reviewed upon each enrollment/registration. Students must state their intention to apply with the enrollment/registration paperwork and provide documentation proving eligibility (University may require additional proof of eligibility prior to awarding scholarship).

The race, gender, ethnicity and age of scholarship applicants are not considered in the awarding of scholarships.

3.4 GRANTHAM FIRST RESPONDERS SCHOLARSHIP

To show Grantham University's appreciation for emergency responders, the First Responders Scholarship provides eligible students with a $15 per credit hour scholarship for undergraduate and $75 scholarship per credit hour for graduate degrees.

ELIGIBILITY REQUIREMENTS:

- Applicants must meet Grantham University's minimum admissions requirements.
- Applicants must meet any special program admissions requirements.
- Applicants must currently serve as either a U.S. federal, state or local law enforcement officer, fire fighter, emergency medical technician (EMT) or a paramedic within the United States.
- Applicants must provide official proof of current service.
- The scholarship may only be applied toward courses and/or degree programs completed at Grantham University.

CONTINUING ELIGIBILITY REQUIREMENTS:

- Applicants must be free of any financial holds on their accounts.

The First Responder's Scholarship is offered continuously. It is not a competitive scholarship. Applications are reviewed upon each enrollment/registration. Students must state their intention to apply with the enrollment/registration paperwork and provide documentation proving eligibility. (University may require additional proof of eligibility prior to awarding scholarship.)

The race, gender, ethnicity and age of scholarship applicants are not considered in the awarding of scholarships.

3.5 EUGENE "GENE" JEWETT MEMORIAL SCHOLARSHIP FOR BUSINESS STUDENTS

In honor of the late Gene Jewett, a thought leader, early advocate of online education and Grantham board member, Grantham University is pleased to offer annually the Eugene "Gene" Jewett Memorial Scholarship for Business Students.

SCHOLARSHIP DETAILS:

Each year, one full scholarship will be awarded for the recipient to earn an undergraduate or graduate degree in the Mark Skousen School of Business. The scholarship, valued at up to $39,471*, is inclusive of tuition, textbooks, software and fees.

INITIAL ELIGIBILITY REQUIREMENTS:

- Applicants must meet Grantham University's minimum admissions requirements.
- Applicants must meet any special program admissions requirements.
- Applicants must be enrolled or plan to enroll in a degree offered in the Mark Skousen School of Business at Grantham University.
- Applicants who are current students must be in good academic standing and be free of any financial holds on their account.
- Applicants must submit a completed scholarship application and all required materials by the published application deadline.

- Applicants must complete a 500-750 word essay on, "How a business degree will make a difference in my career."

CONTINUING ELIGIBILITY REQUIREMENTS:

- Scholarship recipient must begin studies at Grantham University within 6 months following awarding of the scholarship.
- Scholarship recipient must maintain good academic standing.**
- Scholarship recipient must remain continuously enrolled.**
- Authorization for a degree change must receive prior approval from the Grantham University Scholarship committee.

The online application opens in May and will close at midnight Eastern Time on the last day of June.*** Scholarship application and essay must be submitted via the online application found on the scholarship section of Grantham's website. The scholarship recipient will be selected by the Grantham University scholarship committee based on the following criteria.

Applicants must meet all initial eligibility requirements:

- Quality of the essay
- The content properly addresses the essay question
- Organization of ideas
- Proper formatting, grammar, spelling and other writing mechanics

Applicants will be notified of the scholarship committee's decision via email approximately 30 days after the scholarship application deadline. Following receipt of the scholarship committee's decision, the chosen recipient must respond to the committee within 30 days indicating his or her intent to accept the scholarship. Should the chosen recipient fail to timely respond to the committee, the scholarship will be awarded to the next highest qualifying applicant.

*Estimate based on current tuition rates
**As defined in the Grantham University Catalog
***The application submission period is subject to change; please visit the online application for up-to-date information

Note: The scholarship will only cover the cost of tuition for courses, textbooks, software and fees required for the recipient's chosen degree program. Courses outside of the degree program may be taken, but at the expense of the scholarship recipient. The Grantham University scholarship committee reserves the right not to award the scholarship if there is not a qualified applicant.

The race, gender, ethnicity and age of scholarship applicants are not considered in the awarding of scholarships.

3.6 DAVID (BULL) BAKER MEMORIAL SCHOLARSHIP

General Baker served on Grantham University's Board of Governors from 2006 until his passing in 2009. In his honor, Grantham University is pleased to offer annually the David (Bull) Baker Memorial Scholarship.

SCHOLARSHIP DETAILS:

Each year, one full scholarship will be awarded for the recipient to earn an undergraduate or graduate degree at Grantham University. The scholarship, valued up to $39,471*, is inclusive of tuition, textbooks, software and fees.

INITIAL ELIGIBILITY REQUIREMENTS:

- Applicants must be a member of the U.S. Air Force.
- Applicants must serve on active-duty, as a reservist or member of the Air National Guard (official proof of military status must be supplied with application).
- Applicants must meet Grantham University's minimum admissions requirements.
- Applicants must meet any special program admissions requirements.
- Applicants must be enrolled or plan to enroll in a degree program at Grantham University.
- Applicants who are current students must be in good academic standing and be free of any financial holds on their account.
- Applicants must submit a completed scholarship application and all required materials by the published application deadline.
- Applicants must complete a 500-750 word essay on, "How a degree will make a difference in my career."

CONTINUING ELIGIBILITY REQUIREMENTS:

- Scholarship recipient must begin studies at Grantham University within six (6) months following award of the scholarship.
- Scholarship recipient must maintain good academic standing.**
- Scholarship recipient must remain continuously enrolled.**
- Authorization for a degree change must receive prior approval from the Grantham University scholarship committee.

The online application opens in May and will close at midnight Eastern Time on the last day of June.*** Scholarship application and essay must be submitted via the online application found on the scholarship section of Grantham's website. The scholarship recipient will be selected by the Grantham University scholarship committee based on the following criteria:

- The applicant must meet all initial eligibility requirements
- Quality of the essay
- The content properly addresses the essay question
- Organization of ideas

- Proper formatting, grammar, spelling and other writing mechanics

Applicants will be notified of the scholarship committee's decision via email approximately 30 days after the scholarship application deadline. Following receipt of the scholarship committee's decision, the chosen recipient must respond to the committee within 30 days indicating his or her intent to accept the scholarship. Should the chosen recipient fail to timely respond to the committee, the scholarship will be awarded to the next highest qualifying applicant.

*Estimate based on current tuition rates
**As defined in the Grantham University Catalog
***The application submission period is subject to change; please visit the online application for up-to-date information

Note: The scholarship will only cover the cost of tuition for courses, textbooks, software and fees required for the recipient's chosen degree program. Courses outside of the degree program may be taken, but at the expense of the scholarship recipient. The Grantham University scholarship committee reserves the right not to award the scholarship if there is not a qualified applicant.

The race, gender, ethnicity and age of scholarship applicants are not considered in the awarding of scholarships.

3.7 COMMANDER EVERETT ALVAREZ, JR. RESILIENCE SCHOLARSHIP

Commander Everett Alvarez, Jr., a distinguished Naval officer who was the first American aviator shot down over North Vietnam, spent eight and a half years as a Vietnam Prisoner of War (POW). Commander Alvarez personifies determination and persistence in achieving success, and in the midst of life's most difficult situations, believes in the fundamental principles he learned in the military: You don't give up. You stand true to your mission. Be resilient.

Grantham is proud to have Commander Alvarez as one of its distinguished Board of Governors members, and is pleased to offer the Commander Everett Alvarez, Jr. Resilience Scholarship. This Scholarship is intended to encourage resilience through the military student recipient's degree program, a long journey that requires the mission dedication for which Commander Alvarez stands.

It's through the Commander Everett Alvarez, Jr. Resilience Scholarship that the University wants to help supplement military service members' tuition assistance (TA) benefits — making it easier to achieve maximum credit hours in a given year and move toward degree completion more rapidly, thereby making graduation more likely.

Grantham University seeks to encourage students to avoid loans whenever possible, and is offering this Scholarship in honor of Commander Alvarez for those who are using military TA. Through the Commander Everett Alvarez, Jr. Resilience Scholarship, qualifying service members are provided up to $1,000 annually toward their Grantham degree.

INITIAL ELIGIBILITY REQUIREMENTS:

- Applicants must write and submit an essay of no less than 100 words, about his/her vision of college education and how he/she plans to use that visualization to stand resilient when obstacles get in his/her way.
- Students must exhaust all of their Tuition Assistance for the fiscal year. If TA has been exhausted at an institution other than Grantham, the student will be required to provide documentation showing that all TA for the current fiscal year has been exhausted.
- Applicants must be a member of the United States Armed Services.
- Applicants must meet minimum admission requirements at Grantham University.
- If the student is currently attending Grantham when applying for initial use of the scholarship, they must also have a CGPA of at least 2.0 and be in good standing academically.

CONTINUED ELIGIBILITY REQUIREMENTS:

- Students must maintain a CGPA of at least 2.0 and be in Good Standing academically (no max time issues).
- A scholarship recipients who maintain eligibility requirements throughout their degree program and continue to exhaust their TA benefits at Grantham, are eligible to be awarded the scholarship for subsequent years.

APPLICATION PROCESS

Military students should apply as early as possible once a new fiscal year starts (October 1st) to ensure their acceptance and award letter is in their student file. Students seeking to apply for the scholarship will submit their personalized essay and documentation showing their TA has been exhausted to their Grantham University representative.

SELECTION CRITERIA

The scholarship recipient will be selected by the Grantham University Scholarship Committee based on the following criteria:

- Applicants must meet all initial eligibility requirements.
- The scholarship application, along with all documentation needed to prove eligibility, must be received within the fiscal year in which the applicant has exhausted their TA.
- Selected scholarship recipients will be awarded the scholarship contingent upon maintaining the eligibility requirements before the Commander Everett Alvarez, Jr. Resilience Scholarship takes effect.

Applicants will be notified of the Scholarship Committee's decision via email approximately 30 days after the scholarship application.

The scholarship must be applied to a future course within that same fiscal year in which it has been awarded.

Note: The scholarship will only cover the costs of tuition for courses required for the recipient's chosen degree program at Grantham University. Courses outside of the degree program may be taken, but at the expense of the scholarship recipient.

The race, gender, ethnicity and age of scholarship applicants are not considered in the awarding of scholarships.

3.8 DR. SUSAN FAIRCHILD NURSING SCHOLARSHIP

In honor of the founding Dean of the Grantham School of Nursing, Grantham University has created the Dr. Susan Fairchild Nursing Scholarship. Dr. Susan Fairchild joined Grantham University in August 2009 when she was asked to come out of retirement to develop the University's nursing programs. Previously, she taught nursing for more than 30 years at the associate, baccalaureate and master's levels in both traditional and distance learning environments, and has authored two nursing textbooks related to Perioperative Nursing Practice and Education. For her dedication and contributions to both Grantham and the nursing community, Dr. Fairchild was named Dean Emerita in October 2013 and continued to work to support the programs through spring 2014. The Dr. Susan Fairchild Nursing Scholarship is offered to two deserving nursing students each year, one at the undergraduate and one at the graduate level, who exemplify the qualities Dr. Fairchild and the profession of nursing represent. The scholarship is valued up to $2,040 and covers the tuition and fees for two courses.

ELIGIBILITY REQUIREMENTS:

- Applicants must meet Grantham University's minimum admissions requirements for the BSN or MSN program.
- Applicants must be in good academic and financial standing with the University.
- Applicants must be enrolled or plan to enroll in a BSN or MSN program at Grantham University.
- Applicants must have a cumulative grade point average (CGPA) of 3.0 or higher.
- After watching the documentary A Nurse I Am (located at anurseiam.com/video), applicants must write a 250-500 word essay on their commitment to remain patient-focused, explaining their common vision with of one of the four nurse role models from the documentary.
- Prior Dr. Susan Fairchild Nursing Scholarship recipients are not eligible.

The race, gender, ethnicity and age of scholarship applicants are not considered in the awarding of scholarships.

3.9 TEXTBOOK AND SOFTWARE GRANT

Grantham University's Textbook and Software Grant provides new or gently used textbooks to students who qualify (see eligibility requirements). Shipping* fees for textbooks and other course materials are included in the grant. The value of the grant is determined by the degree program and/or courses selected, but generally ranges from $500 to $4,500. Eligible students will order and be shipped course materials from the Eagle Educational Resources Bookstore after they have registered for their classes and been approved for the grant.

ELIGIBILITY REQUIREMENTS:

- Applicants must meet Grantham University's minimum admissions requirements.
- Applicants must meet any special program admissions requirements.
- Applicants must be:
  - A U.S. active-duty service member, reservist, National Guard member or other military service member
  - A U.S. honorably or medically discharged veteran
  - A dependent or spouse of a U.S. active-duty service member reservist, National Guard member or veteran (honorably or medically discharged) or
  - A U.S. emergency first responder, including federal, state and local law enforcement personnel, fire fighters, emergency medical technicians (EMTs) and paramedics

CONTINUING ELIGIBILITY REQUIREMENTS:

- Applicants must be free of any financial holds on their accounts. The grant may only be applied toward textbook(s) and materials provided by Eagle Educational Resources Bookstore and used in courses and/or degree programs completed at Grantham University. The grant is redeemable through the seventh day of the term in which it was awarded.

Grant applications must be received, with required proof of eligibility, prior to the start date of the term, in order for the application to be reviewed, unless there are other deadlines imposed by other grant applications for which the student may be applying.

Students who qualify for the grant will receive only one copy of course materials, regardless of whether the materials are required for multiple classes. Before students sell or otherwise dispose of a textbook, they should ensure that the materials are not required for additional courses. Replacement materials are the responsibility of the student and are not covered by the grant.

Students using the grant to purchase textbook(s) and then request a course add/drop for that same term will be required to return the previously purchased textbooks to Eagle Educational Resources prior to using the grant for the new course selection.

The Textbook and Software Grant is offered continuously. It is not a competitive grant. Individuals who meet the eligibility requirements will be awarded the grant. Proof of eligibility is required.

Students who do not qualify for the grant must purchase their own textbooks and software either through the Eagle Educational Resources Bookstore or a vendor of their choice. Students may obtain the ISBN information on the Eagle Educational Resources Bookstore site, grantham.edu/bookstore.

Students should immediately update their email and shipping addresses by contacting their Student Advisor. Failure to provide current email and shipping addresses may result in a delay in textbook deliveries or incurring shipping fees.

*The University pays standard postage on mail and parcels going to students in the U.S. (including APO and FPO addresses and P.O. boxes within U.S. territories). A student in another country, or physical address inside a U.S. territory, must pay additional shipping charges. Expedited shipping, if requested by the student, is an additional cost and is not included in the grant.

3.10 EMPLOYER TUITION ASSISTANCE

Many employers offer tuition assistance to their employees attending Grantham. A prospective student is encouraged to consult with his/her human resources department prior to registering for a term to learn how his/her employer calculates tuition assistance and when it is paid. Grantham accommodates all types of tuition assistance plans.

3.11 ASSOCIATION SCHOLARSHIPS

Grantham desires to make education convenient and affordable for its students. With that in mind, many scholarships have been established for civilian and federal employees. Grantham provides Association Scholarships that reduce the tuition rate or provide a set amount to be applied to courses at Grantham University.

SCHOLARSHIP DETAILS:

The estimated scholarship value ranges from $15 to $1,000, but the individual value of the scholarship awarded will vary based on the scholarship criteria and course credit hours.

ELIGIBILITY REQUIREMENTS:

- Applicants must meet Grantham University's minimum admissions requirements.
- Applicants must meet any special program admissions requirements.
- Applicants must provide official proof of current affiliation with the association.
- The scholarship may only be applied toward courses and/or degree programs completed at Grantham University.

CONTINUING ELIGIBILITY REQUIREMENTS:

- Applicants must be free of any financial holds on their accounts.

Applications are reviewed upon each enrollment/registration. Student must state his/her intention to apply with the enrollment/registration paperwork and provide documentation proving eligibility. (University may require additional proof of eligibility prior to awarding scholarship.)

ORGANIZATIONS WHOSE MEMBERS MAY BE ELIGIBLE (ASSOCIATION SCHOLARSHIPS)
American Federation of Government Employees (AFGE)
Blacks in Government (B.I.G.)
Enlisted Association of the National Guard of the United States (EANGUS)
Federally Employed Women (FEW)

3.12 ASSOCIATION FULL SCHOLARSHIPS

Grantham provides annual, full scholarships for the pursuit of an undergraduate or graduate degree through many of its educational partners.

SCHOLARSHIP DETAILS:

The estimated full scholarship value ranges from $12,190 to $39,471, but the individual value of the scholarship awarded will vary based on the scholarship criteria, degree program selected and any applied transfer credit. Applications and specific eligibility requirements can be found by visiting grantham.edu.

ELIGIBILITY REQUIREMENTS:

- Applicants must meet Grantham University's minimum admissions requirements.
- Applicants must meet any special program admissions requirements.

- Applicants must meet requirements outlined in the applicable scholarship application process.
- The scholarship may only be applied toward courses and/or degree programs completed at Grantham University.

CONTINUING ELIGIBILITY REQUIREMENTS:

- Scholarship recipient must maintain good academic standing*
- Scholarship recipient must remain continuously enrolled*
- Authorization for a degree change must receive prior approval from the Grantham University Scholarship committee

*As defined in the Grantham University Catalog.

Note: These are competitive scholarships. Application process and requirements are unique to each scholarship. University may require additional proof of eligibility prior to awarding scholarship.

ASSOCIATION FULL SCHOLARSHIPS
American Federation of Government Employees (AFGE)
Blacks in Government (BIG)
Enlisted Association of the National Guard of the United States (EANGUS)
Federally Employed Women (FEW)

Note: The scholarship will only cover the cost of tuition for courses, textbooks, software and fees required for the recipient's chosen degree program. Courses outside of the degree program may be taken, but at the expense of the scholarship recipient. The Grantham University scholarship committee reserves the right not to award the scholarship. Scholarship only applies to courses completed at Grantham University.

3.13 VOCATIONAL REHABILITATION

Vocational Rehabilitation is designed to help disabled individuals prepare for, or return to, productive activity. Training, personal counseling and other services are provided to those who have physical or mental disabilities that hinder employment. Services to eligible individuals are provided by state agencies for vocational rehabilitation. Further information may be obtained by contacting the local office of the State Vocational Rehabilitative Services. To find who to contact visit the Rehabilitation Services Administration.

3.14 MILITARY PROGRAMS

Each branch of the military has its own criteria for the amount of TA a service member receives. Authorization for Tuition Assistance (TA) is an individual Service policy decision that may have specific academic standing requirements for eligibility. Before you plan on using military Tuition Assistance, you should check your eligibility each term with the appropriate Service.

MILITARY TUITION ASSISTANCE (TA)

Active duty, National Guard, reserve and veterans may be eligible for tuition assistance and/or scholarships.

Each branch of the military has its own criteria for the amount of TA a service member receives.

If a student using Tuition Assistance as a full or partial funding source is dropped from a course and a credit balance is created, the credit balance will be returned to the funding source. In the event an appeal for reinstatement is approved, the reinstatement may create a debt against the student.

DANTES REIMBURSEMENT

Grantham courses have Defense Activity for Nontraditional Education Support (DANTES) approval for tuition reimbursement. For more information on this financing program, a student should contact the Educational Service Officer on his/her base and a University representative.

TUITION ASSISTANCE TOP-UP

The Code of Federal Regulations states an active-duty service member may not receive VA education benefits for the same courses for which he/she receives Tuition Assistance (TA) from the military. To help cover potential out-of-pocket expenses to a student using TA, the Montgomery G.I. Bill® (MGIB) and the Post 9/11 G.I. Bill® was amended to permit the VA to pay a Tuition Assistance Top-Up benefit.

The amount of the benefit can be equal to the difference between the total cost of a college course and the amount of TA that is paid by the military for the course. Top-Up is the only VA program that will pay a student on active duty and receiving TA for the same course(s).

These claims are handled differently from claims for MGIB without TA. For Top-Up claims, a student will not need to check in with the school official who certifies VA education benefits. The VA does not need an enrollment certification on VA Form 22-1999. However, approval for VA education benefits is required to receive Top-Up payments for any course for which TA is payable under Department of Defense (DoD) criteria.

3.15 VETERANS PROGRAMS

VETERANS EDUCATION BENEFITS (CHAPTERS 30, 33, 35, 1606, 1607)

Grantham offers a variety of programs of study approved for the training of veterans. Check with a Veterans Affairs (VA) representative for a current listing of degree programs approved for VA education benefits, which are available to an approved program. Visit the Grantham website or GLife to obtain information about using the G.I. Bill® while attending Grantham.

The Department of Veterans Affairs (VA) determines student eligibility for educational points. An eligible student may call the VA at (888) 442-4551 (888-GIBILL1) or refer to the VA website at gibill.va.gov.

TERM AND STATUS FOR STUDENTS USING VA EDUCATION BENEFITS

A student using VA education benefits may enroll in multiple courses in a term. A student must meet satisfactory academic progress standards in all courses for which he/she is enrolled and complete all courses in the eight (8)-week (56-day) term. Coursework is taken and VA funding awarded as outlined in Table 3.15. Each student is strongly encouraged to interact with course instructors on a regular basis to maximize the learning experience. Each student is required to show progress in all courses. Grantham monitors student progress on a regular basis.

TABLE 3.15

ENROLLMENT STATUS BASED ON A TERM OF EIGHT (8) WEEKS (56-DAYS)		
CREDIT HOURS	ENROLLMENT STATUS FOR VA BENEFITS (UNDERGRADUATE)	ENROLLMENT STATUS FOR VA BENEFITS (GRADUATE)
3 Credit Hours	Half-time	Full-time
4 Credit Hours	¾-time	Full-time
5 Credit Hours	¾-time	Full-time
6 or more Credit Hours	Full-time	Full-time

Students must complete final exam(s) by the end of the eighth week. If enrollment status is less than full time and course(s) are completed early, the student may be eligible for full-time benefits based on training time.

TRANSCRIPT EVALUATION

A student using VA education benefits must enroll into a degree program approved for VA education benefits; therefore, each VA student must have an evaluation of all transfer credit by the end of the student's second term.

ENROLLMENT CERTIFICATION

A Veterans Certifying Official will certify student enrollment to the VA once the student is enrolled. The student must complete the Veterans Certification Data form found in the Enrollment Agreement or Registration Agreement. Other acceptable forms are copies of the VA Form 22-1990, VA Form 22-1995, Certificate of Eligibility (COE) or Notice of Basic Eligibility (NOBE).

CONCURRENT ENROLLMENT

While receiving VA educational benefits, a student may be concurrently enrolled in two different institutions during the same term. Wherever the student is pursuing a degree will be the Parent School. A student using VA education benefits must acquire an authorization letter from the Veterans Certifying Official at the parent school addressed to the Veterans Certifying Official at the secondary school. This form states that the courses taken at the secondary school will be credited toward the current major the student is pursuing. A student using VA education benefits is responsible for informing the secondary school's Veterans Office where his/her Parent School is located. The secondary school will complete the certification for the benefits form (VA form 22-1999) and send it to the VA.

SATISFACTORY PROGRESS

The Department of Veterans Affairs (VA) and the state of Kansas require schools to monitor student progress. To demonstrate compliance, a student must abide by the University's Attendance Policy. In addition to maintaining satisfactory progress, each student using VA education benefits must also comply with all University policies, including the Satisfactory Academic Progress (SAP) policy.

If a student fails to adhere to the Attendance and/or SAP policy, a termination letter (Form 22-1999b) is sent to the VA. Submission of Form 22-1999b discontinues VA education benefits and may cause the student to become indebted to the VA.

PROBATIONARY PERIOD

According to Grantham's Satisfactory Academic Progress (SAP) policy, a student will be placed on Academic Warning or Academic Probation if he/she fails to maintain SAP. A student on Academic Warning or Probation will be certified (not to exceed Warning and Probationary periods composed of four (4) consecutive terms of enrollment) to the VA for education benefits, except where the student was suspended after failing Academic Probation and is readmitted to the University on Academic Probation. Students re-admitted to the University on Academic Probation will not be certified to the VA until minimum standards of SAP are met.

INCOMPLETE PERIOD

Grantham may grant an Incomplete grade for a course pursuant to the University's Incomplete Policy, which gives the student an

additional 14-day period after the course end date to complete the course; however, the student will not receive VA payments during this period. The VA will automatically discontinue benefits on the day after the term end date. Benefits will not resume until the requirements for all courses in which the student is enrolled have been satisfied, the student enrolls in a subsequent term and the enrollment has been certified to the VA.

VETERANS VOCATIONAL REHABILITATION (CHAPTER 31)

Veterans Vocational Rehabilitation is a program designed to assist service-disabled veterans to obtain suitable employment and promote maximum independence in daily living. Professional counselors from the Department of Veterans Affairs assist in preparing an individual plan, which includes services and financial assistance necessary to complete a designated program. Students seeking additional information pertaining to this type of benefit should contact the Vocational Rehabilitation Department of the Department of Veterans Affairs. Financial Aid is available to those who qualify. Department of Defense (DOD) personnel are entitled to consideration for all forms of financial aid that Grantham University makes available to students.

3.16 FEDERAL STUDENT AID (FSA) PROGRAMS

FEDERAL PELL GRANT PROGRAM

The Federal Pell Grant, unlike a loan, does not have to be repaid. A student's eligibility for a Pell Grant is calculated using a formula developed by the U.S. Congress and information submitted by the student on the Free Application for Federal Student Aid (FAFSA). Only undergraduate students are eligible for Pell Grants at Grantham University. For the 2017–2018 award year (July 1, 2017 to June 30, 2018), the maximum scheduled Pell Grant award is $5,920 (subject to change based on adjustments to the Federal Budget). The amount awarded to a student depends on the student's cost of attendance, expected family contribution (EFC) and enrollment status (full-time, ¾ time, half-time or less-than-half-time; see Catalog Section 2.8). The maximum award grant is given to any student who is Pell-eligible and also meets the criteria for the Iraq and Afghanistan Service Grant (listed below).

IRAQ AND AFGHANISTAN SERVICE GRANT PROGRAM

This program is another form of gift aid that does not have to be repaid. However, unlike the Pell Grant program, it is not based on financial need. The Iraq and Afghanistan Service Grant Program is intended to assist students who are not Pell-eligible, but whose parent or guardian died as a result of military service in Iraq or Afghanistan after September 11, 2001, and who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled in college at least part-time. The amount awarded to any eligible student is equal to the maximum Pell Grant for the award year, not to exceed the cost of attendance.

WILLIAM D. FORD FEDERAL DIRECT LOAN (DIRECT LOAN) PROGRAM

Federal loans provided through the William D. Ford Federal Direct Loan Program are referred to as Direct Loans because the federal government – through the U.S. Department of Education – is the lender. Unlike grants, student loans are borrowed money that students are legally obligated to repay, with interest. Students must maintain an enrollment status of at least half-time to be eligible for Direct Loans. Additionally, all first-time Direct Loan borrowers must complete a Master Promissory Note (MPN) and Entrance Counseling before funds will be disbursed. Repayment begins after a six (6)-month grace period following graduation, withdrawal from school or enrollment of less-than-half-time (see Catalog Section 2.8). Direct Loans include the following:

- **Direct Subsidized Stafford Loans**: Subsidized loans are awarded only to undergraduate students on the basis of financial need. If a student is eligible for a subsidized loan, the U.S. Department of Education will pay (subsidize) the interest on the loan while the student is in school for the first six (6) months after the student leaves school and during periods of deferment.

  - The interest rates for Direct Subsidized Loans and Direct Unsubsidized Loans are shown in the chart below (may also be found at studentaid.ed.gov/types/loans):

LOAN TYPE	DIRECT SUBSIDIZED & UNSUBSIDIZED LOANS
BORROWER TYPE	UNDERGRADUATE
LOANS FIRST DISBURSED ON OR AFTER 7/1/17 AND BEFORE 7/1/18	4.45 %

- **Direct Unsubsidized Stafford Loans**: Unlike subsidized loans, the borrower is responsible for interest that accrues on Direct Unsubsidized Loans from the time the loan is disbursed until it is paid in full, and financial need is not required to receive an unsubsidized loan.

  - The interest rates for Direct Unsubsidized Loans are shown in the chart below (may also be found at studentaid.ed.gov/types/loans):

LOAN TYPE	DIRECT UNSUBSIDIZED LOANS
BORROWER TYPE	GRADUATE OR PROFESSIONAL
LOANS FIRST DISBURSED ON OR AFTER 7/1/17 AND BEFORE 7/1/18	6.00 %

Direct PLUS Loans enter repayment once the loan is fully disbursed (paid out). However, graduate or professional students loans will be placed into deferment while enrolled at least half-time and for an additional six (6) months after ceasing to be enrolled at least half-time.

Parent borrowers may contact the loan servicer to request a deferment:

- If the parent or child is enrolled at least half-time, and
- For an additional six months after the child ceases to be enrolled at least half-time

If the loan is deferred, interest will accrue on the loan during the deferment. You may choose to pay the accrued interest or allow the interest to capitalize when the deferment period ends. Your loan servicer will notify you when your first payment is due.

LOAN TYPE	DIRECT PLUS LOANS
BORROWER TYPE	GRADUATE OR PROFESSIONAL
LOANS FIRST DISBURSED ON OR AFTER 7/1/17 AND BEFORE 7/1/18	7.00 %

These are fixed interest rates for the life of the loan. Additionally, there is a loan fee on all Direct PLUS Loans.

RETURN OF TITLE IV FUNDS

When a student withdraws from the University, as outlined in the Withdrawal Policy (section 2.16 in the catalog), prior to completing more than 60 percent of a semester, Student Financial Services must determine the amount of Title IV program assistance that was earned. For example, a student who has only completed 40 percent of the semester will only "earn" 40 percent of the Title IV aid that he or she was eligible for. The student and/or the University must then return the remaining 60 percent.

The Title IV programs administered by Grantham University that are covered by this policy are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Stafford Loans and Direct PLUS Loans. Any student receiving any Title IV funds are subject to this policy.

The institution will use the Department of Education mandated refund calculation to determine the percentage of Title IV funds earned by the student as of their Last Date of Attendance (LDA). The LDA is the last date that the student participated as outlined in the Participation and Substantive Interaction Policy (section 2.5 in the catalog). The percentage of Title IV aid earned is calculated as follows:

$$\frac{\text{Number of days completed*}}{\text{Total days in the payment period (semester)*}} = \text{Percentage of payment period (semester) completed}$$

*The number of days in the payment period are calendar days, Grantham University does not have any scheduled breaks that would be excluded from the calculation.

The resulting percentage of the payment period completed equates to the percentage of Title IV funds earned by the student.

If a student (or the parent or University on the student's behalf) receives excess Title IV program funds that must be returned, the University must return a portion of the excess equal to the lesser of:

- Student's institutional charges for the period multiplied by the unearned percentage of the student's funds, or
- Entire amount of excess funds

The University must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source. All returns will be made no more than 45 days after the withdrawal.

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct PLUS (Graduate Student)
4. Direct PLUS (Parent)
5. Pell Grant
6. Iraq Afghanistan Service Grant

If the University is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that the student (or the parent for a Direct PLUS Loan) must return must be repaid in accordance with the terms of the Master Promissory Note. That is, the student may make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned federal grant funds that a student must return is called an overpayment. The maximum amount of a grant overpayment that a student must repay is half of the grant funds received or scheduled to receive. The student does not have to repay a grant overpayment if the original amount of the overpayment is $50.00 or less. The student must make arrangements with the University to return the unearned grant funds.

If the student did not receive all of the funds earned, the student might be due a post-withdrawal disbursement. Eligible grant funds will be automatically credited to the student's account. If the post-withdrawal disbursement includes loan funds, the University must obtain the student's permission before it can disburse funds.

There are some Title IV funds that a student might have been scheduled to receive that cannot be disbursed once the student withdraws because of other eligibility requirements. For example, if the student is a first-time, first-year undergraduate student and has not completed the first 30 days of his/her program before he/she withdrew, then the student will not receive any Direct Loan funds that he/she was eligible to receive had he/she remained enrolled past the 30th day.

Once complete, the student is notified that the calculation was made and of any action that must be taken by either the student or the University. In addition, any student that had Direct Loans disbursed at the University will be sent exit counseling information. All notifications are made to the non-Grantham email address on file no later than 30 days after their withdrawal. In the event there is not a valid email address on file, a paper copy of the material will be mailed to the student's home address.

The requirements for Return of Title IV program funds when a student withdraws are separate and different than the Grantham University Institutional Refund Policy (section 1.11 in the catalog). Therefore, the student may still owe funds to the University to cover unpaid institutional charges. Grantham University may also take action to collect any Title IV program funds that the University was required to return on the student's behalf.

HEROES ACT

The Higher Education Relief Opportunities for Students Act of 2003 sets forth waivers applicable to those serving on active duty during wartime (i.e., those who are "assigned to a duty station at a location other than the location at which the individual is normally assigned"; those called up to active duty from the reserves, National Guard or retirement; and those affected by declared natural disasters). Students affected by these circumstances who withdraw during a semester are not required to repay Federal Student Aid grants.

STUDENT SERVICES

4.1 STUDENT ADVISORS

Student Advisors support each student throughout his/her chosen degree program at Grantham University.

Students are assigned a Student Advisor (SA) after their first week at Grantham. The SA maintains regular communications with the student to create realistic goals for the timely completion of courses to correlate with the student's graduation goals. The SA will assist the student in his/her educational growth and celebrates milestones and achievements along the student's academic journey.

Student success coaching is an exploration and discovery process that enables the student to view him/herself from a fresh perspective. Just like a coach in any sport, the SA's goal is to help the student perform to the best of his/her ability. An SA can help with:

- Academic advising
- Student accountability to his/her academic plans
- Academic motivation and goal-setting
- Initial help with specific non-academic issues (study habits, time management, etc.)
- Referral to other appropriate University resources
- Appropriate interventions for students identified as at-risk
- Communicating to the proper department any concerns that the student may experience
- Registering for courses each term

The student is responsible for his/her academic decisions and education. In order for Grantham to assist students most effectively, it is the student's responsibility to immediately communicate needs and/or concerns to the appropriate representative for a timely and effective resolution.

4.2 TEACHING AND LEARNING CENTER

The Teaching and Learning Center (TLC) provides assistance to both students and instructors. Student academic support is provided through resources such as: tutorials, live chat sessions, webinars and individualized tutoring, for most courses. In addition to student support, TLC provides professional development, training and support for all instructors. Offerings include asynchronous and synchronous webinars and workshops over a variety of topics, ensuring instructors stay abreast of the latest instructional best practices for online teaching and learning.

MISSION STATEMENT

The Teaching and Learning Center enhances student learning through teaching excellence while helping students and instructors develop the skills and behaviors necessary to succeed in an online learning environment. Through tutorial services, learning strategies instruction, academic support and mentoring, TLC strives to improve students' academic performance and foster personal development, while concurrently promoting best practices in online teaching amongst instructors.

GOALS

The goals of the TLC include:

- Enhance student learning and academic achievement
- Provide academic support and resources for students and instructors
- Help students identify learning styles and develop effective study strategies
- Improve the academic performance of students who are struggling with coursework
- Provide professional development on the latest instructional practices for online teaching and learning

CONTACT INFORMATION

TLCteam@grantham.edu for instructors and LearningCenter@grantham.edu for students.

4.3 CAREER SERVICES

Grantham University is committed to the success of each student and graduate. Through the use of Grantham Pathways and Grantham University Career Services, Grantham students and alumni receive assistance in achieving career goals. The Career Services staff provides a variety of services, information and presentations to Grantham University students and graduates, including: career education, information relating to the careers associated with Grantham University programs, assistance in the development of necessary career tools, job search strategies and career planning.

Career Services offerings for current students and alumni include:

- Career webinars

- Job search strategies
- Career management and planning
- Resume and cover letter preparation
- Social media management
- Mock interviewing
- Professional portfolios
- Student organization management
- Military-to-civilian transition

For career-related questions, contact Career Services via email at careerservices@grantham.edu.

Career Services does not guarantee employment and does not provide placement services. Should you have any questions relating to careers associated with your degree program or need assistance in the development of the career tools necessary to conduct a successful career search, contact Career Services.

4.4 CAREER LAUNCH

The Career Launch is a free professional development resource offered by the Career Services department at Grantham University. It is designed for individuals that would like to develop their professional skills and take the next step in their career. Participants can utilize the Career Launch to submit resumes, schedule appointments with Career Services, and access career development resources.

RESOURCES AVAILABLE

The Career Launch is full of professional development resources to empower participants to take the next step in their career. Topic areas range from resume preparation to salary negotiation. Each topic contains an instructional video and worksheet to help participants absorb and implement the information.

- Access Professional Development Resources
- Submit Your Resume For Review
- Schedule A Career Services Appointment
- Watch Instructional Videos
- Receive Achievement Badges
- Interview Preparation
- Job Search Strategies
- Networking Tips
- Salary Negotiation Resources

HOW TO ACCESS CAREER LAUNCH

The first step to accessing the Career Launch is to register with the Grantham Career Services Department. You can contact us at CareerServices@Grantham.edu. Once you have registered you will receive an email with your username, password, and log in instructions.

4.5 LIBRARY RESOURCE CENTER

All undergraduate and graduate students at Grantham have access to a virtual library. The virtual library includes subscriptions to resources from EBSCO, IEEE and Gale. Grantham's range of databases from EBSCO includes Academic Search Complete, Regional Business News, Business Source Complete and CINAHL Plus with Full Text, with thousands of magazines, journals, images and reference books available. IEEE STEM 10 Plus features IEEE Spectrum and full text and complete back files for ten leading periodicals in technology, engineering and science. Gale's Criminal Justice Collection has resources focused on criminology including journals, magazines, blogs and images. All databases offer students the ability to print, email or export materials to their computers or flash drives so they can use the resources online or offline, as needed. Authenticated links to the databases are in GLife and Blackboard with tutorials on how to use the services. In addition to subscription services, Grantham students have an index of general and program-specific websites compiled by the librarian, faculty and program Chairs, located in GLife and Blackboard. These sites provide open-access academic journals and reference materials for student use. Grantham employs a full-time librarian to ensure sufficient resources are available to students and to monitor usage of library resources. The librarian is available to students who need library assistance with projects or assignments through phone, email and a Skype button on GLife in the Online Library Channel. The librarian also provides guidance to faculty on developing coursework consistent with the Association of College and Research Libraries (ACRL) Information Literacy Competency Standards for Higher Education.

4.6 STUDENT SUPPORT

AFTER HOURS AND WEEKEND SUPPORT

Given the importance of student success, Grantham University provides after-hours and weekend non-academic support. Immediate assistance is available outside of regular support hours. Examples of after-hours assistance include, but are not limited to:

- Admissions inquiries
- Enrollment questions
- Enrollment application forms
- Tuition assistance help
- No access to GLife
- Login/Password invalid
- Website not found
- Testing issues

Students who require attention outside of normal business hours may request assistance at (800) 955-2527, ext. 600 during these hours:

- Sunday – Wednesday 8:00 p.m. – 7:00 a.m. (CT)

NORMAL BUSINESS HOURS SUPPORT

- Monday – Friday 8:00 a.m. – 8:00 p.m. (CT)
- Saturday and Sunday 11:00 a.m. – 8:00 p.m. (CT)

The student must provide the following information:

- Full name
- Student number (GID)
- Phone number with area code
- Alternate contact number
- Detailed description of the problem

If the Student Advisor is unavailable, the student will be instructed to leave a voicemail message with the appropriate information and the representative will respond as soon as possible. All other non-academic requests for assistance should be directed to the student's assigned Admissions Representative or Student Advisor during normal business hours at (800) 955-2527.

4.7 EAGLE EDUCATIONAL RESOURCES BOOKSTORE

The Eagle Educational Resources Bookstore is available to students as a source for textbooks, ebooks and an assortment of Grantham gear and giftware.

Students may obtain the ISBN information on the Eagle Educational Resources Bookstore site.

Students should immediately update their email and shipping addresses by contacting their Student Advisor. Failure to provide current email and shipping addresses may result in a delay in textbook deliveries or incurring shipping fees.

GRANTHAM UNIVERSITY TEXTBOOK BUY-BACK POLICY

Grantham University offers a book buy-back option for students. Using the Book Buy-Back link on GLife quick links, students can search to see whether the University is buying back their books. If the ISBN a student enters coincides with a book Grantham is buying back, the student will see the price at which the University is buying the book back, and the student will have the option of printing a shipping label to mail back that book. If the ISBN does not come back with a price, Grantham will not buy the book back. As well, if a book is damaged or otherwise unusable, Grantham will not buy the book.

Grantham reserves the right to refuse to purchase books sent back under the book buy-back system. Course materials sent to Grantham will not be returned to students.

GRANTHAM UNIVERSITY TEXTBOOK SHIPPING POLICY

Standard shipping fees for textbooks and other course materials are included in the Textbook and Software Grant, for those who qualify in the United States (including APO and FPO addresses and P.O. boxes within U.S. territories). A student in another country, or with a physical address inside a U.S. territory, must pay additional shipping charges. Expedited shipping, if requested by the student, is an additional cost and is not included in the grant.

Students not eligible for the Textbook and Software Grant will be responsible for all textbook and shipping fees.

United States Physical Address
Ships: Up to 10 days prior to course start date
Carrier: FedEx Extra Charge: No

United States Post Office Box Address
Ships: Up to 5 days prior to course start date
Carrier: USPS Extra Charge: No

United States Territories
(Puerto Rico, Guam, Northern Mariana Islands and the U.S. Virgin Islands) Post Office Box Address
Ships: Up to 5 days prior to course start date
Carrier: USPS Extra Charge: No

United States Territories
(Puerto Rico, Guam, Northern Mariana Islands and the U.S. Virgin Islands) Physical Addresses
Ships: Up to 10 days prior to course start date
Carrier: FedEx Extra Charge: Yes

APO/FPO
Ships: Up to 30 days prior to course start date
Carrier: USPS Extra Charge: No

International and Addresses Not Listed Above
Ships: Up to 10 days prior to course start date
Carrier: FedEx Extra Charge: Yes

Note: If enrollments are received in the bookstore after the shipping deadlines listed above, the books are shipped within 48 hours of receipt of enrollment.

APO/FPO shipments made during November and December can experience delays due to heavy volume. Shipment times can be extended by as long as 30 days during this time period.

ADDITIONAL MATERIALS

In some cases, courses may require additional materials such as data files or program files for labs. These files are available for download in the online learning environment.

Some courses may recommend additional books or software to enhance the learning experience. These recommended materials are not available through the bookstore. They may be obtained at the discretion and expense of the student.

4.8 MISREPRESENTATION

Grantham University holds itself to the highest levels of integrity and will not intentionally provide any false, erroneous or misleading statements to a student or prospective student, to the family of an enrolled or prospective student, or to the Department of Education. This includes disseminating testimonials and endorsements given under duress. In fact, one of Grantham University's Core Values is Institutional Integrity.

Grantham University commits all students, faculty, staff and administrators to uphold the highest standards of integrity, honesty and personal responsibility. To provide a quality academic experience, the University is committed to continually assessing and re-evaluating every aspect of its academic model. The University endeavors to build an institutional culture grounded in candor, transparency and best professional practices.

4.9 STUDENT GRIEVANCES

Students with concerns or service requests should first contact the appropriate department for assistance. A list of concerns and departmental contact information is included in the table on the next page (see Table 4.9). The following information may also be helpful:

- Grantham has an "open door" policy – any Grantham staff member or department can be contacted via phone or email (see Table 4.9)
- Academic-related requests (e.g., grade posting, incomplete grades, military deployment, etc.) may be made by submitting the Academic Appeal Form available on GLife
- Grade appeals and similar academic concerns should be made following the policy outlined in Section 4.10 of the University Catalog. The appropriate Grantham personnel will analyze the situation and then attempt to remedy the situation
- All student concerns or service requests will be routed to the appropriate department
- Appropriate Grantham staff members will analyze the concern or service request and attempt to remedy the situation, generally within five business days but no longer than 30 business days
- Students should include their Grantham student number (GID) in all correspondence

Student complaints or grievances typically are about items such as administrative issues, financial issues, technology issues, faculty performance, grading, program content, program effectiveness/expectations and/or customer service issues.

Students whose concerns or service requests are not timely resolved at the departmental level may file a grievance with the Grantham University Ombudsman. The ombudsman is charged with resolving disputes within the University community and does not act on behalf of any party, but rather as an advocate for fairness between all parties. Student grievances should be addressed to:

Office of the Ombudsman
Grantham University
16025 West 113th Street
Lenexa, Kansas 66219
Ombudsman@grantham.edu

Students whose concerns are related to areas of noncompliance with DEAC standards and policies may address their concerns directly to:

Distance Education Accrediting Commission (DEAC)
1101 17th NW, Suite 808
Washington, D.C. 20036
Phone: (202) 234-5100

Students residing in NC-SARA participating states may address concerns to:

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368

Students not residing in NC-SARA participating states may also address concerns to the state authority in their state of residence.

For a list of NC-SARA participating states, go to the following link: nc-sara.org/sara-states-institutions

CALIFORNIA COMPLAINT PROCEDURES

Most consumers receive a quality education and have a generally positive experience from attending an approved private postsecondary educational institution (institution). However, in the event a consumer believes an institution's administrative processes or educational programs are compromised and not up to the required minimum standards, BPPE should be notified. A complaint may be filed by writing (Complaint Form) or calling BPPE's Enforcement Section at the following address and telephone number:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Telephone: (916) 431-6959
FAX: (916) 263-1897

An alternative avenue for filing a Complaint is to utilize the California Department of Consumer Affairs' (DCA) online Complaint Form (On-line Complaint Form). The DCA will forward the On-line Complaint to the Bureau. Please note that, in general, state agencies recommend that you work to resolve your complaint through the University before filing a complaint with the state.

If an individual (student, staff or faculty) desires to make an anonymous complaint regarding Grantham's compliance with federal and state regulations and DEAC accreditation standards and policies, he/she may contact:

Grantham University Ethics Helpline
Phone: (844) 230-0055
Website: lighthouse-services.com/grantham

TABLE 4.9

CONCERN	EMAIL ADDRESS	PHONE NUMBER
Information about the University	admissions@grantham.edu	(800) 955-2527
Initial Enrollment Concerns	admissions@grantham.edu	(800) 955-2527 ext. 4437
Re-registration Concerns	registrations@grantham.edu	(800) 955-2527 ext. 4442
Faculty Concerns		(800) 955-2527
Academic Appeals and Concerns	GLife > Quick Links > Submit Academic Appeal	Contact student advisor
Non-Academic After Hours and Weekend Support	N/A	(800) 955-2527 ext. 600
ADA Accommodations	accommodations@grantham.edu	
Withdrawal(s)	GLife, Change/Withdraw Link, Withdraw Request Form	
Title IX (discrimination concerns)	titleix@grantham.edu	
Veterans Support Team	vst@grantham.edu	
Transfer Credit Evaluation	evaluations@grantham.edu	(800) 955-2527 ext. 4615
Transcripts	transcripts@grantham.edu	(800) 955-2527 ext. 4557
Student Records	studentrecords@grantham.edu	(800) 955-2527 ext. 4562
VA Education Benefits State Vocational Rehabilitation	veteranservices@grantham.edu	(800) 955-2527 ext. 4577
College of Arts and Sciences	lblair2@grantham.edu	(800) 955-2527 ext. 4514
Mark Skousen School of Business	dmarker@grantham.edu	(800) 955-2527 ext. 4747
College of Engineering and Computer Science	nmiller@grantham.edu	(800) 955-2527 ext. 4738
College of Nursing and Allied Health	crules@grantham.edu	(800) 955-2527 ext. 4628
Business Office	accounting@grantham.edu	(800) 955-2527 ext. 738
Financial Aid Department	finaid@grantham.edu	(866) 850-2980 ext. 839

4.10 GRADE APPEALS

Each student must initially attempt to resolve a grade issue with his/her individual instructor. For those cases where the student feels the matter has not been satisfactorily resolved with the instructor, the student may use the online Academic Appeal located on GLife.

- The grade protest must be received by academic support services within two (2) weeks of the course end date.
- The faculty member is sent the student's completed appeal and is expected to respond in writing within one (1) week.
- The request is directed to the appropriate academic Dean, who will review all written documents and render a decision within one (1) week.
- Grade changes may be administratively made only if there is sufficient reason to believe that the grading procedure was biased, incorrectly calculated, or based on issues not known at the time of grading.

STUDENT RIGHTS AND RESPONSIBILITIES

5.1 STATEMENT OF STUDENT RESPONSIBILITIES

UNIVERSITY ROLE

Grantham is committed to keeping each student informed of changes that may impact educational pursuits, supporting each student in his/her intellectual development and responding to individual needs. To this end, a network of advising, counseling and support services is provided to assist each student in meeting personal and academic goals. Each student deserves dependable, accurate, respectful, honest, friendly and professional service. This can only be achieved through cooperative efforts and responsibilities shared by the student.

Grantham University is not responsible for the misuse and/or unauthorized use of any University-provided supplies and/or materials. All materials or supplies must be used in accordance with instructions provided by the University.

STUDENT ROLE

A student's success depends above all, on his/her own response to the opportunities and responsibilities within the University environment. When a student enters the University, it is understood that his/her purpose is earnest and that his/her effort and actions will bear out this presumption. Final responsibility for fulfilling the requirements of a course syllabus in each class, for meeting all program/degree requirements and for complying with University regulations and procedures rests with the student as described in all University official publications and websites. These resources include, but are not limited to, the University Catalog, Course Syllabi and GLife.

A Grantham University student is responsible for, but not limited to, the following:

- Ensuring official transcripts are received and on file as required by the University
- Checking assigned Grantham University email account regularly for important communications
- Reading and adhering to all published policies and procedures governing the student account
- Maintaining communication with his/her University representative
- Ensuring student name and mailing address are correct and contacting their Student Advisor to update any changes on GLife
- Meeting or completing all academic prerequisites and grading standards
- Completing coursework within the 56-day term and requesting exceptions to policy in advance to faculty
- Submit all coursework on time. Having "technology," human error or internet problems is not a valid excuse for turning an assignment in late. Proactive planning for use of library or other computers is recommended
- Submitting and following up on disputes of grades in writing to faculty
- Following up on all appeals/service requests submitted
- Knowing that when registering for a course, charges are incurred
- Paying charges incurred when registering
- Submitting a withdrawal form during the refund period to have charges reduced/removed
- Paying all charges incurred by the published payment due date, regardless of whether a billing statement was received or if payment is to be made by a third party
- Paying all penalties, costs and legal fees associated with collection of the student account
- Conducting all financial affairs in a legal and ethical manner

A student's education is important and represents a big investment of time, money and energy. Each student should become familiar with information provided to him/her. The University is here to help; therefore, if a student has any questions regarding his/her account, he/she should contact the University at (800) 955-2527 during office hours.

5.2 ACCOMMODATIONS UNDER THE AMERICANS WITH DISABILITIES ACT

Grantham University complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and state and local requirements regarding students with disabilities. In compliance with federal and state regulations, Grantham University will provide reasonable accommodations or services to qualified students with disabilities.

Grantham will deem a request for accommodation or services reasonable if the request:

- Is based on documented individual needs
- Does not compromise essential requirements of a course or program
- Does not impose a financial or administrative burden upon the University beyond that which is deemed reasonable and customary
- Is within the scope of the University's control

Grantham defines a qualified student as one whom, with or without reasonable accommodations, is able to perform the essential functions of program or course requirements. The essential requirements of an academic course or program do not need modification to accommodate an individual with a disability.

Final responsibility for selection of the most appropriate accommodation rests with the ADA Coordinator of Grantham University and is determined on a case-by-case basis, dependent upon the nature of the disability of a student. A student seeking accommodations or services is encouraged to email accommodations@grantham.edu to discuss potential academic accommodations or services and begin the review process. The ADA Coordinator will determine the accommodation.

STUDENT RESPONSIBILITY INCLUDES:

- Following the accommodation procedure outlined above
- Being proactive in the submission of all required documents for consideration, since accommodations are not granted retroactively.
- Providing and incurring expense for current appropriate documentation (within five years), from a qualified medical or other licensed professional, of the disability and the accommodation or service needed.
- Providing a signed medical opinion stating that with the reasonably requested accommodation or service, the student would be physically and/or mentally able to perform the essential functions of program or course requirements.
- On a course-by-course basis, presenting the letter of accommodation to the course faculty member within the first week of each course in order for the faculty member to comply with the granted accommodation(s) effectively.

If a student identifies a disability that may prevent him/her from completing a degree program or seeking employment in a field for which the degree program is designed to prepare him/her, the University will take all information into consideration, including medical or professional documentation, when determining whether and what type of an accommodation will be made.

5.3 NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) helps protect the privacy of student records. The Act provides for the right to inspect and review educational records, to seek to amend those records and to limit disclosure of information from the records. The rights afforded by FERPA include:

- The right to inspect and review a student's education records within 45 days of the day the University receives a request for access.
- A student shall submit to the registrar, Dean, head of the academic department or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make the necessary arrangements for access and will notify the student of the time and place where to inspect the records. If the University official, who received the request, does not maintain the records, that official shall advise the student of the correct official to whom to address the request.
- The right to request an amendment of a student education record that a student believes inaccurate, misleading or otherwise in violation of a student's privacy rights under FERPA.
- If a student wishes to ask Grantham University to amend a record, the student shall write the University official responsible for the record, clearly identifying the part and the reason why the record should change.
- If the University decides not to amend the record as requested, the University shall notify the student in writing of the decision and of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures shall be provided to the student when notified of the right to a hearing.
- The right to provide written consent prior to disclosure by the University of personal information from a student's education records, except to the extent that FERPA authorizes disclosure without consent.
- Under the FERPA exception, the University may disclose education records, without a student's prior written consent, to school officials with legitimate educational interests. An official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service in lieu of using University employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his/her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities on behalf of the University.
- Upon request, the University may also disclose education records, without consent, to officials of another school in which a student seeks or intends to enroll.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

5.4 PUBLIC INFORMATION

Grantham University complies with all provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), which addresses the privacy and accessibility of student education records. Grantham may release directory information about a student without written permission. The following constitutes directory information and may be made public without a student's prior written consent:

- Name
- Address
- Telephone listing
- Email address
- Hometown
- Major field of study
- Class level
- Anticipated completion date
- Participation in officially recognized activities
- Photograph
- Honors and awards received
- Dates of attendance/enrollment status

Such information may be placed in yearbooks, student directories and other publications, or in local media if the student is a part of a picture or other coverage. It may also be disclosed to certain school officials to include contractors or consultants to whom Grantham has outsourced institutional services or functions. If a student does not wish this information to be released, he/she may contact the University Registrar to request a Non-Disclosure of Directory Information form or download the form from grantham.edu. This request must be forwarded to the University Registrar within thirty (30) days of enrollment or by October 1 of each year for non-new students. More detailed information regarding student rights under FERPA is available at grantham.edu.

5.5 FORWARDING EMAIL

Each student is issued an email account for use while the student is enrolled. Student email is an available mechanism for formal communication by the University. If a student chooses to forward his/her mail to another email address (AOL, Hotmail, Yahoo, etc.), the Grantham University email address remains the destination for official University correspondence.

The Family Educational Rights and Privacy Act (FERPA) of 1974, establishes rules under which the University must operate to protect the privacy of student information. Email is used as a means to communicate official information from the University to the student, so it is important that any information sent be shared only between the party sending the information and the student. Use of the Grantham University email account provides Grantham with a greater level of assurance that it is the student with whom the University is communicating. This allows the University to communicate with the student in a way that protects student rights.

Sending email through the Grantham University system gives Grantham a high level of confidence that email will not be read by someone for whom it was not intended.

5.6 RELEASE OF EDUCATIONAL RECORDS

A Grantham University student may authorize the release of his/her record to someone or some agency other than a Grantham employee. In order for the University to release these records, it must have student consent. A student wishing to give his/her consent should:

- Complete and sign a Consent to Release Education Record Information form. The student may print this form from the University website or he/she may request a form from the Registrar by sending an email to: registrar@grantham.edu.
- Return the form via email to registrar@grantham.edu or fax to (866) 755-3968

To revoke student consent after it has been given, he/she must complete and sign a Revocation of Consent form. A student may print this form from the University website or he/she may request a form from the Registrar by sending an email to registrar@grantham.edu. Return the form via email to registrar@grantham.edu or fax to (866) 755-3968.

5.7 DRUG ABUSE PREVENTION POLICY

Grantham University is committed to promoting a drug-free learning environment. The University has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. Dignity and self-respect are essential components to the mission of the University. The use of performance-impairing drugs can impair judgment and increase the risk of injuries.

Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state or local laws and campus policies are subject to University disciplinary action and criminal prosecution.

The possession, use or distribution of a controlled substance or dangerous drugs, or any drug unlawful to possess (e.g., marijuana), except as expressly permitted by law, is a violation of law and of campus policy. Penalties may include required participation in and completion of appropriate rehabilitation programs in addition to federal, state and local sanctions.

Students should be aware there are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol. Physical addiction, loss of control and withdrawal syndrome, as well as serious damage to vital organs of the body, can result from drug and alcohol abuse.

The following resources are available for assisting with possible problems of chemical abuse:

- aa.org/?Media=PlayFlash – Alcoholics Anonymous Support Group
- ncadd.org – National Council on Alcoholism and Drug Dependence
- www.mayoclinic.org/diseases-conditions/alcohol-use-disorder – Mayo Clinic

EFFECTS AND SYMPTOMS OF OVERDOSE, WITHDRAWAL AND MISUSE OF ALCOHOL AND DRUGS

A description of alcohol and drug categories, their effects, symptoms of overdose, withdrawal symptoms and indications of misuse can be found at:

- usdoj.gov/dea/concern/concern.htm – The Drug Enforcement Administration of the U.S. Department of Justice

5.8 STATEMENT OF NON-DISCRIMINATION

Grantham University prohibits all forms of discrimination, including harassment. Harassment consists of unwelcome contact, whether verbal, physical or visual that is related to race, color, religion, political convictions, national origin, sex, disability, sexual orientation, gender identification or age, ancestry, physical handicap, medical condition, marital status, veteran status, citizenship status or other protected group status by students, contractors, faculty or agents of the University. Title IX states, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

If you feel like you are a victim of discrimination based on sex and want to report an allegation or have questions involving Title IX, please email our Title IX Coordinator at the following:

Title IX Coordinator
16025 W. 113th Street
Lenexa, KS 66219
TitleIX@grantham.edu

Grantham University will not retaliate against anyone who makes a claim of harassment or discrimination.

5.9 NETIQUETTE POLICY

GENERAL ONLINE POSTING INFORMATION

Online discussion forums, chats, blogs and wikis are all different methods that allow for students to exchange ideas with their fellow students and the instructor similarly to classroom discussions in a face-to-face course. There are obvious differences between an online and a face-to-face discussion concerning how you will interact with your fellow students and the instructor. For example, the discussion does not take place at the same time. However, your instructor may have online office hours with a live chat session. During that time, you will have the opportunity to send a message to your instructor instantly.

Students will post their online discussion threads, blogs and similar writing throughout the assigned period of time. The replies may extend throughout a week or the remainder of the class. This provides students with flexibility to be a part of the discussion, yet also providing a timely feedback for the initial response. There are general considerations that must be followed as a part of an online community.

GUIDELINES FOR ELECTRONIC COMMUNICATION

The computer-based discussion forum is similar to a normal face-to-face discussion session in that it is a personal exchange

of information. Therefore, it is important to observe the everyday courtesies you would employ in normal conversation. At Grantham University, students are part of an electronic communication network. You must:

- Be aware of cultural differences
- Respect others may view issues from another perspective
- Not use inappropriate language
- Be careful when using humor
- Be polite, do not flame (flaming is being offensive and critical of another person's perspective)

One of the considerations when participating in a discussion forum and other online communities is sharing humor and your ideas. Your tone and body language are not translated in an online environment, so be mindful of how you convey your message. Do your best to be open-minded and ask for clarification if you are uncertain of a posting; do not assume bad intentions.

- Make a regular commitment to logon and check the discussion forum so you can remain in touch with the group.

(Note: Some discussion forums, wikis and blogs are graded, while others are not.).

- In a discussion forum, follow the guidelines specified in the instructions.
- When contributing in an online community, do your best to create posts that will foster further discussion, rather than ending the discussion.
- Be sure to read an entire thread before responding to a post. A thread can become redundant if the messages are repetitive.
- Grantham University maintains the same rules of copyright and plagiarism in relationship within the discussion boards, blogs, emails and other online communication.
- Be aware that using all capital letters constitutes shouting in electronic communication.
- Check over your information before you submit it. Make sure you didn't send the wrong information; once information has been submitted, your information is seen by the intended recipients.

Any student who acts outside of the Netiquette Policy may be in violation of the Code of Conduct and therefore, subject to academic and non-academic repercussions.

5.10 CODE OF CONDUCT

ACADEMIC INTEGRITY FOR ALL STUDENTS

Academic integrity is the foundation of Grantham University's commitment to the academic honesty and personal integrity of its University community. Knowledge and maintenance of the academic standards of honesty and integrity are the responsibility of the entire academic community, including the instructional faculty, staff and students. Grantham University expects responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. The academic standards at Grantham University are based on a pursuit of knowledge and assume a high level of integrity from each of its members. When this trust is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy. Postings by students to web pages, social media websites and similar online communications are in the public sphere, and are not private. Such postings may subject a student to allegations of conduct violations, with resulting consequences.

The following are the guiding principles of the Academic Integrity Policy:

GENERAL POLICIES

The following policies and procedures apply to all students, instructional faculty, adjuncts and all other departmental staff who participate in administration of courses, programs and delivery of courses at Grantham University. This policy requires a decision by the appropriate academic administrator or the Code of Conduct Committee and the student to be notified of the allegation of academic misconduct. It also ensures a student's rights to due process under the appeals. Depending upon the severity of the offense, the student will be notified of the outcome, with the opportunity to appeal the decision to the Chief Academic Officer. The policies described below are the only policies that govern violations of academic integrity at the University and supersede individual course policies.

VIOLATIONS OF ACADEMIC INTEGRITY

Behaviors that violate academic integrity are listed below and are not intended to be all-inclusive.

1. CHEATING

DEFINITION: Cheating is using or attempting to use materials, information, notes, study aids, purchased materials from the internet or other human assistance in any type of examination or evaluation that has not been authorized by the instructor or indicated in the course syllabus.

CLARIFICATION: Students may not submit any coursework, including written assignments or discussion forum postings, or take examinations in the place of other persons. Students may not allow other persons to do any coursework, including written assignments, discussion forum postings or taking examinations in their places.

- Certain courses or programs may establish, with the approval of the Academic Council, additional rules for exam environments

and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

2. PLAGIARISM

DEFINITION: Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work, which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations or words of another person without customary and proper acknowledgment of the original sources. Prior to submitting any assignment in which there is a question on documentation, students must first consult with their instructors for clarification in any situation in which the need for documentation is an issue and will have plagiarized in any situation in which their work is not properly noted.

CLARIFICATION: Every direct quotation must be identified by quotation marks or appropriate indentation (e.g., block quotations) and must be properly acknowledged in the text and using the citation style or format required at that course and level. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged and using the citation style or format required at that course and level.

- Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text and using the citation style or format required at that course and level.
- This prohibition includes, but is not limited to the use of papers, reports, projects, forum postings and other such materials prepared by someone else.

3. FABRICATION, FORGERY AND OBSTRUCTION

DEFINITION: Fabrication is the use of invented, counterfeited, altered or forged information documents of any type, including any activities done in conjunction with academic courses, registration for academic courses, student appeals, etc.

CLARIFICATION: Fabricated or forged information may not be used in any laboratory experiment, practicum experience, report of research or academic exercise.

- Students may not furnish to instructors, appeal or code of conduct committees or other administrative University personnel, fabricated or forged explanations and documentation of extenuating circumstances or of other aspects of their performance and behavior.
- Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to University officials on University records, or on records of agencies in which students are fulfilling academic assignments.

4. SELF-PLAGIARISM

DEFINITION: Self-plagiarism is the submissions of the same or substantially the same work for credit in two or more courses. Self-plagiarism shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution. Course assignments in a single course that build toward a final product in stages will not be deemed as self-plagiarism for that course. In some cases, like math problems, the assignment would have to be resubmitted unless corrections were required.

CLARIFICATION: Students may not normally submit any academic assignment, work or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same term or in different terms.

Students may not normally submit the same or substantially the same work in two different courses for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).

Students may resubmit a prior academic endeavor if there is substantial new work, research or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's written permission to use it PRIOR to the submission of the current assignment.

Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a self-plagiarism.

5. COMPLICITY

DEFINITION: Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

It is each student's responsibility to protect his/her respective intellectual property appropriately from inappropriate use by others. Do not leave course materials unprotected on shared computers or unattended hard copies. Leaving coursework available for other student access and use outside of study-partner relationships may constitute negligence and a breach of academic honesty if that work is later submitted as original and/or uncited work by another student. Any appearance of impropriety may constitute academic dishonesty, which may result in University sanctions, up to and including University expulsion.

CLARIFICATION: Students may not allow other students to copy from their assignments for any type of examination, written submission, discussion posting or any other written document required by the University.

- Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.
- Postings by students to web pages, social media websites, and similar online communications are in the public sphere and are not private. Such postings may subject a student to allegations of conduct violations, with resulting consequences.

6. MISCONDUCT IN RESEARCH AND CREATIVE ENDEAVORS

DEFINITION: Misconduct in research is a serious deviation from the accepted professional practices within a discipline or from the policies of the University in carrying out, reporting or exhibiting the results of research or in publishing, exhibiting or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

CLARIFICATION: Students may not invent or counterfeit information.

- Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data or by being grossly negligent in the collecting or analysis of data.
- Students may not represent another person's ideas, writing or data as their own.
- Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
- Students may not publish, exhibit or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality and they may not add or delete the names of authors without permission.
- Students must adhere to all federal, state, municipal and University regulations for the protection of human and other animal subjects.
- Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct or artistic performance of which they have knowledge.

7. MISUSE OF ELECTRONIC COMMUNICATION/TECHNOLOGY

DEFINITION: Misuse of Electronic Communication/Technology includes unethical, or illegal use of the computers of any person, institution or agency in which students are performing part of their academic program while upholding the netiquette policy.

CLARIFICATION:

- Students may not use the University computer systems or their access to these systems in support of any act of plagiarism.
- Students may not monitor or tamper with another person's electronic communications.
- Grantham University maintains the same rules of copyright and plagiarism in relationship to the discussion boards, blogs, emails and other online communication.
- Check over your information before you submit it. Make sure you didn't send the wrong information; once information has been submitted, your information is seen by the intended recipients.
- Students may not violate state or federal laws concerning the fair use of copies.

VIOLATIONS OF PROFESSIONAL AND ETHICAL STANDARDS

Students who participate in programs that include clinical practice or field-based experiences are required to adhere to the ethical standards and/or code of conduct of the profession. Violations of the ethical standards and/or professional code of conduct may be grounds for termination from the program and/or University dismissal.

Depending on the nature and severity of the violation, the student may be dismissed from the degree program, placed on probation, or dismissed from the University. Students who wish to grieve a probation or dismissal decision that is based on violations of ethical/professional standards may do so using the appeals process.

VIOLATIONS AND UNIVERSITY SANCTIONS

Violations for students at Grantham University are classified into three levels according to the nature of the infraction. For each level of violations, a corresponding set of sanctions is recommended; however, specific academic programs and situations may include additional and different sanctions. These sanctions are intended as general guidelines for the academic community with examples cited below for each level of violation. These examples are not to be considered all-inclusive.

It is recommended that the instructor forward a concise written statement describing the academic dishonesty of an incident with its particulars to their respective Dean's office for violations in Levels Two through Three. These records will be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.

LEVEL ONE VIOLATIONS

These violations address incidents when intent is questionable and are likely to involve, are not extensive and/or occur on a minor portion of an assignment.

Examples of Level One violations include, but are not limited to:

- Failure to give proper acknowledgment in an extremely limited section of an assignment.

Recommended sanctions, for the faculty/adjunct member to make final decision for Level One violations are listed below:

- Reduction of points given for the original assignment
- An opportunity to resubmit the assignment using the Writing Center

LEVEL TWO VIOLATIONS

Level Two violations are characterized by dishonesty of a more serious character or that which affects a more significant aspect or portion of the coursework.

Examples of Level Two violations include, but are not limited to:

- Quoting directly or paraphrasing, to a moderate extent, without acknowledging the source
- Submitting the student's own work or major portions thereof to satisfy the requirements of more than one course without written permission from the instructor
- Plagiarizing major portions of a written assignment

Recommended sanctions for Level Two violations are listed below:

- Failing grade for the assignment involved with the grade in the course determined in the normal manner
- Failing grade for the course

Note: Level 1 and 2 academic violations are generally addressed at the faculty level; however, they may also be reported to the appropriate Grantham University staff for tracking purposes and additional student outreach.

LEVEL THREE VIOLATIONS

Level Three violations represent the most serious breaches of intellectual honesty. Examples of Level Three violations include, but are not limited to:

- Any academic infractions committed after return from suspension for a previous academic honesty integrity violation (i.e., fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source and/or presenting the ideas of another as one's own or in other work represented as one's own in threaded discussions, exams or in any required course assignment or activity).
- Infractions of academic integrity in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a University office; buying or selling coursework; uploading assignments, discussions or tests to outside sources or websites; falsifying a transcript to secure entry into the University or change the record of work done at the University).
- Having a substitute take an examination or taking an examination for someone else.
- Two or more students submitting identical work.
- Multiple counts of plagiarism.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- Willful violation of a requirement of the ethical code of the profession for which a student is preparing, including violations of the professional/ethical standards in clinical or field-based programs.
- Providing false or altered identification.
- Lying, cheating or stealing that compromises educational integrity.
- Willful non-payment of financial obligation to the University.

Recommended sanction for Level Three violations is as follows:

- The typical sanction for all Level Three violations is permanent academic dismissal from the University. In cases of degrees already conferred, Level Three violations may result in degree revocation.

ADDITIONAL GUIDELINES FOR ACADEMIC DISHONESTY GRADE ASSIGNMENT

- If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will not be reinstated until the issue is resolved.
- Any assigned grade may be changed to an "F" or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.
- Students who have been accused of academic dishonesty in one course are subject to have their entire academic record reviewed. If previous incidents of academic dishonesty are determined, whether or not they have been reported, the student is liable to have those assignment grades or course grades reviewed and amended including the possibility of having the grade of F issued for those assignments or courses. Past incidents can considered when determining sanctions in the incident under review.

PROCESSES

Grantham University is dedicated to ensuring students have due process regarding disciplinary actions that may be taken against them. The following procedures will be followed to ensure fairness and equality.

COMPLAINT

Allegations will be reviewed by the appropriate academic administrator, Code of Conduct Committee and/or department head.

NOTIFICATION

If it is determined by the academic administrator, Code of Conduct Committee and/or department head that a University warning or sanction is warranted, the student will be notified in writing.

APPEAL PROCESS

If a University sanction is levied, a student will have the opportunity to submit a formal appeal within seven (7) calendar days from the date of notification. Appeals should provide explicit detail regarding the incident as well as any supporting documentation. Appeals

must be submitted by clicking on the "Submit Academic Appeal" link on the student portal homepage. If students need assistance with submitting appeals, they should contact their assigned student advisor. Once received, all documentation will be forwarded to the Provost for review who will make a decision no later than ten (10) calendar days from the date of submission. The student will be notified of the decision in writing.

BEHAVIOR PROHIBITED BY POLICY AND/OR LAW

- Exposure of others to offensive conditions

NURSING STUDENT CONDUCT AND PERFORMANCE DURING PRACTICUM EXPERIENCES PROBATION, FAILURE AND DISMISSAL

A student who demonstrates unprofessional conduct and/or professional misconduct will be notified by the preceptor and concurrently to the University faculty member of such behavior. The faculty member will counsel the student, document the occurrence of the behaviors in writing, and place the documentation in the student's permanent record. The student may respond in writing within 48 hours to the faculty member's findings and/or submit written documentation relevant to the behavior. Depending on the nature of the behavior, the faculty member, in consultation with the preceptor and the Dean, may dismiss the student from the program.

PROBATION

Probation is based on the performance of the student in relationship to course objectives, and expected behaviors and attitudes that are consistent with those of a professional nurse. In addition to persistent behavior or behaviors related to unprofessional conduct (see above), a student enrolled in a clinical nursing course may be placed on clinical probation for one or more of the following:

- Initiating Practicum experiences without a contract
- Initiating interventions or actions without appropriate supervision or approval of the supervisor
- Consistent difficulties in applying theory to the clinical setting
- Inconsistently completing clinical assignments or logs

The faculty member will notify the Dean of any student who is placed on clinical probation. In addition, the faculty member will send a letter to the student indicating the areas of weakness as the basis for clinical probation. A copy of the letter will be placed in the student's permanent record.

The student is expected to complete the requirements of the probation by the end of the course. If the student demonstrates satisfactory progress in improving performance and meets the course objectives, the faculty member will remove the probationary status at the end of the course. Failure to meet the requirements of the probation will result in clinical failure.

FAILURE

Clinical failure is based on the unsatisfactory performance of the student in relationship to the course objectives, expected behaviors and attitudes that are consistent with those of a professional nurse. A student enrolled in the Practicum may receive a failure and/or dismissal from the program for one or more of the following:

- Failure to demonstrate satisfactory progress after being placed on clinical probation
- Recurring absenteeism or tardiness without notification
- Recurring failure to follow clinical course policies, policies of the clinical agency or recommendations of the preceptor/faculty
- Acts of dishonesty
- Repeated lack of preparation
- Demonstrating behaviors that, in the judgment of the faculty, constitute unsafe or potentially unsafe practice
- Demonstrating practices that are inconsistent with professional standards or codes of ethics
- Unsatisfactory final evaluation

DISMISSAL

A student may be dismissed without a probationary period for identified infractions. Grounds for dismissal without a probationary period include:

- Falsification of documents or records
- While in the clinical area, being under the influence of alcohol, marijuana or any controlled substances not legally prescribed
- Insubordination or failure to follow direct orders from a Preceptor
- Theft of University or agency property

PROPERTY VIOLATIONS AND BEHAVIORAL MISCONDUCT

The Grantham University Mission can only be achieved if all activities occur in an environment that does not include harassment, fraud, theft or disruption. Students also have a responsibility to meet standards of behavior that are not connected to their academic performance. As an online University dedicated to the secure and protected transmission of education via the internet and related methods, Grantham University has to be vigilant in making sure that students behave in such a way as to always uphold the integrity and reputation of the University. Current and former Grantham students must aid the University in protecting the property of the University and its students.

Students who disrespect the principles behind protecting intellectual property put themselves in jeopardy. Among those types of actions that are not allowed:

- Use of University resources, including intellectual property, course assignments, papers, examinations and answers to quizzes and examinations, for commercial purposes

- Misuse of University-owned information that has been developed for teaching, instruction and communication purposes
- Use of any Grantham equipment, materials or services for fraudulent means
- Altering, using, receiving or possessing University supplies or documents without permission
- Providing false or altered identification
- Creation of a public disturbance anywhere near or on University property or via the University electronic communication systems
- Abuse of resources provided to the student for research and use in connection with his/her classes such as books and bookstore items, library databases and other internet research sites where access is provided through the University
- Abuse of the University network and internet sites provided to the student. The student is advised that certain computer misconduct is prohibited by federal and state laws, and is therefore subject to civil and criminal penalties. Such misconduct includes, but is not limited to, knowingly gaining access to unauthorized computer systems or databases, destroying or seriously compromising other's electronic information and violating copyright laws
- Threats levied against another student, faculty member or other University personnel
- Any conduct that willfully or recklessly endangers the physical or mental health of another student, faculty member or University employee
- Obscene or harassing communication directed toward a student, faculty member or employee of the University
- Lying, cheating or stealing that compromises education integrity
- Willful non-payment of financial obligations to the University
- Disrespectful treatment of other students, staff or faculty members
- Illegal or unethical conduct

BEHAVIOR PROHIBITED BY POLICY AND/OR LAW

- Physical or verbal abuse, bullying, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sexual orientation, national origin, disability, gender or any other protected status.
- Obscene, indecent or inconsiderate behavior; insubordinate behavior toward any faculty member or school official; exposure of others to offensive conditions; disregard for the privacy of self and others.
- Failure to comply with the lawful directions of any school official or staff member.
- Incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in such acts; or failure to separate oneself clearly from a group in which others are so engaged.

GRADUATION, HONORS AND DISTINCTIONS

6.1 GRADUATION REQUIREMENTS

To graduate from Grantham University, certain requirements must be met for degree conferral. Students must successfully complete all degree requirements with required passing grades, meet the minimum Program GPA requirements, meet the residency requirement, and have all official transcripts on file.

UNDERGRADUATE

To fulfill undergraduate degree or certificate requirements, the student must:

- Pass all core courses
- Successfully complete the number of credit hours as listed in the enrolled degree program, which may include awarded transfer and challenge test credits
- Program GPA must be ≥2.0

GRADUATE

To fulfill graduate certificate or master's degree requirements, the student must:

- Pass all core courses
- Successfully complete the number of credit hours as listed in the enrolled degree program, which may include awarded transfer and challenge test credits
- Program GPA must be ≥3.0

6.2 DEGREE AUDIT AND APPLICATION FOR GRADUATION

Once a student enrolls into his/her last term, the University will email the student an Application for Graduation. If this email is not received, the student is encouraged to contact the University to obtain the application. By submission, an official audit of the student record will be performed. The audit will review several facets of the student record including, but not limited to, degree credits earned, financial standing and official transcript record.

6.3 DIPLOMAS

Application for Graduation is needed to issue a diploma. The diploma will be mailed directly to the address provided on the Application for Graduation. This normally takes approximately four to six weeks after submitting the Application for Graduation. Diplomas will not be released until all financial obligations to the institution are met.

6.4 HONORS AND DISTINCTIONS

DEAN'S LIST - UNDERGRADUATE

In recognition of academic excellence, every semester, selected undergraduate students are named to the Dean's List. Undergraduate students who, at the conclusion of their 16-week semester (two eight (8)-week terms), earn 12 credits or more and attain a minimum semester grade point average of 3.5 in course work are placed on the Dean's List for that semester.

6.5 GRADUATION DISTINCTIONS

UNDERGRADUATE

At graduation, an undergraduate degree recipient achieving high academic performance is recognized according to his/her cumulative grade point average. The honor is determined as follows:

Summa Cum Laude	3.90 to 4.00
Magna Cum Laude	3.70 to 3.89
Cum Laude	3.50 to 3.69

GRADUATE

At graduation, a master's degree recipient achieving high academic performance is recognized according to his/her cumulative grade point average. The honor is determined as follows:

With Distinction	3.67 to 4.00

6.6 OUTSTANDING GRADUATE PROGRAM

Grantham promotes academic and professional excellence by supporting the DEAC Outstanding Graduate Program. This annual award is given to the most outstanding graduate. Criteria for this award include:

- A GPA of 3.5 or higher with no grade below a "C" in coursework at Grantham
- Significant contributions to society and to a chosen profession as determined by the University

6.7 HONOR SOCIETIES

To recognize the academic achievements of its graduates, Grantham has established a chapter of the Delta Epsilon Tau International Society, which is endorsed by the Distance Education Accrediting Commission (DEAC). The criteria include:

- An AA, AS, AAS, BA or BS degree with a GPA of 3.5 or higher with no grade below a "C" in all coursework at Grantham

6.8 STUDENT ASSOCIATION MEMBERSHIPS

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS

University faculty sponsors students who want to become members of the Institute of Electrical and Electronics Engineers (IEEE). Please visit ieee.org for details or to complete the online registration.

SOCIETY FOR HUMAN RESOURCE MANAGEMENT

The Grantham University Kansas City Chapter of the Society for Human Resource Management (GU-KC SHRM) offers no-cost membership to University students and graduates who are interested in the field of human resources. The chapter meets regularly and offers professional development opportunities to members and non-members. SHRM is the world's largest association devoted entirely to human resource management. To learn more, please send an email to careerservices@grantham.edu.

SOCIETY OF INTERNET PROFESSIONALS

The Society of Internet Professionals (SIP) is a non-profit, member-based organization representing the interests of internet professionals; SIP is located in Toronto but has members/associates around the world. SIP's mission is to enhance educational and professional standards and it has established certifications for internet professionals. Membership in SIP is unrestricted and open to all. Visit the website at sipgroup.org.

STUDENT VETERANS OF AMERICA

Grantham University is proud to host a chapter of the Student Veterans of America (SVA). SVA is a student veteran-led chapter. Through its local chapters, SVA provides "boots on the ground" peer-to-peer support, which has been linked to academic success for student veterans. The SVA is a 501(c)(3) coalition of student-veteran groups on college campuses across the globe. Through this network of affiliates, SVA impacts the lives of thousands of student veterans. To learn more, please send an email to granthamsva@grantham.edu.

AMERICAN CRIMINAL JUSTICE ASSOCIATION - LAMBDA ALPHA EPSILON

Grantham University is a member of the American Criminal Justice Association – Lambda Alpha Epsilon. Students who are enrolled in our Criminal Justice programs (either associate or bachelor's degrees) may join this organization. The objectives of this national organization include:

1. Improve criminal justice through educational activities
2. Foster professionalism in law enforcement personnel and agencies
3. Promote professional, academic, and public awareness of criminal justice issues
4. Encourage the establishment and expansion of higher education and professional training in criminal justice
5. Provide a unified voice for professionals in, and students of, criminal justice
6. Promote high standards of ethical conduct, professional training, and higher education within the criminal justice field

For more information, please contact either Susie Tousey (stousey@grantham.edu) or Richard Sayles (rsayles@grantham.edu).

GENERAL EDUCATION REQUIREMENTS

The general education program is a select group of foundational courses all undergraduate students are required to take, regardless of their major or degree program. The general education program provides a well-rounded sequence of courses that helps the student to comprehend and interpret the human experience and the world around us. Further, the scope of courses in the general education program ranges from fundamental intellectual skills that prepare the student to engage in a culturally diverse and socially complex world, to applied practical skills that prepare the student for the world of work.

General education courses at Grantham University come from many disciplines, and our students may elect to experience a totally new subject or dive more deeply into an area of personal interest while meeting the general education requirements. Grantham University students are able to meet the general education goals while simultaneously having some latitude in course selection. Please refer to your individual degree program for the General Education requirements.

The focus of general education at Grantham has two aspects:

1. The University believes the general education program provides a solid foundation of intellectual and practical skills that support student achievement throughout their academic careers and beyond.

2. The University is committed to providing opportunities for students to develop their critical thinking and problem-solving skills while honing their written and oral communication, data aptitude and information literacy, distributed collaboration (teamwork), and career management skills and examining their personal and social responsibilities. These six skill sets are known as our Core Professional Competencies (CPCs).

CRITICAL THINKING

Critical thinking skills create a sense of healthy skepticism in students, allowing them to apply knowledge to new and changing situations. Students reveal competence in critical thinking by framing appropriate questions, analyzing responses, interpreting results and evaluating processes.

Grantham graduates should be able to analyze problems, reflectively process information and formulate solutions. Grantham's focus on critical thinking develops students' abilities to:

- Distinguish fact from opinion
- Articulate individual points of view
- Detect bias and conflicts of interest

COMMUNICATION

Communication involves the exchange of ideas. Students demonstrate competence in communication by writing and speaking effectively, taking into account the expectations of their audience, the nature of their message, the various channels of communication, and the use of rhetorical methods to support their viewpoints.

Grantham graduates should be able to demonstrate competence in effective written and oral communication. Grantham's focus on communication facilitates students' abilities to:

- Employ appropriate channels or media for communicating different types of messages
- Develop a well-supported point of view
- Write or speak with clarity, adhering to the conventions of the English language

DATA APTITUDE/INFORMATION LITERACY

Data aptitude refers to the ability to derive meaning from visual, narrative and graphical data. The examination of visual and graphical data is a requirement in science and math courses, while the evaluation of narrative data is a foundation for strong critical thinking and communication skills.

Grantham graduates should be able to determine if data is credible, unbiased, and accurate. Grantham's focus on data aptitude and information literacy will promote mastery in:

- Incorporating search strategies for finding credible data
- Analyzing quantitative or qualitative research methods
- Identifying anomalies between statistical reports and other forms of evidence

PROFESSIONAL AND SOCIAL RESPONSIBILITY

Professional and social responsibility includes an inherent standard of integrity based on a firm ethical foundation of not only "doing good" but "being good." Grantham graduates should understand that they have a responsibility to the greater societal good and that they should apply an ethical framework to their decision making. Students demonstrate this understanding through an increased sense of responsibility, both to themselves as well as to the communities in which they live.

Grantham graduates should be able to demonstrate an awareness of and appreciation for varieties of human experiences and social structures. Grantham's focus on professionalism, ethics and responsibility encourages students to:

- Determine ethically responsible positions towards humans, creatures and the environment
- Act as responsible members of their communities
- Respect the values of others

DISTRIBUTED COLLABORATION (TEAMWORK)

Distributed collaboration refers to teamwork, which is increasingly vital – and sometimes increasingly challenging – in our digital and culturally diverse world. The ability to work effectively in a team means that students/graduates respect and value the individual contributions and unique points of view that others bring to the table. Working toward a common goal, the team members must be agile in interpreting challenges, proposing alternatives, and building on one another's strengths.

Grantham graduates should be able to harness the affordances of technology to promote both synchronous and asynchronous meetings, and display mastery in social skills such as civil communication, conflict resolution and negotiation. Grantham's focus on distributed collaboration prepares students to:

- Select appropriate technology platforms and programs to share documents while also enhancing oral communication
- Consider alternative points of view with respect and civility
- Promote inclusivity and shared responsibility so that each member of the team is participating meaningfully and is held accountable

CAREER MANAGEMENT

Successful employees are not only technically proficient but also demonstrate mastery in career management skills that open doors to greater opportunities. Career management skills include the ability to provide visionary leadership, engage in continual self-directed learning, coach/ and motivate peers and co-workers, actively participate in professional associations, and develop a network of colleagues and resources.

Grantham graduates should develop a comprehensive understanding of what it means to be a "professional." This encompasses the skills to successfully advance in one's career field and to contribute generatively to the profession. Grantham's focus on career management prepares student to:

- Actively pursue engagement with the profession/field associated with their academic programs
- Not only join associations, but also participate in professional activities
- Reading the scholarly journals or relevant publications of the field
- Eventually conducting research that contributes to the field

GENERAL EDUCATION ELECTIVE CHOICE

To aid in transferability of credits or to help students choose general education elective courses that interest them, the faculty at Grantham University have developed five general categories of general education courses:

Social Sciences — made up of sociology, social science, history and government courses

Communications — includes English composition or writing classes and communications courses

Humanities — courses from humanities, English literature, art and philosophy

Sciences — where general sciences (physical, life and environmental) are found, as well as physics, chemistry and biology

Mathematics and Technology — all math or computer science courses

GENERAL EDUCATION COURSES TABLE			
May be taken in the first four semesters to complete general education requirements			
COURSE #	COURSE TITLE	CREDIT HOURS/ THEORY	LAB
BEHAVIORAL & SOCIAL SCIENCES			
BUS101	Introduction to Business	3	0
CJ101	Introduction to Criminal Justice	3	0
CJ102	Introduction to Criminology	3	0
ECN201	Microeconomics (MA215)	3	0
ECN206	Macroeconomics (MA215)	3	0
GP210	American Government I	3	0
GP215	American Government II	3	0
GP310	Contemporary Political Issues	3	0
GU299	General Education Capstone	3	0
HS101	World History: Ancient to Renaissance	3	0
HS102	World History: Reformation to Present	3	0
HS201	U.S. History: Pre-Columbus to Civil War	3	0
HS202	U.S. History: Post Civil War to Present	3	0
HS215	Great Commanders	3	0
LAW220	Business Law I	3	0
LAW265	Business Law II (LAW220)	3	0
MA230	Mathematical Statistics I	3	0
MA335	Mathematical Statistics II (MA230)	3	0
MGT150	Principles of Business Management	3	0
MKG131	Foundations of Marketing	3	0
PS240	Fundamentals of Psychology	3	0
PS260	Abnormal Psychology (PS240)	3	0
PS280	Psychology and the Law (PS240)	3	0
SO101	Introduction to Sociology I	3	0
SO103	Baseball and the American Experience	3	0
SO106	Introduction to Sociology II (SO101)	3	0
SO203	Social Anthropology	3	0
SO210	Conflict in Cultures (SO101)	3	0
SO251	Technology and Society	3	0
SS106	Geography	3	0

GENERAL EDUCATION COURSES TABLE			
May be taken in the first four semesters to complete general education requirements			
COURSE #	COURSE TITLE	CREDIT HOURS/ THEORY	LAB
COMMUNICATION/COMPUTER LITERACY			
CO101	Introduction to Public Speaking	3	0
CO120	Interpersonal Communication	3	0
CO201	Conflict and Communications	3	0
CO210	Business Communication	3	0
CS105	Introduction to Computer Applications	3	0
EN101	English Composition I	3	0
EN102	English Composition II (EN101)	3	0
EN361	Technical Writing (EN101)	3	0
HUMANITIES & FINE ARTS, HIGHER ORDER THINKING			
AR201	Introduction to Modern Art	3	0
AR301	Modern Art in the U.S.	3	0
AR310	Ancient Tombs and Treasures	3	0
CJ305	Introduction to Criminal Justice Ethics (CJ101 and CJ102)	3	0
EN301	Survey of American Literature I (EN101)	3	0
EN302	Survey of American Literature II (EN101)	3	0
EN405	Literature of the Western World I (EN101)	3	0
EN406	Literature of the Western World II (EN101)	3	0
ET100	Engineering and Ethics	3	0
ETH301	Business and Society (GU299)	3	0
HU260	Strategies for Decision Making	3	0
PL201	Introduction to Philosophy	3	0
PL301	Practical Philosophy	3	0
PL401	Philosophy of Science and Technology	3	0
LIFE/PHYSICAL SCIENCES			
BIO113	Anatomy and Physiology	3	0
CH201	Chemistry and Society	3	0
CH205	General Chemistry (MA105)	3	1
GS102	Introduction to Life Science	3	0
GS103	Introduction to Physical Science	3	1
GS104	Introduction to Environmental Science	3	0
PH201	Physics Concepts and Connections (GS103)	3	1
PH220	Physics I (MA141 with a “C” or better)	3	1
PH221	Physics II (PH220)	3	1

GENERAL EDUCATION COURSES TABLE			
May be taken in the first four semesters to complete general education requirements			
COURSE #	COURSE TITLE	CREDIT HOURS/ THEORY	LAB
MATHEMATICS & TECHNOLOGY			
MA101	Consumer Math	3	0
MA105	College Algebra	3	0
MA111	College Trigonometry (MA105)	3	0
MA141	Pre-Calculus (MA105)	3	0
MA170	Finite Mathematics (MA105)	3	0
MA215	Business Statistics (MA105)	3	0
MA230	Mathematical Statistics I	3	0
MA302	Calculus I (MA141 with a “C” or better)	4	0
MA312	Calculus II (MA302 with a “C” or better)	4	0
MA315	Discrete Math (MA141 with a “C” or better)	3	0
MA335	Mathematical Statistics II (MA230)	3	0
MA410	Differential Equations (MA302 with a “C” or better)	3	0

UNDERGRADUATE DEGREE AND CERTIFICATE PROGRAMS

Grantham University provides more than 50 online undergraduate and graduate degree and certificate programs through four divisions of higher education: the Mark Skousen School of Business, the College of Arts and Sciences, the College of Engineering and Computer Science, and the College of Nursing and Allied Health.

Students may enroll in a certificate, an associate degree or a bachelor's degree program. For each of the University's programs described in this section, the following components are included:

- Program description
- Program outcomes
- General Education required and elective courses and credit hours
- Core program elements and credit hours

A detailed description of each course is provided in the Course Descriptions section (Section 10).

Please note that many bachelor's degree programs at Grantham contain all of the requirements for an associate degree and/or a certificate program. Undergraduate students whose courses satisfy the requirements for the related certificate (or associate degree) program and are desiring the credential before the completion of the declared program should review Section 1.3. Grantham will evaluate the student's record to determine applicable transfer credit and determine the impact on funding, since eligibility by program differs.

PROGRAM OF STUDY	MARK SKOUSEN SCHOOL OF BUSINESS		COLLEGE OF ARTS AND SCIENCES		COLLEGE OF ENGINEERING AND COMPUTER SCIENCE		COLLEGE OF NURSING AND ALLIED HEALTH		
							SCHOOL OF NURSING	SCHOOL OF ALLIED HEALTH	
Accounting	BS								
Business Administration	BS								
Business Management	BS								
Business Administration and Management		AA							
Computer Engineering Technology					BS				
Computer Science					BS	AS			
Criminal Justice			BA	AA					
Criminal Justice with a concentration in Homeland Security					BS				
Criminal Justice with a concentration in Computer Science					BS				
Cyber Security					BS				
Electronics and Computer Engineering Technology						AS			
Electronics Engineering Technology					BS				
Engineering Management Technology					BS	AA			
Financial Planning	BBA								
General Studies			BA	AA					
Health Information Management								BS	
Human Resource Management	BBA								
Information Systems					BS				
Interdisciplinary Studies – Strategic Communications			BS						
Logistics and Supply Chain Management	BBA								
Medical Coding and Billing									AAS
Multidisciplinary Studies			BS	AA					

Multidisciplinary Studies with a concentration in Homeland Security			BS						
Procurement and Contract Management	BBA								
RN to BSN Nursing Degree Completion							BSN		

	MARK SKOUSEN SCHOOL OF BUSINESS	COLLEGE OF ARTS AND SCIENCES	COLLEGE OF ENGINEERING AND COMPUTER SCIENCE	COLLEGE OF NURSING AND ALLIED HEALTH SCHOOL OF ALLIED HEALTH
UNDERGRADUATE CERTIFICATES	Business Leadership	Paraprofessional: Teaching Assistant	Advanced Cybersecurity	Medical Administrative Assistant
	Human Resources		Cybersecurity Concepts	
	Practical Entrepreneurship		Introduction to Programming	
	Project Management			

MARK SKOUSEN SCHOOL OF BUSINESS

MISSION STATEMENT

It is the mission of the Mark Skousen School of Business to develop entrepreneurially minded business students by providing innovative pedagogical methods through a student-centered approach to learning that leads to a high-quality, relevant and sustainable business foundation.

The Mark Skousen School of Business offers certificate programs in:

PROGRAMS OF STUDY	CREDENTIAL
Business Leadership	Certificate
Human Resources	Certificate
Practical Entrepreneurship	Certificate
Project Management	Certificate

The Mark Skousen School of Business offers undergraduate degree programs in:

PROGRAMS OF STUDY	ASSOC. DEGREE	BACH. DEGREE	CONCENTRATIONS
Business Administration and Management	AA		
Accounting		BS	
Business Administration		BS	
Business Management		BS	
Financial Planning		BBA	
Human Resource Management		BBA	CONC.
Logistics and Supply Chain Management		BBA	CONC.
Procurement and Contract Management		BBA	

8.1 PROJECT MANAGEMENT

CERTIFICATE PROGRAM

The undergraduate Project Management Certificate is designed to enable students through a combination of business, management and operational courses to implement a streamlined project management approach. The certificate program will provide newcomers to the workforce, as well as those with previous education and work experiences, the opportunity to develop the knowledge and skills necessary to emerge as successful project management professionals.

Students enrolled in this program are required to follow courses in the sequence set out below.

STUDENT LEARNING OUTCOMES

At the successful completion of the program, the student should be able to:

- Explain the nature of project management development, including people-based project management
- Describe scheduling development and analysis and specific quantitative techniques developed for analyzing projects
- Identify the techniques used in earned-value analysis and work breakdown structure
- Explain how to manage project and practical project performance while identifying project risks
- Describe project management professional responsibilities
- Explain the Ten PMBOK® Knowledge Areas

GU101	Student Success	3
MGT150	Principles of Business Management	3
MA215	Business Statistics (MA105)	3
MGT335	Introduction to Operations Management (GU299 and MA215)	3
MGT456	Quality Management	3
PRJ450	Project Management (GU299, MA215 or MA170)	3
	TOTAL REQUIRED HOURS	18

8.2 BUSINESS LEADERSHIP

CERTIFICATE PROGRAM

The Business Leadership Certificate program focuses on the application of leadership theory and development, oral and written communication, human capital management and effective team building to meet organizational strategic goals. Upon completion of this program, graduates may enter entry-level positions in business administration. Graduates may also continue their education and transfer courses within the certificate program to associate and/or bachelor's degree programs such as business management, business administration and human resource management.

Students enrolled in this program are required to follow courses in the sequence set out below.

STUDENT LEARNING OUTCOMES

At the successful completion of the program, the student should be able to:

- Compare and contrast leadership theories for application
- Demonstrate techniques to empower personnel to enhance performance
- Organize and build effective teams
- Show ethical behavior in business
- Illustrate effective verbal and nonverbal communication
- Identify and analyze the decision and problem solving processes by using critical thinking skills

GU101	Student Success	3
MGT150	Principles of Business Management	3
HU260	Strategies for Decision Making	3
FIN210	Personal Finance	3
MGT431	Performance Management (GU299)	3
MGT461	Leadership in Organizations (GU299)	3
	TOTAL REQUIRED HOURS	18

This program is not approved for Federal Student Aid (Title IV) educational benefits.

8.3 HUMAN RESOURCES

CERTIFICATE PROGRAM

The Human Resources Certificate program focuses on the application of human resource management. Upon completion of this certificate program, graduates may enter entry-level positions in human resource management or labor relations. Graduates may also continue their education and transfer courses from the certificate program to associate and/or bachelor's degree programs such as business management, business administration, human resource management or multidisciplinary studies.

Students enrolled in this certificate program are required to follow courses in the sequence set out for the program.

STUDENT LEARNING OUTCOMES

At the successful completion of the program, the student should be able to:

- Identify the advantages and disadvantages of the various forms of business
- Explain the importance of business ethics and workforce diversity in human resource management and how they are opportunities for effective management
- Determine an employer's obligation to reasonably accommodate protected classes of employees
- Differentiate between employers' reasonable actions and employees' privacy rights
- Define human resource management and outline human resource planning

GU101	Student Success	3
BUS101	Introduction to Business	3
LAW220	Business Law I	3
HRM340	Human Resource Management (GU299 and LAW265)	3
HRM370	Employment Law (GU299 and LAW265)	3
HRM476	Developing Human Resources (HRM340 and GU299)	3
	TOTAL REQUIRED HOURS	18

This program is not approved for Federal Student Aid (Title IV) educational benefits.

8.4 PRACTICAL ENTREPRENEURSHIP

CERTIFICATE PROGRAM

The Practical Entrepreneurship Certificate Program consists of six three-hour courses, including GU101 (Student Success). During the program, students will select an actual business idea and complete a feasibility study/startup business plan for their business idea. The program is not the study of business but rather the application of business principles to the students' business idea. Students should be prepared to accept some form of expense when developing their business entity and complying with registration and licensing requirements. By the end of the program, students will have completed the necessary work to open their own business.

Students enrolled in this program are required to follow courses in the sequence set out below.

STUDENT LEARNING OUTCOMES

- Demonstrate the use of tools needed for an innovative organization to succeed in the real world
- Perform strategic planning
- List the marketing management functions, including constructing a marketing plan that builds customer relationships
- Define a business market and identify the major factors that influence business and consumer buying behaviors
- Define the new product development process and the product life cycle
- Construct a financial, operational and business plan for the first three years of a startup organization

GU101	Student Success	3
BUS101	Introduction to Business	3
ENT300	Entrepreneurial Readiness (GU299)	3
ENT310	Entrepreneurial Marketing and Operations (GU299 and ENT300)	3
ENT340	Entrepreneurial Finance (GU299 and ENT300)	3
ENT451	Entrepreneurial Business Planning (GU299 and ENT310)	3
	TOTAL REQUIRED HOURS	**18**

This program is not approved for Federal Student Aid (Title IV) educational benefits.

8.5 ACCOUNTING

BACHELOR OF SCIENCE DEGREE PROGRAM

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The Grantham Accounting program provides a broad exposure to theories, principles and practices for increasingly needed accounting professionals. The accounting curriculum offers a solid foundation in business, management, economics and organizational behavior. At the completion of the program, the student has an opportunity to effectively apply the skills learned in audit, tax, information systems and general financial areas to a final auditing project offered in the capstone course.

STUDENT LEARNING OUTCOMES

- Analyze accounting problems in the foundational areas of business
- Apply accounting concepts, tools and strategies to solve problems in a global business settings
- Create and analyze accounting data for business decision-making
- Explain ethical obligations for accounting and/or financial areas
- Demonstrate critical thinking through applying decision-support tools
- Demonstrate communication skills
- Describe decision making skills that are relevant to professional, ethical and social responsibilities
- Understand the importance of human and social diversity

BACHELOR OF SCIENCE - ACCOUNTING		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	27
GENERAL EDUCATION ELECTIVES		
xxx	General Education Elective	3
xxx	General Education Elective	3
	Subtotal General Education Electives	6
	Total General Education	33

PROGRAM CORE		
ACC210	Principles of Accounting I (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (ACC220)	3
ACC235	Principles of Accounting II (ACC210)	3
ACC310	Intermediate Accounting I (ACC235 and GU299)	3
ACC330	Cost Accounting (ACC235 and GU299)	3
ACC335	Intermediate Accounting II (ACC310 and GU299)	3
ACC340	Accounting Information Systems (GU299, ACC335 and ACC330)	3
ACC430	Taxation – Individual (GU299)	3
ACC435	Taxation – Corporate (GU299; and ACC335)	3
ACC440	Forensic Accounting (GU299, ACC340 and ACC220)	3
ACC450	Auditing and Assurance (GU299, ACC335 and ACC340)	3
ACC460	Governmental and Non-Profit Accounting (GU299; ACC335 or ACC220)	3
ACC499	Accounting Capstone (Completion of the Program Core Courses)	3
BUS101	Introduction to Business	3
LAW220	Business Law I	3
LAW265	Business Law II (LAW220)	3
MGT150	Principles of Business Management	3
	Total Program Core	54
OPEN ELECTIVES		
xxx	300+ Level Open Electives	15
xxx	100-499 Level Open Electives	21
	Total Electives	36
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	54
	Elective Hours	36
	Total Credit Hours	123

*Students are required to complete all general education required courses before enrolling in GU299.

8.6 BUSINESS ADMINISTRATION

BACHELOR OF SCIENCE DEGREE PROGRAM

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The Business Administration program prepares the student to use analytical skills in evaluating business-related issues. In addition, the student analyzes theories, principles and concepts in each area of business. Technology is used to enhance productivity and accomplish goals.

STUDENT LEARNING OUTCOMES

- Demonstrate critical thinking through applying decision-support tools
- Demonstrate communication skills
- Compare and contrast local, national and global business and cultural issues
- Differentiate the theories, principles and concepts related to the foundational business areas
- Evaluate the role of competitive advantage using strategic and tactical methods
- Evaluate the legal, social and economic environments of business
- Describe and explain ethical obligations and responsibilities of business
- Describe decision making skills that are relevant to professional, ethical and social responsibilities
- Understand the importance of human and social diversity

BACHELOR OF SCIENCE - BUSINESS ADMINISTRATION		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	27

GENERAL EDUCATION ELECTIVES		
xxx	General Education Elective	3
xxx	General Education Elective	3
	Subtotal General Education Electives	6
	Total General Education	33
PROGRAM CORE		
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (ACC220)	3
BUS499	Business Policy and Strategy (Completion of the Program Core Courses)	3
CS165	Advanced Microcomputer Applications (CS105)	4
CS192	Programming Essentials	3
ENT301	Entrepreneurship (GU299)	3
ETH301	Business and Society (GU299)	3
FIN210	Personal Finance	3
FIN307	Principles of Finance I (GU299 and MA215)	3
INT405	Multinational Management (GU299)	3
IS231	E-Commerce (CS105)	3
LAW220	Business Law I	3
LAW265	Business Law II (LAW220)	3
MA215	Business Statistics (MA105)	3
MGT150	Principles of Business Management	3
MGT468	Organizational Behavior (GU299)	3
MKG131	Foundations of Marketing	3
MKG315	Consumer Behavior (GU299 and MKG131)	3
	Total Program Core	55
OPEN ELECTIVES		
xxx	300+ Level Open Electives	12
xxx	100-499 Level Open Electives	24
	Total Electives	36
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	55
	Elective Hours	36
	Total Credit Hours	124

*Students are required to complete all general education required courses before enrolling in GU299.

8.7 BUSINESS ADMINISTRATION AND MANAGEMENT

ASSOCIATE OF ARTS DEGREE PROGRAM

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The Business Administration and Management program provides the student with a basic knowledge of science, technology and market commercialization. The student will identify and practice functional areas of business.

STUDENT LEARNING OUTCOMES

At the successful completion of the program, the student should be able to:

- Evaluate theories and actions that enable businesses/ organizations to grow
- Evaluate the role of science, technology and market commercialization in the creation of viable products and services
- Identify the basic theories, principles and practices related to each functional area of business
- Demonstrate critical thinking and communication skills

ASSOCIATE OF ARTS - BUSINESS ADMINISTRATION AND MANAGEMENT		CREDIT HOURS
GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CO210	Business Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
FIN210	Personal Finance	3
GP210	American Government I	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Total General Education	33

PROGRAM CORE		
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (ACC220)	3
BUS101	Introduction to Business	3
CS165	Advanced Microcomputer Applications (CS105)	4
ECN201	Microeconomics (MA215)	3
ECN206	Macroeconomics (MA215)	3
LAW220	Business Law I	3
MA215	Business Statistics (MA105)	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
	Total Program Core	31
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	31
	Total Credit Hours	64

*Students are required to complete all general education required courses before enrolling in GU299.

8.8 BUSINESS MANAGEMENT

BACHELOR OF SCIENCE DEGREE PROGRAM

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The Business Management program engages the student in business problem-solving activities. Students learn to communicate professionally in business situations while exploring legal and regulatory business practices. Economic and entrepreneurial opportunities are explored.

STUDENT LEARNING OUTCOMES

- Demonstrate critical thinking through applying decision-support tools
- Demonstrate communication skills
- Distinguish the theories, principles and concepts related to the foundational areas of business
- Analyze the basic theories and best practices of business managers and leaders in a global setting
- Engage in integrated business problem-solving activities
- Analyze economic, environmental, political, ethical, legal and regulatory contexts related to global business
- Describe decision making skills that are relevant to professional, ethical and social responsibilities
- Understand the importance of human and social diversity

BACHELOR OF SCIENCE - BUSINESS MANAGEMENT		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	27
GENERAL EDUCATION ELECTIVES		
xxx	General Education Elective	3
xxx	General Education Elective	3
	Subtotal General Education Electives	6
	Total General Education	33
PROGRAM CORE		
BUS101	Introduction to Business	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
MA215	Business Statistics (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (ACC220)	3
LAW220	Business Law I	3
LAW265	Business Law II (LAW220)	3
ETH301	Business and Society (GU299)	3
HRM355	Labor Relations (GU299 and LAW265)	3
MKG360	Marketing Communications (MKG131 and GU299)	3

HRM340	Human Resource Management (GU299 and LAW265)	3
FIN307	Principles of Finance I (GU299 and MA215)	3
MGT335	Introduction to Operations Management (GU299 and MA215)	3
HRM370	Employment Law (GU299 and LAW265)	3
MGT468	Organizational Behavior (GU299)	3
MGT430	Introduction to Quality Management (GU299 and MA215)	3
MKG450	Marketing Analysis (GU299 and MA215)	3
MKG460	Public Relations (MKG360 and GU299)	3
BUS499	Business Policy and Strategy (Completion of the Program Core Courses)	3
	Total Program Core	60
OPEN ELECTIVES		
xxx	Open Electives	15
xxx	300+ Level Electives	15
	Total Electives	30
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	60
	Elective Hours	30
	Total Credit Hours	123

*Students are required to complete all general education required courses before enrolling in GU299.

8.9 BUSINESS MANAGEMENT

ASSOCIATE OF ARTS DEGREE PROGRAM

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This program is being taught out and no longer being offered to new students.

The Business Management program provides the student with basic management theories and best practices. Students identify principles related to each functional area of business.

STUDENT LEARNING OUTCOMES

- Analyze organizational structures as they relate to mission and strategies
- Apply basic theories and best practices of business managers and leaders
- Communicate effectively
- Identify basic theories, principles and practices related to each of the functional areas of business
- Demonstrate critical thinking and communication skills

ASSOCIATE OF ARTS - BUSINESS MANAGEMENT		CREDIT HOURS
GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CO210	Business Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
FIN210	Personal Finance	3
GP210	American Government I	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Total General Education	33
PROGRAM CORE		
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (ACC220)	3
BUS101	Introduction to Business	3
LAW220	Business Law I	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
	Total Program Core	18
OPEN ELECTIVES		
xxx	Open Electives	12
	Total Open Electives	12
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	18

Open Elective Hours	12
Total Credit Hours	63

*Students are required to complete all general education required courses before enrolling in GU299.

8.10 FINANCIAL PLANNING

BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM

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The Financial Planning program is designed to provide professional education for financial advisement to individuals and corporations in order to best meet their long-term financial objectives. The Financial Planning program is focused on advisement of long-term financial objectives by analyzing the client's status and setting a program to achieve that client's goals. Financial planners specialize in tax planning, asset allocation, risk management, retirement and/or estate planning.

STUDENT LEARNING OUTCOMES

- Apply and evaluate financial planning theories in an integrated approach to real-life financial planning situations based on the Certified Financial Planning principles
- Advise individuals and families on a variety of complex financial issues
- Develop, design and maintain tailored and comprehensive financial plans
- Analyze the ethical responsibility of financial planners and leaders in the financial planning industry
- Demonstrate critical thinking through applying decision-support tools
- Demonstrate communication skills
- Distinguish the theories, principles and concepts related to the foundational areas of business

BACHELOR OF BUSINESS ADMINISTRATION - FINANCIAL PLANNING		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	27
GENERAL EDUCATION ELECTIVES		
xxx	General Education Elective	3
xxx	General Education Elective	3
	Subtotal General Education Electives	6
	Total General Education	33
PROGRAM CORE		
ACC220	Financial Accounting (MA105)	3
BUS101	Introduction to Business	3
BUS303	Business Negotiations (GU299)	3
CO210	Business Communication	3
ECN201	Microeconomics (MA215)	3
ECN206	Macroeconomics (MA215)	3
ETH352	Fundamentals and Ethics of Financial Planning (GU299)	3
FIN340	Insurance Planning (GU299)	3
FIN350	Investment Planning (GU299)	3
FIN355	Income Tax Planning (GU299)	3
FIN360	Retirement Planning (GU299)	3
FIN361	Estate Planning I (GU299, ETH352, FIN340, FIN350, FIN355, FIN360)	3
FIN366	Estate Planning II (GU299 and FIN361)	3
FIN499	Financial Planning Capstone (Completion of the Program Core Courses)	3
LAW220	Business Law I	3
LAW265	Business Law II (LAW220)	3
MA215	Business Statistics (MA105)	3
	Total Program Core	51
OPEN ELECTIVES		
xxx	Open Electives	21

xxx	300+ Level Open Electives	18
	Total Electives	39
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	51
	Elective Hours	39
	Total Credit Hours	123

*Students are required to complete all general education required courses before enrolling in GU299.

8.11 BACHELOR OF BUSINESS ADMINISTRATION WITH A CONCENTRATION IN HUMAN RESOURCE MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM

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The Human Resource Management program is designed to provide professional development for students interested in becoming professionals in the field of Human Resource Management. The program is designed to provide a comprehensive study of core competencies within the field: Business Management, Business Law, Labor Relations, Employment Law, Training and Development, Performance Management, Quality Management, Compensation and Organizational Behavior.

THE BBA PROGRAM LEARNING OUTCOMES ARE

- Demonstrate critical thinking through applying decision support tools
- Demonstrate communication skills
- Apply decision making skills that are relevant to professional, ethical and social responsibilities
- Utilize strategic, tactical and operational methods in the decision making process to gain a competitive business advantage
- Analyze economic, environmental, political, ethical, legal and regulatory guidelines
- Engage in integrated business problem-solving activities by distinguishing the theories, principles and concepts related to the foundational areas of business in a global environment

THE OUTCOMES FOR THE CONCENTRATION IN HUMAN RESOURCE MANAGEMENT ARE

- Apply strategic human resource management technics and analytical problem-solving methods to support organizational objectives
- Develop management knowledge and skills that support organizational performance and the development of human capital
- Analyze policies, procedures, and laws in the areas of HR management

BACHELOR OF BUSINESS ADMINISTRATION - HUMAN RESOURCE MANAGEMENT		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CO210	Business Communications	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II	3
FIN210	Personal Finance	3
GP210	American Government I	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	33
ELECTIVES		
xxx	Life/Physical Science Elective	3
	Subtotal General Education Electives	3
	Total General Education	36
PROGRAM CORE		
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (ACC220)	3
BUS101	Introduction to Business	3
BUS499	Business Policy and Strategy (Completion of the Program Core Courses)	3
CS165	Advanced Microcomputer Applications (CS105)	4
ECN201	Microeconomics (MA215)	3
ECN206	Macroeconomics(MA215)	3

ETH301	Business and Society (GU299)	3
FIN307	Principles of Finance I (GU299 and MA215)	3
HRM340	Human Resource Management (GU299 and LAW265)	3
IS242	Management Information Systems (CS105)	3
LAW220	Business Law I	3
MA215	Business Statistics (MA105)	3
MGT150	Principles of Business Management	3
MGT468	Organizational Behavior (GU299)	3
MKG131	Foundations of Marketing	3
RCH480	Advanced Business Research (GU299)	3
	Total Program Core	52
CONCENTRATION CORE COURSES		
HRM370	Employment Law (GU299 and LAW265)	3
Four of the following:	**HRM355 Labor Relations** (LAW265 and GU299), **MGT441 Training and Development** (GU299), **HRM451 Compensation** (GU299 and HRM340), **HRM476 Developing Human Resources** (GU299 and HRM340), **MGT431 Performance Management** (GU299), **INT405 Multinational Management** (GU299)	12
HRM499	Integrative Experience in Human Resource Management (Completion of all courses in Human Resource Concentration)	3
	Total Concentration Core	18
OPEN ELECTIVES		
xxx	100 – 499 Level Open Electives	6
xxx	300+ Level Open Electives	12
	Subtotal Program Electives	12
PROGRAM CREDITS		
	General Education Hours	36
	Program Core Hours	52
	Concentration Core Hours	18
	Elective Hours	18
	Total Credit Hours	124

*Students are required to complete all general education required courses before enrolling in GU299.

8.12 BACHELOR OF BUSINESS ADMINISTRATION WITH A CONCENTRATION IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

The Bachelor of Business Administration with a concentration in Logistics and Supply Chain Management program provides students the framework in which they are able to develop the critical skills, knowledge and abilities necessary to be successful in logistics, transportation or supply chain management careers.

THE LEARNING OUTCOMES ARE:

- Demonstrate critical thinking through applying decision support tools.
- Demonstrate communication skills.
- Apply decision making skills that are relevant to professional, ethical and social responsibilities.

THE BBA PROGRAM OUTCOMES ARE:

- Utilize strategic, tactical and operational methods in the decision making process to gain a competitive business advantage.
- Analyze economic, environmental, political, ethical, legal and regulatory guidelines.
- Engage in integrated business problem-solving activities by distinguishing the theories, principles and concepts related to the foundational areas of business in a global environment.

THE OUTCOMES FOR THE CONCENTRATION IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT ARE:

- Develop managerial strategies in transportation.
- Design logistical operations that reduce conflict channels using market distribution strategy development, implementation and management.
- Analyze the roles of stakeholders in transportation logistics.

BACHELOR OF BUSINESS ADMINISTRATION - LOGISTICS AND SUPPLY CHAIN MANAGEMENT		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3

CO101	Introduction to Public Speaking	3
CO210	Business Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
FIN210	Personal Finance	3
GP210	American Government I	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	33
GENERAL EDUCATION ELECTIVES		
100-499	Life/Physical Science Elective	3
	Subtotal Elective General Education	3
	Total General Education	36
PROGRAM CORE		
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (ACC220)	3
BUS101	Introduction to Business	3
BUS499	Business Policy and Strategy (Completion of the Program Core Courses)	3
CS165	Advanced Microcomputer Applications (CS105)	4
ECN201	Microeconomics (MA215)	3
ECN206	Macroeconomics (MA215)	3
ETH301	Business and Society (GU299)	3
FIN307	Principles of Finance I (GU299 and MA215)	3
HRM340	Human Resource Management (GU299 and LAW265)	3
IS242	Management Information Systems (CS105)	3
LAW220	Business Law I	3
MA215	Business Statistics (MA105)	3
MGT150	Principles of Business Management	3
MGT468	Organizational Behavior (GU299)	3
MKG131	Foundations of Marketing	3
RCH480	Advanced Business Research (GU299)	3
	Total Program Core	52
CONCENTRATION CORE COURSES		
INT460	Global Logistics Management (GU299)	3
LOG320	Logistics Management (GU299)	3
LOG430	Supply Chain Management (GU299)	3
LOG435	Transportation Management (GU299)	3
LOG456	Emerging Trends in Supply Chain and Logistics Management (GU299)	3
LOG499	Integrative Experience in Logistics and Transportation Management (completion of all courses in Logistics and Supply Chain Management concentration)	3
	Total Concentration Core Hours	18
OPEN ELECTIVES		
xxx	300+ Level Open Electives	12
xxx	Open Electives	6
	Total Open Electives	18
PROGRAM CREDITS		
	General Education Hours	36
	Program Core Hours	52
	Concentration Core Hours	18
	Program Elective Hours	18
	Total Program Electives	124

*Students are required to complete all general education required courses before enrolling in GU299.

This program is not approved for Federal Student Aid (Title IV) educational benefits.

8.13 PROCUREMENT AND CONTRACT MANAGEMENT

BACHELOR OF BUSINESS ADMINISTRATION DEGREE PROGRAM

The Procurement and Contract Management degree program is designed to provide professional education in the field of contract management and administration. This program is focused on both public and government contracting. Students will gain knowledge and skills in procuring, negotiating and administering contracts with suppliers, distributors and end-product users. Students will also be able to oversee financially and legally sound contracts as applicable to a variety of industries and markets.

PROGRAM OBJECTIVES:

- Apply and evaluate processes and procedures in developing and managing long-term contracts in both the private and public sectors
- Develop and review contracts in the corporate world and government agencies
- Explain the FAR requirements for acquisition planning, including: publicity, competition, qualifications, conflicts of interest and teaming arrangements
- Describe the government's procurement options
- Outline the contract close-out process from all sides, contractor, government and/or private entity

BACHELOR OF BUSINESS ADMINISTRATION - PROCUREMENT AND CONTRACT MANAGEMENT		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	27
GENERAL EDUCATION ELECTIVES		
xxx	Behavioral and Social Science Electives	6
xxx	Communication Elective	3
xxx	Humanities and Fine Arts Electives	3
xxx	Life/Physical Science Elective	3
xxx	Mathematics Elective	3
	Subtotal General Education Electives	18
	Total General Education	45
PROGRAM CORE		
MGT150	Principles of Business Management	3
BUS310	Introduction to Federal Acquisition and Contract Management (GU299)	3
BUS320	Introduction to Public Procurement (GU299)	3
MA215	Business Statistics (MA105)	3
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (ACC220)	3
LAW220	Business Law I	3
LAW265	Business Law II (LAW220)	3
LAW210	Contract Administration	3
ETH301	Business and Society (GU299)	3
FIN307	Principles of Finance I (GU299 and MA215)	3
INT405	Multinational Management (GU299)	3
MGT468	Organizational Behavior (GU299)	3
BUS303	Business Negotiations (GU299)	3
FIN310	Procurement Pricing Analysis (GU299, LAW220 and BUS303)	3
PRJ450	Project Management (GU299; MA170 or MA215)	3
BUS491	Procurement and Contract Management Capstone (Complettion of the Program Core Courses)	3
	Total Program Core	51
OPEN ELECTIVES		
xxx	300+ Level Open Electives	27
	Total Open Electives	27
PROGRAM CREDITS		
	General Education Hours	45
	Program Core Hours	51
	Open Elective Hours	27
	Total Credit Hours	123

*Students are required to complete all general education required courses before enrolling in GU299.

This program is not approved for Federal Student Aid (Title IV) educational benefits.

COLLEGE OF ARTS AND SCIENCES

MISSION STATEMENT

The Grantham University College of Arts and Sciences prepares students for the workplace of today through the innovative use of online learning tools and curriculum designed to meet the expectations of fast-evolving employment markets. Grantham's College of Arts and Sciences is the core academic department in the University, providing each Grantham student with an intellectual base for succeeding in the competitive and diverse job market. Programs within the College are designed to enable graduates to perform successfully at many levels – technically, practically, socially and intellectually. The College of Arts and Sciences offers certificates and undergraduate degree programs:

PROGRAMS OF STUDY	CERTIFICATE	BACHELOR'S DEGREE	ASSOCIATE DEGREE
Criminal Justice		Bachelor of Arts	Associate of Arts
General Studies		Bachelor of Arts	Associate of Arts
Multidisciplinary Studies		Bachelor of Science	Associate of Arts
Interdisciplinary Studies – Strategic Communications		Bachelor of Science	
Paraprofessional: Teaching Assistant	Certificate		

8.14 PARAPROFESSIONAL: TEACHING ASSISTANT

CERTIFICATE PROGRAM

This program of study prepares future paraprofessionals with the skills needed to complete national assessments so that entry level positions may be obtained. Areas of emphasis are reading, writing, mathematics and test-taking strategies.

STUDENT LEARNING OUTCOMES

- Read and comprehend a variety of texts
- Demonstrate effective writing skills
- Apply test-taking strategies to practice and final ETS ParaPro or ACT WorkKey assessments
- Demonstrate fundamental concepts of mathematics

GU101	Student Success	3
EN101	English Composition I	3
MA105	College Algebra	3
ED240	Reading Strategies	3
ED250	Test Taking Strategies	3
	TOTAL REQUIRED HOURS	15

This program is not approved for Federal Student Aid (Title IV) educational benefits.

8.15 CRIMINAL JUSTICE

BACHELOR OF ARTS DEGREE PROGRAM

grantham.edu/disclosures

The objective of the Criminal Justice degree program is to provide students with the knowledge and skills to enter the workforce and advance as professionals at the various stages of the criminal justice field. Required coursework builds a foundation and broad base of skills in advanced criminal justice theory and crime, the practice of law enforcement and the U.S. judicial system, which includes adult and juvenile corrections. Elective courses are available in law, homeland security and computer forensic investigations.

STUDENT LEARNING OUTCOMES

- Explain the various causes of crime using criminal justice theories, practices and processes to a multicultural population
- Compare and contrast historical and contemporary police functions, issues and responses to crime
- Describe the nature and function of corrections, its services, practices and institutions
- Analyze relevant criminal law and procedures as they relate to the administration of justice

- Differentiate between adult and juvenile procedures throughout the criminal justice system
- Apply the concepts of professionalism, ethical behavior and social responsibility to make decisions as a criminal justice professional
- Evaluate the three components of the criminal justice system

Note: Students seeking a career in law enforcement at the local or state level will require additional training and testing. This additional training is determined by the Peace Officer Standards and Training (P.O.S.T.) in each student's state.

If the student chooses to forego focusing on a specific concentration in CJ, it is highly recommended that the following six courses be taken for the CJ electives, since they provide a solid knowledge base:

- CJ414 Multicultural Law Enforcement
- CJ415 Police Community Relations
- CJ416 Victimology
- CJ421 Advanced Criminal Law
- CJ425 Judicial Process
- CJ300 Level Elective or higher

BACHELOR OF ARTS - CRIMINAL JUSTICE		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101 or CO120	Introduction to Public Speaking or Interpersonal Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
HU260	Strategies for Decision Making	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	21
GENERAL EDUCATION ELECTIVES		
xxx	Social Science (PS, SO or SS) Elective [(3 credit hours must be Government (GP) or History (HS)]	6
xxx	Math (MA) Elective	3
xxx	Science Elective	3
	Subtotal General Education Electives	12
	Total General Education	33
PROGRAM CORE		
CJ101	Introduction to Criminal Justice	3
CJ102	Introduction to Criminology	3
CJ201	Police Systems and Practices	3
CJ202	Correctional Systems and Practices	3
CJ203	Juvenile Justice I (CJ102)	3
CJ302	Criminal Procedure (CJ101 and CJ102)	3
CJ305	Introduction to Criminal Justice Ethics (CJ101 and CJ102)	3
CJ309	Criminal Law (CJ101 and CJ102)	3
CJ401	Community Policing (CJ101 and CJ201)	3
EN361	Technical Writing (EN101)	3
CA408	Research Methods (GU299 and EN361)	3
PA301	Introduction to Public Administration	3
CA499	Professional Strategies (Completion of all other degree requirements)	3
	Total Program Core	39
PROGRAM ELECTIVES		
xxx	300+ level CJ Electives	21
	Subtotal Program Electives	21
OPEN ELECTIVES		
xxx	Open Electives	30
	Subtotal Open Electives	30
	Total Electives	51
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	39
	Program Elective Hours	51
	Total Credit Hours	123

*Students are required to complete all general education required courses before enrolling in GU299.

CRIMINAL JUSTICE WITH A CONCENTRATION IN HOMELAND SECURITY

BACHELOR OF ARTS DEGREE PROGRAM

The concentration requires a minimum of 18 credit hours in major electives from the criminal justice discipline. These courses must be Criminal Justice (CJ) courses at the 300 level or higher. These electives help the student to increase breadth or depth in specific areas of concentration in the criminal justice field.

Sets of elective courses have been grouped together around selected criminal justice concentrations. A student may opt to take any set as listed below to focus study on homeland security or computer science.

CONCENTRATION IN HOMELAND SECURITY

The Homeland Security concentration elective courses prepare students for work in areas involving the protection of our nation's borders and preparation and recovery from emergencies. Graduates are qualified to work in such areas as border security and intelligence, terrorism prevention and analysis, and emergency and disaster planning. The recommended sequence of courses is as follows:

- CJ450 Understanding Terrorism
- CJ451 Principles of Terrorism
- CJ452 Terrorism and U.S. National Security
- CJ453 Border and Coastal Security
- CJ454 Elements and Issues in Counterterrorism
- CJ455 Emergency Planning

CRIMINAL JUSTICE WITH A CONCENTRATION IN COMPUTER SCIENCE

CONCENTRATION IN COMPUTER SCIENCE

Building on the general criminal justice core, this concentration involves study in computer crime, computer forensics, ethical hacking, computer crime scene investigation and criminal intelligence analysis. The recommended sequence of courses is as follows:

- CJ475 Introduction to Computer Crime
- CJ476 Computer Forensics and Cyber Crime
- CJ477 Computer Crime Scene Investigation
- CJ478 Online Resource Guide for Law Enforcement
- CJ479 Information Security
- CJ480 Criminal Intelligence Analysis

8.16 CRIMINAL JUSTICE

ASSOCIATE OF ARTS DEGREE PROGRAM

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The objective of the Criminal Justice degree program is to provide students with the knowledge and skills to enter the workforce or to pursue a more advanced degree in criminal justice. Required coursework builds a foundation in criminal justice theory and crime, the practice of law enforcement and the U.S. judicial system. The program satisfies the first two years of the Bachelor of Arts in Criminal Justice.

STUDENT LEARNING OUTCOMES

- Explain the various causes of crime using criminal justice theories, practices and process to a multicultural population
- Compare and contrast historical and contemporary police functions, issues and responses to crime
- Describe the nature and function of corrections, its services, practices and institutions
- Apply fundamental concepts of the administration of justice

Note: Students seeking a career in law enforcement at the local or state level will require additional training and testing. This additional training is determined by the Peace Officer Standards and Training (P.O.S.T.) in each student's state.

ASSOCIATE OF ARTS - CRIMINAL JUSTICE		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101 or CO120	Introduction to Public Speaking or Interpersonal Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
HU260	Strategies for Decision Making	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	21
GENERAL EDUCATION ELECTIVES		
xxx	Social Science (PS, SO or SS) Elective [(3 credit hours must be Government (GP) or History (HS)]	6

xxx	Math (MA) Elective	3
xxx	Science Elective	3
	Subtotal General Education Electives	12
	Total General Education	33
PROGRAM CORE		
CJ101	Introduction to Criminal Justice	3
CJ102	Introduction to Criminology	3
CJ201	Police Systems and Practices	3
CJ202	Correctional Systems and Practices	3
CJ203	Juvenile Justice I (CJ102)	3
	Total Program Core	15
OPEN ELECTIVES		
xxx	Open Electives	15
	Subtotal Open Electives	15
	Total Electives	15
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	15
	Elective Hours	15
	Total Credit Hours	63

*Students are required to complete all general education required courses before enrolling in GU299.

8.17 GENERAL STUDIES

BACHELOR OF ARTS DEGREE PROGRAM

The General Studies program engages the student in higher-level curriculum in mathematics, social and behavioral sciences, humanities, communication and natural sciences. The General Studies program places emphasis on writing for content and communication.

STUDENT LEARNING OUTCOMES

At the successful completion of the program, the student should be able to:

- Effectively communicate, analyze and synthesize knowledge from a variety of academic disciplines
- Analyze the perspectives and terminology of an array of academic disciplines
- Demonstrate critical thinking and communication skills
- Apply the knowledge of the liberal arts and sciences in appropriate ways
- Demonstrate skills in research, writing and presentation across a variety of discipline

BACHELOR OF ARTS - GENERAL STUDIES		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101 or CO120	Introduction to Public Speaking or Interpersonal Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
HU260	Strategies for Decision Making	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	21
GENERAL EDUCATION ELECTIVES		
xxx	Social Science (PS, SO or SS) Elective [(3 credit hours must be Government (GP) or History (HS)]	6
xxx	Math (MA) Elective	3
xxx	Science Elective	3
	Subtotal General Education Electives	12
	Total General Education	33
PROGRAM CORE		
PL201	Introduction to Philosophy	3
FIN210	Personal Finance	3
CA408	Research Methods (GU299 and EN361)	3
CA499	Professional Strategies Capstone (Completion of all other degree requirements)	3
EN361	Technical Writing (EN101)	3
PA301	Introduction to Public Administration	3
PL301 or PL401	Practical Philosophy or Philosophy of Science and Technology	3
	Total Program Core	21

PROGRAM ELECTIVES		
xxx	300+ Level Electives	36
	Subtotal Program Electives	36
OPEN ELECTIVES		
xxx	Open Electives	33
	Subtotal Open Electives	33
	Total Electives	69

PROGRAM CREDITS	
General Education Hours	33
Program Core Hours	21
Elective Hours	69
Total Credit Hours	123

*Students are required to complete all general education required courses before enrolling in GU299.

This program is not approved for Federal Student Aid (Title IV) educational benefits.

8.18 GENERAL STUDIES

ASSOCIATE OF ARTS DEGREE PROGRAM

The General Studies program engages the student in a well-rounded general education. Achieving effective writing skills is a major component of the program, as over 50 percent of the required courses involve writing for content and persuasion. In this program, students engage in introductory courses.

STUDENT LEARNING OUTCOMES

- Effectively communicate, analyze and synthesize knowledge from a variety of academic disciplines
- Analyze the perspectives and terminology of a variety of academic disciplines
- Demonstrate critical thinking and communication skills

ASSOCIATE OF ARTS - GENERAL STUDIES		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101 or CO120	Introduction to Public Speaking or Interpersonal Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	18
GENERAL EDUCATION ELECTIVES		
xxx	General Education Elective	3
xxx	Social Science (PS, SO or SS) Elective [(3 credit hours must be Government (GP) or History (HS)]	6
xxx	Math (MA) Elective	3
xxx	Science Elective	3
	Subtotal General Education Electives	15
	Total General Education	33
PROGRAM CORE		
HU260	Strategies for Decision Making	3
CS165	Advanced Microcomputer Applications (CS105)	4
	Total Program Core	7
PROGRAM ELECTIVES		
xxx	100–200 Level Electives in the College of Arts and Sciences	12
	Subtotal Program Electives	12
OPEN ELECTIVES		
xxx	Any 100+ Level Electives	12
	Subtotal Open Electives	12
	Total Electives	24
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	7
	Elective Hours	24
	Total Credit Hours	64

* Students are required to complete all general education required courses before enrolling in GU299.

This program is not approved for Federal Student Aid (Title IV) educational benefits.

8.19 MULTIDISCIPLINARY STUDIES

BACHELOR OF SCIENCE DEGREE PROGRAM

The Multidisciplinary Studies degree program provides students with options to meet University requirements for an undergraduate degree grounded in the liberal arts or sciences. The program provides numerous course selections so that a student may tailor his/her degree to specific career specializations. This degree program includes a broad-based general education requirement, as well as an "umbrella specialization" component, thus allowing students to choose a specialty area within a larger structured liberal arts and sciences curriculum.

STUDENT LEARNING OUTCOMES

- Effectively communicate, incorporate and synthesize knowledge from at least two disciplines
- Demonstrate a theoretical and conceptual foundation in two disciplines included in the liberal arts degree
- Demonstrate acquired skills in research, writing and presentation across two disciplines
- Distinguish the differences in principles and methods between two disciplines
- Use critical thinking skills to effectively solve problems

BACHELOR OF SCIENCE - MULTIDISCIPLINARY STUDIES		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101 or CO120	Introduction to Public Speaking or Interpersonal Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
HU260	Strategies for Decision Making	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	21
GENERAL EDUCATION ELECTIVES		
xxx	Social Science (PS, SO or SS) Elective [(3 credit hours must be Government (GP) or History (HS)]	6
xxx	Math (MA) Elective	3
xxx	Science Elective	3
	Subtotal General Education Electives	12
	Total General Education	33
PROGRAM CORE		
FIN210	Personal Finance	3
EN361	Technical Writing (EN101)	3
PA301	Introduction to Public Administration	3
CA408	Research Methods (GU299 and EN361)	3
CA499	Professional Strategies (Completion of all Degree Requirements)	3
	Total Program Core	15
PROGRAM ELECTIVES		
xxx	300+ Level Electives (minimum of 12 credits must be taken with the same course prefix or a combination of two course prefixes in the College of Arts and Sciences)	33
	Subtotal Program Electives	33
OPEN ELECTIVES		
xxx	Open Electives	42
	Subtotal Open Electives	42
	Total Electives	75
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	15
	Elective Hours	75
	Total Credit Hours	123

* Students are required to complete all general education required courses before enrolling in GU299.

This program is not approved for Federal Student Aid (Title IV) educational benefits.

8.20 MULTIDISCIPLINARY STUDIES WITH A CONCENTRATION IN HOMELAND SECURITY

BACHELOR OF SCIENCE DEGREE PROGRAM

To earn the concentration in Homeland Security the student must successfully complete 18 credit hours, consisting of the six, designated 400 level courses in Homeland Security. The course sequence of the concentration had been developed to prepare students for work in border security, terrorism prevention, counter-terrorism and basic disaster management. Because the Multidisciplinary Studies degree offers a substantial number of electives, the concentration can be added without changing the program description or degree program outcomes, which have been included below:

- Effectively communicate, incorporate and synthesize knowledge from at least two disciplines
- Demonstrate a theoretical and conceptual foundation in two disciplines included in the liberal arts degree
- Demonstrate acquired skills in research, writing and presentation across two disciplines
- Distinguish the differences in principles and methods between two disciplines; and use critical thinking skills to effectively solve problems

BACHELOR OF SCIENCE - MULTIDISCIPLINARY STUDIES WITH A CONCENTRATION IN HOMELAND SECURITY		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101 or CO120	Introduction to Public Speaking or Interpersonal Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
HU260	Strategies for Decision Making	3
xxx	Government (GP) or History (HS) elective	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	24
GENERAL EDUCATION ELECTIVES		
xxx	Math (MA) Elective	3
xxx	Science Elective	3
xxx	Any General Education Elective	3
	Subtotal General Education Electives	9
	Total General Education	33
PROGRAM CORE		
FIN210	Personal Finance	3
EN361	Technical Writing (EN101)	3
PA301	Introduction to Public Administration	3
CA408	Research Methods (GU299 and EN361)	3
CA499	Professional Strategies (Completion of all other degree requirements)	3
	Total Program Core	15
HOMELAND SECURITY CONCENTRATION		
CJ450	Understanding Terrorism (CJ101 and CJ102)	3
CJ451	Principles of Terrorism (CJ450)	3
CJ452	Terrorism and U.S. National Security (CJ450)	3
CJ453	Border and Coastal Security (CJ450)	3
CJ454	Elements and Issues in Counterterrorism (CJ451)	3
CJ455	Emergency Planning (CJ101)	3
	Program Concentration Hours	18
OPEN ELECTIVES		
xxx	Open Electives	42
xxx	300+ Level Open Electives	15
	Total Program Electives	57
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	15
	Program Concentration Hours	18
	Program Elective Hours	57
	Total Credit Hours	123

*Students are required to complete all general education required courses before enrolling in GU299.

This program is not approved for Federal Student Aid (Title IV), educational benefits.

8.21 MULTIDISCIPLINARY STUDIES

ASSOCIATE OF ARTS DEGREE PROGRAM

The Multidisciplinary Studies program provides the student with an array of structured liberal arts or sciences curriculum. The program provides the student with a core of general education studies.

STUDENT LEARNING OUTCOMES

- Effectively, communicate, analyze and synthesize knowledge from at least two disciplines
- Present ideas in written and visual form across a variety of contexts
- Use electronic, print and/or media information sources
- Employ critical thinking skills to effectively solve problems

ASSOCIATE OF ARTS - MULTIDISCIPLINARY STUDIES		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101 or CO120	Introduction to Public Speaking or Interpersonal Communication	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
HU260	Strategies for Decision Making	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	18
GENERAL EDUCATION ELECTIVES		
xxx	Science Elective	3
xxx	Math (MA) Elective	3
xxx	Social Science (PS, SO or SS) Elective	6
xxx	General Education Elective	3
	Subtotal General Education Electives	15
	Total General Education	33
PROGRAM CORE		
EN102	English Composition II (EN101)	3
FIN210	Personal Finance	3
	Total Program Core	6
PROGRAM ELECTIVES		
xxx	Any 100-200 Electives in the College of Arts and Sciences	12
	Subtotal Program Electives	12
OPEN ELECTIVES		
xxx	Open Electives	12
	Subtotal Open Electives	12
	Total Electives	24
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	6
	Elective Hours	24
	Total Credit Hours	63

*Students are required to complete all general education required courses before enrolling in GU299.

This program is not approved for Federal Student Aid (Title IV), educational benefits.

8.22 INTERDISCIPLINARY STUDIES – STRATEGIC COMMUNICATIONS

BACHELOR OF SCIENCE DEGREE PROGRAM

The Bachelor of Science in Interdisciplinary Studies-Strategic Communications degree program is a broad-based discipline with a core set of communication courses. Using guided career-relevant projects, the interdisciplinary studies program is designed to optimize students' educational experiences by giving them each a unique package of knowledge, skills and abilities. Graduates will be able to analyze situations from multiple perspectives, define and collect relevant information and develop, present and justify solutions or innovations.

BACHELOR OF SCIENCE - INTERDISCIPLINARY STUDIES - STRATEGIC COMMUNICATIONS		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN102	English Composition II (EN101)	3
HU260	Strategies for Decision Making	3

*GU299	General Education Capstone	3
	Subtotal Required General Education	21

GENERAL EDUCATION ELECTIVES

xxx	Social Science (PS, SO or SS) Elective [3 credit hours must be Government (GP) or History (HS)]	6
xxx	Math (MA) Elective	3
xxx	Science Elective	3
	Subtotal Elective General Education	12
	Total General Education	33

PROGRAM CORE

CO120	Interpersonal Communication	3
CO201	Conflict and Communications	3
CO210	Business Communication	3
CO301	Introduction to Communication Theory (CO101)	3
CO330	Mass Media Communications (CO101)	3
CO395	Digital Media (CO101)	3
CO401	Media Ethics (CO101)	3
CS165	Advanced Microcomputer Applications (CS105)	4
EN361	Technical Writing (EN101)	3
ID490	Interdisciplinary Capstone (Completion of all other degree requirements)	3
IS301	Web Design I	4
SO210	Conflict in Cultures (SO101)	3
SO251	Technology and Society	3
MGT468	Organizational Behavior (GU299)	3
MKG460	Public Relations (MKG360 and GU299)	3
MGT150	Principles of Business Management	3
MKG131	Foundations of Marketing	3
MKG315	Consumer Behavior (GU299 and MKG131)	3
MKG360	Marketing Communications (MKG131 and GU299)	3
	Total Program Core	59

ELECTIVES

xxx	300+ Level Business Electives	6
	Subtotal Business Electives	6

OPEN ELECTIVES

xxx	300+ Level Open Electives	9
xxx	Open Electives	15
	Subtotal Open Electives	24
	Total Program Electives	30

PROGRAM CREDITS

General Education Hours	33
Program Core Hours	59
Program Elective Hours	30
Total Credit Hours	122

*Students are required to complete all general education required courses before enrolling in GU299.

This program is not approved for Federal Student Aid (Title IV) educational benefits.

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

The College of Engineering and Computer Science is the oldest school at Grantham University, serving students in technical programs since 1952. Our graduates develop backgrounds in design and analysis, and experience hands-on problem solving. Technology programs are infused with rich lab exercises using design software or compilers that are typically found in the industry.

MISSION STATEMENT

The mission of the College of Engineering and Computer Science is to prepare adult learners for careers in engineering, computer and information technologies through online integrated curricula that blend theory, application and general skills needed to succeed in a changing global society.

The College of Engineering and Computer Science offers certificate programs in:

PROGRAMS OF STUDY	CREDENTIAL
Advanced Cybersecurity	Certificate
Cybersecurity Concepts	Certificate
Introduction to Programming	Certificate

The College of Engineering and Computer Science offers undergraduate degree programs in:

PROGRAMS OF STUDY	BACHELOR'S DEGREE	ASSOCIATE DEGREE
Computer Engineering Technology	Bachelor of Science	
Computer Science	Bachelor of Science	Associate of Science
Cyber Security	Bachelor of Science	
Electronics and Computer Engineering Technology		Associate of Science
Electronics Engineering Technology	Bachelor of Science	
Engineering Management Technology	Bachelor of Science	Associate of Science
Information Systems	Bachelor of Science	

8.23 CYBERSECURITY CONCEPTS

CERTIFICATE PROGRAM

The Cybersecurity Concepts program introduces students to security threats and vulnerabilities and the principles, practices, policies and standards for securing information systems. Networks, as the heart of information systems, are addressed through standard models and protocols. Through hands-on simulations and virtual labs, students learn to configure and secure computer networks. Practice exams allow students to prepare for the CompTIA Network+ and Security+ certification exams. Upon completion of this program, graduates may enter entry-level positions in cybersecurity. Graduates may also continue their education and transfer courses within the certificate program to bachelor's degree programs in information systems security.

STUDENT LEARNING OUTCOMES

- Identify the layers of the OSI model
- Explain common networking protocols
- Set up and troubleshoot various network topologies
- Categorize threats and vulnerabilities to a network or information system
- Explain and apply different strategies for securing networks or information systems
- Determine the components and strategies for the implementation of an information systems security plan
- Identify relevant laws and standards applicable to information systems security and computer crime

GU101	Student Success	3
IS216	Computer Networks	3
IS316	TCP/IP Network (IS216 or CS216)	3
IS211	Introduction to Information Systems Security	3
IS311	Security Operations	3
IS411	Network Security (IS216 with a "C" or better)	3
	TOTAL REQUIRED HOURS	18

This program is not approved for Federal Student Aid (Title IV), educational benefits.

8.24 ADVANCED CYBERSECURITY

CERTIFICATE PROGRAM

The objective of the Advanced Cybersecurity program is to provide students with the knowledge and skills required of cybersecurity professionals. Going beyond Network+ and Security+, this certificate focuses on additional areas of knowledge associated with the CISSP certification, such as risk management and mitigation, access control and authorization methods, disaster recovery practices and standards, social engineering, cryptography and legal implications. Standard tools and virtual labs give students hands-on exposure to security scenarios.

STUDENT LEARNING OUTCOMES

- Assess and analyze the threats to information systems
- Evaluate the standards, processes, methods and tools used to mitigate risk
- Analyze key attributes of various access control methods and authorization techniques
- Compare and contrast various ciphers and encryption standards
- Identify the elements and processes for developing, testing and implementing a business continuity plan
- Examine methods for reducing the security risks arising from the human element and organizational culture and structure
- Identify the legal and ethical issues surrounding global information systems security

GU101	Student Success	3
IS355	Risk Management	3
IS360	Disaster Recovery	3
IS431	Access Control Systems (IS411 with a "C" or better)	3
IS440	Human Decision and Security Engineering	3
IS450	Security Trends and Legal Issues	3
IS461	Cryptography (IS211 with a "C" or better)	3
	TOTAL REQUIRED HOURS	21

This program is not approved for Federal Student Aid (Title IV), educational benefits.

8.25 INTRODUCTION TO PROGRAMMING

CERTIFICATE PROGRAM

The Introduction to Programming certificate program introduces students to both application and web programming. Assuming no prior experience in programming, students are introduced to the programming mindset and then progressively develop skills in object-oriented programming using C++. Students also learn to create interactive web pages using HTML, XHTML, CSS and JavaScript. Upon completion, students should be prepared for entry-level website design and programming positions. Graduates may also continue their education and transfer courses within the certificate program to bachelor's degree programs in computer science.

STUDENT LEARNING OUTCOMES

- Create web pages
- Add interactivity to web pages
- Write, compile and debug application programs

GU101	Student Success	3
CS192	Programming Essentials	3
CS197	Programming in HTML (CS192)	3
CS208	Programming in JavaScript (CS197)	4
CS265	Programing in C++ (CS192)	4
CS285	Advanced Programming in C++ (CS265 with a "C" or better)	4
	TOTAL REQUIRED HOURS	21

This program is not approved for Federal Student Aid (Title IV), educational benefits.

8.26 COMPUTER ENGINEERING TECHNOLOGY

BACHELOR OF SCIENCE DEGREE PROGRAM

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The objective of the Computer Engineering Technology degree program is to provide students with the knowledge and skills to enter the workforce and advance as professional engineering technologists, specifically in the computing and computing technology field. Required coursework builds a foundation and broad base of skills in advanced circuit theory and digital design, microprocessor and programming. Elective courses are available in computer science, communications or control systems.

PROGRAM EDUCATION OUTCOMES

The educational objectives of the programs are to produce students who, within a few years of graduation, should be:

- Successfully employed in an engineering technology or related field, or be accepted into a graduate program
- Effective in technical problem identification and analysis, problem solving or system design in a variety of technical roles
- Effective as a professional through communication skills, project management skills, ethical conduction, social awareness and teamwork
- Technically current through continued education and professional development

STUDENT LEARNING OUTCOMES

- Apply knowledge, techniques, skills and modern tools to broadly defined engineering technology activities
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems
- Conduct, analyze and interpret experiments and apply experimental results to improve processes
- Identify, analyze and solve broadly defined technical problems
- Design electronic systems, components or processes for broadly defined problems
- Function effectively on teams
- Apply written, oral and graphical communication
- Address professional, ethical, social and global responsibilities and issues
- Demonstrate a commitment to quality, timeliness and continuous improvement.

BACHELOR OF SCIENCE - COMPUTER ENGINEERING TECHNOLOGY		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
ET100	Engineering and Ethics	3
EN101	English Composition I	3
EN361	Technical Writing (EN101)	3
PH220	Physics I (MA141 with a “C“ or better)	4
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	28
GENERAL EDUCATION ELECTIVES		
xxx	Social Science Elective	3
xxx	General Education Elective (Recommend CS105)	3
	Subtotal Elective General Education	6
	Total General Education	34
PROGRAM CORE		
CT212	Digital Electronics/lab (CS192 and ET105 with a “C“ or better)	4
CT262	Microprocessor Systems Engineering/lab (CT212 and CS265 with a “C” or better)	4
CT312	Advanced Microprocessors/lab (CT262 with a “C” or better)	4
CT362	Modern Digital Design/lab (CT212 with a “C“ or better)	4
CS192	Programming Essentials	3
IS216	Computer Networks	3
CS265	Programming in C++ (CS192)	4
CS285	Advanced Programming in C++ (CS265 with a “C“ or better)	4
ET105	Fundamental Properties of DC Circuits/lab (MA105 with a “C“ or better)	4

ET115	Fundamental Properties of AC Circuits/lab (ET105 with a "C" or better and MA141 with a "C" or better)	4
ET212	Electronics I/lab (ET115 with a "C" or better)	4
ET222	Electronics II/lab (ET212 with a "C" or better)	4
ET310	Circuit Analysis (ET115 with a "C" or better and MA312 with a "C" or better)	4
ET382	Signals and Systems Theory/lab (ET310 with a "C" or better, PH221 with a "C" or better and CS265)	4
ET410	Technical Project Management (Class before ET450)	3
ET450	Capstone Project (ET410 with a "C" or better and Completion of all degree requirements)	3
MA302	Calculus I (MA141 with a "C" or better)	4
MA312	Calculus II (MA302 with a "C" or better)	4
PH221	Physics II (PH220)	4

	Total Program Core	72
PROGRAM ELECTIVES		
xxx	300+ level CT, CS or ET elective w/ lab	8
	Subtotal Program Electives	8
OPEN ELECTIVES		
xxx	Electives	8
xxx	300+ Level Electives	4
	Subtotal Open Electives	12
	Total Electives	20
PROGRAM CREDITS		
	General Education Hours	34
	Program Core Hours	72
	Total Electives	20
	Total Credit Hours	126

*Students are required to complete all general education required courses before enrolling in GU299.

8.27 COMPUTER SCIENCE

BACHELOR OF SCIENCE DEGREE PROGRAM

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The objective of the Computer Science degree program is to provide students with the knowledge and skills to enter the workforce and advance as professional software engineers, developers and system analysts. Required coursework builds a foundation and broad base of skills in programming, databases, and systems analysis and design.

STUDENT LEARNING OUTCOMES

- Apply knowledge of computing and mathematical reasoning related to computer science
- Analyze a problem, and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Address professional, ethical, legal, security, global, and social issues and responsibilities
- Communicate effectively with a range of audiences
- Use current techniques, skills and tools necessary for computing practice

BACHELOR OF SCIENCE - COMPUTER SCIENCE		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN361	Technical Writing (EN101)	3
PH220	Physics I (MA141 with a "C" or better)	4
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	28
GENERAL EDUCATION ELECTIVES		
xxx	Humanities Elective (Recommended HU260)	3
xxx	Social Science Elective	3
	Subtotal Elective General Education	6

	Total General Education	34
PROGRAM CORE		
CS192	Programming Essentials	3
CS197	Programming in HTML (CS192)	3
CS208	Programming in JavaScript (CS197 or IS301)	4
IS216	Computer Networks	3
CS265	Programming in C++ (CS192)	4
CS285	Advanced Programming in C++ (CS265 with a "C" or better)	4
CS325	Data Structures (CS285 with a "C" or better)	3
CS340	Operating Systems (CS192)	3
CS367	Programming Languages (CS325)	3
CS405	Software Engineering (IS336 with a "C" or better)	4
CS499	Computer Science Capstone (Completion of all Degree Requirements)	3
IS311	Security Operations	3
IS320	Database Applications (CS105)	3
IS336	Systems Analysis and Design (CS265 or IS242)	3
IS370	Server Side Web Development (CS197 with a "C" or better or IS301 with a "C" or better; IS320)	4
IS450	Security Trends and Legal Issues	3
MA230	Mathematical Statistics I	3
MA302	Calculus I (MA141 with a "C" or better)	4
MA315	Discrete Math (MA141 with a "C" or better)	3
	Total Program Core	63
PROGRAM ELECTIVES		
xxx	300+ Level CS Electives	8
	Subtotal Program Electives	8
OPEN ELECTIVES		
xxx	Open Electives	17
	Subtotal Open Electives	17
	Total Program Electives	25
PROGRAM CREDITS		
	General Education Hours	34
	Program Core Hours	63
	Program Elective Hours	25
	Total Credit Hours	122

*Students are required to complete all general education required courses before enrolling in GU299.

8.28 COMPUTER SCIENCE

ASSOCIATE OF SCIENCE DEGREE PROGRAM

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The objective of the Computer Science degree program is to provide students with the knowledge and skills to enter the workforce in entry-level computing positions. Required coursework builds a foundation in networking and web design, and fluency in a programming language. The program satisfies the first two years of the Bachelor of Science in Computer Science degree.

STUDENT LEARNING OUTCOMES

- Apply knowledge of computing and mathematical reasoning related to computer science
- Analyze a problem, and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Communicate effectively with a range of audiences
- Use current techniques, skills and tools necessary for computing practice

ASSOCIATE OF SCIENCE - COMPUTER SCIENCE		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN361	Technical Writing (EN101)	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
PH220	Physics I (MA141 with a "C" or better)	4

*GU299	General Education Capstone	3
	Subtotal Required General Education	28
GENERAL EDUCATION ELECTIVES		
xxx	Humanities Elective (Recommend HU260)	3
xxx	Social Science Elective	3
	Subtotal Elective General Education	6
	Total General Education	34
PROGRAM CORE		
CS192	Programming Essentials	3
CS197	Programming in HTML (CS192)	3
CS208	Programming in Javascript (CS197 or IS301)	4
IS216	Computer Networks	3
CS265	Programming in C++ (CS192)	4
CS285	Advanced Programming in C++ (CS265 with a "C" or better)	4
MA230	Mathematical Statistics I	3
	Total Program Core	24
OPEN ELECTIVES		
xxx	Open Electives	6
	Total Open Electives	6
PROGRAM CREDITS		
	General Education Hours	34
	Program Core Hours	24
	Open Elective Hours	6
	Total Credit Hours	64

*Students are required to complete all general education required courses before enrolling in GU299.

8.29 INFORMATION SYSTEMS

BACHELOR OF SCIENCE DEGREE PROGRAM

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The objective of the Information Systems degree program is to provide students with the knowledge and skills to enter the workforce and advance in roles requiring the application of technology to information systems. Required coursework builds a foundation and broad base of skills in programming, web design and systems analysis and design. Elective courses are available in business, computer science or information systems.

STUDENT LEARNING OUTCOMES

- Apply knowledge of computing and mathematics appropriate to the discipline
- Analyze a problem and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Address professional, ethical, legal, security and social issues and responsibilities
- Communicate effectively with a range of audiences
- Analyze the local and global impact of computing on individuals, organizations and society
- Recognize the need for and an ability to engage in continuing professional development
- Use current techniques, skills and tools necessary for computing practice
- Analyze processes that support the delivery and management of information systems

BACHELOR OF SCIENCE - INFORMATION SYSTEMS		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN361	Technical Writing (EN101)	3
MA105	College Algebra	3
MA230	Mathematical Statistics I	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	24
GENERAL EDUCATION ELECTIVES		
xxx	Humanities Elective (Recommend HU260)	3
xxx	Social Science Elective	3
xxx	Science Elective	3
	Subtotal General Education Electives	9
	Total General Education	33
PROGRAM CORE		
CS192	Programming Essentials	3
CS200	Programming in Java (CS192)	4

IS216	Computer Networks	3
CS386	Systems Architecture (IS242)	4
CS405	Software Engineering (CS336 with a "C" or better or IS336 with a "C" or better)	4
IS231	E-Commerce (CS105)	3
IS242	Management Information Systems (CS105)	3
IS320	Database Applications (CS105)	3
IS301	Web Design I	4
IS311	Security Operations	3
IS336	Systems Analysis and Design (CS265 or IS242)	3
IS351	Information Systems Project Management	3
IS450	Security Trends and Legal Issues	3
IS498	Senior Research Project (Completion of all other Degree Requirements)	3
	Total Program Core	46

PROGRAM ELECTIVES		
xxx	200+ Level Business, CS or IS Electives	6
xxx	300+ Level CS or IS Electives	9
	Subtotal Program Electives	15
OPEN ELECTIVES		
xxx	300+ Level Open Electives	3
xxx	Any Level Open Electives	25
	Subtotal Open Electives	28
	Total Electives	43
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	46
	Total Elective Hours	43
	Total Credit Hours	122

*Students are required to complete all general education required courses before enrolling in GU299.

8.30 CYBER SECURITY

BACHELOR OF SCIENCE DEGREE PROGRAM

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The objective of the Cyber Security degree program is to provide students with the knowledge and skills to enter the workforce and advance in professional cyber security or information security roles. Required coursework builds a foundation and broad base of skills in network protocols, advanced security concepts and operating systems and system architecture. Courses are aligned to the Network+, Security+ and CISSP industry-standard certifications.

PROGRAM EDUCATIONAL OBJECTIVES

The educational objectives of the program are to produce students who, within a few years of graduation, should be:

- Successfully employed in a position with a security focus in the government or private sectors, or be in a graduate program
- Using a variety of security-related skills to improve the security posture of an organization
- Effective as a professional through communication skills, project management skills, ethical conduct, social awareness and teamwork
- Technically current through continued education, certifications and professional development

STUDENT LEARNING OUTCOMES

- Apply knowledge of computing and mathematics appropriate to the discipline
- Analyze a system and identify and define the security risks and requirements for secure operation
- Design, implement and evaluate a computer-based system, process, component or program to meet security needs
- Address professional, ethical, legal, security, and social issues and responsibilities
- Communicate effectively with a range of audiences
- Analyze the local and global impact of computing on individuals, organizations and society
- Recognize the need for and an ability to engage in continuing professional development
- Use current techniques, skills and tools necessary for computing security practice
- Identify and analyze security risks of an information system
- Develop security and recovery policies appropriate to an information system

BACHELOR OF SCIENCE - CYBER SECURITY		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
EN361	Technical Writing (EN101)	3
MA105	College Algebra	3
MA230	Mathematical Statistics I	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	24
GENERAL EDUCATION ELECTIVES		
xxx	Humanities Elective (Recommend HU260)	3
xxx	Social Science Elective	3
xxx	Science Elective	3
	Subtotal General Education Electives	9
	Total General Education	33
PROGRAM CORE		
CS192	Programming Essentials	3
CS200 or CS265	Programming in Java (CS192) or Programming in C++ (CS192)	4
IS216	Computer Networks	3
IS316	TCP/IP Networks (IS216 or CS216)	3
CS340	Operating Systems (CS192)	3
CS386	System Architecture (IS242)	4
IS211	Introduction to Information Systems Security	3
IS242	Management Information Systems (CS105)	3
IS311	Security Operations	3
IS320	Database Applications (CS105)	3
IS336	Systems Analysis and Design (CS265 or IS242)	3
IS351	Information Systems Project Management	3
IS355	Risk Management	3
IS360	Disaster Recovery	3
IS411	Network Security (IS216 with a "C" or better)	3
IS440	Human Decision and Security Engineering	3
IS450	Security Trends and Legal Issues	3
IS461	Cryptography (IS211 with a "C" or better)	3
IS471	Computer Forensics	3
IS481	Database Security (IS320)	3
IS499	Security Capstone (Completion of all other Degree Requirements)	3
MA141	Pre-Calculus (MA105)	3
	Total Program Core	68
OPEN ELECTIVES		
xxx	Open Electives	21
	Total Open Electives	21
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	68
	Open Elective Hours	21
	Total Credit Hours	122

*Students are required to complete all general education required courses before enrolling in GU299.

8.31 ELECTRONICS AND COMPUTER ENGINEERING TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE PROGRAM

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The objective of the Electronics and Computer Engineering Technology degree program is to provide students with the knowledge and skills to enter the workforce as technicians. Required coursework builds a foundation in circuit theory and design, digital and analog electronics, and computer programming. The program satisfies the first two years of the Bachelor of Science in Computer Engineering Technology or the Bachelor of Science in Electronics Engineering Technology.

STUDENT LEARNING OUTCOMES

- Apply knowledge, techniques, skills and modern tools to narrowly defined engineering technology activities
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems
- Conduct, analyze and interpret experiments
- Identify, analyze and solve narrowly defined technical problems
- Function effectively on teams
- Apply written, oral and graphical communication

- Address professional, ethical and social responsibilities
- Demonstrate a commitment to quality, timeliness and continuous improvement

Elective courses are available in communications, power and control systems.

PROGRAM EDUCATIONAL OBJECTIVES

The educational objectives of the program are to produce students who, within a few years of graduation, should be:

- Successfully employed in an engineering technology or related field, or be accepted into a graduate program
- Effective in technical problem identification and analysis, problem solving or system design in a variety of technical roles
- Effective as a professional through communication skills, project management skills, ethical conduct, social awareness and teamwork
- Technically current through continued education and professional development

ASSOCIATE OF SCIENCE - ELECTRONICS AND COMPUTER ENGINEERING		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
EN101	English Composition I	3
EN361	Technical Writing (EN101)	3
ET100	Engineering and Ethics	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
PH220	Physics I (MA141 with a "C" or better)	4
*GU299	General Education Capstone	3
	Subtotal Required General Education	28
GENERAL EDUCATION ELECTIVES		
xxx	Social Science Elective	3
xxx	General Education Elective (Recommended CS105)	3
	Subtotal General Education Electives	6
	Total General Education	34
PROGRAM CORE		
CS192	Programming Essentials	3
CS265	Programming in C++ (CS192)	4
CT212	Digital Electronics/lab (CS192 and ET105 with a "C" or better)	4
CT262	Microprocessor Systems Engineering/lab (CT212 and CS265 with a "C" or better)	4
ET105	Fundamental Properties of DC Circuits/lab (MA105 with a "C" or better)	4
ET115	Fundamental Properties of AC Circuits/lab (ET105 with a "C" or better and MA141 with a "C" or better)	4
ET212	Electronics I/lab (ET115 with a "C" or better)	4
ET222	Electronics II/lab (ET212 with a "C" or better)	4
	Total Program Core	31
PROGRAM CREDITS		
	General Education Hours	34
	Program Core Hours	31
	Total Credit Hours	65

*Students are required to complete all general education required courses before enrolling in GU299.

8.32 ELECTRONICS ENGINEERING TECHNOLOGY

BACHELOR OF SCIENCE DEGREE PROGRAM

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The objective of the Electronics Engineering Technology degree program is to provide students with the knowledge and skills to enter the workforce and advance as professional engineering technologists, specifically in the electronic field. Required coursework builds a foundation and broad base of skills in advanced circuit theory and design, digital and analog electronics, microprocessor fundamentals and signal processing.

STUDENT LEARNING OUTCOMES

- Select and apply the knowledge, techniques, skills and modern tools of the discipline to broadly defined engineering technology activities
- Select and apply a knowledge of mathematics, science, engineering and technology to engineering technology problems that require the application of principles and applied procedures or methodologies
- Conduct standard tests and measurements; conduct, analyze and interpret experiments; and apply experimental results to improve processes

- Design systems, components or processes for broadly defined engineering technology problems appropriate to program educational objectives
- Function effectively as a member or leader on a technical team
- Identify, analyze and solve broadly defined engineering technology problems
- Apply written, oral and graphical communication in both technical and non-technical environments; and identify and use appropriate technical literature
- Identify the need for and engage in self-directed continuing professional development, including the ability to identify strategies for acquiring competency in unfamiliar subject areas or skills
- Address professional and ethical responsibilities, including a respect for diversity
- Identify the impact of engineering technology solutions in a societal and global context
- Demonstrate a commitment to quality, timeliness and continuous improvement
- Apply circuit analysis and design, computer programming, associated software, analog and digital electronics, and microcomputers, and engineering standards to the building, testing, operation and maintenance of electrical/electronic(s) systems
- Apply physics or chemistry to electrical/electronic(s) circuits in a rigorous mathematical environment at or above the level of algebra and trigonometry
- Analyze, design and implement control systems, instrumentation systems, communications systems, computer systems or power systems.
- Apply project management techniques to electrical/electronic(s) systems
- Utilize statistics/probability, transform methods, discrete mathematics or applied differential equations in support of electrical/electronic(s) systems

BACHELOR OF SCIENCE - ELECTRONICS ENGINEERING TECHNOLOGY		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
EN101	English Composition I	3
EN361	Technical Writing (EN101)	3
ET100	Engineering and Ethics	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
PH220	Physics I (MA141 with a “C” or better)	4
*GU299	General Education Capstone	3
	Subtotal Required General Education	28
GENERAL EDUCATION ELECTIVES		
xxx	Social Science Elective	3
xxx	General Education Elective (Recommended CS105)	3
	Subtotal Required General Education	6
	Total General Education	34
PROGRAM CORE		
CS192	Programming Essentials	3
CS265	Programming in C++ (CS192)	4
CT212	Digital Electronics/lab (CS192 and ET105 with a “C” or better)	4
CT262	Microprocessor Systems Engineering/lab (CT212 and CS265 with a “C” or better)	4
ET105	Fundamental Properties of DC Circuits/lab (MA105 with a “C” or better)	4
ET115	Fundamental Properties of AC Circuits/lab (ET105 with a “C” or better and MA141 with a “C” or better)	4
ET212	Electronics I/lab (ET115 with a “C“ or better)	4
ET222	Electronics II/lab (ET212 with a “C“ or better)	4
ET310	Circuit Analysis (ET115 with a “C” of better and MA312 with a “C” or better)	4
ET332	Analog Integrated Circuits/lab (ET222 with a “C” or better and MA302)	4
ET372	Instrumentation and Measurement Lab (CT212 with a “C “or better, ET222 with a “C” or better and PH221 with a “C“ or better)	4
ET382	Signals and Systems Theory/lab (ET310 with a “C” or better, PH221 with a “C” or better, and CS265)	4
ET410	Technical Project Management (Last class before ET450)	3
ET450	Capstone Project (ET410 with a “C” or better and Completion of all Degree Requirements)	3
MA302	Calculus I (MA141 with a “C” or better)	4
MA312	Calculus II (MA302 with a “C” or better)	4
PH221	Physics II (PH220)	4

	Total Program Core	65
PROGRAM ELECTIVES		
One of ET352 Communication Systems, ET485 Power Systems or ET495 Control Systems		4
xxx	300+ level ET or CT Electives w/Labs	8
	Subtotal Program Electives	12
OPEN ELECTIVES		
xxx	Open Electives	18
	Subtotal Open Electives	18
	Total Electives	30
PROGRAM CREDITS		
	General Education Hours	34
	Program Core Hours	65
	Elective Hours	30
	Total Credit Hours	129

*Students are required to complete all general education required courses before enrolling in GU299.

8.33 ENGINEERING MANAGEMENT TECHNOLOGY

BACHELOR OF SCIENCE DEGREE PROGRAM

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The objective of the Engineering Management Technology degree program is to provide students with the knowledge and skills to enter the workforce and obtain increasing roles of managerial responsibility within a technical environment. Required coursework integrates the broader issues of business with the fundamentals and challenges of technological development and change through a business core of accounting, finance and management, coupled with a technology core in circuit theory, digital electronics and programming. Elective courses allow for additional depth in business, computer science or engineering technology.

PROGRAM EDUCATIONAL OBJECTIVES

- Apply knowledge, techniques, skills and modern tools to broadly defined engineering technology activities
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems
- Conduct, analyze and interpret experiments and apply experimental results to improve processes
- Identify, analyze and solve broadly defined technical problems
- Design electronic systems, components or processes for broadly defined problems
- Function effectively on teams
- Apply written, oral and graphical communication
- Address professional, ethical, social and global responsibilities and issues
- Demonstrate a commitment to quality, timeliness and continuous improvement

BACHELOR OF SCIENCE - ENGINEERING MANAGEMENT TECHNOLOGY		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
EN101	English Composition I	3
EN361	Technical Writing (EN101)	3
ET100	Engineering and Ethics	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
PH220	Physics I (MA141 with a “C“ or better)	4
*GU299	General Education Capstone	3
	Subtotal Required General Education	28
GENERAL EDUCATION ELECTIVES		
xxx	Social Science Elective	3
xxx	General Education Elective (Recommended CS105)	3
	Subtotal General Education Electives	6
	Total General Education	34
PROGRAM CORE		
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (ACC220)	3
CS192	Programming Essentials	3
CS265	Programming in C++ (CS192)	4
CT212	Digital Electronics/lab(CS192 and ET105 with a “C” or better)	4

CT262	Microprocessor Systems Engineering/ lab(CT212 and CS265 with a "C" or better)	4
ENT301	Entrepreneurship (GU299)	3
EMT320	Engineering Economics (MA141 with a "C" or better)	3
ET105	Fundamental Properties of DC Circuits/lab (MA105 with a "C" or better)	4
ET115	Fundamental Properties of AC Circuits/lab (ET105 with a "C" or better and MA141 with a "C" or better)	4
ET212	Electronics I/lab (ET115 with a "C" or better)	4
ET222	Electronics II/lab (ET212 with a "C" or better)	4
ET372	Instrumentation and Measurement (CT212 with a "C" or better, ET222 with a "C" or better and PH221 with a "C" or better)	4
FIN307	Principles of Finance I (GU299 and MA215)	3
MA230	Mathematical Statistics I	3
MA302	Calculus I (MA141 with a "C" or better)	4
MGT150	Principles of Business Management	3
PH221	Physics II (PH220)	4
PRJ450	Project Management (GU299, MA170 or MA215)	3
	Total Program Core	67
PROGRAM ELECTIVES		
xxx	300+ Level MA, CT or ET Electives	12
	Subtotal Program Electives	12
OPEN ELECTIVES		
xxx	300+ level Electives	13
	Subtotal Open Electives	13
	Total Electives	25

PROGRAM CREDITS	
General Education Hours	34
Program Core Hours	67
Total Elective Hours	25
Total Credit Hours	126

*Students are required to complete all general education required courses before enrolling in GU299.

8.34 ENGINEERING MANAGEMENT TECHNOLOGY

ASSOCIATE OF SCIENCE DEGREE PROGRAM

grantham.edu/disclosures

The objective of the Engineering Management Technology degree program is to provide students with the knowledge and skills to enter the workforce as technicians. Required coursework builds a foundation in circuit theory, analog electronics and business. The program satisfies the first two years of the Bachelor of Science in Engineering Management Technology.

STUDENT LEARNING OUTCOMES

- Apply knowledge, techniques, skills and modern tools to narrowly defined engineering technology activities
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems
- Conduct, analyze and interpret experiments
- Identify, analyze and solve narrowly defined technical problems
- Function effectively on teams
- Apply written, oral and graphical communication
- Address professional, ethical and social responsibilities
- Demonstrate a commitment to quality, timeliness and continuous improvement

ASSOCIATE OF SCIENCE - ENGINEERING MANAGEMENT TECHNOLOGY		CREDIT HOURS
GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
EN101	English Composition I	3
EN361	Technical Writing (EN101)	3
ET100	Engineering and Ethics	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
PH220	Physics I (MA141 with a "C" or better)	4
*GU299	General Education Capstone	3
xxx	Social Science Elective	3
xxx	General Education Elective (Recommended CS105)	3
	Total General Education	34

PROGRAM CORE		
ACC220	Financial Accounting (MA105)	3
ACC226	Managerial Accounting (ACC220)	3
CS192	Programming Essentials	3
ET105	Fundamental Properties of DC Circuits/lab (MA105 with a "C" or better)	4
ET115	Fundamental Properties of AC Circuits/lab (ET105 with a "C" or better and MA141 with a "C" or better)	4
ET212	Electronics I/lab (ET115 with a "C" or better)	4
MA230	Mathematical Statistics I	3
MGT150	Principles of Business Management	3
PH221	Physics II (PH220)	4
	Total Program Core	31

PROGRAM CREDITS	
General Education Hours	34
Program Core Hours	31
Total Credit Hours	65

*Students are required to complete all general education required courses before enrolling in GU299.

COLLEGE OF NURSING AND ALLIED HEALTH

MISSION STATEMENT

The College of Nursing and Allied Health at Grantham University prepares healthcare professionals in nursing and allied health careers to expand their knowledge and skills in areas of leadership, community concepts, research and evidence-based practice related to current trends and issues in today's global society.

The School of Nursing offers the following programs:

PROGRAMS OF STUDY	CREDENTIAL
RN to BSN Completion Program	BSN
RN to MSN Bridge Program Option (no bachelor's degree conferred)	

The School of Allied Health offers the following programs:

PROGRAMS OF STUDY	CREDENTIAL
Medical Administrative Assistant	Certificate
Medical Coding and Billing	Associate of Applied Science
Health Information Management	Bachelor of Science

SCHOOL OF NURSING

MISSION STATEMENT

The Grantham University School of Nursing prepares students to expand their knowledge and skills as Registered Nurses (RN) in areas of leadership, community concepts, research and evidence-based professional nursing practice related to current trends and issues in today's global society.

PHILOSOPHY OF NURSING

This philosophy describes the beliefs of the nursing faculty of Grantham University about human beings, society, health and nursing. The faculty has also chosen lifelong learning as an additional concept to be included in this philosophy.

Human beings are unique individuals by virtue of their development and lived experiences. Humans influence and are influenced by two inter-related forces, the internal and external environments. The internal environment consists of biological, psychological and spiritual factors, whereas the external environment consists of cultural, political, economic, physical and technological factors.

Society is the dynamic and constructed setting within which all persons exist and interact. It characterizes the norms, beliefs and mores and defines the rights and responsibilities of its citizens.

Health balances mind-body-spirit, which is interpreted and expressed in individuals and groups. Health is a dynamic state in which the individual is constantly adapting to changes in the internal and external environment.

Nursing synergizes science and art. The science of nursing embodies principles and theories of nursing, based on behavioral and natural sciences that encompass knowledge, skills and professional values applied in a caring manner. The art of nursing exemplifies caring behaviors of warmth, sincerity, empathy, attentiveness and compassion. Professional nursing roles involve evidenced-based practices that are preventative, restorative and promotive across the lifespan of individuals, families and communities requiring care. Evolving professional roles are acknowledged and fostered.

LIFELONG LEARNING.

The faculty believes that learning is a process influenced by environmental conditions that continue across the lifespan. The faculty facilitates this learning process by creating a flexible environment and planning goal-oriented experiences for their students. Respect for individuality, freedom of expression, shared decision making and mutual trust promote egalitarian relationships and create an optimal learning environment.

The faculty also believes that the bachelor's degree in nursing is the entry level for professional nursing practice. Nursing education at the master's level is the minimal preparation for advanced nursing practice. Doctoral nursing education prepares nurses as clinicians, educators, leaders, researchers, scholars and visionaries.

In conclusion, the nursing faculty accepts responsibility to provide students with quality educational experiences necessary for personal and professional growth. Likewise, graduates understand the extent and limitations of their roles and are encouraged to evaluate their professional responsibilities to society through continuing education.

Consistent with the philosophical statements contained in this document and the University mission, the faculty will incorporate these beliefs throughout the nursing curriculum.

8.35 RN TO BSN COMPLETION

BACHELOR OF SCIENCE IN NURSING DEGREE PROGRAM

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The RN to BSN Completion Program builds upon the foundation of previous nursing education at the associate degree level to enhance the theoretical concepts of the science of nursing. The RN to BSN Completion Program is evidence-based and developed according to best practices using the following professional standards: National League for Nursing (NLN) Competencies for graduates of baccalaureate education; Quality and Safety in Education for Nursing (QSEN) Competencies; and American Association of Colleges of Nursing (AACN) Essentials of Baccalaureate Education. The program incorporates both didactic and practice experiences in the curriculum with the practice experiences using both direct human interface and indirect learning situations that allow the student to apply concepts in the course to clinical scenarios in a simulated environment. Graduates are prepared to function as nurse generalists in a variety of healthcare settings.

PROGRAM MISSION

To expand the skills in areas of leadership, community concepts, research and professional practice related to current trends and issues in today's global society.

STUDENT LEARNING OUTCOMES

- Utilize effective communication in oral, written, interpersonal and electronic modes
- Employ clinical judgments based on evidence-based practice standards and ethical practices
- Exercise accountability when providing and ensuring safe, efficient and quality patient care
- Synthesize available resources to apply critical thinking to complex clinical situations

- Select culturally competent care concepts for individuals and families across the lifespan
- Employ proficiency when caring for communities and populations experiencing threats to well-being
- Display concepts of lifelong learning to enhance personal and professional nursing practice
- Apply clinical technologies and informatics in practice

THIS BLOCK REQUIRED FOR ALL RN TO BSN STUDENTS: BSN DEGREE COMPLETION		CREDIT HOURS
GU101*	Student Success	3
EN361	Technical Writing (EN101)	3
NUR302	Pathophysiology	3
NUR304	Nursing Ethics	3
NUR306	Pharmacology	3
NUR402*	Transition to Professional Nursing	3
NUR405*	Health Assessment for Professional Nursing	3
NUR410*	Theoretical Concepts of Research in Nursing	3
MA230	Mathematical Statistics I	3
NUR415*	Nursing Informatics	3
NUR417*	Nursing Leadership and Management	3
NUR427*	Population Health in the Global Community	3
NUR441*	Case Management Concepts	3
NUR499*	RN-BSN Capstone Project (Prerequisites: Completion of all other Degree Requirements)	3
	TOTAL HOURS	42

Note: Nursing courses must be taken in the sequence shown above. Non-matriculating students holding a current and unencumbered RN license may take an individual nursing course.

STUDENTS ENTERING WITH AN ASSOCIATE DEGREE IN NURSING AND RN LICENSE	CREDIT HOURS
Education and Licensing Completed Prior to Matriculation at Grantham University:	
Basic RN Program – credits for nursing coursework	30
General Education transferable credits from an appropriately accredited institution	21
Experiential Credit for RN practice	30
Required Courses to be Completed at Grantham University:	
BSN Degree Completion*	42
TOTAL HOURS	123

*Note: Individual student transfer results may vary, as each student receives an evaluation based on official transcripts provided. Prior postsecondary education transcripts will be reviewed for possible transfer of credit for EN361, MA230, NUR302 and/or NUR306, residency requirements apply.

Registered Nurses admitted to the RN to BSN Completion Program are granted 30 experiential credits for their nursing practice experience. By possession of an associate degree from an appropriately accredited institution, associate degree RNs are assumed to be competent in professional communication, healthcare system dynamics and the use of technology in the clinical practice arena. Associate degree RNs are able to prioritize patient care needs based upon risk and acuity, and are competent in ethical practices and basic conflict management.

SCHOOL OF ALLIED HEALTH

MISSION STATEMENT

The Grantham University School of Allied Health provides healthcare practitioners with the knowledge and skills in areas of leadership, community concepts, research and evidence-based practice required in a technological world, enabling them to use resources and collaborate in working toward the goal of improving healthcare.

8.36 MEDICAL ADMINISTRATIVE ASSISTANT

CERTIFICATE PROGRAM

This certificate program is designed for those entering the field of medical assistant administration, back office or medical receptionist or anyone who is interested in broadening his/her skills in the field of healthcare. Students learn about basic medical office functions, financial procedures and risk management as related to back office or receptionist duties in medical offices.

STUDENT LEARNING OUTCOMES

At the successful completion of the program, the student should be able to:

- Explain the role and function of different types of healthcare facilities and environments
- Explain medical terms and abbreviations that are commonly used in health information management systems
- Demonstrate understanding of local, state and federal regulations, including OSHA standards and HIPAA's rules for protected health information
- Demonstrate diagnosis coding skills for records management
- Successfully complete CMAA Practice Assessment through the ATI Testing website (four attempts provided) in preparation for taking the Certification Exam

GU101	Student Success	3
AH111	Healthcare Delivery Systems	3
AH114	Medical Terminology	3
AH212	Basic Diagnosis Coding Systems (AH114)	3
AH215	Medical Assisting	3
AH235	Medical Administrative Assistant Certification Prep*	4
	TOTAL REQUIRED HOURS	**19**

*AH235 must be the last course taken for the Medical Administrative Assistant Certificate. This program is not approved for Federal Student Aid (Title IV) educational benefits

8.37 MEDICAL CODING AND BILLING

ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAM

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The Medical Coding and Billing program provides the student with the skills needed to enter the medical coding and billing profession. After graduation, the student may take the American Health Information Management Association's (AHIMA) Certified Coding Associate (CCA) exam, a medical coding and billing industry certification.

STUDENT LEARNING OUTCOMES

- Explain the role and function of different types of healthcare facilities and environments
- Explain medical terms and abbreviations that are commonly used in health information management systems
- Identify the constraints and guidelines that the Health Insurance and Portability and Accountability Act (HIPAA) places on healthcare systems
- Use healthcare-related coding and billing software to support healthcare administration functions

ASSOCIATE OF APPLIED SCIENCE - MEDICAL CODING AND BILLING		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
BIO113	Anatomy and Physiology	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	30

GENERAL EDUCATION ELECTIVES		
xxx	General Education Elective	3
XXX	NATL Elective	3
	Subtotal General Education Elective	6
	Total General Education	36
PROGRAM CORE		
AH111	Healthcare Delivery Systems	3
AH112	Introduction to Health Information Management	3
AH114	Medical Terminology	3
AH212	Basic Diagnosis Coding Systems (AH114)	3
AH213	Basic Procedure Coding Systems (AH212)	3
AH214	Reimbursement Methodologies (AH212)	3
AH215	Medical Assisting	3
AH216	Professional Practice (Completion of all degree requirements)	3
BIO116	Introduction to Pathophysiology	3
CS205	Computer Software Applications in Healthcare	3
	Total Program Core	30
PROGRAM CREDITS		
	General Education Hours	33
	Program Core Hours	30
	Total Credit Hours	66

*General Education courses are prerequisite to GU299
GU299 is a prerequisite to the first core course: AH111
Failed or Withdrawn courses should be immediately repeated

8.38 HEALTH SYSTEMS MANAGEMENT

BACHELOR OF SCIENCE DEGREE PROGRAM

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This program is being taught out and no longer being offered to new students.

The Health Systems Management program provides the student with the skills needed to analyze information needs, design solutions and manage information storage, transfer and retrieval in healthcare environments.

STUDENT LEARNING OUTCOMES

- Use information systems tools, techniques and methodologies applicable to healthcare systems
- Apply project management principles to information systems development efforts in healthcare institutions
- Structure information collection and presentation to facilitate executive-level planning and decision-making in healthcare environments
- Apply fundamental systems analysis and design concepts and problem-solving strategies to information technology problems
- Analyze, design and implement solutions to healthcare information problems
- Develop reporting and support capabilities for healthcare decisions

BACHELOR OF SCIENCE - HEALTH SYSTEMS MANAGEMENT		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	24
GENERAL EDUCATION ELECTIVES		
xxx	General Education Elective (EN102 or EN361)	3
xxx	General Education Elective	3
	Subtotal General Education Electives	12
	Total General Education	33
PROGRAM CORE		
GU100	Student Success	3
AH111	Healthcare Delivery Systems	3
AH112	Introduction to Health Information Management	3
AH356	Information Security and Privacy in Healthcare Organizations	3
AH432	Healthcare Infomatics	3
AH497	Health Systems Capstone (Completion of all Degree Requirements)	3

CS106	Introduction to Computer Systems	3
CS116	Introduction to Programming w/ Visual Basic (CS192)	3
CS192	Programing Essentials	3
CS205	Computer Software Applications in Healthcare	3
IS216	Computer Networks	3
IS301	Web Design I	4
IS306	Web Design II (IS301 pr CS197)	4
IS311	Security Operations	3
IS320	Database Applications (CS105)	3
IS336	Systems Analysis and Design (IS242 or CS265)	3
IS351	Information Systems Project Management	3
IS355	Risk Management	3
IS376	Advanced Database Systems	3
IS481	Database Security (IS320)	3

	Total Program Core	68
PROGRAM ELECTIVES		
xxx	300+ Level Electives	3
xxx	Other Electives	15
	Total Electives	18
OPEN ELECTIVES		
xxx	Open Electives	18
	Total Open Electives	85
PROGRAM CREDITS		
	General Education Hours	30
	Program Core Hours	68
	Program Elective Hours	12
	Open Elective Hours	12
	Total Credit Hours	122

8.39 HEALTH INFORMATION MANAGEMENT

BACHELOR OF SCIENCE DEGREE PROGRAM

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The Health Information Management program provides the student with the skills needed to analyze information needs, design solutions and manage information storage, transfer and retrieval in healthcare environments.

STUDENT LEARNING OUTCOMES

- Use information systems tools, techniques and methodologies applicable to healthcare systems
- Apply project management principles to information systems development efforts in healthcare institutions
- Structure information collection and presentation to facilitate executive-level planning and decision-making in healthcare environments
- Apply fundamental systems analysis and design concepts and problem-solving strategies to information technology problems
- Analyze, design and implement solutions to healthcare information problems
- Develop reporting and support capabilities for healthcare decisions

BACHELOR OF SCIENCE - HEALTH INFORMATION MANAGEMENT		CREDIT HOURS
REQUIRED GENERAL EDUCATION		
GU101	Student Success	3
BIO116	Introduction to Pathophysiology	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
MA105	College Algebra	3
*GU299	General Education Capstone	3
	Subtotal Required General Education	21
GENERAL EDUCATION ELECTIVES		
xxx	Social Science Elective	3
xxx	Humanities Elective	3
xxx	General Education Electives	6
	Subtotal General Education Electives	12
	Total General Education	33
PROGRAM CORE		

AH111	Healthcare Delivery Systems	3
AH112	Introduction to Health Information Management	3
AH114	Medical Terminology	3
AH212	Basic Diagnosis Coding Systems (AH114)	3
AH213	Basic Procedure Coding Systems (AH212)	3
AH214	Reimbursement Methodologies (AH212)	3
AH356	Information Security and Privacy in Healthcare Organizations	3
AH432	Healthcare Informatics	3
AH497	Health Systems Capstone (Completion of all Degree Requirements)	3
MGT150	Principles of Business Management	3
ACC220	Financial Accounting (MA105)	3
MGT461	Leadership in Organizations (GU299)	3
MGT430	Introduction to Quality Management (GU299 and MA215)	3
BIO113	Anatomy and Physiology	3
CS205	Computer Software Applications in Healthcare	3
IS216	Computer Networks	3
IS211	Introduction to Information Systems Security	3
IS242	Management Information Systems (CS105)	3
IS311	Security Operations	3
IS320	Database Applications (CS105)	3
IS336	Systems Analysis and Design (IS242)	3
IS351	Information Systems Project Management	3
MA230	Mathematical Statistics I	3
	Total Program Core	69

PROGRAM ELECTIVES

xxx	300+ Level Electives	20
	Total Electives	20

PROGRAM CREDITS

General Education Hours	33
Program Core Hours	69
Elective Hours	20
Total Credit Hours	122

*General Education courses are prerequisite to GU299

GRADUATE DEGREE AND CERTIFICATE PROGRAMS

Each graduate degree program is outlined as a program of study. A term is a period of eight (8) weeks (56 days) in which a student must complete all courses in which he/she has enrolled. A detailed description of each course is provided in Section 10 of the Catalog.

MARK SKOUSEN SCHOOL OF BUSINESS

It is the mission of the Mark Skousen School of Business to develop entrepreneurially minded business students by providing innovative teaching methods through a student-centered approach to learning that leads to a high-quality, relevant and sustainable business foundation.

The student must complete at least 37 credit hours in the degree program at Grantham to earn a graduate degree. Prerequisite courses should be satisfied before enrollment in the course

.THE MARK SKOUSEN SCHOOL OF BUSINESS OFFERS THE FOLLOWING GRADUATE DEGREES:

PROGRAM	DEGREE
Business Administration	MBA
Business Administration - Information Management	MBA
Business Administration - Project Management	MBA
Business Intelligence	M.S.
Performance Improvement	M.S.

The Master of Business Administration (MBA) provides the student with an advanced knowledge of business, marketing, management, project management and information technology. Students who do not have a business background or business degree should complete the following recommended competencies prior to enrolling in an MBA program:

- ACC220 Financial Accounting
- FIN307 Principles of Finance I
- ECN201 Microeconomics
- MA170 Finite Mathematics

9.1 HUMAN RESOURCES (GRADUATE)

CERTIFICATE PROGRAM

The Human Resources (Graduate) program focuses on the analysis of human resource management theories and development. The courses comprised will involve active engagement of management of human resource professionals toward strategic organizational goals and policy. The Human Resources (Graduate) certificate program builds from the undergraduate certificate and the BBA in Human Resources, moving from a technical and operational focus to a strategic and policy focus that requires in-depth general management and HR management practice knowledge. Upon completion of this program, graduates may enter management-level positions in human resource management or labor relations. Graduates may also continue their education and transfer courses from the certificate program to master's degree programs.

The completion of a bachelor's degree is required for admission to this certificate program.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

STUDENT LEARNING OUTCOMES

- Analyze an approach for human resource management and diagram human resource planning
- Implement strategic organizational change for increased quality, productivity and employee satisfaction
- Compare and contrast compensation system(s) toward employee motivation
- Identify principles for developing, using and conserving human resources
- Illustrate the strategic role of the human resource manager in performing functions of recruitment, hiring, training and career development in an organization

GU500	Graduate Student Success	1
ETH560	Business Ethics	3
HRM661	Human Resource Strategies	3
HRM662	Labor Relations and Management	3

MGT551	Business Performance Management	3
MGT621	Balanced Scorecards and Performance Dashboard	3
	TOTAL REQUIRED HOURS	16

9.2 PROJECT MANAGEMENT (GRADUATE)

CERTIFICATE PROGRAM

The Project Management (Graduate) program is designed to enable students who are managers, through a combination of business, management and operational courses, to implement a streamlined project management approach. The certificate program will provide experienced managers with a complex project management skill set that will align to organizational strategic goals to increase visibility and value within the organization.

The completion of a bachelor's degree is required for admission to this certificate program.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

STUDENT LEARNING OUTCOMES

- Effectively manage multiple, interrelated, complex project components, including scheduling development and analysis, and specific quantitative techniques developed for analyzing projects
- Implement enterprise-level project portfolio management (PPM) that aligns with the organization's strategic plans and goals
- Construct and distinguish the aspects of project management development, including people-based project management
- Avoid common project management pitfalls through effective forecasting of time, resource and budgeting requirements for a project to coordinate the work within a project team and meet project objectives
- Implement the Ten PMBOK® Knowledge Areas

GU500	Graduate Student Success	1
IS649	Information Technology Project Management (PRJ515)	3
PRJ515	Project Management Essentials	3
PRJ636	Project Management Organization Framework and Risk (PRJ515)	3
PRJ656	Project Management Integration Framework (PRJ636)	3
PRJ695	Project Management Capstone (Completion of THE DEGREE REQUIREMENTS)	3
	TOTAL REQUIRED HOURS	16

9.3 BUSINESS ADMINISTRATION

The Master of Business Administration Degree (MBA) provides students with a practical knowledge of a business environment. Students are offered the option of a generalized MBA (standard option or accelerated option) or a specialized degree program in one of two areas: Business Administration — Information Management (MBA) and Business Administration — Project Management (MBA).

MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM STANDARD OPTION

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This degree program provides students with a practical knowledge of a business environment. The MBA program covers finance, financial and managerial accounting, human resource management, information management, managerial economics, marketing, organizational behavior and quantitative analysis. Students are offered the option of a generalized MBA or a specialized degree program in one of two areas: MBA-Project Management (MBA-PM) and MBA-Information Management (MBA-IM).

Students enrolled in any graduate business school program are required to follow courses in the sequence illustrated in the chart.

STUDENT LEARNING OUTCOMES

- Analyze knowledge, techniques, skills and tools of past, present and future business models
- Apply current knowledge and adapt to emerging applications of all foundational business areas
- Integrate theory and practice for the purpose of strategic analysis and planning
- Use communication skills
- Evaluate professional, ethical and social responsibilities in business management and team settings

- Employ quantitative analysis in business

MASTER OF BUSINESS ADMINISTRATION (MBA)		CREDIT HOURS
GU500	Graduate Student Success	1
MGT500	Management	3
MKG530	Marketing Management	3
MGT517	Organizational Behavior	3
ECN501	Managerial Economics	3
ACC510	Accounting	3
BUS575	Strategies for Change	3
BUS615	eBusiness	3
RCH520	Quantitative Analysis	3
FIN526	Finance	3
MGT570	Strategic Management	3
ETH560	Business Ethics	3
MGT699	Capstone Project (Completion of the Degree Requirements)	3
	TOTAL REQUIRED HOURS	37

BUSINESS ADMINISTRATION MASTER OF BUSINESS ADMINISTRATION ACCELERATED OPTION

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Students who have three years of work experience in a business-specific role or have a conferred bachelor's degree from an appropriately accredited institution with a concentration, emphasis, major or specialization in a business discipline and having earned a 3.0 GPA in that business degree, and who have 36 hours per week for coursework, can apply for the accelerated MBA schedule.

In the accelerated schedule, students are authorized to take two courses (6 credit hours) each term. This authorization extends to the point that a student is not making satisfactory academic progress (SAP), as defined in the University Catalog. If a student's GPA is below the academic standing threshold between checks, the Dean reserves the right to reduce the student's credit hour load.

Students enrolled in any graduate business school program are required to follow courses in the sequence set out for that program.

The MBA is a general, graduate business degree program. This course of study emphasizes management, finance, financial and managerial accounting, macroeconomics, microeconomics, marketing, organizational behavior and quantitative analysis.

STUDENT LEARNING OUTCOMES

- Analyze knowledge, techniques, skills and tools of past, present and future business models
- Apply current knowledge and adapt to emerging applications of all foundational business areas
- Integrate theory and practice for the purpose of strategic analysis and planning
- Use communication skills
- Evaluate professional, ethical and social responsibilities in business management and team settings
- Employ quantitative analysis in business

REQUIRED COURSES		
Term 1		
GU500	Graduate Student Success	1
MGT500	Management	3
MKG530	Marketing Management	3
Term 2		
MGT517	Organizational Behavior	3
ECN501	Managerial Economics	3
Term 3		
ACC510	Accounting	3
BUS575	Strategies for Change	3
Term 4		
BUS615	eBusiness	3
RCH520	Quantitative Analysis (MA170)	3
Term 5		
FIN526	Finance	3
MGT570	Strategic Management	3
Term 6		
ETH560	Business Ethics	3
MGT699	Capstone Project (Completion of the Degree Requirements)	3
	TOTAL REQUIRED HOURS	37

9.4 BUSINESS ADMINISTRATION – INFORMATION MANAGEMENT

MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM

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The Information Management degree program enhances managerial skills, business strategies and decision-making abilities with emerging technology trends found in current corporate operations.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

STUDENT LEARNING OUTCOMES

- Analyze knowledge, techniques, skills and tools of past, present and future business models
- Apply current knowledge and adapt to emerging applications of all foundational business areas
- Integrate theory and practice for the purpose of strategic analysis and planning
- Use communication skills
- Evaluate professional, ethical and social responsibilities in business management and team settings
- Employ quantitative analysis in business
- Evaluate state-of-the-art information processing and computer networking strategies
- Assess and develop plans for future information systems expansion and implementation

INFORMATION MANAGEMENT		CREDIT HOURS
GU500	Graduate Student Success	1
MGT517	Organizational Behavior	3
ACC510	Accounting	3
ECN501	Managerial Economics	3
ETH560	Business Ethics	3
RCH520	Quantitative Analysis	3
FIN526	Finance	3
PRJ515	Project Management Essentials	3
IS525	Information Systems Strategic Planning	3
IS545	Emerging Technologies	3
MKG530	Marketing Management	3
MGT570	Strategic Management	3
MGT699	Capstone Project (Completion of the Degree Requirements)	3
	TOTAL REQUIRED HOURS	37

9.5 BUSINESS ADMINISTRATION – PROJECT MANAGEMENT

MASTER OF BUSINESS ADMINISTRATION DEGREE PROGRAM

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The Project Management degree program provides MBA students with a curriculum prescribed in the Project Management Institute's Project Management Body of Knowledge Guide (PMBOK®).

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

STUDENT LEARNING OUTCOMES

- Analyze knowledge, techniques, skills and tools of past, present and future business models
- Apply current knowledge and adapt to emerging applications of all foundational business areas
- Integrate theory and practice for the purpose of strategic analysis and planning
- Use communication skills
- Evaluate professional, ethical and social responsibilities in business management and team settings
- Employ quantitative analysis in business
- Engage in practical exercises that improve organizational skills in the project management field
- Develop the necessary tools to effectively plan, measure and control projects

PROJECT MANAGEMENT		CREDIT HOURS
GU500	Graduate Student Success	1
MGT500	Management	3
MGT517	Organizational Behavior	3
ACC510	Accounting	3

BUS615	eBusiness	3
ECN501	Managerial Economics	3
ETH560	Business Ethics	3
RCH520	Quantitative Analysis	3
FIN526	Finance	3
PRJ515	Project Management Essentials	3
PRJ636	Project Management Organization Framework and Risk (PRJ515)	3
PRJ656	Project Management Integration Framework (PRJ636)	3
PRJ695	Project Management Capstone (Completion of the Degree Requirements)	3
	TOTAL REQUIRED HOURS	37

9.6 BUSINESS INTELLIGENCE

MASTER OF SCIENCE DEGREE PROGRAM

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The Business Intelligence program is designed to provide students with a solid foundation in technology and decision-making tools that will contribute to their ability to collect, interpret and use information. This program integrates technological concepts within a relevant, functional business application framework. The program provides students with an advanced business education in the fields of technology and decision science.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

STUDENT LEARNING OUTCOMES

- Build business models for forecasting and business analysis
- Compare and contrast business intelligence technologies
- Integrate information from the organization into a strategic system
- Use communication skills
- Assess workflow, data analysis and technology through quantitative techniques
- Analyze professional, ethical, legal, security, and social issues and responsibilities
- Evaluate information about an organization's operational processes, financial situation and business performance
- Assemble project plans to report project progress to stakeholders

BUSINESS INTELLIGENCE		CREDIT HOURS
GU500	Graduate Student Success	1
BUS501	Overview of Business Intelligence	3
MGT517	Organizational Behavior	3
IS515	Management of Information Systems	3
IS525	Information Systems Strategic Planning	3
IS566	Decision Support and Intelligence Systems	3
IS576	Data Warehousing	3
MGT541	Customer Relationship Management	3
MGT551	Business Performance Management	3
MGT621	Balanced Scorecards and Performance Dashboards	3
MGT642	Strategic Management of Technology and Innovation	3
PRJ515	Project Management Essentials	3
PRJ691	Capstone Project — Business Intelligence (Completion of Degree Requirements)	3
	TOTAL REQUIRED HOURS	37

9.7 PERFORMANCE IMPROVEMENT

MASTER OF SCIENCE DEGREE PROGRAM

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The Performance Improvement program provides students with advanced skills in organizational resource management. Students are prepared to manage complex organizational challenges through performance improvement strategies and are adept at analyzing an organization, generating strategies to maximize performance and implementing solutions.

Students enrolled in this program are required to follow courses in the sequence illustrated in the chart.

STUDENT LEARNING OUTCOMES

- Evaluate organizational and human performance problems and issues
- Use communication skills
- Prepare proposals and develop strategies to influence stakeholder decisions
- Design and develop viable interventions to improve performance
- Analyze professional, ethical, legal, and social issues and responsibilities
- Measure and revise performance improvement solutions
- Design and manage performance improvement projects
- Employ and apply quantitative techniques in performance improvement areas

PERFORMANCE IMPROVEMENT		CREDIT HOURS
GU500	Graduate Student Success	1
MGT517	Organizational Behavior	3
MGT501	Introduction to Organizational and Human Performance	3
MGT514	Principles of Human Performance Technology	3
MGT515	Measurement and Assessment Strategies	3
MGT547	Learning and Performance	3
MGT553	Performance Consulting, Persuasive Communication and Influence Process	3
HRM620	Strategic Human Resource Management	3
HRM651	Performance Analysis	3
HRM652	Evaluating Results and Benefits	3
HRM653	Knowledge, Learning and Enterprise Systems	3
HRM671	Learning Theories and Technology	3
HRM699	Capstone Performance Project (Completion of the Degree Requirements)	3
	TOTAL REQUIRED HOURS	37

COLLEGE OF NURSING AND ALLIED HEALTH

SCHOOL OF NURSING

The Master of Science in Nursing programs at Grantham University prepare professional nurses to build upon and expand the knowledge and skills developed during a baccalaureate nursing education in areas of leadership and management; human diversity and social issues; health promotion and disease prevention; and research and evidence-based practice related to current trends and issues in today's global society.

PROGRAM	DEGREE
RN to MSN Bridge Program Option	MSN
Master of Science in Nursing Case Management Specialization	MSN
Master of Science in Nursing Nursing Education Specialization	MSN
Master of Science in Nursing Nursing Informatics Specialization	MSN
Master of Science in Nursing Nursing Management & Organizational Leadership Specialization	MSN

9.8 RN TO MSN BRIDGE PROGRAM OPTION

The RN to MSN Bridge program contains 27 credits of undergraduate BSN course work, allowing RNs with an associate degree to go into the MSN program upon successful completion of the 27 credits.

Note: A BSN is not awarded after the completion of the 27 credits of undergraduate BSN courses.

- This program is only available to RNs who have graduated with an associate degree in nursing (ASN/ADN/AAS) with a CGPA of 2.5 or higher.
- A competency exam confirming that the student has accomplished the program outcomes will be administered after successful completion of NUR427 and prior to beginning

NUR506. The exam is a pass/fail and will determine matriculation to the MSN program.

- A student who is unsuccessful on the competency exam can choose to complete the remaining courses in the RN to BSN Completion Program and then apply to the MSN Program.
- MSN degree is awarded once the student successfully completes the Bridge Program and a 37-credit-hour Master of Science in Nursing degree program

RN TO MSN OPTION		CREDIT HOURS
GU101	Student Success	3
EN361	Technical Writing (EN101)	3
NUR302	Pathophysiology	3
NUR306	Pharmacology	3
NUR405	Health Assessment for Professional Nursing	3
MA230	Mathematical Statistics I	3
NUR410	Theoretical Concepts of Research in Nursing	3
NUR417	Nursing Leadership and Management	3
NUR427	Population Health in the Global Community	3
	TOTAL REQUIRED HOURS	27

Note: For successful completion of the program, courses must be taken in the prescribed sequence.

9.9 MASTER OF SCIENCE IN NURSING DEGREE PROGRAM

The Master of Science in Nursing program prepares the registered professional nurse with additional knowledge and expertise that builds on the foundation of baccalaureate education and practice. The program is evidence-based and developed according to best practices from the following professional standards: National League for Nursing (NLN) Competencies for graduate nursing education; Quality and Safety in Education for Nurses (QSEN) Competencies; and American Association of Colleges of Nursing (AACN) Essentials of Graduate Nursing Education. The didactic portion of the course contains both core courses that are taken by all students in the program and track specific courses that reflect the area of specialization.

Practice experiences in the curriculum use both direct human interface and indirect learning situations that allow the student to apply concepts in the course to clinical scenarios in a simulated environment. All students are required to complete a capstone project that reflects the specialization track.

STUDENT LEARNING OUTCOMES

1. Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations
2. Incorporate concepts of advanced practice nursing when making nursing diagnoses and critical thinking decisions about educational and therapeutic interventions
3. Design nursing care for a clinical or community-based population based on cultural diversity, biophysical, psychosocial and organizational needs
4. Demonstrate high-level communication skills when involved with patients and professionals both within and outside the healthcare field
5. Combine theory and research-based knowledge from nursing and the sciences as they relate to the interdisciplinary team when designing, coordinating and evaluating quality patient care
6. Demonstrate commitment to the improvement of the nursing profession through lifelong learning

MASTER OF SCIENCE IN NURSING – CASE MANAGEMENT SPECIALIZATION

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This specialization prepares nurses to deliver personalized services to patients. Students learn how to improve patient care outcomes through patient referrals, and evaluation of the healthcare system and its ability to meet patient needs. Students gain knowledge and clinical expertise in the case management and working in health maintenance organizations. Students will complete Practice Experience (PE), a Capstone Project and Practicum specific to specialty track.

STUDENT LEARNING OUTCOMES

In addition to the six (6) general program outcomes listed previously, the student is responsible for the role-specific outcomes for case management. At the successful completion of this specialization track, a student will be able to:

- Demonstrate client selection and assessment according to current practice models
- Establish a case management plan that includes identification of problems, determination of outcomes and coordination of resources and that facilitates the transition of care to the medical home model.
- Compose a plan that evaluates the established outcomes and facilitates the termination of care
- Demonstrate principle of advocacy both for the client and in the promotion of client self-advocacy
- Manage resources to facilitate collaboration and coordination of care in a variety of healthcare environments

MASTER OF SCIENCE IN NURSING – CASE MANAGEMENT		
COURSE	COURSE NAME	CREDIT HOUR
GU500	Graduate Student Success	1
NUR506*	Foundations of Advanced Practice Nursing	3
NUR552*	Legal and Ethical Issues of Advanced Practice Nursing	3
NUR542	Concepts of Case Management	3
HSN501	Healthcare Systems	3
HSN509	Clinical and Administrative Systems	3
NUR516*	Nursing Research & Evidence-Based Practice	3
NUR545	Life Care Planning	3
HSN521	Modern Organizations and Healthcare	3
NUR547	Case Management and Evidence-Based Practice	3
NUR513*	Diverse Populations in Healthcare	3
NUR605*	Case Management Research Seminar	3
NUR606*	Case Management Practicum	3
	TOTAL REQUIRED HOURS	37

*Indicates practice experience exists in the course
Note: for successful completion of the program, courses must be taken in the prescribed sequence.

MASTER OF SCIENCE IN NURSING – NURSING EDUCATION SPECIALIZATION

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This specialization prepares the professional registered nurse with additional knowledge and clinical expertise in Nursing Education that builds on a baccalaureate nursing education and practice. This specialization prepares the graduate to understand emerging trends and roles in nursing education in both the academic and healthcare environments. Tenure, promotion, governance, academic freedom and ethical concerns will be emphasized.

STUDENT LEARNING OUTCOMES

In addition to the six (6) general program outcomes listed on previously, the student is responsible for the role-specific outcomes for nursing education. At the successful completion of this specialization track, a student will be able to:

- Create educational experiences based on sound educational theory and evidence-based teaching practice that facilitates learning in all domains: cognitive, affective and psychomotor
- Design strategies that address the unique learning needs of diverse students and assist in the socialization into the role of the nurse
- Develop assessment and evaluation strategies which are appropriate to the learner and support the teaching-learning process
- Design curricula based on program outcomes, sound educational theory and contemporary healthcare practices
- Incorporate knowledge of the social, economic and political arenas as well as the institutional culture and climate, which would facilitate practice in the educational environment

Students will complete Practice Experience (PE), a Capstone Project and Practicum specific to specialty track.

MASTER OF SCIENCE IN NURSING – NURSING EDUCATION		
COURSE	COURSE NAME	CREDIT HOURS
GU500	Graduate Student Success	1
NUR506*	Foundations of Advanced Practice Nursing	3
NUR552*	Legal and Ethical Issued of Advanced Learning Practice	3
NUR533	Curriculum Design and Learning Outcomes	3
HSN501	Healthcare Systems	3
NUR538	Assessment & Teaching to Diverse Learning Styles	3
NUR516*	Nursing Research and Evidence-Based Practice	3
NUR535	Concepts of Distance Education	3
HSN521	Modern Organizations and Healthcare	3
NUR539	Organizational Dynamics of Higher Education	3
NUR513*	Diverse Populations and Healthcare	3
NUR603*	Nursing Education Research Seminar	3
NUR604*	Nursing Education Practicum	3
	TOTAL REQUIRED HOURS	37

*Indicates practice experience exists in the course
Note: for successful completion of the program, courses must be taken in the prescribed sequence.

MASTER OF SCIENCE IN NURSING – NURSING INFORMATICS SPECIALIZATION

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This specialization prepares the professional registered nurse to use data from healthcare agencies and institutions to improve patient outcomes. Students explore theoretical underpinnings of this specialization and how it impacts the healthcare environment. Graduates of this specialization will be prepared to analyze clinical and financial information, process and report acquired data.

STUDENT LEARNING OUTCOMES

In addition to the six (6) general program outcomes listed on previously, the student is responsible for the role-specific outcomes for nursing informatics. At the successful completion of this specialization track, a student will be able to:

- Demonstrate leadership in the synthesis, utilization and evaluation of all interdisciplinary information to promote quality improvement in a healthcare environment
- Design health information systems to identify patterns and variances in data regarding risk behaviors, epidemiology and other healthcare problems/issues with the accompanying costs associated with the issue
- Integrate ethical and legal principles to establish and maintain security of all data and compliance with all regulatory entities
- Demonstrate the use of informatics methodologies to advocate for the patient's autonomy, dignity and rights, and in policy development that would support both the patient and the institution
- Analyze information systems to determine quality data output that can be used for improving nursing and informatics practice

Students will complete Practice Experience (PE), a Capstone Project, and Practicum specific to specialty track

MASTER OF SCIENCE IN NURSING – NURSING INFORMATICS		
COURSE	COURSE NAME	CREDIT HOURS
GU500	Graduate Student Success	1
NUR506*	Foundations of Advanced Practice Nursing	3
NUR552*	Legal and Ethical Issues of Advanced Practice Nursing	3
NUR540	Essentials of Nursing Informatics	3
HSN501	Healthcare Systems	3
NUR514	Project and Change Management	3
NUR516*	Nursing Research & Evidence-Based Practice	3
HSN548	Information Security and Privacy in Healthcare Environments	3
HSN509	Clinical and Administrative Systems	3
HSN521	Modern Organizations and Healthcare	3
NUR513*	Diverse Populations and Healthcare	3
NUR607*	Nursing Informatics Research Seminar	3
NUR608*	Nursing Informatics Practicum	3
	TOTAL REQUIRED HOURS	37

*Indicates practice experience exists in the course
Note: for successful completion of the program, courses must be taken in the prescribed sequence.

MASTER OF SCIENCE IN NURSING – NURSING MANAGEMENT & ORGANIZATIONAL LEADERSHIP SPECIALIZATION

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This specialization prepares professional registered nurses to demonstrate the knowledge and skills they have acquired through a variety of experiences as nurse leaders/administrators in a healthcare environment. This specialization emphasizes the emerging trends in healthcare and the world health systems, developmental and accrediting trends within healthcare institutions, and government and political influence on the provision of healthcare.

STUDENT LEARNING OUTCOMES

In addition to the six (6) general program outcomes listed on previously, the student is responsible for the role-specific outcomes for nursing management and organizational leadership. At the successful completion of this specialization track, a student will be able to:

- Utilize management principles to coordinate healthcare activities with regard to human, capital, system and community resources
- Design strategic plans for the development and maintenance of healthcare environments to ensure quality improvement and provide for innovation and change
- Apply the theories of leadership to provide a supportive work environment that encourages staff development and promotes a quality healthcare environment
- Demonstrate commitment to adhere to current standards and regulatory agency requirements in the provision of nursing care
- Provide leadership in the delivery of professional nursing practice that is safe, cost-effective and promotes continuity of care across the healthcare continuum

Students will complete Practice Experience (PE), a Capstone Project, and Practicum specific to specialty track.

MASTER OF SCIENCE IN NURSING – NURSING MANAGEMENT & ORGANIZATIONAL LEADERSHIP		
COURSE	COURSE NAME	CREDIT HOURS
GU500	Graduate Student Success	1
NUR506*	Foundations of Advanced Practice Nursing	3
NUR552*	Legal and Ethical Issues of Advanced Practice Nursing	3
NUR526	Human Resources and Nursing Management	3
HSN501	Healthcare Systems	3
NUR532	Leadership in Healthcare Management	3
NUR516*	Nursing Research and Evidence-Based Practice	3
HSN536	Concepts in Healthcare Informatics	3
HSN521	Modern Organizations and Healthcare	3
NUR546	Healthcare Strategic Management and Planning	3
NUR513*	Diverse Populations and Healthcare	3
NUR601*	Management and Organizational Leadership Research Seminar	3
NUR602*	Management and Organizational Leadership Research Practicum	3
	TOTAL REQUIRED HOURS	37

* Indicates practice experience exists in the course.
Note: for successful completion of the program, courses must be taken in the prescribed sequence.

SCHOOL OF ALLIED HEALTH

Grantham University's Allied Health programs prepare healthcare leaders with the knowledge and skills to use resources, enabling them to work together to improve the well-being of our world. Graduate degrees in the School of Allied Health include:

- Master of Science in Health Systems Management
- Master of Healthcare Administration (MHA)

9.10 HEALTH SYSTEMS MANAGEMENT

MASTER OF SCIENCE DEGREE PROGRAM

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The Health Systems Management program is for professionals seeking advanced career positions in management. The student will acquire the knowledge needed to analyze information needs, design solutions and manage information storage, transfer and retrieval in healthcare environments. Students desiring to obtain a Master of Science in Health Systems Management must hold a bachelor's degree and have a recommended two to four (2–4) years of computer systems work experience or hold a bachelor's degree in computer or information systems or a related area.

STUDENT LEARNING OUTCOMES

- Use information systems tools, techniques and methodologies applicable to healthcare systems
- Manage healthcare information systems development projects that meet health administration needs
- Develop reporting and support capabilities for healthcare decisions
- Ensure information policy and strategy is consistent with the clinical, ethical, legal and financial requirements of healthcare institutions
- Evaluate all aspects of the healthcare environment and integrate strategic thinking into the operations of the organization

HEALTH SYSTEMS MANAGEMENT		CREDIT HOURS
GU500	Graduate Student Success	1
AH537	Healthcare Information Resources Management	3
AH541	Healthcare Finance and Economics	3
AH551	Legal and Ethical Issues in Healthcare Management	3
AH597	Health Systems Management Capstone (Completion of all other Degree Requirements)	3
HSN501	Healthcare Systems	3
HSN509	Clinical and Administrative Systems	3
HSN536	Concepts of Healthcare Informatics	3
HSN548	Information Security and Privacy in Healthcare Environments	3
IS516	Data Management	3
IS526	Data Communications and Networking	3
IS566	Decision Support and Intelligent Systems	3
IS675	Systems Analysis and Design	3
	TOTAL REQUIRED HOURS	37

9.11 HEALTHCARE ADMINISTRATION

MASTER OF HEALTHCARE ADMINISTRATION DEGREE PROGRAM

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The Healthcare Administration program is for professionals seeking to attain senior managerial positions in healthcare. The program is designed to give the student skills to manage the unique challenges of healthcare using proven healthcare and business administration models.

STUDENT LEARNING OUTCOMES

- Assess the legal, regulatory and ethical challenges characteristic of the healthcare industry
- Manage the performance of health professionals in diverse organizational environments
- Apply information systems technologies to improve decision-making speed and effectiveness
- Apply basic management skills to the unique challenges in the healthcare industry
- Integrate multiple functional perspectives and different professional perspectives to create innovative solutions to complex problems

HEALTHCARE ADMINISTRATION		CREDIT HOURS
GU500	Graduate Student Success	1
ACC510	Accounting	3
AH511	Health Services Management	3
AH531	Healthcare Financial Management	3
AH543	Healthcare Strategic Management	3
AH598	Healthcare Administration Capstone (Completion of all other degree requirements)	6
BUS575	Strategies for Change	3
ECN501	Managerial Economics	3
HRM661	Human Resource Strategies	3
HSN521	Modern Organizations and Healthcare	3
IS515	Management of Information Systems	3
MKG530	Marketing Management	3
	TOTAL REQUIRED HOURS	37

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE

The College of Engineering and Computer Science is the oldest school at Grantham University, serving students in technical programs since 1952. Our graduates develop backgrounds in design and analysis, and experience hands-on problem solving. Technology programs are infused with rich lab exercises using design software or compilers that are typically found in the industry.

MISSION STATEMENT

The mission of the College of Engineering and Computer Science is to prepare adult learners for careers in engineering, computer and information technologies through online integrated curricula that blend theory, application and general skills needed to succeed in a changing global society.

PROGRAM	DEGREE
Information Management – Project Management	MS
Information Management Technology	MS
Information Technology	MS

9.12 INFORMATION MANAGEMENT – PROJECT MANAGEMENT

MASTER OF SCIENCE DEGREE PROGRAM

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The objective of the Information Management-Project Management degree program is to provide students with the knowledge and skills to manage information systems projects. Required coursework integrates project management principles with information technology in accordance with the Project Management Institute (PMI) guidebook.

STUDENT LEARNING OUTCOMES

- Use project management techniques to identify and define the computing requirements for an information system
- Implement and evaluate a technology-based information system, process or program to meet desired needs
- Analyze an information system project based on the system's life cycle
- Develop a project plan incorporating risk
- Implement strategic planning in the area of information systems

- Use current techniques, skills and tools necessary for technology management practice
- Evaluate impacts of technological change on an organization
- Address professional, ethical, legal, security, and social issues and responsibilities
- Recognize the need for and an ability to engage in continuing professional development

INFORMATION MANAGEMENT – PROJECT MANAGEMENT		CREDIT HOURS
GU500	Graduate Student Success	1
ETH560	Business Ethics	3
IS505	Managing in an Age of IT Change	3
IS515	Management of Information Systems	3
IS525	Information Systems Strategic Planning	3
IS535	Telecommunications	3
IS545	Emerging Technologies	3
IS649	Information Technology Project Management (PRJ515)	3
MGT517	Organizational Behavior	3
PRJ515	Project Management Essentials	3
PRJ636	Project Management Organization Framework and Risk (PRJ515)	3
PRJ656	Project Management Integration Framework (PRJ636)	3
PRJ695	Project Management Capstone (Completion of the Degree Requirements)	3
	TOTAL REQUIRED HOURS	37

9.13 INFORMATION MANAGEMENT TECHNOLOGY

MASTER OF SCIENCE DEGREE PROGRAM

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The objective of the Information Management Technology degree program is to provide students with the knowledge and skills to lead change in a technological environment. Required coursework builds a foundation in business technologies, project management and organizational change and planning.

STUDENT LEARNING OUTCOMES

- Use project management techniques to identify and define the computing requirements for an information system
- Implement and evaluate a technology-based information system, process or program to meet desired needs
- Implement strategic planning in the area of information systems
- Use current techniques, skills and tools necessary for technology management practice
- Evaluate impacts of technological change on an organization
- Determine existing and emerging technologies relevant to operations of an organization
- Address professional, ethical, legal, security, and social issues and responsibilities
- Recognize the need for and an ability to engage in continuing professional development

INFORMATION MANAGEMENT TECHNOLOGY		CREDIT HOURS
GU500	Graduate Student Success	1
BUS615	eBusiness	3
ETH560	Business Ethics	3
IS505	Managing in an Age of IT Change	3
IS515	Management of Information Systems	3
IS525	Information Systems Strategic Planning	3
IS535	Telecommunications	3
IS545	Emerging Technologies	3
IS649	Information Technology Project Management (PRJ515)	3
IS665	Data Communications	3
MGT517	Organizational Behavior	3
PRJ515	Project Management Essentials	3
IS599	Information Management & Technology Capstone (To be taken in last semester)	3
	TOTAL REQUIRED HOURS	37

9.14 INFORMATION TECHNOLOGY

MASTER OF SCIENCE DEGREE PROGRAM

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The objective of the Information Technology degree program is to provide students with the knowledge and skills to manage information technology systems and projects in an organization. Required coursework builds a depth in business technologies, systems analysis and design, and technology management.

STUDENT LEARNING OUTCOMES

- Analyze a problem, and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Implement strategic planning in the area of information systems
- Use current techniques, skills and tools necessary for computing practice
- Determine existing and emerging technologies relevant to operations of an organization
- Apply project management principles to information technology projects
- Address professional, ethical, legal, security, and social issues and responsibilities
- Recognize the need for and an ability to engage in continuing professional development

INFORMATION TECHNOLOGY		CREDIT HOURS
GU500	Graduate Student Success	1
BUS615	eBusiness	3
IS515	Management of Information Systems	3
IS525	Information Systems Strategic Planning	3
IS535	Telecommunications	3
IS545	Emerging Technologies	3
IS649	Information Technology Project Management (PRJ515)	3
IS665	Data Communications	3
IS675	Systems Analysis and Design	3
IS696	Network Systems Design	3
IS599	Information Management & Technology Capstone (To be taken in last semester)	3
PRJ515	Project Management Essentials	3
PRJ656	Project Management Integration Framework (PRJ636)	3
	TOTAL REQUIRED HOURS	37

COURSE DESCRIPTIONS

A course prefix identifies each Grantham discipline-specific course, as shown in this table.

PREFIX	DESCRIPTION
ACC	Accounting
AH	Allied Health
AR	Art
BIO	Biological Science
BUS	Business Administration
CA	Capstone
CT	Computer Engineering Technology
CH	Chemistry
CJ	Criminal Justice
CO	Communication
CS	Computer Science
ECN	Economics
ED	Education
ET	Electronics Engineering Technology
ETH	Ethics
EMT	Engineering Management Technology
EN	English
ENT	Entrepreneurship
FIN	Finance
GP	Government and Politics
GS	General Science
GU	Grantham University

PREFIX	DESCRIPTION
HRM	Human Resource Management/HPI
HS	History
HSN	Allied Health and Nursing
HU	Humanities
ID	Interdisciplinary
IS	Information Systems
INT	International/Global
LAW	Law
LOG	Logistics
MA	Mathematics
MGT	Management/HRM/HPI
MKG	Marketing
NUR	Nursing
PA	Public Administration
PH	Physics
PL	Philosophy
PRJ	Project Management
PS	Psychology
RCH	Quantitative/Qualitative/Research
SO	Sociology
SS	Social Science

Course descriptions are listed alphabetically.

Note: In Carnegie Unit designation, the first number indicates the total semester credit hours of the course.

ACC210 PRINCIPLES OF ACCOUNTING I — 3 CREDITS

PREREQUISITES: MA105

This course focuses on ways in which accounting principles are used in business operations. Students learn to identify and use Generally Accepted Accounting Principles (GAAP), ledgers and journals and steps of the accounting cycle. This course introduces bank reconciliation methods, balance sheets, assets and liabilities. Students also learn about financial statements, including assets, liabilities and equity. Business ethics are also discussed.

ACC220 FINANCIAL ACCOUNTING — 3 CREDITS

PREREQUISITES: MA105

This introductory financial accounting course introduces the student to the important role of financial accounting in modern business. The key role of financial accounting is to provide useful information to external users in order that a wide variety of economic decisions can be made. The course covers the theory and practice of accounting applicable to the recording, summarizing and reporting of business transactions. Topics include the different types of financial statements and accounts, asset valuation, revenue and expense recognition and appropriate accounting for asset, liability and capital accounts.

ACC226 MANAGERIAL ACCOUNTING — 3 CREDITS

PREREQUISITES: ACC220

This course is a continuation of Financial Accounting, shifting the focus from external reporting to internal needs of managers. Managerial accounting information helps managers accomplish three essential functions: planning, controlling and decision-making. The course provides students with an understanding of managerial accounting information to enable them to evaluate the usefulness of managerial accounting techniques in the real world. Topics include: managerial accounting terminology, budgeting, costing, breakeven analysis and cost-volume-profitability analysis. The methods of identifying and extracting relevant information from managerial accounting systems as an input to decision making and performance evaluation are stressed throughout the course.

ACC235 PRINCIPLES OF ACCOUNTING II — 3 CREDITS

PREREQUISITES: ACC210

This course expands on what the student learns in Accounting I. It is focused on corporate accounting. This course discusses how corporations are structured and formed, with an emphasis on corporate characteristics. Stocks, bonds, notes, purchase investments and analysis of financial statements are included, as well as an in-depth look at managerial accounting. Statements of cash flow, budgets and budget management are also examined.

ACC310 INTERMEDIATE ACCOUNTING I — 3 CREDITS

PREREQUISITES: ACC235 AND GU299

This course is designed to familiarize students with the fundamentals and objectives of financial and accounting practices. The basic aspects of the financial statement are analyzed, as is the relationship between the number of receipts and the time value of money. Students examine the elements of the income statement, the statement of cash flows and the methods of adjusting inventory measurements. Other topics include: balance sheets, inventory measurements, accounting issues with operational costs and the role played by investments in the accounting process.

ACC330 COST ACCOUNTING — 3 CREDITS

PREREQUISITES: ACC235 AND GU299

This course explores the basic principles of cost accounting, the different types of costing and how organizations use cost information to make decisions. Other topics covered include: customer profitability analysis, service costs, budgeting and financial planning, transfer pricing, responsibility accounting, performance measurement and the importance of nonfinancial indicators.

ACC335 INTERMEDIATE ACCOUNTING II — 3 CREDITS

PREREQUISITES: ACC310 AND GU299

This course builds on the concepts students learned in Intermediate Accounting I. Students examine short-term liabilities, long-term liabilities, stockholders' equity, share-based compensation, pensions and postretirement benefits, the statement of cash flows, and accounting changes and error correction. Other topics include: accounting for leases, accounting for tax on income, accounting for derivatives and full disclosure.

ACC340 ACCOUNTING INFORMATION SYSTEMS — 3 CREDITS

PREREQUISITES: GU299, ACC335 AND ACC330

This course provides an introduction to accounting information systems. Throughout this course, students are provided with accounting information system concepts to give them an understanding of how to analyze and modify systems controls to address threats and risks. The focus of this course is to gain knowledge of accounting information systems in order to perform the accounting function in contemporary business organizations.

ACC399 SPECIAL TOPICS IN ACCOUNTING 3 CREDITS

PREREQUISITES: GU299

This course is open only by special arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

ACC430 TAXATION – INDIVIDUAL 3 CREDITS

PREREQUISITES: GU299

This course introduces students to basic concepts of individual income taxation. Students examine the basic forms, allowable deductions and adjustments to income and tax credits. Other topics covered include: self-employment income and expenses; capital gains; income from rental properties, royalties, flow through entities and special property transactions; payroll taxes and retirement plans; at-risk rules and passive activity loss rules; and alternative minimum tax.

ACC435 TAXATION – CORPORATE 3 CREDITS

PREREQUISITES: GU299; ACC335

This course includes an overview of how corporations and other business entities are taxed, with the focus primarily on federal income tax. Topics covered include: tax policy issues, tax planning, tax research, property acquisitions and dispositions, nontaxable exchanges, sole proprietorships, partnerships, S corporations, tax compliance and jurisdictional issues.

ACC440 FORENSIC ACCOUNTING 3 CREDITS

PREREQUISITES: GU299, ACC340 OR ACC220

This course covers forensic accounting and the business and legal environments in which the forensic accountant operates. Students examine in detail: financial statement fraud, employee and vendor fraud, tax fraud, bankruptcy fraud, divorce fraud and money laundering. In addition, students explore the concepts of business valuation, commercial and economic damages and expert testimony.

ACC450 AUDITING AND ASSURANCE 3 CREDITS

PREREQUISITES: GU299, ACC335 OR ACC340

This course integrates previously learned accounting practice with auditing standards and procedures. Course content includes a detailed study of the auditing and assurance environment, concepts, tools and reports. Specific topics include: professional standards, audit reports, professional ethics, legal liability of auditors, audit evidence, audit planning and design, internal control, audit sampling, testing cycle controls, and performing substantive tests and completing the audit.

ACC460 GOVERNMENTAL AND NON-PROFIT ACCOUNTING 3 CREDITS

PREREQUISITES: GU299; ACC335 OR ACC220

This course is a study of the specialized accounting principles applicable to state and local governments and other non-profit organizations, with an emphasis on fund accounting principles used in the recording of assets, liabilities, equity, revenues and expenditures. It also covers the analysis and interpretation of financial statements of such governmental and nonprofit entities.

ACC499 CAPSTONE PROJECT 3 CREDITS

PREREQUISITES: COMPLETION OF THE PROGRAM CORE COURSES

This capstone course is required for all accounting majors. Topics include managerial use of financial data, analysis of financial statements and ethics. The student selects a current issue in any area of accounting with a full-time accounting faculty member as the research advisor. The student submits a written paper.

ACC510 ACCOUNTING 3 CREDITS

PREREQUISITES: NONE

This course provides students with a framework for the analysis, use and design of internal accounting systems. This introduction to financial and managerial accounting prepares students to use accounting data for strategic and management purposes with an emphasis on profitability and understanding the strengths and weaknesses of an organization's accounting system. Students develop an understanding of the nature of costs, budgeting, cost allocation, standard costs and variances.

ACC599 SPECIAL TOPICS IN ACCOUNTING 3 CREDITS

PREREQUISITES: APPROVAL FROM THE DEAN

This course is open only by special arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

AH111 HEALTHCARE DELIVERY SYSTEMS 3 CREDITS

PREREQUISITES: NONE

This course introduces students to different types of healthcare delivery systems and how to analyze the organization, financing, regulatory issues and delivery of different healthcare services. Topics covered include the "continuum of care" concept and methods and theories in healthcare delivery systems and computer applications in healthcare. Focus is placed on evolution and trends in managed healthcare, including research, statistics, quality management and integrating information technologies into medical office practices. Other processes such as staffing, productivity and improving quality are also discussed.

AH112 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT — 3 CREDITS

PREREQUISITES: NONE

Students are introduced to health information management in healthcare delivery settings in the U.S., including filing systems, storage, circulation and documentation issues. Topics also explored are the electronic health record (EHR), patient confidentiality, the impact of the Health Insurance Portability and Accountability Act (HIPPA) on medical practices and various career opportunities for health information management professionals. Students apply health information management concepts and skills to course exercises to demonstrate functional knowledge.

AH114 MEDICAL TERMINOLOGY — 3 CREDITS

PREREQUISITES: NONE

This course helps to identify the appropriate medical terminology used to describe the major pathological conditions in the human body. The major systems included in this course are: skeletal, integumentary, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. Students are expected to use correct spelling and apply the terminology appropriately within the scope of healthcare.

AH212 BASIC DIAGNOSIS CODING SYSTEMS — 3 CREDITS

PREREQUISITES: AH114

This course examines medical billing and coding in medical practice. All basic medical billing and coding issues are discussed, including coding diagnosis, the International Classification of Diseases Manual (ICD-9-CM), coding compliance and legal and ethical compliance. Students extrapolate coding information from the ICD-9-CM manual and examine usage guidelines for Volumes I, II and III. Students are introduced to ICD-10-CM.

AH213 BASIC PROCEDURE CODING SYSTEMS — 3 CREDITS

PREREQUISITES: AH212

This course provides the student with in-depth coverage of procedural coding utilizing the HCPCS coding system composed of Current Procedure Terminology (CPT) and national codes. The course includes detailed application of the CPT classification system for outpatient services. Emphasis includes Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology, and Laboratory and Medicine codes, as well as the use of modifiers. Students will apply coding and billing principles through the use of coding exercises and coding simulation software.

AH214 REIMBURSEMENT METHODOLOGIES — 3 CREDITS

PREREQUISITES: AH212

This course provides students with a working knowledge of medical insurance and its applications. Emphasis is on understanding insurance essentials, including the role of the medical insurance billing specialist and legal and ethical requirements. Medical documents and coding diagnoses and procedures are discussed. Students comprehend the claims process, focusing on charges, methods of payments, billing and reimbursement. Other topics covered are private payers, Blue Cross and Blue Shield, Medicaid and Medicare, TRICARE and worker's compensation. Patient billing software is also explored.

AH215 MEDICAL ASSISTING — 3 CREDITS

PREREQUISITES: NONE

This course covers an overview of medical assisting as a career. Students analyze job responsibilities of a medical assistant including patient interaction and communication, scheduling and maintaining accurate patient records. Processing insurance claims is described and students examine various bookkeeping systems. The importance of taking inventory is discussed, as well as the steps in making a purchasing decision. Students also explore specialized options for an administrative medical assistant.

AH216 PROFESSIONAL PRACTICE — 3 CREDITS

PREREQUISITES: COMPLETION OF THE DEGREE REQUIREMENTS

Students in this course will gain practical experience applying advanced ICD-10-CM and CPT coding skills. Students will code from a variety of healthcare settings including hospital, physicians' offices and/or other healthcare settings. Intensive coding application will be achieved through the use of real medical records, case studies and scenarios. The training in this course integrates coding and the classification of diseases and treatment in preparation for certification and employment as a clinical coding specialist.

AH235 MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATION PREP — 4 CREDITS

PREREQUISITES: COMPLETION OF ALL OTHER CERTIFICATE COURSES

This course will prepare students to sit for the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association.

AH356 INFORMATION SECURITY AND PRIVACY IN HEALTHCARE ORGANIZATIONS — 3 CREDITS

PREREQUISITES: NONE

This course explores the regulatory issues associated with the Health Insurance Portability and Accountability Act (HIPAA) and the implications of this Act related to data security and privacy issues in healthcare organizations. Topics examined are identifying and prioritizing information assets and threats to those assets; defining information security strategy and architecture; planning responses to intruders in an information system; and identifying legal and ethical issues and implications of information security.

AH432 HEALTHCARE INFORMATICS — 3 CREDITS

PREREQUISITES: NONE

This course focuses on the day-to-day requirements of healthcare systems in the processing and storing of patient information and the medical management systems to facilitate appropriate and safe care. Students examine a broad range of topics including: aspects of the healthcare delivery system in relation to overall management functions, institutional, social and political forces in healthcare, the role of IT in healthcare management and information security, and patient privacy.

AH497 HEALTH SYSTEMS CAPSTONE — 3 CREDITS

PREREQUISITES: COMPLETION OF THE DEGREE REQUIREMENTS

This course helps to develop and implement a unique project that demonstrates mastery of the program objectives. Program objectives include applying fundamental systems analysis and design concepts and program solving strategies to information technology problems; applying project management principles to information systems development efforts and analyzing, designing and implementing solutions to healthcare information challenges.

AH511 HEALTH SERVICES MANAGEMENT — 3 CREDITS

PREREQUISITES: NONE

This course explores the managerial roles, processes, technologies and tools applicable to a variety of health services organizations. Topics examined are key players and the impact they have on healthcare delivery systems, the production, cost and technology of healthcare, the demand for healthcare and the rise in healthcare consumerism. Also included are the healthcare industry's quest for quality and productivity, and trends that may likely shape the future of healthcare. In addition, best practices related to management, leadership, organization design and development are discussed.

AH531 HEALTHCARE FINANCIAL MANAGEMENT — 3 CREDITS

PREREQUISITES: NONE

This course analyses the financial management challenges and best practice solutions in the healthcare industry. Students investigate the most common tools, processes and techniques used by financial managers in a healthcare environment. Examples used come from a variety of healthcare providers including HMOs, hospitals, physician practices, home health agencies, nursing units, surgical centers and integrated healthcare systems.

AH537 HEALTHCARE INFORMATION RESOURCES MANAGEMENT — 3 CREDITS

PREREQUISITES: NONE

This course examines concepts and techniques in healthcare enterprises for information resources management. Topics include strategic assessment of information needs, resource allocation, techniques for prioritization and control, system acquisition and strategic planning for information system needs and the IT Life Cycle. Governance structures for IT systems planning and evaluation, strategies for aligning competing interests within an organization and stages of planning for an enterprise system is also investigated.

AH541 HEALTHCARE FINANCE AND ECONOMICS — 3 CREDITS

PREREQUISITES: NONE

This course addresses the differences between managerial and financial accounting within in the modern healthcare organization. It begins with an analysis of healthcare finance and examines the various sources of funding within the field of healthcare. This course examines the various tools necessary to record, report, and accurately measure financial information. It will also provide students the ability to assess the monetary health of an organization based on both industry benchmarks and historical data. This course concludes with the importance of developing a strategic financial plan based on current and future funding trends.

AH543 HEALTHCARE STRATEGIC MANAGEMENT — 3 CREDITS

PREREQUISITES: NONE

This course explores the history, logic, structure and best practices of healthcare strategic management. Students investigate the organization's value chain, analyze the necessity for both the analytical and emergent models of strategic management, and review alternative processes related to developing and updating strategic plans. Best practices for implementing strategic plans fast and effectively are also investigated.

AH551 LEGAL AND ETHICAL ISSUES OF HEALTHCARE MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This course examines the relationship between law and ethics and the influence they have on healthcare professionals. Advancements in both technology and pharmaceuticals will continue to increase life expectancy, as such, it is expected that there will be an ensuing, peripheral increase in ethical dilemmas. This course will review such dilemmas and the role that both health professionals and ethics committees will likely play now and in the future.

AH597 HEALTH SYSTEMS MANAGEMENT CAPSTONE 3 CREDITS

PREREQUISITES: COMPLETION OF THE DEGREE REQUIREMENTS

Students will investigate the processes of determining the direction of a healthcare system by establishing objectives and designing and implementing strategies. The course will stress the dynamic nature of the issues as they relate to rapidly evolving healthcare delivery systems.

AH598 HEALTHCARE ADMINISTRATION CAPSTONE 6 CREDITS

PREREQUISITES: COMPLETION OF THE DEGREE REQUIREMENTS

This course assists the student to develop a capstone project which demonstrates mastery of program objectives. The project is research-based, relevant to current practice and focused on making a strategic change in the healthcare environment. The topic will be an area of interest for the student that will integrate coursework in functional areas of healthcare involving the basic direction and goals of an organization including the social, political, technological, economic and global environment. This research-based course deepens student understanding of an important healthcare management issue by integrating professional experience with new knowledge. The course is the culminating experience for the student in healthcare administration.

AR201 INTRODUCTION TO MODERN ART 3 CREDITS

PREREQUISITES: NONE

This course is a general introduction to major movements in the arts from the late 18th to the 21st Century. It is designed for the beginning student and assumes no previous experience in art or art history. The course will focus on painting and sculpture with reference to architecture and decorative arts. In addition to an introduction to the major artworks, the course will teach the fundamental of visual analysis and the language used to describe works of art.

AR301 MODERN ART IN THE U.S. 3 CREDITS

PREREQUISITES: NONE

This course provides students with a survey of American art in the 20th century. This course encompasses a chronological, organized and comprehensive anthology of readings that tell the whole story of art in America from 1900 to the present. Topics included are cultural and historical context for the first twenty years, for the jazz age, for the depression years, for World War II and the Cold War, for the Vietnam War era and finally for the age of Reagan and postmodernism.

AR310 ANCIENT ART: TOMBS AND TREASURES 3 CREDITS

PREREQUISITES: NONE

This is a survey of Art which covers Prehistoric through Islamic Art. This course explores the art and architecture of ancient civilizations through the 11th century C.E. This course introduces the social and cultural hallmarks of various civilizations as expressed through the artwork of their tombs and treasures. Students will learn how to interpret the meaning of artwork by examining the subjects, symbols and materials used in the creation of the sculpture, painting or architecture.

BIO113 ANATOMY AND PHYSIOLOGY 3 CREDITS

PREREQUISITES: NONE

This course examines the twelve major systems of the human body. These systems include: skeletal, integumentary, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. In addition, students develop the use of appropriate medical terminology, examine cell and tissue structure, and review how body systems maintain health homeostasis.

BIO116 INTRODUCTION TO PATHOPHYSIOLOGY 3 CREDITS

PREREQUISITES: NONE
[ENROLLMENT RESTRICTED TO ALLIED HEALTH STUDENTS]

This course explores the pathophysiology of diseases and disorders of the principal organ systems of the human body. Topics presented include homeostasis and disease processes, trauma, cancer, pain management and an overview of common diseases and disorders of each organ system. Students ascertain how pathophysiological processes disrupt normal functioning of the human body.

BIO117 INTRODUCTION TO PHARMACOTHERAPY 3 CREDITS

PREREQUISITES: NONE
[ENROLLMENT RESTRICTED TO ALLIED HEALTH STUDENTS]

This course explores the role of pharmacotherapy in the treatment of physiological and psychological disorders and diseases. Students develop a framework for understanding diseases and disorders that are commonly associated with each major system and the pharmacological treatment commonly used in managing the pathology. Types of pharmacotherapies reviewed include muscle relaxants, anesthetics and pain medication.

BUS101 INTRODUCTION TO BUSINESS 3 CREDITS

PREREQUISITES: NONE

This introductory course provides students with a practical and concrete explanation of the concepts of business. Concepts, principles and operations of the private enterprise system are identified in this course. Students compare and contrast sole proprietorships, partnerships and corporations, and they learn the advantages and disadvantages of each. This course also discusses the functions of modern business management, marketing, and ethics and social responsibility. Human resource management is described, as well as how employers can motivate their employees. Bookkeeping, accounting, financial management and financial statements are also examined.

BUS303 BUSINESS NEGOTIATIONS 3 CREDITS

PREREQUISITES: GU299

Students will analyze and evaluate the fundamentals, major concepts and theories of bargaining and negotiation. Case studies will provide an experiential approach to learning the strategies and tactics of negotiation while examining power and emotions in interpersonal conflict and its resolution. International and cross-cultural negotiations and ethical standards will be covered in this course.

BUS310 INTRODUCTION TO FEDERAL ACQUISITION AND CONTRACT MANAGEMENT 3 CREDITS

PREREQUISITES: GU299

This introductory course teaches review of the full acquisition life cycle from planning and requirements development to administration and closeout, including managing contracts. Students will gain a better understanding of the acquisition life cycle, roles of key players within the acquisition team, and the management of contracts and negotiations.

BUS320 INTRODUCTION TO PUBLIC PROCUREMENT 3 CREDITS

PREREQUISITES: GU299

This course is an introduction to the fundamental principles of Government acquisition and contracting. In the course, students are presented with the fundamentals of the Federal Acquisition Regulation (FAR) and the federal acquisition and contract processes of the five phase acquisition life-cycle procurement planning, requirements determinations, acquisition strategies, government contract law, contract types and methods, and acquisition management techniques and closeout requirements.

BUS399 SPECIAL TOPICS IN BUSINESS 3 CREDITS

PREREQUISITES: GU299 AND APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

BUS491 PROCUREMENT AND CONTRACT MANAGEMENT CAPSTONE 3 CREDITS

PREREQUISITES: COMPLETION OF THE PROGRAM CORE COURSES

Gain an understanding on the value and importance of leadership development in successful contracting (buying/selling) and acquisition organizations. Through realistic scenario-based learning, students will discuss and practice the development of sound business solutions as a valued strategic and expert business advisor. Students will learn to analyze complex contracting situations with emphasis on critical thinking, problem solving, research and risk reduction. Exercises and a case study are designed to contribute real solutions on real contracting and acquisition problems.

BUS499 BUSINESS POLICY AND STRATEGY 3 CREDITS

PREREQUISITES: COMPLETION OF THE PROGRAM CORE COURSES

This advanced course is designed to provide students with a comprehensive review of management and the total business enterprise. Students learn strategy formulation, implementation and evaluation concepts and techniques through an applied project. Students use this new knowledge, coupled with knowledge acquired from other courses, to chart the future direction of different types of organizations. The course builds on previous courses to offer insights and analytic tools, which a general manager needs to plan and implement successful business policies and strategies. The course emphasizes the practical application of business theory to business problems through a course project and the choice of an exam or internship opportunity. The internship opportunity is arranged by the student and approved by the instructor. This internship option is not available to students who are Ohio residents due to state requirements. Ohio students taking BUS499 must complete the examination that is part of the course.

BUS501 OVERVIEW OF BUSINESS INTELLIGENCE 3 CREDITS

PREREQUISITES: NONE

This course surveys the field of business intelligence and establishes a foundation of knowledge regarding the integration of sales, human resource, customer, finance and product information data into a warehouse. Students discover the process of data-driven decision making and its role in today's organizations.

BUS575 STRATEGIES FOR CHANGE 3 CREDITS

PREREQUISITES: NONE

This course introduces students to a broad spectrum of issues related to change, including the dynamics of leadership, the failure of change, how to make planned change work and the implications of change for the 21st Century. Topics include the importance of leadership, how successful leadership can result in a more effective organization, how to implement new changes to promote a healthy organization, change in action, e-commerce, radical change and the implications of change for the 21st Century.

BUS599 SPECIAL TOPICS IN BUSINESS 3 CREDITS

PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

BUS615 EBUSINESS 3 CREDITS

PREREQUISITES: NONE

This course covers the internet and related technologies which pose enormous opportunities for developing new business models and significant threats to existing models. Information professionals must be prepared to recognize opportunities and overcome challenges posed by the electronic economy. This course defines the core elements of developing an eBusiness strategy, including branding, competitive analysis, technology assessment, business method models and preparing for emerging trends. Course assignments involve extensive case studies and online research using the latest e-tools. Students collaborate to create a prototype eBusiness venture.

CA408 RESEARCH METHODS 3 CREDITS

PREREQUISITES: GU299 AND EN361

Research Methods presents a broad view of the methods and techniques for conducting academic and professional research. The course focuses on why and when research is performed, the methodologies involved and a description of the applied statistical tests most often used. Techniques and procedures are compared and contrasted so each student gains a firm understanding of what method or test to use and why. Topics include: the research enterprise, theory and research, ethics in research, research design, sampling techniques, questionnaires, interviews, observational techniques, secondary data, reliability and validity issues, data coding, hypothesis testing and sampling distributions. Students will be required to successfully complete the ethics certificate of completion using the Collaborative Institution Training Initiative (CITI) to advance further in the program.

CA499 PROFESSIONAL STRATEGIES 3 CREDITS

PREREQUISITES: COMPLETION OF ALL OTHER DEGREE REQUIREMENTS

This course is designed as a senior-level capstone course to be taken at the end of the degree programs within the College of Arts and Sciences. This capstone course provides an opportunity for students to synthesize and articulate their undergraduate experience by demonstrating knowledge and skills acquired in previous coursework and/or work experience.

CH201 CHEMISTRY AND SOCIETY 3 CREDITS

PREREQUISITES: NONE

This course is a general survey of chemistry intended for non-science and non-engineering students. This course personalizes chemistry for today's students – allowing them to focus on evaluating information about real-life issues rather than memorizing rigorous theory and mathematics. The connection between chemistry theory and our everyday lives is developed.

CH205 GENERAL CHEMISTRY (LAB INCLUDED) 4 CREDITS

PREREQUISITES: MA105

This is a general chemistry course, intended for engineering students. Topics include: states of matter, thermo-chemistry, ionic and covalent bonding, molecular geometry, rates of reaction, oxidation-reduction equations, thermodynamics and organic chemistry.

CJ101 INTRODUCTION TO CRIMINAL JUSTICE 3 CREDITS

PREREQUISITES: NONE

This course examines a general overview of the criminal justice system, with an emphasis on decision points and administrative practices in police and other criminal justice agencies, as well as basic criminal procedures. Topics include: Causes of crime, criminal law, policing history and structure, police management and legal aspects, adjudication including the courts and sentencing, corrections drugs and crime, multinational criminal justice and the future of criminal justice.

CJ102 INTRODUCTION TO CRIMINOLOGY 3 CREDITS

PREREQUISITES: NONE

This course introduces the student to the major theories of crime by exploring the biological, psychological, sociological and economic theories. Traditional and contemporary theories of criminology are examined to better explain patterns and root causes of crime, crimes against persons and property, white-collar and organized crime, drug abuse and crime, technology and crime, terrorism, and criminology and social policy.

CJ201 POLICE SYSTEMS AND PRACTICES 3 CREDITS

PREREQUISITES: NONE

This course provides an overview of police issues, integrating the history, social context and theoretical understanding of policing in America. Relationships between communities, individuals and police organizations are studied. Topics include: evolution of policing, organizational structure and supervision, societal expectations and police corruption.

CJ202 CORRECTIONAL SYSTEMS AND PRACTICES 3 CREDITS

PREREQUISITES: NONE

This course evaluates the history and progression of correctional systems. Contemporary correctional practices are analyzed and evaluated using a historical perspective with a modern emphasis on community and institutional corrections. This course balances current and past research, theories and applications and practical examples and issues. Topics include: historical perspectives, the court process, alternatives to imprisonment, correctional functions, institutional clients, rights of correctional clients, reintegration systems and the future of corrections.

CJ203 JUVENILE JUSTICE I 3 CREDITS

PREREQUISITES: CJ102

This course explores the evolution of the juvenile justice system and the different approaches followed by the court and correctional authorities. Current topics in juvenile justice include youth victimization, crime prevention, treatment and various juvenile sanctions. Distinction is made between the adult and juvenile system, with emphasis placed on the roles and functions of the juvenile justice system.

CJ230 SERIAL KILLERS 3 CREDITS

PREREQUISITES: NONE

This course involves an examination of serial killers, including the history, profiling of the offenders and techniques for the investigation. Actual case studies are discussed. This course examines mature subject matter, some of which may include violent and sexually explicit material. By signing the enrollment agreement, you acknowledge the course content may be violent and you imply your willingness to read, research and participate in all discussion forums, written assignments and/or exams. As you participate in this course, you will be required to respond in a respectful and thoughtful manner.

CJ302 CRIMINAL PROCEDURE 3 CREDITS

PREREQUISITES: CJ101 AND CJ102

This course provides the student with the core knowledge of constitutional criminal procedure. Topics of study include: Fourth Amendment doctrines such as the exclusionary rule, the search warrant, plain view, arrest and Terry-stops and warrant-less searches. The focus of the exclusionary rule reflects the areas in which the Supreme Court has been most active in recent years. The conflicting approaches to the application of law evident between justices adhering to the Due Process Model and those following the Crime Control Model are addressed. Additional topics in the course include: meaning, context and constitutional foundation of criminal procedure; the right to counsel; rules of interrogation and confession; identification of suspects and entrapment; and the pretrial and trial process.

CJ303 JUVENILE JUSTICE II — 3 CREDITS

PREREQUISITES: CJ203

This course is a comprehensive examination of the American juvenile justice system, examining social systems theory and prevention and intervention and treatment options. The course focuses on juveniles who have entered the system via intake and are now subject to trial, dispositions and corrections. Topics include the changing role of prosecution in juvenile matters, the role of defense attorneys, the use of waivers, adjudication and dispositional alternatives, nominal sanctions, juvenile probation and community-based corrections, and custodial sanctions and parole.

CJ305 INTRODUCTION TO CRIMINAL JUSTICE ETHICS — 3 CREDITS

PREREQUISITES: CJ101 AND CJ102

This course examines the diverse ethical issues frequently encountered in the criminal justice system. Students study the writings of the major theorists such as Plato, Socrates and Aristotle. Classic ethical theories will be studied, reviewed and applied to such varied topics as the application of professional and personal discretion, the appropriate use of force, dimensions of professional responsibility and proper application of authority.

CJ309 CRIMINAL LAW — 3 CREDITS

PREREQUISITES: CJ101 AND CJ102

This course introduces the student to the foundational aspects of criminal law, including its historical background and fundamental elements. Major themes of both common law and the Model Penal Code, including the elements of statutory crimes, criminal responsibility and defenses are reviewed. Topics include: the historical background of criminal law, fundamentals of criminal law, jurisdiction, the criminal act, the mental element, matters affecting criminal responsibility, assault and related crimes, homicide, sex offenses and offenses to the family relationship, theft, robbery, burglary and related offenses, arson, kidnapping, narcotics and offenses by and against juveniles.

CJ401 COMMUNITY POLICING — 3 CREDITS

PREREQUISITES: CJ101 AND CJ201

This course is designed to provide an analysis of both the community-oriented policing philosophy and its practical application through strategic oriented policing, neighborhood oriented policing and problem oriented policing methods. Additional aspects to be reviewed include the various roles in the systemic approach, organization and management styles of the police department, implementation methods, evaluation methods, and an examination of past and future practices under this new model in policing.

CJ402 CRIMINAL INVESTIGATION — 3 CREDITS

PREREQUISITES: CJ101 AND CJ201

This course provides a framework for understanding the criminal investigative process. Case studies throughout this course emphasize the applied technique of criminal investigation, crime scenes collection, street gangs and drugs. Topics include: the evolution of criminal investigation and criminalistics, the investigative process and the crime scene, gathering physical evidence and investigative reporting, interviewing and interrogation, injury and death investigations, sex-related offenses, crimes against children, computer crime, arson recognition, terrorism, and the control and investigation of drug sales and abuse.

CJ403 WHITE COLLAR CRIME — 3 CREDITS

PREREQUISITES: CJ101 AND CJ102

This course surveys financial and corporate crime, including the influences of local economic conditions and the cost factors associated with crime. Topics include the development of white-collar crime, effects on consumers, explaining conspiracies about white-collar crime, defending against white-collar crime, and detailing governmental and religious fraud.

CJ409 POLICE ADMINISTRATION — 3 CREDITS

PREREQUISITES: CJ101 AND CJ201

This course provides a review, analysis and evaluation of the various approaches to police management, including traditional scientific management, the behavioral systems approach and the human relations approach. Major conceptual contributions from the behavioral sciences and human relations are explored in the context of police management.

CJ414 MULTICULTURAL LAW ENFORCEMENT — 3 CREDITS

PREREQUISITES: CJ101, CJ201 AND CJ309

This course is intended to provide a guideline for dealing with diversity in a multicultural society. This includes diversity in recruiting, enhanced training, targeted language and communications skills, and an emphasis on embracing different ethnic and racial communities.

CJ415 POLICE COMMUNITY RELATIONS — 3 CREDITS

PREREQUISITES: CJ201 AND CJ401

This course is an in-depth examination of various controls and concepts used in community policing models. Decision points and administrative practices in police, criminal court and correctional bureaucracies are evaluated. The historical evolution of criminal justice agencies is reviewed with basic criminal procedures.

CJ416 VICTIMOLOGY 3 CREDITS

PREREQUISITES: CJ102

This course examines crime from the perspective of the victim. Victimization theory, offender-victim relationships, situational factors, responses to victims and the phenomenon of the violence of terrorism. This course will also examine the relationship between serial killers and their victims, victims of hate crimes, stalking and the demographic, social and behavioral characteristics of female and male offenders. Biological, psychological and sociological explanations are offered for serial murderers.

CJ421 ADVANCED CRIMINAL LAW 3 CREDITS

PREREQUISITES: CJ309

This course emphasizes the general principles that impact the criminal law. Knowledge of criminal law provides the student the tools necessary to apply general principles to the varied and changing definitions of specific crimes. This knowledge is also practical because the general principles form the basis for both the elements of the specific crimes that prosecutors must prove beyond a reasonable doubt and the defenses with which defendants can justify or excuse their guilt.

CJ425 JUDICIAL PROCESS 3 CREDITS

PREREQUISITES: CJ302 OR CJ309

This course evaluates the various components in judicial process and policymaking. The creation of the court systems, the structure of most courts and key players in the legal system are examined with focus on how each of these themes affects how judges make decisions, and how those decisions create and further develop policy. Topics include: courts and law, the federal and state court systems, judges, lawyers, trials and appeals, criminal justice and the courts, civil justice and the courts, judicial decision making and judicial policy making.

CJ450 UNDERSTANDING TERRORISM 3 CREDITS

PREREQUISITES: CJ101 AND CJ102

This course is an introduction to terrorist cults and personalities. Studies focus on a variety of aspects related to terrorist organizations and individuals, gaining an understanding of how various terrorist cults and personalities affect national security, how understanding terrorism personalities can aid the counterterrorism war and what the future looks like in the war against terrorism.

CJ451 PRINCIPLES OF TERRORISM 3 CREDITS

PREREQUISITES: CJ450

This course examines terrorism in the modern world with a review of the historical origins of terrorism. Topics include: patterns of terrorism, Latin American influences on terrorism, the origins of Middle Eastern terrorism, Osama bin Laden and al Qaeda, U.S. domestic terrorism issues, counter terrorism and U.S. responses, homeland security, employment of national and domestic intelligence resources against terrorism, weapons of mass destruction and future issues on terrorism.

CJ452 TERRORISM AND U.S. NATIONAL SECURITY 3 CREDITS

PREREQUISITES: CJ450

This course examines the relationship between terrorism and U.S. national security. It focuses on a variety of aspects related to U.S. policy on terrorism, the threat of terrorism to U.S. national security and the problems inherent to U.S. counterterrorism. The student gains a comprehensive understanding of how the U.S. views terrorism, how various policies affect outcomes of counterterrorism, strengths and weaknesses in policy and strategies, threats to U.S. national security and suggestions for solutions to these threats.

CJ453 BORDER AND COASTAL SECURITY 3 CREDITS

PREREQUISITES: CJ450

This course is designed to teach the student to analyze the implications of September 11, 2001 and the new "war on terrorism" for border controls, cross-border relations and economic integration in North America. This course also examines U.S.-Canada and U.S.-Mexico relations in the wake of the terrorist attacks, the management of trade and migration flows and the reconceptualization of North America's borders in the post 9-11 world.

CJ454 ELEMENTS AND ISSUES IN COUNTERTERRORISM 3 CREDITS

PREREQUISITES: CJ451

This course is a comprehensive review of issues and elements to be considered in the planning and organization of a counterterrorism program. It presents an examination of techniques and procedures, which can be applied to programs developed at both the national and local level. Such measures as financial investigations, technical defenses and counterintelligence activities are studied.

CJ455 EMERGENCY PLANNING 3 CREDITS

PREREQUISITES: CJ101

This course examines emergency planning as it relates to surviving natural and man-made disasters. Risk analysis and the formulation of a comprehensive plan, followed by a vigorous and continuous testing program, are essential elements to surviving an emergency. Topics include threat assessment, risk analysis, formulating the plan, staffing the emergency operations center (EOC), coordinating with supporting agencies and the importance of continuing liaison, managing an actual incident and conducting an effective follow-up analysis. Various actual case studies are discussed.

CJ475 INTRODUCTION TO COMPUTER CRIME 3 CREDITS

PREREQUISITES: CJ402

This course focuses on the technical aspects of digital crime, as well as behavioral aspects of computer hackers, virus writers, terrorists and other offenders. Using real life examples and case studies, the course examines the history, development, extent and types of digital crime and digital terrorism, as well as current legislation and law enforcement practices designed to prevent, investigate and prosecute these crimes.

CJ476 COMPUTER FORENSICS AND CYBER CRIME 3 CREDITS

PREREQUISITES: CJ475

This course familiarizes students with the techniques used to investigate computer crimes, providing students with cutting-edge techniques used to investigate computer crime scenes, as well as computer hardware and software to solve computer crimes. Topics include: The history of computer crime and legal and social issues relating to computer crime.

CJ477 COMPUTER CRIME SCENE INVESTIGATION 3 CREDITS

PREREQUISITES: CJ476

This course provides a complete overview of computer forensics for students in law enforcement and administration of justice using case studies and vignettes of actual computer crimes. It contains practical information on solving computer crimes and catching the hacker, including data recovery techniques, auditing methods and services, data seizure and analysis, preservation of computer evidence, reconstruction of events and information warfare.

CJ478 ONLINE RESOURCE GUIDE FOR LAW ENFORCEMENT 3 CREDITS

PREREQUISITES: NONE

This course is intended to turn those who already have some computer and internet experience into effective users of the internet and to reveal how the internet can augment their traditional investigative methodology. It covers not only technical issues, but includes how to formulate good search strategies and how to make sense of the results.

CJ479 INFORMATION SECURITY 3 CREDITS

PREREQUISITES: CJ476

This course gives students and professionals the necessary managerial, technical and legal background to support investment decisions in security technology. It discusses security from the perspective of hackers (i.e., technology issues and defenses) and lawyers (i.e., legal issues and defenses). This cross-disciplinary course is designed to help users quickly become current on what has become a fundamental issue.

CJ480 CRIMINAL INTELLIGENCE ANALYSIS 3 CREDITS

PREREQUISITES: CA408

The course provides the student with the methods and techniques of criminal intelligence analysis and strategic organized crime. Students learn how to predict trends, weaknesses, capabilities, intentions, changes and warnings needed to dismantle criminal organizations. Students are introduced to techniques such as association and link analysis, visual investigative analysis (VIA), telephone toll analysis, matrix analysis, reporting and application to violent crime and organized crime to include drug, white collar and money laundering. This course emphasizes criminal intelligence as opposed to criminal investigation.

CO101 INTRODUCTION TO PUBLIC SPEAKING 3 CREDITS

PREREQUISITES: NONE

This course provides students with a broad overview of public speaking, including such topics as audience analysis, idea generation and development, speech organization and speech delivery. Topics include how to outline speeches, create effective introductions and conclusions, use appropriate language and control nervousness. In addition, students examine guidelines for and practice delivering informative and persuasive speeches. Students will record themselves delivering speeches, thus they will need to know how to use a webcam and how to upload video files from their devices into the assignment dropbox in the Learning Management System.

CO120 INTERPERSONAL COMMUNICATION 3 CREDITS

PREREQUISITES: NONE

This course explores the challenges of building and maintaining relationships through verbal, nonverbal language, conflict management, perception and listening skills. Ideas are applied to everyday aspects of interaction in both personal and professional relationships. The course also provides an in-depth perspective on communication and the role it plays in everyday challenges.

CO201 CONFLICT AND COMMUNICATIONS 3 CREDITS

PREREQUISITES: NONE

This course introduces the concepts and theories related to conflict communication, conflict styles and conflict resolution techniques. The course develops and applies skills needed to resolve conflict in various social arenas.

CO210 BUSINESS COMMUNICATION 3 CREDITS

PREREQUISITES: NONE

This course develops professional communication skills for use in today's fast moving professional environment. With a focus on oral and written communication for business, students discover how to design and deliver messages in both formal and informal venues. Students are expected to integrate knowledge about perception, conflicts, leadership skills and nonverbal communication as they develop advanced communication skills.

CO301 INTRODUCTION TO COMMUNICATION THEORY 3 CREDITS

PREREQUISITES: CO101

Our daily decisions and experiences can be explained by communication theory. Introduction to Communication Theory explains the key concepts and theories of human communication. This course will examine the key theories of human communication, both general theories and those specific to particular contexts, such as intrapersonal, interpersonal, small group, intercultural and public communication.

CO330 MASS MEDIA COMMUNICATIONS 3 CREDITS

PREREQUISITES: CO101

Mass Media Communications is designed to familiarize students with the field of communications. This course is intended to introduce the basic factors affecting mass communications in the digital age. History, models, theories, concepts and terminology of mass communication trend in newspapers, radio, television, film, books, the Internet, advertising, public relations, visual messages, media law and ethics are also examined. This course will enable students to understand the complex interactions between media and society, and think critically about the ways in which mass media inform our everyday lives.

CO395 DIGITAL MEDIA 3 CREDITS

PREREQUISITES: CO101

This course explores the way we read, write and speak the language of digital media by bridging theory to practice. Students will learn how and why the digital world is constructed the way it is through the examination of topics such as the definition of digital media, Internet customers and potential customers, blogging and web design, and social media tools and channels. Additionally, students will examine many of the practical and critical skills necessary to become technically proficient in digital/social media use.

CO401 MEDIA ETHICS 3 CREDITS

PREREQUISITES: CO101

Media Ethics explores the origins of ethical behavior, issues and dilemmas in mass communication. Additionally, students will examine classical and contemporary approaches and their application to modern media practices.

CS105 INTRODUCTION TO COMPUTER APPLICATIONS 3 CREDITS

PREREQUISITES: NONE

Students are introduced to basic computer concepts as well as techniques and tools for folder and file navigation and manipulation. Students explore the fundamentals of an office productivity suite, developing skills in word processing, spreadsheet and presentation applications.

CS106 INTRODUCTION TO COMPUTER SYSTEMS 3 CREDITS

PREREQUISITES: NONE

This course covers basic computer concepts including binary logic, how computer hardware works, how programs are designed and written and advanced applications like artificial intelligence. This course introduces students to terminology and concepts they will see throughout the program.

CS116 INTRODUCTION TO PROGRAMMING WITH VISUAL BASIC 3 CREDITS

PREREQUISITES: CS192

This course covers fundamental programming concepts. It develops programming skills and problem solving techniques. The course introduces the fundamentals of computer programming, using Visual Basic software. Skills learned can be applied to mastering any programming language. Detailed case studies reinforce application of the fundamental concepts.

CS165 ADVANCED MICROCOMPUTER APPLICATIONS 4 CREDITS

PREREQUISITES: CS105

This is a course using the Microsoft Office Suite. The applications covered are Word, Excel, Access and PowerPoint.

CS192 PROGRAMMING ESSENTIALS — 3 CREDITS

PREREQUISITES: NONE

This course introduces problem-solving concepts needed for programming. It covers fundamental control structure such as the sequential structure, the selection structure and the repetition structure. The use of logic in designing programs has general application.

CS197 PROGRAMMING IN HTML — 3 CREDITS

PREREQUISITES: CS192
(CREDIT CANNOT BE OBTAINED FOR BOTH CS197 AND IS301).

This course covers the basics of mastering Hypertext Markup Language (HTML) and Extensible Hypertext Markup Language (XHTML). Topics include creating a web page, use of links, tables, scripting for HTML, adding graphics, Cascading Style Sheets and multimedia.

CS200 PROGRAMMING IN JAVA — 4 CREDITS

PREREQUISITES: CS192

This course is devoted to object-oriented programming using Java. Topics include object-oriented programming, classes and instances, looping, arrays, flow control, packages, interfaces, streams, files, Java applet programming and applying advanced graphical user interface elements.

CS205 COMPUTER SOFTWARE APPLICATIONS IN HEALTHCARE — 3 CREDITS

PREREQUISITES: NONE

This course provides an overview of commonly available software tools used in healthcare, including an introduction to encoding tools and computer-assisted coding software used in healthcare data processing. Focus is placed specifically on healthcare software and its many uses, functions and applications in the medical office. Other processes such as medical office billing and information technology are also discussed.

CS208 PROGRAMMING IN JAVASCRIPT — 4 CREDITS

PREREQUISITES: CS197 OR IS301

This course covers JavaScript programming basics such as operators, expressions, arrays, loops, conditional statements, as well as advanced topics like AJAX.

CS263 PROGRAMMING IN C — 4 CREDITS

PREREQUISITES: CS192
[ONLY AVAILABLE TO STUDENTS FOR WHICH IT IS A REQUIRED PROGRAM COURSE.]

This course is an introduction to programming using C. Topics include flow of control, functions and structured programming, pointers, arrays and file manipulation.

CS265 PROGRAMMING IN C++ — 4 CREDITS

PREREQUISITES: CS192

This course is an introduction to C++ programming. Topics include control structures, arrays, pointers, classes, overloading, inheritance, file processing and data structures.

CS285 ADVANCED PROGRAMMING IN C++ — 4 CREDITS

PREREQUISITES: CS265 WITH A "C" OR BETTER

This course is a continuation of Programming in C++. It presents advanced concepts of C++ and object-oriented design. Specific topics include: inheritance, polymorphism, dynamic memory management, overloading, templates and exception handling.

CS325 DATA STRUCTURES — 3 CREDITS

PREREQUISITES: CS265 WITH A "C" OR BETTER OR CS285 WITH A "C" OR BETTER, DEPENDING ON PROGRAM REQUIREMENTS

Using the C++ programming language standard, this advanced programming course delivers a disciplined approach to algorithms and data structures, and includes abstract data types and advanced data structures.

CS336 SYSTEM ANALYSIS AND DESIGN — 4 CREDITS

PREREQUISITES: CS192
[ONLY AVAILABLE TO STUDENTS FOR WHICH IT IS A REQUIRED PROGRAM COURSE.]

This course covers the process of analyzing and designing information systems in support of business requirements. The system development lifecycle (SDLC) is examined along with its impact on analysis and design. Strategies and techniques for solving complex problems are also presented.

CS340 OPERATING SYSTEMS — 3 CREDITS

PREREQUISITES: CS192

This course introduces operating system fundamentals and compares a variety of operating systems. Servers and networking basics are included.

CS350 INTRODUCTION TO JQUERY — 3 CREDITS

PREREQUISITES: CS208 OR IS306

This course introduces students to the powerful jQuery framework library. For students already familiar with HTML, JavaScript, CSS and the DOM, this course addresses how to quickly and easily create interactive websites with enhanced user interfaces. Advantages of using the library for such things as form validation, event handling and AJAX interactions are also explored.

CS367 PROGRAMMING LANGUAGES 3 CREDITS

PREREQUISITES: CS325

This course provides the tools necessary for the critical evaluation of existing and future programming languages and constructs. It also introduces compiler design and construction.

CS371 DATABASE DESIGN 4 CREDITS

PREREQUISITES: NONE
[ONLY AVAILABLE TO STUDENTS FOR WHICH IT IS A REQUIRED PROGRAM COURSE.]

This course presents the fundamental concepts of database systems such as the hierarchical, networks and relational database models. SQL, entity-relationship modeling and normalization are introduced. Both logical and physical database design are covered along with implementation and maintenance issues.

CS386 SYSTEMS ARCHITECTURE 4 CREDITS

PREREQUISITES: IS242

This course provides technical knowledge of computer hardware and system software. The material covered in the course presents the background needed for systems analysis, design, configuration, procurement and management.

CS405 SOFTWARE ENGINEERING 4 CREDITS

PREREQUISITES: CS336 WITH A "C" OR BETTER OR IS336 WITH A "C" OR BETTER

This course covers the fundamentals of software engineering using a project management methodology and systems approach. Requirements analysis, system design and object-oriented analysis and design are covered.

CS406 ADVANCED SOFTWARE ENGINEERING 4 CREDITS

PREREQUISITES: CS405 WITH A "C" OR BETTER

This course addresses more advanced topics in software engineering. Topics include the study of traditional and agile project planning, management, and development, object-oriented design, software testing and quality assurance.

CS411 ARTIFICIAL INTELLIGENCE 4 CREDITS

PREREQUISITES: CS325

This course covers the techniques and methodologies to develop intelligent machines and expert systems. Topics include a survey of the history of artificial intelligence, state space and heuristic searches, knowledge representation, natural language and automated reasoning.

CS412 PROGRAMMING IN C# WITH .NET 4 CREDITS

PREREQUISITES: CS200 AND EITHER CS263 OR CS265

This course introduces the fundamentals and features of programming using the .NET framework. These fundamentals are employed to design, implement and deploy applications using C# as the client language.

CS425 ALGORITHM DEVELOPMENT 4 CREDITS

PREREQUISITES: CS325 WITH A "C" OR BETTER

This course covers developing and analyzing algorithms for common computing tasks. In addition to covering metrics for evaluating algorithms, topics include elementary data structures, recursion, trees, sorting methods, binary searching, hashing, radix searching and external searching.

CS430 MOBILE APPLICATION DEVELOPMENT 4 CREDITS

PREREQUISITES: CS208 OR IS301

This course focuses on building applications for both iOS and Android platforms. Since the use of separate development environments is time-consuming, complex and costly, this course emphasizes the use of cross-platform development methods consisting of HTML, CSS, Ionic, Apache Cordova, Angular JS, Android SDK, OSX and Xcode.

CS499 COMPUTER SCIENCE CAPSTONE 3 CREDITS

PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS

This capstone course requires demonstration of the knowledge and skills gained throughout the Computer Science degree program by designing and implementing a software program or computer-related system to solve a real-world problem. The project requires project definition, requirements determination, design, implementation, test and documentation of the system.

CT212 DIGITAL ELECTRONICS (LAB INCLUDED) 4 CREDITS

PREREQUISITES: CS192 AND ET105 WITH A "C" OR BETTER

This is an introductory course to the fundamentals of digital electronics. Topics include number systems and codes, logic gates, Boolean algebra, combinational circuits and PLCs. Sequential circuits are introduced. Circuits are implemented using circuit simulation software and also using a hardware description language.

CT262 MICROPROCESSOR SYSTEMS ENGINEERING (1 CREDIT HOUR HARDWARE BASED LAB INCLUDED) 4 CREDITS

PREREQUISITES: CT212 AND EITHER CS263 WITH A "C" OR BETTER OR CS265 WITH A "C" OR BETTER

This course provides a systems-level understanding of microprocessors. Students write practical programs and learn to plan, write and test software solutions for real applications. A solid understanding of the role of the various types of memory on the modern microcomputer system is covered. The included safety module must be passed in order to progress in and pass this course.

CT312 ADVANCED MICROPROCESSORS (LAB INCLUDED) 4 CREDITS

PREREQUISITES: CT262 WITH A "C" OR BETTER

This course uses practical applications and microprocessor-based systems to help the upper-level student gain a unique perspective in this cutting-edge technology. Topics include microcontroller concepts, assembly-language programming, programming examples and input/output interface examples.

CT362 MODERN DIGITAL DESIGN (LAB INCLUDED) 4 CREDITS

PREREQUISITES: CT212 WITH A "C" OR BETTER

This is an intermediate course in digital logic design. Topics include synchronous and asynchronous sequential logic, logic families and digital/analog interfacing. Analysis and design problems are approached using circuit simulation and a hardware description language.

ECN201 MICROECONOMICS 3 CREDITS

PREREQUISITES: MA215

This course provides the student with a sound foundation in economic thinking that is central to business. Topics that are covered include: supply and demand, opportunity costs, elasticities, utility theory, the economic concept of the firm, the relationship between costs and capital in the short-run, and in the long-run, competition, monopoly, anti-trust laws, and public and private goods.

ECN206 MACROECONOMICS 3 CREDITS

PREREQUISITES: MA215

This introductory course provides an overview of current and traditional concerns and methods of macroeconomics. Topics that are covered include: economic growth, unemployment inflation, government deficits, monetary policy, investment and capital, the role and methods of the Federal Reserve, Keynesian and monetarist theories and comparative advantage.

ECN399 SPECIAL TOPICS IN ECONOMICS 3 CREDITS

PREREQUISITES: GU299 AND APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

ECN501 MANAGERIAL ECONOMICS 3 CREDITS

PREREQUISITES: NONE

This advanced course applies microeconomic theory to the management of the firm by focusing on the use of microeconomics to enhance decision-making. The course explores the complex relationships between manager decisions and the impact of those decisions on product demand and profitability. Students delineate the economic environment in which the firm operates and learn to think strategically within this environment.

ECN599 SPECIAL TOPICS IN ECONOMICS 3 CREDITS

PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by special arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

ED240 READING STRATEGIES 3 CREDITS

PREREQUISITES: ENROLLMENT IN THE PARAPROFESSIONAL: TEACHING ASSISTANT PROGRAM

This course provides Paraprofessional candidates with the reading strategies associated with being a paraprofessional. Students will learn about reading and comprehension techniques such as: predicting, reviewing, determining main ideas, inference and making personal connections, with their students. Emphasis will be placed on creating templates that can be used while teaching or applying these strategies.

ED250 TEST TAKING STRATEGIES 3 CREDITS

PREREQUISITES: ENROLLMENT IN THE PARAPROFESSIONAL: TEACHING ASSISTANT PROGRAM

This course is intended to prepare students to complete the Paraprofessional Exam, by providing strategies for test taking, sample exams in Reading, Writing and Mathematics. Students will complete sample exams, giving them the ability to self-assess readiness for the ParaPro Exam. The topics covered and sample exams will also serve as a review for those students who have not completed specific reading, writing or mathematics courses.

ED301 CLASSROOM MANAGEMENT STRATEGIES 3 CREDITS

PREREQUISITES: NONE

This course provides techniques and methods to successfully organize a classroom to suit specific instructional needs. It covers such topics as setting up the classroom rules and procedures, creating effective instructions, monitoring progress goals, preparing for the first day, planning and delivering effective instruction. This course also provides theoretically based and practical systems for classroom management.

ED303 EDUCATIONAL PSYCHOLOGY 3 CREDITS

PREREQUISITES: NONE

This course gives an overview of the uses of psychology in teaching. It covers such topics as cognitive, social, emotional and personal development, several different views on learning and effective ways to teach for all students. This course includes older psychological studies, such as those done by Piaget or Freud, but also mentions newer, more modern studies to see how psychology is advancing.

ED305 EDUCATIONAL ASSESSMENT METHODS 3 CREDITS

PREREQUISITES: NONE

This is course designed to develop skills in assessment of students' progress, both cognitively and emotionally. The course covers selected-response tests, constructed-response tests, performance assessment, portfolio assessment, affective assessment and instructionally oriented assessment, showing the pros and cons of each style. Other topics include the use of validity in testing, absence-of-bias, and how to decide when, what and how to assess.

ED310 FOUNDATIONS OF HISTORY AND PHILOSOPHY OF EDUCATION 3 CREDITS

PREREQUISITES: NONE

This course highlights the purpose, of school and non-school enterprises. This course aims to deepen awareness of social context and implications of various educational activities. It uses the social sciences and humanities lens to develop awareness and develop educational policies and practices.

ED320 EDUCATION AND TECHNOLOGY: APPLICATIONS AND IMPLICATIONS 3 CREDITS

PREREQUISITES: NONE

This course introduces students to the practical applications of computer technology in education. Since so much of society today is computer driven, it is essential for the student to be able to teach using the tools provided by today's technology. Students learn a variety of techniques usable in the classroom and initiate inquiry into the educational implications of emerging information technologies. Special emphasis is given to the exploration of how these technologies might be of assistance in meeting the needs of diverse learners.

ED340 FUNDAMENTALS OF SPECIAL EDUCATION 3 CREDITS

PREREQUISITES: NONE

This course provides a focus on students with disabilities that are in the regular classroom. Topics covered are identification of learning styles, individualized instruction and a review of laws governing special education. Educators and parents partnerships in the educational process are reviewed along with the specific needs of different disabilities.

ED380 TEACHING LITERACY TO ESL LEARNERS 3 CREDITS

PREREQUISITES: NONE

This course covers various theoretical approaches to understanding literacy acquisition and development in the bilingual learner. Practical strategies will be developed to aid the literacy learner in two or more languages.

ED401 INSTRUCTIONAL STRATEGIES 3 CREDITS

PREREQUISITES: ED301

This course illustrates the instructional approaches a teacher may take to achieve learning objectives. Topics include the ability to furnish students tools with which to build up their ability to learn, the capabilities to acquire information, organize it and explain it, the skills to create social learning communities to dramatically enhance learning for all students, the capacity to practice productive behaviors and the wisdom to use individual diversity to enhance curriculum.

ED403 SPECIAL TEACHING METHODS K-8 3 CREDITS

PREREQUISITES: ED301

This course provides an overview of the specific methods of teaching that should be employed by teachers as they present subject-based content to younger students. The course will examine how to develop, support and provide opportunities for development to occur, knowing different learning styles among students and providing resources to foster higher level thinking skills.

ED405 READING INSTRUCTION 3 CREDITS

PREREQUISITES: ED301

This course emphasizes prevention and early intervention for struggling readers and centers around the ideology that all students can learn to read and write on a proficient level if given the proper assistance. The course focuses on the assessment and the instructional decision-making process as it relates to reading difficulties occurring within the classroom. While formal assessments are described, the emphasis is on informal assessment and interventions.

EMT320 ENGINEERING ECONOMICS 3 CREDITS

PREREQUISITES: MA141 WITH A "C" OR BETTER

This course emphasizes the systematic evaluation of the cost and benefits associated with proposed technical projects. Topics covered include the time value of money, evaluation of project alternatives, replacement analysis and cost estimation techniques.

EN030 BASIC WRITING 3 CREDITS

PREREQUISITES: NONE

This course explores the basics of good writing. Students learn how to write a clear topic sentence and thesis; how to support their ideas with adequate and appropriate evidence; and how to bring their writing to a clear, logical conclusion. Students use all five steps of the writing process to practice paragraphs and short essays in various styles of writing, and learn to identify and correct common grammar and usage errors. This course does not satisfy General Education requirements.

EN100 FUNDAMENTALS OF WRITTEN COMMUNICATION 3 CREDITS

PREREQUISITES: NONE

This course introduces the concepts related to effective writing for the college classroom and beyond. Students will apply the fundamentals of composition in assignments that simulate real-world writing activities: emails, social media, business correspondence, personal writing (including narratives and persuasive arguments), along with expository writing (providing instruction).

EN101 ENGLISH COMPOSITION I 3 CREDITS

PREREQUISITES: NONE

This course develops written communication skills with emphasis on understanding the writing process. Students will analyze readings and practice writing for personal and professional applications. This course satisfies the General Education requirement.

EN102 ENGLISH COMPOSITION II 3 CREDITS

PREREQUISITES: EN101

This course expands writing skills developed in English Composition I. Writing a structured, research term paper develops additional proficiency in composing academic papers through the process of pre-writing, writing and re-writing. Research skills with the internet and published resources are integrated into composition with an emphasis on distinguishing supportive evidence.

EN301 SURVEY OF AMERICAN LITERATURE I 3 CREDITS

PREREQUISITES: EN101

This course examines America's literary heritage from the times of Christopher Columbus through Walt Whitman and Emily Dickinson. Literary topics include the literature of early America (e.g. authored by Columbus, Captain John Smith, William Bradford, the New England Primer and Jonathan Edwards), the literature of the eighteenth century (e.g. authored by Benjamin Franklin, Thomas Paine and Thomas Jefferson) and the literature of the early-to mid-nineteenth century (e.g., authored by Washington Irving, Cooper, Poe, Emerson, Melville, Douglass, Lincoln and Hawthorne).

EN302 SURVEY OF AMERICAN LITERATURE II 3 CREDITS

PREREQUISITES: EN101

This course is continuation of the literature examined in Survey of American Literature I. Students will examine and analyze a collection of American Literature beginning with writers from late 19th Century through present times. Some of the great literary works to be read are from Mark Twain, Mary E. Wilkins Freeman, Jack London, Ernest Hemingway, John Steinbeck, Eudora Welty and others.

EN361 TECHNICAL WRITING 3 CREDITS

PREREQUISITES: EN101

This course explores the fundamental principles of successful professional communication. Topics include how to write business correspondence, job search correspondence, public relations documents and professional reports. Students will also learn how to define audiences and purpose, design document layout, and write, revise and proofread text.

EN405 LITERATURE OF THE WESTERN WORLD I 3 CREDITS

PREREQUISITES: EN101

This course covers the literature of the Western World from ancient times through the Renaissance. This anthology is limited to the literatures of Europe and America, but provides extensive analytic and explanatory apparatus. Topics covered include literature from the ancient world (e.g. authors such as the Bible, Sophocles and Virgil), the Middle Ages (e.g., authors such as Dante and Chaucer) and the Renaissance (e.g., authors such as Milton, de Cervantes and Shakespeare).

EN406 LITERATURE OF THE WESTERN WORLD II — 3 CREDITS

PREREQUISITES: EN101

An intermediate level course that is a study of literary offerings from the 17th through the 20th centuries. Some of the great literary works to be read are selections from Moliere, Swift, Pope, Hobbes, Locke, the Romantics, the Realists and the Naturalists and both Modern and Contemporary writers. This course considers the writings themselves and the world in which the authors practiced their craft.

ENT300 ENTREPRENEURIAL READINESS — 3 CREDITS

PREREQUISITES: GU299

This course will assist the student in assessing his/her desire to become an entrepreneur, assist the student in formulating a business opportunity and assist the student in completing a feasibility study. At the end of the course students will be asked to determine whether they believe they have the knowledge, skills, abilities and resources to continue on in their journey to become an entrepreneur.

ENT301 ENTREPRENEURSHIP — 3 CREDITS

PREREQUISITES: GU299

This penultimate course in the core business curriculum is an advanced undergraduate course focusing on entrepreneurship and small business ownership. The major topic of the course is the development of an entrepreneurial endeavor, including analyzing the venture creation process, understanding the groundwork for becoming an entrepreneur and studying real-life examples that illustrate entrepreneurial ethics and the global dimensions of entrepreneurship.

ENT310 ENTREPRENEURIAL MARKETING AND OPERATIONS — 3 CREDITS

PREREQUISITES: ENT300 AND GU299

This course will assist the student in completing a marketing plan and an operations plan including market research and regulations impacting the small business owner. At the end of this course, students will have the completed marketing plan and operation plan to insert into their final business plan covering the processes, procedures and policies to move forward.

ENT340 ENTREPRENEURIAL FINANCE — 3 CREDITS

PREREQUISITES: GU299 AND ENT300

In this course, students learn the basics of accounting and financing for the entrepreneur and how they may guide informed decision making. Topics covered include how numbers are entered in the accounting system and how the system produces important financial reports. Students will gain an appreciation for the importance of knowing the standard set of financial statements and learning how to interpret: the balance sheet, the income statement, the statement of cash flows and the statement of owner's equity. Finally, the course discusses start-up and growth financing.

ENT399 SPECIAL TOPICS IN ENTREPRENEURSHIP — 3 CREDITS

PREREQUISITES: GU299 AND APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

ENT451 ENTREPRENEURIAL BUSINESS PLANNING — 3 CREDITS

PREREQUISITES: ENT310 AND GU299

This course will assist the student in gathering their materials together and completing a full comprehensive business plan. At the end of the course the student will be asked what their next steps will be should they wish to pursue opening up a business.

ENT599 SPECIAL TOPICS IN ENTREPRENEURSHIP — 3 CREDITS

PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

ET100 ENGINEERING AND ETHICS — 3 CREDITS

PREREQUISITES: NONE

This course places a strong emphasis upon internet research of case studies, professional codes of ethics and additional tools for solving engineering ethics problems. The professional role that engineering and engineering technologists have to ethically serve society is an underlying theme.

ET105 FUNDAMENTAL PROPERTIES OF DC CIRCUITS (LAB INCLUDED) 4 CREDITS

PREREQUISITES: MA105 WITH A "C" OR BETTER

This is a comprehensive course on the properties of Direct Current (DC) circuits. Topics include electrical components, electrical quantities and units, voltage, current and resistance. Basic circuit principles are presented for the analysis of series and parallel circuits. Magnetism and electromagnetism is also covered. A circuit simulation tool is used to build and test circuits.

ET115 FUNDAMENTAL PROPERTIES OF AC CIRCUITS (LAB INCLUDED) 4 CREDITS

PREREQUISITES: ET105 WITH A "C" OR BETTER, MA141 WITH A "C" OR BETTER

This course is a continuation of ET105. The student is introduced to the concepts and laws which describe the behavior of AC circuits. After an introduction to capacitive and inductive circuits, the behavior of RL, RC and RLC circuits is analyzed using circuit theories. Transformer theory is also covered. A circuit simulation tool is used to build and test AC circuits and to demonstrate the use of an oscilloscope.

ET212 ELECTRONICS I (LAB INCLUDED) 4 CREDITS

PREREQUISITES: ET115 WITH A "C" OR BETTER

This foundational course in analog electronics introduces the student to the fundamentals of diode and transistor circuit analysis and design. Topics include semiconductors, diode theory and circuits, bipolar transistors, transistor biasing, AC models and voltage amplifiers. Circuit simulation software is used to analyze and design basic diode and transistor circuits.

ET222 ELECTRONICS II (LAB INCLUDED) 4 CREDITS

PREREQUISITES: ET212 WITH A "C" OR BETTER

This course is the second in a two-part sequence on electronic devices. Building on the principles of transistor operation in the first electronics course, this course continues with the analysis of power amplifiers, emitter followers and differential amplifiers. JFETs and MOSFETs are also introduced. The performance of amplifiers is considered based on the frequency response. Exposure to the basics of operational amplifiers is introduced as preparation for optional further course work in op-amps. The course concludes with a treatment of oscillators and power supplies.

ET310 CIRCUIT ANALYSIS 4 CREDITS

PREREQUISITES: ET115 WITH A "C" OR BETTER AND MA312 WITH A "C" OR BETTER

This course addresses advanced circuit theory, providing a strong foundation in engineering analysis. Topics covered include network theorems, time-domain circuit analysis using differential equations and the sinusoidal steady-state. More advanced techniques for circuit analysis using Laplace transforms and the Fourier series and transforms are also covered.

ET332 ANALOG INTEGRATED CIRCUITS (LAB INCLUDED) 4 CREDITS

PREREQUISITES: ET222 WITH A "C" OR BETTER AND MA302

This in-depth course provides a thorough understanding of a variety of op-amps and integrated circuits and their applications. The analysis and design of a wide variety of circuits involving operational amplifiers and linear integrated circuits. Topics include op-amp data sheets, frequency response of an op-amp, active filters and oscillators and IC applications. A software circuit simulation tool is used to assist in the analysis and design of a wide variety of circuits involving operational amplifiers and linear integrated circuits.

ET352 ELECTRONIC COMMUNICATION PRINCIPLES AND SYSTEMS (LAB INCLUDED) 4 CREDITS

PREREQUISITES: ET222 AND MA302

This course is an introduction to the basic principles underlying the analysis and design of communication systems. Topics include modulation techniques, receivers and transmitters, digital communications, and telephone and wireless communications.

ET372 INSTRUMENTATION AND MEASUREMENT (LAB INCLUDED) 4 CREDITS

PREREQUISITES: ET222 WITH A "C" OR BETTER, CT212 WITH A "C" OR BETTER AND PH221 WITH A "C" OR BETTER

This course focuses on interfacing electronic systems to the environment and mechanical systems through a thorough introduction to pneumatic and electrical sensors and actuators, their specifications and their designation in electrical drawings. Data acquisition systems are studied along with analog and digital signal conditioning, filtering and analog to digital conversion. The basic process control system and the various types of controllers, including programmable logic controllers, are introduced.

ET382 SIGNALS AND SYSTEMS THEORY (LAB INCLUDED) 4 CREDITS

PREREQUISITES: ET310 WITH A "C" OR BETTER, PH221 WITH A "C" OR BETTER, AND EITHER CS263 OR CS265

This course covers the theory and problem-solving skills required for the analysis of linear systems. Real-world applications and actual data provide concrete problems that reinforce intuition and critical thinking. Both continuous and discrete-time signals and systems are covered. Topics include Fourier analysis, convolution, filters and applications, modulation, sampling, signal reconstruction, Laplace transform, z-transform and linear feedback systems. Software simulations are used to explore mathematical concepts introduced through theoretical frameworks.

ET410 TECHNICAL PROJECT MANAGEMENT 3 CREDITS

PREREQUISITES: LAST CLASS BEFORE CAPSTONE PROJECT (ONLY AVAILABLE TO BS COMPUTER ENGINEERING TECHNOLOGY AND ELECTRONICS ENGINEERING TECHNOLOGY STUDENTS.)

This course is an introduction to the management of engineering projects. The design review process is presented as well as techniques for determination of requirements. Topics also include the product development life cycle, scheduling techniques and continuous improvement. In teams, students develop a proposal for the ET450 capstone project. The safety module must be passed in order to pass this course.

ET420 PROGRAMMABLE LOGIC CONTROLLERS 4 CREDITS

PREREQUISITES: CT212 AND ET222

This course serves as an introduction to programmable logic controllers (PLCs), with a focus on employing ladder logic programming in industrial automation and control systems. Topics covered include PLC operation, wiring diagrams, programming, timers and counters, math instructions, safety and comparison of different types of industrial control systems.

ET450 CAPSTONE PROJECT 3 CREDITS

PREREQUISITES: ET410 WITH A "C" OR BETTER, COMPLETION OF ALL THE DEGREE REQUIREMENTS

This course is a continuation of the project management course ET410. The approved project proposal is executed through the design, building, testing and presentation stages.

ET485 ELECTRICAL POWER SYSTEMS ANALYSIS (LAB INCLUDED) 4 CREDITS

PREREQUISITES: ET310

This course addresses the tools required to design simple residential and commercial electrical systems. Such tools range from basic mathematics for electrical systems to the methods for selection of common electrical components, including conductors, transformers and grounding and protection systems. The design of common electrical systems and solutions to typical problems encountered in electrical design are covered.

ET495 CONTROL SYSTEMS (LAB INCLUDED) 4 CREDITS

PREREQUISITES: ET382

This course presents a control engineering methodology that, while based on mathematical fundamentals, stresses physical system modeling and practical control system designs with realistic system specifications. Both frequency-and time-domain methods are used to model, analyze and design controllers for different system applications. Recognizing the importance of computer-aided design and analysis, MATLAB is used throughout.

ETH301 BUSINESS AND SOCIETY 3 CREDITS

PREREQUISITES: GU299

This intermediate course is designed to provide the student with a basic understanding of business and how it relates to society as a whole. The major topics include the corporation in society, the business and the social environment, business and the ethical environment, business and government in a global society, the corporation and the natural environment, business and technological change. A systems-thinking approach is central to the course, wherein business, government and society are so closely intertwined that an action that affects one will inevitably affect the others. The corporation's responsibilities to primary and secondary stakeholders, both economic and ethical, are studied in light of various social issues.

ETH352 FUNDAMENTALS AND ETHICS OF FINANCIAL PLANNING 3 CREDITS

PREREQUISITES: GU299

This course will provide a basic introduction to the ethical and professional considerations in the field of financial planning. The financial planning process will be evaluated along with business objectives, regulatory framework and evolution of the profession. Technical aspects such as time value of money calculations will also be covered. Although a specific sequence is not required, the course is generally taken as the first of seven courses necessary to sit for the Certified Financial Planner™ exam.

ETH560 BUSINESS ETHICS 3 CREDITS

PREREQUISITES: NONE

This course examines ethics and values in multiple contexts. It begins with an exploration of individual values and the integration of mind, body and soul. The perspective then broadens to include corporate ethics and the role of moral leadership in business. The course concludes with an examination of ethical dilemmas created by an expanding global economy.

ETH599 SPECIAL TOPICS IN BUSINESS ETHICS 3 CREDITS

PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

FIN210 PERSONAL FINANCE 3 CREDITS

PREREQUISITES: NONE

This introductory course provides the student with a basic understanding of personal financial planning. The course is designed to help students understand how to plan for a successful financial future for themselves and their families. The course offers a comprehensive treatment of financial planning to help students understand the complexities of today's financial world and evaluate their financial options through a formal decision-making approach.

FIN307 PRINCIPLES OF FINANCE I 3 CREDITS

PREREQUISITES: GU299 AND MA215

This intermediate course examines the role of the financial manager in the overall management and control of a firm. Stress is placed on the use of analytical models for improving the decision-making process. Both the short-term management of working capital and the long-term planning of capital structure and investment strategy are covered. Topics include financial ratio analysis, the time value of money, valuation of stocks and bonds, free cash flows, capital budgeting and the cost of capital.

FIN310 PROCUREMENT PRICING ANALYSIS 3 CREDITS

PREREQUISITES: GU299, LAW220 AND BUS303

This is a comprehensive course designed to convey a thorough understanding of the price evaluation process. The topics range from understanding the cost and price environment to documenting the award decision. The student will gain knowledge in the competitive and financial environment related to price proposals by learning the techniques of cost and price analysis, life-cycle costing, return on investment and cost-benefit analysis

FIN340 INSURANCE PLANNING 3 CREDITS

PREREQUISITES: GU299

This course will provide a basic introduction to the field of insurance as well as the place of various insurance products within the financial planning process. Students will examine the professional, ethical, regulatory and technical aspects of a number of insurance products and place the knowledge in a relevant financial planning context through various course requirements including a sample plan. Although students with other objectives may also benefit from the course, students frequently take this course as one of the seven Prerequisites requirements for those who wish to sit for the Certified Financial Planner™ exam.

*Textbook materials change periodically due to the nature of this course. Students need to be prepared to purchase new materials.

FIN350 INVESTMENT PLANNING 3 CREDITS

PREREQUISITES: GU299

Investment Planning will expose the student to security analysis and portfolio management, with a focus on investments within the context of comprehensive financial planning. Concepts of risk and reward, investment selection criteria, client objectives and current views in economics such as behavioral finance and efficient market hypothesis will be addressed. Although potentially useful for students with other objectives, the course is one of seven Prerequisites classes required to sit for the Certified Financial Planner™ exam.

*Textbook materials change periodically due to the nature of this course. Students need to be prepared to purchase new materials.

FIN355 INCOME TAX PLANNING 3 CREDITS

PREREQUISITES: GU299

This course introduces students to the basic principles and laws of income taxation for individuals, employees and business owners. Topics include income tax calculations for individuals and businesses, compliance and accounting methods, taxation of trusts and estates, basis, depreciation, sale of assets, alternative minimum tax, charitable contributions and tax management.

FIN356 PRINCIPLES OF FINANCE II 3 CREDITS

PREREQUISITES: FIN307 AND GU299

This intermediate course is the continuation of Principles of Finance I. The course examines the role of the financial manager in the overall management and control of a firm. Stress is placed on the use of analytical models for improving the decision-making process. Both the short-term management of working capital and the long-term planning of capital structure and investment strategy are covered. International issues are emphasized. Topics include leverage, working capital management, hedging and value creation by merger, valuation of an acquisition and the theory of optimal capital structure.

FIN360 RETIREMENT PLANNING 3 CREDITS

PREREQUISITES: GU299

This course is designed to provide students with knowledge of both public and private retirement plans. The public plans include Social Security, while the private plans include defined benefit and defined contribution plans and their regulatory provisions. The specifics of the various plans are analyzed as well as non-qualified deferred compensation plans. Finally, issues that individuals face in retirement, such as life-style choices, are discussed.

FIN361 ESTATE PLANNING I 3 CREDITS

PREREQUISITES: GU299, ETH352, FIN340, FIN350, FIN355 AND FIN360

This course provides an introduction to Estate Planning. The focus of this course is on purpose, documentation and process required to create an estate plan that is consistent with the client's goals and objectives. The course is designed to give students a practical understanding of the Federal Estate and Gift tax code. It covers topics such as property titling, the probate process, forecasting the estate settlement cost and gifting strategies. Students will be exposed to the financial and non-financial aspects of the planning process that takes place before the actual wealth and asset distribution discussed in Estate Planning II. The course also emphasizes legal, tax and liquidity issues that a CFP professional needs to address with the client in order to create an effective estate plan.

FIN366 ESTATE PLANNING II 3 CREDITS

PREREQUISITES: GU299 AND FIN361

At the completion of Estate Planning module II students are expected have a good understanding of the Estate, Gift and Generation Skipping tax consequences of property transfers and how to structure them.

FIN399 SPECIAL TOPICS IN FINANCE 3 CREDITS

PREREQUISITES: GU299 AND APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

FIN499 FINANCIAL PLANNING CAPSTONE 3 CREDITS

PREREQUISITES: COMPLETION OF THE PROGRAM CORE COURSES

This course integrates the academic coursework contained in the six core areas of the financial planning process with actual practice management, This course is the Capstone for the financial planning concentration by introducing students to the skills and tools needed for developing a comprehensive financial plan for a client. The purpose of the course is to require the financial planning student to demonstrate the ability to integrate and apply his or her knowledge of financial planning topics. The case-study class structure differs from the traditional lecture class structure in that students must take a more active role in the learning process. Students will complete many segmented financial planning cases related to fundamentals, insurance, investing, taxation, retirement planning and employee benefits and estate planning topics covered in the individual core courses. Students will develop both basic and complex comprehensive financial plans by following the CFP Board's six-step financial planning process. Students will complete individual and group work and will participate in the presentation of a comprehensive financial plan to the class.

FIN526 FINANCE 3 CREDITS

PREREQUISITES: NONE

This introduction to corporate financial management and investments provides the framework, concepts and tools for analyzing financial decisions by applying the fundamental principles of modern financial theory. Major topics include the time value of money, the economic and financial environment, an overview of financial statement analysis, the essentials of risk analysis and the valuation process, and capital budgeting.

FIN599 SPECIAL TOPICS IN FINANCE 3 CREDITS

PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

GP150 INTERNATIONAL RELATIONS 3 CREDITS

PREREQUISITES: NONE

This course presents an introduction to international relations by providing students with an understanding of foundational international relation theories necessary for advanced studies. Students learn to apply these theories to current political and international issues.

GP210 AMERICAN GOVERNMENT I 3 CREDITS

PREREQUISITES: NONE

This course provides an introduction to American government and politics. Topics include the concept of a constitutional democracy, federalism, amendment rights and equal rights under the law. Also covered are political culture, political ideology, interest groups, lobbying, and political campaigns and elections.

GP215 AMERICAN GOVERNMENT II 3 CREDITS

PREREQUISITES: NONE

This course is a continuation of American Government I. Topics include the effect of the media on politics and the branches of government. Also covered are the federal bureaucracy and domestic and foreign policymaking.

GP310 CONTEMPORARY POLITICAL ISSUES 3 CREDITS

PREREQUISITES: NONE

This course is a broad study of American's formal and informal political institutions and policies. The material is designed to introduce various contemporary political issues, with both sides of the debate being presented. Students should expect to participate in lively and thoughtful discussions about vital issues, and gain from the experience of learning about opposing views.

GP336 TERRORISM AND ASYMMETRICAL WARFARE 3 CREDITS

PREREQUISITES: GP150

This course provides a political examination of terrorism and asymmetrical warfare. It considers how terrorism and asymmetrical warfare fits within various theoretical models of using of violence in order to achieve political goals in both interstate and intrastate contexts. This course considers theoretical foundations and political components of resolving issues of terrorism and asymmetrical warfare.

GS102 INTRODUCTION TO LIFE SCIENCE 3 CREDITS

PREREQUISITES: NONE

This course provides a broad overview of biological processes. Topics include the anatomy of the cell, cell division, species diversity and species classification. This course relates the subject matter to everyday occurrences.

GS103 INTRODUCTION TO PHYSICAL SCIENCE 3 CREDITS

PREREQUISITES: NONE

This course provides a broad overview of scientific physical processes. Topics included are: units and measures, motion, energy, momentum, atoms and molecules, inorganic chemistry, geology and astronomy. This course attempts to relate the subject matter to everyday occurrences.

GS104 INTRODUCTION TO ENVIRONMENTAL SCIENCE 3 CREDITS

PREREQUISITES: NONE

This course provides an up-to-date, introductory view of essential themes in environmental science. Students are provided with numerous opportunities to practice scientific thinking in an active learning environment.

GU100 STUDENT SUCCESS 1 CREDITS

PREREQUISITES: NONE
ONLY FOR STUDENTS ADMITTED PRIOR TO JANUARY 2018

This course covers the fundamentals of navigating within Grantham University's online learning environment. This course is designed to assist students to meet the challenges of higher education. It introduces them to various strategies for learning and other skills that are often overlooked when planning for college. Students will conduct self-assessments to become familiar with the styles of learning that best suit them as they become proficient in time management, reading skills, writing techniques, memory abilities and test-taking strategies.

GU101 STUDENT SUCCESS 3 CREDITS

PREREQUISITES: NONE
FOR STUDENTS ADMITTED AFTER JANUARY 2018

This course provides students with the foundation of knowledge and skills needed for today's online college environment. Students will explore their own preparedness for online learning through examination and analysis of their own skills, traits, and behaviors. In addition, students will acclimate to the online college environment through specifically-designed activities which provide opportunities to acquire necessary skills, behaviors, and understandings which are essential for academic success.

GU199 SPECIAL TOPIC 1 CREDIT

PREREQUISITES: NONE

Recognizing that our world is constantly changing, students are introduced to a current situation that affects them, regardless of their respective majors, careers or personal interests. In this interdisciplinary course, students will expand their research, writing and discussion skills using the special topic as a context.

GU299 GENERAL EDUCATION CAPSTONE — 3 CREDITS

PREREQUISITES: SEE EACH PROGRAM CHART FOR SPECIFIC PREREQUISITES

GU299 is the capstone course for Grantham University's general education program, and it serves a dual purpose. First, GU299 helps students' bridge the gap between the broad-based learning they experience throughout their general education courses and the discipline-specific learning they will engage in as they move closer toward degree completion. Secondly, by highlighting the specific skills and knowledge they attained through their general studies and working with them to incorporate those skills and that knowledge within their specific academic areas, students will achieve a greater awareness of how knowledge is intertwined, and better recognize how information drawn from one experience can be applied directly toward another, leading them to become more actively engaged, socially aware citizens of the various communities to which they belong.

GU399 SPECIAL TOPIC — 1 CREDIT

PREREQUISITES: NONE

Recognizing that our world is constantly changing, students are provided the opportunity to delve more deeply into a current situation that reflects their major, their career or their personal interests. In this interdisciplinary course, students will explore the topic extensively, discuss findings with peers, and further develop research and writing skills using the special topic as a context.

GU500 GRADUATE STUDENT SUCCESS — 1 CREDIT

PREREQUISITES: NONE

This course is designed to help students learn and improve skills and strategies that are essential to academic success at a graduate level. Through activities, application and reflection, the material covered in this course should support and assist students in achieving their graduate level degree. Students should develop confidence in their ability to succeed as a graduate student.

HRM340 HUMAN RESOURCE MANAGEMENT — 3 CREDITS

PREREQUISITES: GU299 AND LAW265

This course provides students with a comprehensive review of the concepts and techniques associated with strategic human resource management (HRM) in an emerging global context. Key issues examined are the legal, ethical and regulatory nature of the business environment. Also studied are the specific technical areas of job evaluation, recruitment and selection, compensation and benefits, training and development, performance appraisal and employee relations. Of particular importance is the examination of such areas as technology, international staffing and global competition.

HRM355 LABOR RELATIONS — 3 CREDITS

PREREQUISITES: GU299 AND LAW265

This course examines the historical and legal basis for labor relations and collective bargaining in the United States. The growth and evolution of labor law due to court decisions, NLRB rulings, and changes in the environment of union and management relations are covered, as well as analyses of the implications of changing labor laws in the workplace. Topics include estimation of wages and benefits, computerized costing, negotiating techniques, contract enforcement, grievances and arbitration.

HRM370 EMPLOYMENT LAW — 3 CREDITS

PREREQUISITES: GU299 AND LAW265

This course provides the student with a basic understanding of law that affects business in the area of employment, including employment relationship and procedure, employment discrimination and government regulation of employment. New developments affecting the legal environment of employment are presented from all three sources of law: statutes, regulations and case law. The student will gain a thorough understanding of employment law that governs business and how new developments affect employment law.

HRM399 SPECIAL TOPICS IN HUMAN RESOURCES MANAGEMENT — 3 CREDITS

PREREQUISITES: GU299 AND APPROVAL BY THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

HRM451 COMPENSATION — 3 CREDITS

PREREQUISITES: GU299 AND HRM340

This course integrates the concepts and topics related to the field of compensation to organizations. The course covers topics such as skill and performance competency analysis, compensation strategies, benchmarking job types, structuring pay merits, forms of pay, performance appraisals, determining benefit structures and Government and Legal issues in compensation. This course is designed to allow practical application of compensation in organizations through analyzing asset variations and the employee performance/recompense relationship.

HRM476 DEVELOPING HUMAN RESOURCES 3 CREDITS

PREREQUISITES: GU299 AND HRM340

This course presents the opportunity to develop targeted skills using human resource systems as a management tool. Students develop expertise in creating and implementing hiring, training and reward systems. This framework includes viewing human resources as a way to enhance employee retention, development, career advancement and performance management.

HRM499 INTEGRATIVE EXPERIENCE IN HUMAN RESOURCE MANAGEMENT 3 CREDITS

PREREQUISITES: COMPLETION OF ALL COURSES IN THE HUMAN RESOURCES CONCENTRATION

This advanced course is designed to provide students with a comprehensive review of human resource management within the total business enterprise. The curriculum builds on previous courses to offer insights and analytic tools that a general human resource manager needs to plan and implement successful business policies and strategies. Through the use of exercises, case study analysis, and problem solving, students demonstrate their understanding of functional disciplines within human resources and apply fundamental theories to practical scenarios. Students learn strategy formulation, implementation, evaluation concepts and techniques, and apply their cumulative knowledge through a course project.

HRM599 SPECIAL TOPICS IN HUMAN RESOURCES MANAGEMENT 3 CREDITS

PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

HRM620 STRATEGIC HUMAN RESOURCE MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This course focuses on the human resource functions within an organization including recruitment, management and providing direction for the people who work in the organization. By effectively managing a workforce through human resources, students examine how organizational success is achieved. Students design recruitment, management and strategic HR system approaches for performance improvement.

HRM651 PERFORMANCE ANALYSIS 3 CREDITS

PREREQUISITES: NONE

This course applies one or more performance tools to investigate the reasons for performance deterioration. A four-step process will be used for implementing a performance analysis system. Skills are built in systematically identifying opportunity types, building analysis strategies, gathering data and reporting analysis results. By understanding the application of a structured model for performance analysis, the practice of investigation of performance deterioration emerges.

HRM652 EVALUATING RESULTS AND BENEFITS 3 CREDITS

PREREQUISITES: NONE

This course assesses the measuring activity when gauging performance improvement. Students plan an assessment activity, track the changes over time and evaluate the results, the opportunities for improvements and benefits of the outcomes. This comprehensive approach to evaluation offers students skills as efficient consultants who can leverage data in to a decision-making process.

HRM653 KNOWLEDGE, LEARNING AND ENTERPRISE SYSTEMS 3 CREDITS

PREREQUISITES: NONE

This course analyzes the impact of computers and technology on organizational performance improvement. Students review large-scale, integrated application-software packages that use the computational, data storage and data transmission power of modern information technology to support processes, information flows, reporting and data analytics within and between complex organizations to understand the relationship of enterprise system to human performance.

HRM661 HUMAN RESOURCE STRATEGIES 3 CREDITS

PREREQUISITES: NONE

This course examines HR's evolving role as an important element of strategic management and as a source of competitive advantage. Course topics include diversity and effective management, change and performance management, teams and team effectiveness, and the roles and responsibilities of HR professionals, managers and employees.

HRM662 LABOR RELATIONS AND MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This course introduces students to the traditional approach to studying U.S. labor relations in an uncritical exploration of how the existing labor processes work, how unions are organized, how contracts are negotiated and how grievances are resolved. Labor relations processes and work rules are simply a means to more fundamental ends or objectives. Further, students examine the goals or objectives of work rules to discover what motivates contemporary U.S. labor relations processes and evaluates whether these processes remain effective in the 21st Century. To achieve these goals, this course will analyze the existing processes – such as organizing, bargaining and contract administration, as well as the major pressures on these processes – employee involvement, workplace flexibility and globalization.

HRM671 LEARNING THEORIES AND TECHNOLOGY 3 CREDITS

PREREQUISITES: NONE

This course compares and contrasts theories of how technology is used to help individuals learn effectively to enhance performance improvement. Additionally, the foundation of this course is studying learning theories and using technology to create problem-based training and development opportunities for individuals, teams and organizations. Students explore the influence of technical integration into learning, specifically training and development for the aim of improving organizational performance.

HRM699 CAPSTONE PERFORMANCE PROJECT 3 CREDITS

PREREQUISITES: COMPLETION OF THE DEGREE REQUIREMENTS

This course synthesizes and articulates comprehensive problem-solving abilities as performance improvement experts. Students customize a project, execute it and write the results in a final project.

HS101 WORLD HISTORY: ANCIENT TO RENAISSANCE 3 CREDITS

PREREQUISITES: NONE

This course in world civilization covers the history of mankind from antiquity to the sixteenth and seventeenth centuries. It provides a thorough coverage of the unique heritage of Asian, African, Islamic, Western and American civilizations, while highlighting the role of the world's great religious and philosophical traditions.

HS102 WORLD HISTORY: REFORMATION TO PRESENT 3 CREDITS

PREREQUISITES: NONE

This course explores the interaction and interdependence of the nations and peoples of the world. People with different cultural heritage and religious beliefs are drawn daily into close contact with one another. All people face political, religious and economic relationships from a global perspective. Diverse civilizations of the world will be examined looking for similarities, as well as differences; inferences will be drawn about how the current civilization benefited from our ancestral pasts.

HS201 U.S. HISTORY: PRE-COLUMBUS TO CIVIL WAR 3 CREDITS

PREREQUISITES: NONE

This course focuses on the characteristics of societies existing in the Americas prior to 1861. European exploration and colonization of the New World will be examined as impacting Europe, Africa and the young United States. The emergence of political, religious, economic and social institutions is discussed. Specific causes of the American Revolution are examined, as well as the resulting impact on politics, the U.S. economy and society.

HS202 U.S. HISTORY: POST CIVIL WAR TO PRESENT 3 CREDITS

PREREQUISITES: NONE

This course provides an overview of the history of the United States and its effects on American society from Reconstruction following the Civil War to post-9/11. Topic include major themes in American history and the successes and failures of various reconstruction plans. The causes of war will be investigated as will the social and economic developments that took place after each major conflict.

HS215 GREAT COMMANDERS 3 CREDITS

PREREQUISITES: NONE

This course will examine the successful techniques of noted military commanders throughout history focusing on a specific battle or military campaign. By examining some of the historically significant victories of Hannibal, Genghis Khan, Napoleon, "Stonewall" Jackson, William T. Sherman, Mao Zedong, Erwin Rommel and Douglas MacArthur students will gain an appreciation for the role of exceptional leaders demonstrating flexibility, cunning and judicious use of force in the creation of victory on the battlefield, and how those qualities might be applied in other areas of leadership.

HSN501 HEALTHCARE SYSTEMS 3 CREDITS

PREREQUISITES: NONE

Students examine healthcare systems and their effects on the health of populations. The purpose of this course is to bring the student up-to-date on significant developments that have occurred in the American healthcare system. Students explore the widespread penetration of managed care with its service management and cost control strategies. Topics include systems/theory thinking, case management, health policy, the inter-relatedness of elements within healthcare systems, and strategies to influence systems.

HSN509 CLINICAL AND ADMINISTRATIVE SYSTEMS 3 CREDITS

PREREQUISITES: NONE

Students examine the foundations of clinical information collection, processing, recording and use to support decision-making in healthcare environments. The importance of patient information privacy, compliance with regulatory standards, safety and data integrity is prominent throughout the course. Topics covered include types of health care information systems for specific healthcare settings, system selection, implementation process, system security and data standards. In addition, students will explore strategic planning and management implications associated with information technology in healthcare management.

HSN521 MODERN ORGANIZATIONS AND HEALTHCARE 3 CREDITS

PREREQUISITES: NONE

This course exposes students to an in-depth discussion of both the theories and practical applications of healthcare management. In addition to the primary management functions of planning, organizing and controlling, specialized topics like communication, ethical responsibilities, process management and leadership are discussed. Students also investigate alternative management and leadership styles that can be utilized as effective models and approaches for managing change, resources, time and performance.

HSN536 CONCEPTS IN HEALTHCARE INFORMATICS 3 CREDITS

PREREQUISITES: NONE

This course explores the development and utilization of healthcare informatics as it relates to the administration of healthcare agencies and institutions. Students will appraise the theoretical underpinnings of healthcare informatics. A comprehensive overview of healthcare practices will be examined. Acquisition of clinical and financial information, processing, analysis and reporting, as well as informatics trends and issues will also be explored.

HSN548 INFORMATION SECURITY AND PRIVACY IN HEALTHCARE ENVIRONMENTS 3 CREDITS

PREREQUISITES: NONE

The course will address information security and privacy in healthcare environments, by discussing existing practices as well as recent research. Topics will include security and access control with respect to medical records (EPR, PHR), securing communication standards (HL7, DICOM), recent attacks on patient monitoring systems, security architectures for portable patient records, break the glass systems, privacy, anonymity and medical identity theft. Lessons are based on recent research papers in the information security and healthcare communities.

HU260 STRATEGIES FOR DECISION MAKING 3 CREDITS

PREREQUISITES: NONE

This course examines critical thinking. Students learn the core skills of effective thinking then analyze argumentative processes, in order to identify weaknesses in thinking and overcome them. With a focus on critical reading, as well as critical thinking, this course prepares students to engage actively with their studies and in society.

ID490 INTERDISCIPLINARY CAPSTONE 3 CREDITS

PREREQUISITES: COMPLETION OF DEGREE REQUIREMENTS

The capstone course is designed for the Bachelor of Science in Interdisciplinary Studies major with an emphasis in strategic communication. The goal of this course is to provide the students with the opportunity to integrate the knowledge and skills they have acquired as well as provide experiences for students to exhibit competent communication skills learned during their program of study. By working on a capstone project that draws on prior course work and that culminates senior capstone strategic plan and exam, students utilize their critical thinking skills in synthesizing previous course work, and they extend and develop their own original ideas.

INT399 SPECIAL TOPICS IN INTERNATIONAL BUSINESS 3 CREDITS

PREREQUISITES: GU299 AND APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

INT401 INTERNATIONAL BUSINESS 3 CREDITS

PREREQUISITES: GU299

This advanced course explores the unpredictable forces of foreign business environments and the role of multinational corporations in worldwide economic development with emphasis on complexities confronting U.S. firms operating in international market, covering trade and foreign investment; theories of international trade, economic development and international investment; and governmental and private international agencies, which affects international business.

INT405 MULTINATIONAL MANAGEMENT 3 CREDITS

PREREQUISITES: GU299

This advanced course introduces multinational management. The course is designed to familiarize students with the dynamic, interrelated challenges and opportunities of operating an international business. It addresses issues of world trade, international investment, world financial markets and business policy and strategy. It provides the student with conceptual frameworks and theoretical explanations applicable to the daily challenges of a practicing manager faced with cultural differences, global marketing, multinational finance and accounting, and taxation.

INT460 GLOBAL LOGISTICS MANAGEMENT 3 CREDITS

PREREQUISITES: GU299

International carrier operations and sourcing strategies for import, export, and distribution of materials and finished goods are examined. The course covers facility location and off shoring of operations. It evaluates stakeholder roles in supply chain management, as well as how countries have engaged the private sector in providing the logistics function to support their public sector supply chains.

INT599 SPECIAL TOPICS IN INTERNATIONAL BUSINESS 3 CREDITS

PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

IS104 DIGITAL GRAPHICS FUNDAMENTALS 3 CREDITS

PREREQUISITES: NONE

This course explores the various applications for digital image manipulation, specifically graphics for the web and interface development. Topics include the application of tools and techniques used in image manipulation processes, including the creation of fonts, image repair, filters and compression best practices for web and multimedia assets. This course further explores the fundamentals of visual design that can be applied to various professions where images are used.

IS211 INTRODUCTION TO INFORMATION SYSTEMS SECURITY 3 CREDITS

PREREQUISITES: NONE

This course provides a broad overview of the principles, policies and technologies for securing computer and information systems. Topics include a survey of computer system vulnerabilities, cryptographic techniques, access control policies and mechanisms, qualitative and quantitative risk assessment and management, and the implications of security technology in the realm of risk management. Designing and implementing computer security policies and standards, formulating contingency plans and analyzing system security architectures, as well as compliance and ethics are examined.

IS216 COMPUTER NETWORKS 3 CREDITS

PREREQUISITES: NONE (STUDENTS MAY NOT OBTAIN CREDIT FOR BOTH CS216 AND IS216)

This course covers fundamental, vendor-independent networking concepts. The course is aligned with the CompTIA Network+ certification exam. Various tools are used to analyze networks.

IS220 CLOUD COMPUTING 3 CREDITS

PREREQUISITES: NONE

This course provides students with a comprehensive exploration of cloud computing. After examining the evolution of cloud computing, the three primary cloud computing models of Software as a Service (SaaS), Platform as a Service (PaaS) and Infrastructure as a Service (IaaS) are studied. Benefits of cloud computing to businesses in regards to data storage, security, web applications, collaboration and mobile development are also considered. The course culminates in the design and development of cloud-based solutions.

IS231 E-COMMERCE 3 CREDITS

PREREQUISITES: CS105

This course covers current electronic commerce strategies and technologies associated with the internet, the web, social networks and mobile devices. Key concepts, opportunities and applications of e-commerce are presented, providing an in-depth overview of the field of e-commerce.

IS242 MANAGEMENT INFORMATION SYSTEMS 3 CREDITS

PREREQUISITES: CS105

This course covers the principles of managing information systems in the context of an enterprise. Topics include coverage of information technology in management, information systems in decision-making, planning of information systems, systems development, controls and security measures, and electronic commerce.

IS301 WEB DESIGN I 4 CREDITS

PREREQUISITES: NONE
(CREDIT CANNOT BE OBTAINED FOR BOTH CS197 AND IS301)

The course shows how to use Hypertext Markup Language (HTML), Extensible HTML (XHTML) and Cascading Style Sheets (CSS) to create a website. "Best practices" in website and web page design and creation are used.

IS306 WEB DESIGN II 4 CREDITS

PREREQUISITES: IS301 OR CS197

Students gain skills in interactive techniques that combine XHTML with CSS and JavaScript. Also emphasized is XML document creation. The course focuses on skill building for advanced web design.

IS311 SECURITY OPERATIONS 3 CREDITS

PREREQUISITES: NONE

This course covers the principles and practices of secure operation and management of information systems. Principles and practices of analysis and monitoring of systems security are also addressed.

IS316 TCP/IP 3 CREDITS

PREREQUISITES: CS216 OR IS216
(CREDIT CANNOT BE OBTAINED FOR BOTH CS316 AND IS316)

This course provides a comprehensive, hands-on look at TCP/IP. Coverage includes the latest TCP/IP stack, as well as SMTP and IPv6. Practical skills are learned with hands-on projects using various tools.

IS320 DATABASE APPLICATIONS 3 CREDITS

PREREQUISITES: CS105
(CREDIT CANNOT OBTAIN CREDIT FOR BOTH IS259 AND IS320)

This course presents the fundamental concepts of database systems. The course covers the relational model, structured query language (SQL), data modeling, database design and database administration.

IS336 SYSTEMS ANALYSIS AND DESIGN 3 CREDITS

PREREQUISITES: CS265 OR IS242
(CREDIT CANNOT OBTAIN CREDIT FOR BOTH CS336 AND IS336)

This course introduces the concepts, tools and techniques used in the analysis, design and deployment of information systems which support business requirements. Topics include requirements determination, data and process modeling, various development methodologies, project management, data and user interface design, security, implementation and maintenance, and documentation.

IS351 INFORMATION SYSTEMS PROJECT MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This course covers the technical and managerial aspects of project management as identified by the Project Management Body of Knowledge (PMBOK). Emphasis is placed on defining project management and its relationship to other business disciplines and the development of information systems.

IS355 RISK MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This course provides a comprehensive review of industry approaches, practices and standards on how to handle risks to organizations' business-critical assets. Topics include identifying and analyzing threats, qualitative versus quantitative risk management, standards and processes to mitigate risk, risk control and risk policy. Through a practical approach, this course explores key topics that enable students to uncover and remediate potential infractions.

IS360 DISASTER RECOVERY — 3 CREDITS

PREREQUISITES: NONE

This course provides a comprehensive overview of disaster recovery and countermeasures for networks and businesses. Assess risks in the enterprise, determine critical business components, develop an enterprise disaster recovery system, and develop disaster policies, procedures, departmental roles and communication processes for enterprise network. It will provide a foundation in disaster recovery principles, including preparation of a disaster recovery plan, assessment of risks in the enterprise, development of policies and procedures, and understanding of the roles and relationships of various members of an organization, implementation of the plan and recovering from a disaster. Learn how to create a secure network by putting policies and procedures in place and how to restore a network in the event of a disaster. Produce a disaster recovery document of procedures and policies to implement training, testing and rehearsal of a disaster recovery.

IS370 SERVER SIDE WEB DEVELOPMENT — 4 CREDITS

PREREQUISITES: IS259 OR IS320 AND EITHER CS197 WITH A "C" OR BETTER OR IS301 WITH A "C" OR BETTER
(CREDIT CANNOT OBTAIN CREDIT FOR BOTH IS212 AND IS370.)

This course covers how to build a feature-rich, data-driven interactive website. This is done on a Microsoft platform with an emphasis on using ASP.NET.

IS376 ADVANCED DATABASE SYSTEMS — 3 CREDITS

PREREQUISITES: NONE

This course provides a thorough and practical foundation for the design, implementation and management of database systems using a combination of theory and practice. These concepts are applied to the design and development of client/server database applications.

IS391 SPECIAL TOPICS IN INFORMATION SYSTEMS — 1 CREDIT

PREREQUISITES: NONE

In this course, the student selects a significant topic in information systems that is not available through other program offerings, researches the topic and writes a paper on it.

IS411 NETWORK SECURITY — 3 CREDITS

PREREQUISITES: CS216 WITH A "C" OR BETTER OR IS216 WITH A "C" OR BETTER

This course introduces the techniques, methodologies and tools used in building and maintaining secure networks. Lab exercises address assessing protocol, network and code vulnerabilities. The course is aligned with the CompTIA Security+ certification examination.

IS431 ACCESS CONTROL SYSTEMS — 3 CREDITS

PREREQUISITES: IS411 WITH A "C" OR BETTER

This course covers the fundamentals of selectively restricting access to information system resources. A variety of tools are used in practical tasks to determine authorization of resources.

IS440 HUMAN DECISION AND SECURITY ENGINEERING — 3 CREDITS

PREREQUISITES: NONE

Providing an exploration of the human aspects of cybersecurity, this course will educate students on human motivation and interaction, how security controls may be bypassed by a person's intentional or unintentional acts, and methods for reducing the cyber risks associated with people. Topics include human behavior and interaction, motivation and influence, and social engineering. Emphasis is on the human element of cyber incidents in relation to protecting information and technology assets.

IS450 SECURITY TRENDS AND LEGAL ISSUES — 3 CREDITS

PREREQUISITES: NONE

This course examines the legal environment pertinent to security professionals. Topics include the role of government, relevant civil and criminal law, constitutional rights and privacy issues, intellectual property and compliance. In addition, current trends in cybersecurity are explored.

IS461 CRYPTOGRAPHY — 3 CREDITS

PREREQUISITES: IS211 WITH A "C" OR BETTER

This course explores the ways in which cryptography can be used to protect communications traffic and sensitive data. Course topics include symmetric vs. asymmetric (public-key) ciphers; hash algorithms; message authentication codes; mathematical underpinnings of cryptography; cryptanalysis; public-key infrastructure; and implementation tradeoffs. Students gain hands-on experience in state-of-the-art technologies through completion of weekly lab exercises. The primary focus of the course is on building critical-thinking and problem-solving skills.

IS471 COMPUTER FORENSICS — 3 CREDITS

PREREQUISITES: NONE

This course introduces the methods and tools used for collecting and preserving electronic digital evidence for the computer forensic process. Topics include the forensic examination, crime categories, analysis, laws governing forensics and report writing.

IS475 ETHICAL HACKING 3 CREDITS

PREREQUISITES: CS216 OR IS216

This course introduces hacking techniques employed by penetration testers and malicious hackers, and shows how to apply those skills in an ethical manner. A laboratory environment provides practical hands-on experiences in vulnerability scanning, exploits testing and hacking. The application of ethical hacking techniques to the development of defensive strategies for network security is also explored.

IS481 DATABASE SECURITY 3 CREDITS

PREREQUISITES: IS320

This course covers strategies and tactics for securing databases. It introduces the tools necessary to implement database security and auditing in order to protect data. Topics include basic data protection methods, secure database design, secure architectures and secure transaction processing and auditing. Vulnerabilities and countermeasures are also covered.

IS498 SENIOR RESEARCH PROJECT 3 CREDITS

PREREQUISITES: COMPLETION OF THE DEGREE REQUIREMENTS. TO BE TAKE IN LAST SEMESTER

This capstone course requires demonstration of the knowledge and skills gained throughout the degree program by completing a major research project.

IS499 SECURITY CAPSTONE 3 CREDITS

PREREQUISITES: COMPLETION OF THE DEGREE REQUIREMENTS. TO BE TAKEN IN LAST SEMESTER

This course provides an integrative experience in the cyber security program through a review and integration of the major security domains. Building on coursework in the program, current trends and a comprehensive view of the field are used to provide a framework for the assessment, interpretation and evaluation of security scenarios. A broad review of the materials that were presented within the program will be covered through hands-on experiences.

A term-long project is a final deliverable of the course.

IS505 MANAGING IN AN AGE OF INFORMATION TECHNOLOGY CHANGE 3 CREDITS

PREREQUISITES: NONE

This course sets the stage for Grantham's Master of Science degree program by addressing the need for organizations to respond efficiently to technological changes. Students examine management techniques for fostering a corporate culture that facilitates innovation. The course also discusses the dynamics of growth and change and their impact on the success of a technology-intensive business.

IS515 MANAGEMENT OF INFORMATION SYSTEMS 3 CREDITS

PREREQUISITES: NONE

In this course, students gain valuable insight into the planning, organizing and controlling of user services, as well as the management of the information systems development process. The course also examines organizational learning curves, dealing with vendors, budgeting, accounting, management reporting and legal considerations of information systems.

IS516 DATA MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This course examines the development and administration of relational databases through the stages of the database application life cycle. Advanced topics in database administration, recent trends in database technologies and the roles of administrators are covered.

IS525 INFORMATION SYSTEMS STRATEGIC PLANNING 3 CREDITS

PREREQUISITES: NONE

Information systems are an integral part of corporate operations. This course examines guidelines for developing an information systems plan, selecting systems projects, assessing current systems and planning future systems expansion that supports organizational growth.

IS526 DATA COMMUNICATIONS AND NETWORKING 3 CREDITS

PREREQUISITES: NONE

This course combines the fundamental concepts of data communications and networking with practical applications. It presents the technical and managerial issues important to data communications in a modern business environment.

IS535 TELECOMMUNICATIONS 3 CREDITS

PREREQUISITES: NONE

This course provides a brief history of telecommunications, a look at the field's structure and regulation, information on networks and telecommunications services, the basics of traffic engineering and an introduction to primary data communications systems. The underlying principles and functions of telecommunications management are also introduced.

IS545 EMERGING TECHNOLOGIES 3 CREDITS

PREREQUISITES: NONE

Through this course, students explore state-of-the-art and emerging technologies in information processing. The class includes a survey of recent advances in software development, hardware and computer networking strategies.

IS566 DECISION SUPPORT AND INTELLIGENT SYSTEMS 3 CREDITS

PREREQUISITES: NONE

This course introduces the methodologies, issues and technologies behind management support systems. Systems covered include Decision Support Systems, Executive Information Systems, Expert Systems and other types of management support systems. Students focus on how these systems are used to support the decision-making process within an organization.

IS576 DATA WAREHOUSING 3 CREDITS

PREREQUISITES: NONE

This course covers how data warehouses are used to capture, analyze and provide output that managers can use in their decision-making process. In addition, the course provides an overview of concepts and covers planning and requirements, architecture and infrastructure, data design, and deployment and maintenance.

IS599 INFORMATION MANAGEMENT & TECHNOLOGY CAPSTONE 3 CREDITS

PREREQUISITES: TO BE TAKEN IN LAST SEMESTER

This capstone course requires demonstration of the knowledge and skills gained throughout the degree program through the design and implementation of a software program or computer-related system to solve a real-world problem. The project requires project definition, requirements determination, design, implementation, test and documentation of the system.

IS649 INFORMATION TECHNOLOGY PROJECT MANAGEMENT 3 CREDITS

PREREQUISITES: PRJ515

In today's fast-paced and dynamic environment, innovative information technology and system development projects are critical to many companies' success. The emphasis on such projects creates greater demand from senior management to deliver quality information technology projects on time, within budget and which add functionality and value to their customers and clients. IT Project Management will teach the project manager how to integrate sound project management principles in the information technology project's development profile in order to assure every aspect of the project is under control and delivers the technical objectives. This course will also cover the IT project's life cycle from initiation through closeout and address all the components of project management as they relate to IT projects, based on the Project Management Body of Knowledge (PMBOK) as defined by the Project Management Institute (PMI).

IS665 DATA COMMUNICATIONS 3 CREDITS

PREREQUISITES: NONE

This course provides an overview of business communication technologies, from basic components and subsystems to whole networks. Highlights include areas such as TCP/IP and the internet, wireless networks, high-speed LANs, Wide Area Networks (WANs), network security and issues concerning network management. This course enables students to make informed decisions about technologies comprising the data communications field. The purpose of this course is to present the concepts of information communications in a way relating specifically to the business environment and to the concerns of business management and staff. An important theme throughout this course is the essential role of standards, which are addressed in terms of groupings shaping the marketplace and defining the choices available to the decision-maker.

IS675 SYSTEMS ANALYSIS AND DESIGN 3 CREDITS

PREREQUISITES: NONE

This course reviews efficient processes for information systems analysis and development. It also covers state-of-the-art techniques for information systems specifications and design. Other topics covered include real-time structured analysis and design, and object-oriented analysis and design.

IS696 NETWORK SYSTEMS DESIGN 3 CREDITS

PREREQUISITES: NONE

This course provides an overview of management principles, practices and technologies for managing networks, systems, applications and services. Highlights include the design of networks such as LAN/WAN, ATM, wireless, voice, video and data. This course enables students to make informed decisions in order to configure modern operating systems and devices for networking.

LAW210 CONTRACT ADMINISTRATION 3 CREDITS

PREREQUISITES: NONE

This course will provide learning opportunities for negotiation and administration of supply contracts. (This course is analogous to the Defense Acquisition University's Contracting 290.) Course theory will focus on the interpretation and implementation of the Federal Acquisition Regulations (FAR), and will cover all phases of the acquisition life cycle starting with acquisition strategy planning and market research to ending with contract closeout. The phases to be particularly examined will be those that encompass negotiation between the government and the contractor such as negotiating a contract modification, resolving protests and settling a contract termination. Students will work on case studies to simulate negotiating and administering contracts in a supply environment. Research, analysis, communication and critical thinking skills will be utilized by the student to solve complex contracting problems. The breadth of material may permit students to also apply the course concepts to commercial contracting.

LAW220 BUSINESS LAW I 3 CREDITS

PREREQUISITES: NONE

This course is designed to provide the student with a basic understanding of the law that affects business operations, including the topics of torts, contracts, commercial paper and sales. New developments that affect the legal environment of business are presented from all three sources of law: statutes, regulations and case law. The student will gain a thorough understanding of law that governs business and will gain an understanding of how new developments in technology affect business law.

LAW265 BUSINESS LAW II 3 CREDITS

PREREQUISITES: LAW220

This course provides students with an understanding of the law affecting business operations, including the topics of debtor-creditor relationships, business organizations, government regulation, property and its protection, and the international legal environment. New developments on those topics are presented from three sources of law: statutes, regulations and case law.

LAW325 PATENTS, COPYRIGHTS AND TRADEMARKS 3 CREDITS

PREREQUISITES: LAW220 AND GU299

This course provides an introduction to our legal system and teaches the essentials of patents, copyrights, trademarks and trade secrets. Topics include definitions of technical/legal terms, an explanation of the legal terminology, the full text of key laws (including those relating to the internet), as well as descriptions of the different protections offered by patents, copyrights and trademarks – and how they can affect individuals.

LAW399 SPECIAL TOPICS IN BUSINESS LAW 3 CREDITS

PREREQUISITES: GU299 AND APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

LOG310 CONTINUOUS IMPROVEMENT TOOLS AND TECHNIQUES 3 CREDITS

PREREQUISITES: GU299

This course examines continuous improvement tools and techniques used in problem solving. Topics include lean management techniques, TQM and JIT. Basic statistical methods will also be reviewed along with acceptance sampling and experimental design. Student will also be able to understand the basic concepts of reliability.

LOG320 LOGISTICS MANAGEMENT 3 CREDITS

PREREQUISITES: GU299

This course provides an overview of the field of logistics including its nature, scope and process, including logistics management functions and the interrelationships among strategic support and operational logistics. Students examine the logistics functions of business involved in the movement and storage of supplies, work-in-progress, and finished goods. Additionally, it explores the trade-offs between cost and service and the purchase and supply of raw materials.

LOG399 SPECIAL TOPICS IN LOGISTICS 3 CREDITS

PREREQUISITES: GU299 AND APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

LOG430 SUPPLY CHAIN MANAGEMENT 3 CREDITS

PREREQUISITES: GU299

This course focuses on effective supply chain management strategies for companies that operate globally with an emphasis on how to plan and integrate supply chain components into a coordinated system to deliver value. Students are exposed to concepts, models and case studies important in supply chain planning with an emphasis on key market tradeoffs and phenomena. The course introduces and utilizes key tactics, such as fulfillment strategies, process thinking, product development, supply chain design, process mapping, cost management, outsourcing, role shifting, inventory placement, integrated planning and collaboration and information sharing.

LOG435 TRANSPORTATION MANAGEMENT 3 CREDITS

PREREQUISITES: GU299

This course provides an overview of the transportation industry to include providers, users and government agencies. In addition, this course examines contemporary public policy issues along with managerial strategies in transportation. Additional focus will be given to micro and macroeconomic issues in the transportation industry.

LOG456 EMERGING TRENDS IN SUPPLY CHAIN AND LOGISTICS MANAGEMENT 3 CREDITS

PREREQUISITES: GU299

This course covers supply chain and logistics management theories. The course will provide the student with an understanding of how the two are interconnected. It will also examine global transportation options, performance measurements, the impact of technology, and current and future challenges in supply changes and logistics management. In addition, focus will be given on collaboration and success strategies related to supply chain and logistics management.

LOG499 INTEGRATIVE EXPERIENCE IN LOGISTICS AND TRANSPORTATION MANAGEMENT 3 CREDITS

PREREQUISITES: COMPLETION OF ALL COURSES IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT CONCENTRATION

This capstone course is an integrative course in which students synthesize their coursework and demonstrate how operations management acts as a strategic player in an organization.

LOG599 SPECIAL TOPICS IN LOGISTICS 3 CREDITS

PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

MA030 BASIC COLLEGE MATH 3 CREDITS

PREREQUISITES: NONE

This course is designed to provide a solid foundation in the basics of mathematics, starting with manipulating whole numbers, then moving through fractions, decimals and ratios, until finally touching on an introduction to algebra. Topics encountered include geometry, statistics and probability. This course does not satisfy General Education requirements.

MA101 CONSUMER MATH 3 CREDITS

PREREQUISITES: NONE

This course provides instruction in the mathematical operations associated with the retail, banking and accounting industries. Topics include: decimals, fractions and percentages; bank services; interest payment; purchase orders and invoices; and selling prices and mark-ups. This course can be used as a math elective for degree programs.

MA104 FUNDAMENTALS OF ALGEBRA 3 CREDITS

PREREQUISITES: NONE

This course is designed to prepare students for College Algebra. Topics covered include number systems, order of operations, mathematical properties and symbols, linear equations, quadratic equations.

MA105 COLLEGE ALGEBRA 3 CREDITS

PREREQUISITES: NONE

This course is an introduction to the fundamental concepts of algebra. Topics include equations, polynomial and rational functions and graphing and exponential and logarithmic functions. A new textbook may be required in order to ensure needed electronic codes are valid.

MA111 COLLEGE TRIGONOMETRY 3 CREDITS

PREREQUISITES: MA105

This course develops additional math skills beyond Algebra. Topic includes trigonometric functions, identities and equations, matrices and determinants, systems of equations, sequences, series and probabilities.

MA141 PRECALCULUS — 3 CREDITS

PREREQUISITES: MA105

This course further develops the skills acquired in algebra and trigonometry and prepares students for calculus. Topics include factorization, powers and exponents, radicals, quadratic equations, inequalities and absolute value, progressions, graphing and an introduction to limits and basic trigonometry.

MA170 FINITE MATHEMATICS — 3 CREDITS

PREREQUISITES: MA105

The course covers a range of topics in linear mathematics including linear equations, matrices and linear programming. The course also introduces probability and statistics. Next, the course combines the ideas of linear mathematics, probability and statistics and applies them to real-world problems of finance.

MA215 BUSINESS STATISTICS — 3 CREDITS

PREREQUISITES: MA105

This course applies descriptive and inferential statistics to solve business problems. Students perform statistical analysis of samples, compute the measures of location and dispersion, and perform linear and multiple regression and correlation analysis. Other topics include constructing a hypothesis, performing one-way and two-way analysis of variance, and making decisions under risk and uncertainty.

MA230 MATHEMATICAL STATISTICS I — 3 CREDITS

PREREQUISITES: NONE

This course presents methods in making analytical decisions using statistics. This course focuses on the characteristics of numerical and categorical data, methods of presentation and descriptive statistics. Correlation and covariance are presented in the context of business analysis. The course also introduces students to basic methods of sampling and of making inferences using one or two independent samples.

MA302 CALCULUS I — 4 CREDITS

PREREQUISITES: MA141 WITH A "C" OR BETTER

This course provides an introduction to calculus. Topics include limits, derivatives, concavity, applications of the derivative, integration, applications of integrations, the Fundamental Theorem of Calculus, and integrating using parts and substitutions.

MA312 CALCULUS II — 4 CREDITS

PREREQUISITES: MA302 WITH A "C" OR BETTER

This advanced calculus course on integration, differential equations, parametric equations, polar coordinates, conic sections, dot and cross products, quadratic surfaces, partial derivatives, double and triple integrals, and vector calculus.

MA315 DISCRETE MATH — 3 CREDITS

PREREQUISITES: MA141 WITH A "C" OR BETTER

This course is designed for computer science and engineering students. Five major themes are interwoven throughout the course: mathematical reasoning, combinatorial analysis, discrete structures, algorithmic thinking and applications and modeling. The course is specifically tailored to address the practical applications of discrete mathematics to problems of computer science and engineering.

MA335 MATHEMATICAL STATISTICS II — 3 CREDITS

PREREQUISITES: MA230

This course presents methods in making analytical decisions using statistics. This course is a continuation of Mathematical Statistics I. Topics include the analysis of variance, chi- squared, linear regression, multiple linear regression and time series analyses. In addition, the concepts of statistical process control, quality assurance and the role of statistics in decision-making are covered.

MA410 DIFFERENTIAL EQUATIONS — 3 CREDITS

PREREQUISITES: MA302 WITH A "C" OR BETTER

This is intended for students who have taken calculus and are continuing study in science, engineering or mathematics. The topics covered include: first-order differential equations, Laplace transforms, linear equations of higher order, series methods and linear systems of differential equations.

MGT150 PRINCIPLES OF BUSINESS MANAGEMENT — 3 CREDITS

PREREQUISITES: NONE

This course is an introductory course that provides students with a practical and concrete explanation of the concepts and techniques they will need as managers in today's new organizations. The sequence of topics follows the familiar pattern of planning, organizing, leading and controlling. Throughout the course, the manager's role in leading and accommodating change is emphasized. The course also introduces the student to the issues of managing global businesses, especially the ways in which managers need to develop a global perspective in order to be successful. Issues in strategy, diversity and entrepreneurship are covered extensively.

MGT320 RETAIL MANAGEMENT 3 CREDITS

PREREQUISITES: MKG131 AND GU299

This intermediate course introduces students to aspects of retailing, such as strategic planning and the overall retailing activities and control mechanisms. The retail strategies of a broad range of retail institutions are analyzed. The student is then shown how to identify and understand target customers, choose a retail location and manage a business. The merchandise management and pricing aspects of the retail strategy mix is presented.

MGT335 INTRODUCTION TO OPERATIONS MANAGEMENT 3 CREDITS

PREREQUISITES: GU299 AND MA215

This course is an introduction to operations management that strikes a balance between both the managerial issues and quantitative techniques of operations. There is an increased emphasis on information technology and the effect of the internet and e-business on operations management. Important changes taking place in operations, such as supply chains, e-business and information technology are integrated with more traditional topics in operations such as strategy, quality and competitiveness. Topics include the strategic importance of operations, designing the operating system, managing the supply chain and ensuring quality.

MGT399 SPECIAL TOPICS IN MANAGEMENT 3 CREDITS

PREREQUISITES: GU299 AND APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

MGT430 INTRODUCTION TO QUALITY MANAGEMENT 3 CREDITS

PREREQUISITES: GU299 AND MA215

This course presents a broad overview of the quality management system. The total quality concept as an approach to doing business began to gain wide acceptance in the late 1980s. The evolution and methodologies for managing the quality system in manufacturing changed the way business was conducted. This course provides an overview of the transformation, the tools used and how the system has evolved.

MGT431 PERFORMANCE MANAGEMENT 3 CREDITS

PREREQUISITES: GU299

This course reviews the purpose of performance management as the approach of systems thinking into the process of work improvement in organizations. This course examines the systems approach in measuring human performance and its alignment with organizational objectives. This approach is from the process of using metrics, removing barriers and studying the end results of the business. The course also explores some of the systems in transferring the approach of employee involvement into successful organizations.

MGT441 TRAINING AND DEVELOPMENT 3 CREDITS

PREREQUISITES: GU299

This course is an overview of training and development as a process designed to assist an individual to learn new skills, knowledge or attitudes. As a result, these individuals make a change or transformation that improves or enhances their performance. These improvements ensure that people and organizations are able to do things better, faster, easier and with higher quality and a better return on investment.

MGT456 QUALITY MANAGEMENT 3 CREDITS

PREREQUISITES: GU299 AND MA215

This course is an analysis of quality management as a statistical base of quality control. Students will be shown applications of these tools design: the implementation of a quality management system will be demonstrated. The course will likewise address the underpinnings of quality theory and quality philosophy through basic mathematical equations of quality control, and develop methods for applying these tools to design, manufacturing and inspection procedures. By examining the means used by quality managers, students unveil how members of the organization perform in their tasks in such a way that promotes quality in its processes and ensures continuous improvement in its performance.

MGT461 LEADERSHIP IN ORGANIZATIONS 3 CREDITS

PREREQUISITES: GU299

This course presents leadership as a way of acting that involves the influence of people to inspire change toward a mutually desired outcome. Technological advancements and globalization have created a business environment where rapid and constant change is the norm. This course uncovers how effective leaders embrace the inevitability of constant change and diversity, and use their interpersonal skills to promote change, communicate vision, provide a sense of direction and inspire employees.

MGT468 ORGANIZATIONAL BEHAVIOR 3 CREDITS

PREREQUISITES: GU299

This course introduces students to concepts and principles of organizational behavior. Students investigate the impact that individuals, groups and structures have on behavior within organizations, for applying such knowledge toward improving an organization's effectiveness. Topics addressed include motivation, leadership, communications, group structure and process, attitude and values, and the change process.

MGT500 MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This course provides a solid foundation for facing the challenges of a rapidly changing and highly competitive business environment. This course introduces the fundamental management functions of planning, decision-making, organizing, leading and controlling, as well as the tools and techniques of managing people, processes, projects and the work environment. Students explore current issues in management and gain insights into how successful organizations operate.

MGT501 INTRODUCTION TO ORGANIZATIONAL AND HUMAN PERFORMANCE 3 CREDITS

PREREQUISITES: NONE

This course surveys the field of performance improvement by examining foundational concepts, theory and terminology. Students study theories and practices while exploring emerging directions of Human Performance Technology (HPT) that connect to their immediate reality.

MGT514 PRINCIPLES OF HUMAN PERFORMANCE TECHNOLOGY 3 CREDITS

PREREQUISITES: NONE

This course investigates the history, theories and application of knowledge of Human Performance Technology (HPT). Students apply human performance improvement principles to other disciplines including but not limited to total quality management, process improvement, behavioral psychology, instructional systems design, organizational development and human resource management. Students also practice assessing alignment and performance gaps, creating process flows and identifying improvement opportunities within organizations.

MGT515 MEASUREMENT AND ASSESSMENT STRATEGIES 3 CREDITS

PREREQUISITES: NONE

This course uses instruments that set performance goals and targets, and monitor progress. Assessment strategies assure that goals are being accomplished and that appropriate interventions are implemented. Students apply measurement strategies to assess the progress and completion of organizational goals.

MGT517 ORGANIZATIONAL BEHAVIOR 3 CREDITS

PREREQUISITES: NONE

This advanced course discusses how businesses run on hardware, software and human capital more than ever before. This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork and the processes of small groups, decision-making, problem solving, conflict management and ways to eliminate barriers to effective communications within the workplace.

MGT541 CUSTOMER RELATIONSHIP MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This course allows students to generate systems of customer relationship management that promote effective, long term client relationships by delivering value to targeted organizational markets. Students will learn that depending upon assessment of value in the marketplace provides a means of gaining profitability. The management of customer needs including data capture, storage and analysis are central to building effective customer management. Students focus on helping customers maximize profits through efficient data management systems.

MGT547 LEARNING AND PERFORMANCE 3 CREDITS

PREREQUISITES: NONE

This course reviews the learning and development functions, processes, models, theories and theorists by examining how individual and organizational learning are interdependent. Students learn how to excel in seeing systems, collaborating across boundaries and move easily from solving problems to creating desired futures by understanding the role of motivation in the learning process, which affects the individual and organizational performance.

MGT551 BUSINESS PERFORMANCE MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This course translates business performance management topics related to organizational development and performance management in a business intelligence context. This course focuses on how to drive business strategy throughout the organization through performance objectives, organization structures and management processes, as well as how to deal with managing the performance of teams and individuals toward the achievement of performance objectives.

MGT553 PERFORMANCE CONSULTING, PERSUASIVE COMMUNICATION AND INFLUENCE PROCESS 3 CREDITS

PREREQUISITES: NONE

This course examines the role of performance consulting and creating a communication style in which effective consulting may occur. This course applies the history and knowledge of a process in which a client and a consultant partner to achieve the strategic outcomes of the organization. By focusing on a persuasive approach and the student's influence, emphasis is placed on the building of relationships and generating positive strategic organizational outcomes.

MGT561 BALANCED SCORECARDS AND PERFORMANCE DASHBOARDS 3 CREDITS

PREREQUISITES: NONE

This course creates business intelligence tools such as balanced scorecards, performance prisms and dashboards as tools to use in the organizational decision-making process. Content in this course focuses on the advantages of each data tool and the best implementation options moving toward performance improvement. Students learn to match information needs with the most appropriate data presentation.

MGT570 STRATEGIC MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This strategic management course is designed to help students effectively guide an organization toward a profitable and dynamic future. This course provides students with a formal method of defining the organization's purpose and aligning the entire business to achieve corporate goals. It also examines emerging technologies in information processing as an important element of strategic planning.

MGT599 SPECIAL TOPICS IN MANAGEMENT 3 CREDITS

PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

MGT621 BALANCED SCORECARDS AND PERFORMANCE DASHBOARDS 3 CREDITS

PREREQUISITES: NONE

This course creates business intelligence tools such as balanced scorecards, performance prisms and dashboards as tools to use in the organizational decision making process. Content in this course focuses on the advantages of each data tool and the best implementation options moving toward performance improvement. Students learn to match information needs with the most appropriate data presentation.

MGT642 STRATEGIC MANAGEMENT OF TECHNOLOGY AND INNOVATION 3 CREDITS

PREREQUISITES: NONE

This course focuses on the strategic management of technology and innovation as a way to increase the productivity of organizations. Leveraging technology in a rapidly changing global environment is a key to successful organizational management. Students develop methods to use in staying current in emerging trends and riding those trends to improve profitability within an organization.

MGT699 CAPSTONE PROJECT 3 CREDITS

PREREQUISITES: COMPLETION OF THE DEGREE REQUIREMENTS

In this course, students from a variety of graduate studies are brought together. Although you will each be working on separate projects, depending on your previous coursework, you will come together in the discussions to share your ideas from your various perspectives. This capstone project requires that students apply the reasoning, decision-making, analytical and authorship skills previously learned in the curriculum to the work environment. The project is completed individually; students are encouraged to select work-related projects that are of particular interest and will result in professional growth and benefit the organization.

MIL416 THE HISTORY OF WAR CRIMES 3 CREDITS

PREREQUISITES: HS101 AND HS102

This course studies the history of War Crimes and associated phenomenon, such as genocide, through the study of several cases from the early-modern and modern historical eras. Factors such as racism, available resources, break-downs in command and control, and other causes will be examined in each case study in order to develop the several causes for wartime atrocity. Students will study each event in depth, as well as develop their own topic for further research beginning in the first week and culminating in a final research paper.

MKG131 FOUNDATIONS OF MARKETING 3 CREDITS

PREREQUISITES: NONE

This course on the principles of marketing introduces the nature and fundamentals of the marketing activity in modern businesses. The broad view of marketing that is presented builds on the integration of marketing with the entire enterprise, reinforced by theories and concepts as well as practices and applications. Topics include an analysis of the economic factors influencing buyer behavior, marketing research, market segmentation, development of marketing programs (new product, price, advertising and distribution decisions) and international marketing. The course also covers new marketing technologies that are revolutionizing the way companies bring value to their customers.

MKG315 CONSUMER BEHAVIOR 3 CREDITS

PREREQUISITES: GU299 AND MKG131

This course provides the student with a comprehensive theoretical and practical base of knowledge regarding the forces that shape the attitudes and behaviors of consumers of products and services. Subjects covered include consumerism in American society, learning theories, motivation, personality theories, persuasive communication and the consumer decision-making process.

MKG360 MARKETING COMMUNICATIONS 3 CREDITS

PREREQUISITES: MKG131 AND GU299

This course provides students with a baseline understanding of marketing communication strategies. Starting with the theoretical background to marketing communications, the course moves to the mechanics of producing marketing materials, describing the various techniques marketers have for telling their stories. By taking the concept of marketing as a launching point, students examine the layers of a sound marketing implementation plan by looking at several communication strategies. Initial topics include communication and miscommunication in the marketing world. The course is practical examination of real-life marketing communication tactics.

MKG399 SPECIAL TOPICS IN MARKETING 3 CREDITS

PREREQUISITES: GU299 AND APPROVAL OF THE DEAN

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MKG450 MARKETING ANALYSIS 3 CREDITS

PREREQUISITES: GU299 AND MA215

This course provides students with an advanced, managerial approach to marketing strategies, exposing students to major decisions that marketing managers may face in their effort to balance an organization's objects and resources against the needs and opportunities in the global market. Initial topics include an in-depth view of strategic marketing strategies and the national and international marketing environment. Building upon this foundational knowledge, the course also explores marketing in the internet age, the ethics of marketing from a social perspective, the global marketplace and relationship marketing.

MKG460 PUBLIC RELATIONS 3 CREDITS

PREREQUISITES: MKG360 AND GU299

This course provides students with an in-depth analysis of public relations practices. The course aims to demonstrate the critical need for effective public relations communication in the 21st Century by placing emphasis on the principles, processes and practices that lead to building positive relationships in a 24/7 communications environment. Starting with an understanding of how communications research, theory and public opinion can be applied to strategic public relations planning and creation of believable and persuasive messages, the course moves through a series of "Speaking of Ethics" features that bring to life the daily dilemmas that confront professional public relations practitioners.

MKG499 INTEGRATIVE EXPERIENCE IN MARKETING 3 CREDITS

PREREQUISITES: COMPLETION OF ALL COURSES IN THE MARKETING CONCENTRATION

This marketing course requires integration of all fields of business. It will offer students broad awareness of various environmental influences to make marketing decisions. Thus, the main purpose of this course is to integrate the learning achieved in individual business courses taken to earn a business degree. The knowledge acquired in finance, consumer behavior, communication, accounting, management and marketing courses will be utilized to make sound marketing decisions. As companies have become more customer-focused and market-driven, marketing concepts and planning have developed into a most important managerial activity. An emphasis is placed on discovering and developing a set of unique competencies for a company that, through strategic differentiation, leads to sustainable competitive advantage in the marketplace. Great opportunity will be given to students to develop and practice creative problem-solving and data driven decision-making talents to meet the requirements of the complex global marketing environment. Thus, company analysis will be achieved to cover such as internal/external analysis, customer analysis, competitor analysis, market/submarket analysis and competitive strategy appraisal.

MKG530 MARKETING MANAGEMENT 3 CREDITS

PREREQUISITES: NONE

This course reviews marketing management within the broader context of an organization's strategies and operations. Students explore how marketing adds value by working to support organizational strategy. Topics covered include the 4 Ps (product, price, place and promotion), different types of markets, marketing research, market segmentation and differentiation, global aspects of marketing and the implementation and control of marketing plans. Students discover the benefits of market research and analysis, and develop effective marketing strategies through segmentation, targeting and positioning.

MKG599 SPECIAL TOPICS IN MARKETING 3 CREDITS

PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or those that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

NUR302 PATHOPHYSIOLOGY* 3 CREDITS

This course builds on the basic knowledge of anatomy and physiology to identify the disruptions in normal body functioning. The student will analyze objective and subjective data from common health issues occurring in diverse populations. Factors impacting on the disruption in health patterns will be discussed. Integrated into the discussion of each health issue are the assessment findings, diagnostic testing measures and interventions including pharmacological therapy.

NUR304 NURSING ETHICS* 3 CREDITS

This course provides an overview of healthcare ethics and the nurse's role in ethical decision making as it impacts on delivery of care. The nurse must understand that their own values, views of society, life experiences and clinical expertise influence the ethical decision making process. An understanding of the trends, theories and models of ethical decision making, as well as an understanding of the established principles upon which ethical decisions are made, is necessary to deliver safe, efficient, quality care that takes into consideration the global perspective of cultural norms of populations and communities. Patient advocacy is addressed as part of the nurse's role in ethical issues. This course provides the basic principles behind the model for ethical decision making and explores ethical issues confronting nursing practice in the following arenas: relationships, technology, patient self-determination, health policy, economics, social policy, gender, and transcultural and spiritual aspects.

NUR306 PHARMACOLOGY* 3 CREDITS

This course establishes the foundation principles upon which nursing management of drug therapy is based. An overview of core drug knowledge and variables in drug administration is provided. A body system/drug classification approach is used to investigate the pharmacotherapeutics, pharmacokinetics and pharmacodynamics of drugs. From knowledge gained in this course, the nurse can provide safe, effective, quality care regarding administration of medications to diverse populations.

NUR402 TRANSITION TO PROFESSIONAL NURSING* 3 CREDITS

This course explores the traditional and less traditional roles of the professional registered nurse in addition to implications for future practice. The course addresses the added complexities that technological advances bring to the healthcare delivery systems and includes topics such as critical thinking, socioeconomic issues, patient self-determination, cultural diversity, research, and evidence-based practices and ethical issues in healthcare.

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NUR405 HEALTH ASSESSMENT FOR PROFESSIONAL NURSING* 3 CREDITS

This course builds on the practical knowledge many RNs possess due to employment in healthcare agencies. The course provides a holistic approach to health assessment for the adult client with adaptations across the life span. Theories and competencies are needed to elicit a thorough and accurate assessment of the client under various health and wellness conditions. The student will apply concepts of health assessment focusing on a general systems approach and will complete 45 hours of practice experience (PE). Using a simulated patient encounter for clinical learning, students will conduct a general health assessment and formulate an individualized care plan.

NUR410 THEORETICAL CONCEPTS OF RESEARCH IN NURSING* 3 CREDITS

This course introduces the student to components of the research process with application to the theory and practice of professional nursing. Emphasis is on evidence-based practice using the research process. Students will be introduced to several research methods with an emphasis on the use of these methods in solving patient care problems. Critiquing skills will be developed to assist the student in becoming an active consumer of research and a participant on the research team.

NUR415 NURSING INFORMATICS* 3 CREDITS

Nursing Informatics will provide an overview of the basic concepts of nursing and healthcare informatics as well as their relevance to nursing practice. Course activities are designed to synthesize current nursing informatics applications and analyze the impact of nursing informatics on practice. The student will gain knowledge of the current state of the regulations, accreditation and major issues in research and evidence-based practice. The course includes clarification of the concepts of nursing, technology, and information management and comprises underpinnings of nursing informatics, the practice of nursing informatics, and current challenges in nursing and healthcare informatics.

NUR417 NURSING LEADERSHIP AND MANAGEMENT* 3 CREDITS

This course prepares the RN-BSN student for experiences in a leadership and management arena. Students will use a variety of learning methodologies to develop a foundation for decision-making, problem-solving and critical thinking skills. A continuation of the legal and ethical concepts, as well as advocacy roles will be discussed throughout this course. This course includes practice experience (PE) totaling 22.5 hours.

NUR427 POPULATION HEALTH IN THE GLOBAL COMMUNITY* 3 CREDITS

This course will introduce the principles of population health and epidemiology in individuals and family case studies, as well as disaster scenarios. Students will discuss disease prevention in the context of emerging global diseases within the constraints of personal and national financial resources. This course includes practice experience (PE) totaling 22.5 hours. Students will conduct a virtual community health assessment and develop a plan for intervention for a specific community health need that reflects a global health issue. A teaching project reflecting a current health issue will be developed for potential implementation in a community.

NUR441 CASE MANAGEMENT CONCEPTS* 3 CREDITS

This course offers the student a means to explore professional nursing practice that focuses on innovative, integrated nursing case management models within the context of the current managed care delivery system. Cost-effective strategies and appropriate levels of care across the continuum of care will be examined in relation to current healthcare economics.

NUR499 RN-BSN CAPSTONE PROJECT* 3 CREDITS

The Capstone course in the RN-BSN program focuses on the synthesis of knowledge from past and current learning experiences to promote professional evidence-based practice that emphasizes principles of lifelong learning. Collaboration with other healthcare providers to improve evidence-based outcomes of clients, families and the community is emphasized. The learning of these concepts is embedded in Programmatic Outcomes for each course. The culmination of the RN-BSN program involves showcasing how these Programmatic Outcomes have been met with the creation and presentation of an ePortfolio.

NUR506 FOUNDATIONS OF ADVANCED PRACTICE NURSING* 3 CREDITS

This course concentrates on theories and concepts related to Advance Practice Nursing: the roles, the essential knowledge, behavioral motivation and decision-making techniques of the APN. Application of various aspects of advance practice nursing will be explored, including evidence-based practice (EBP) and research with 22.5 hours of applied practice learning experience (APLE) conducted in regard to these principles when providing nursing care to clients, families and the community.

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NUR513 DIVERSE POPULATIONS AND HEALTHCARE* 3 CREDITS

This course provides an introduction to and exploration of concepts and theories relevant to healthcare for diverse populations with 22.5 hours of applied practice learning experience (APLE) embedded for the application of the concepts and theories to a population's healthcare needs. Diversity is examined relative to family and social organizations, roles and expectations, and communication patterns and the value/beliefs underlying health-illness behaviors between western and non-western cultures.

NUR514 PROJECT AND CHANGE MANAGEMENT* 3 CREDITS

This nursing informatics course examines the knowledge sets, skills, tools and techniques of managing informatics projects, with an emphasis on how project management contributes to the strategic goals of the organization. Topics include strategic management process as it relates to information technology; project prioritization and planning; evaluating project risk; resource scheduling, and project teams and partner management issues. Additionally, some of the most common change management challenges and best practices related to change in informatics will be explored.

NUR516 NURSING RESEARCH AND EVIDENCE-BASED PRACTICE* 3 CREDITS

The focus of this course is examining the research process and its importance in guiding and supporting evidence-based and advanced nursing practice. A review of research methodologies and terminology to include; identifying a problem, developing research questions, exploring the literature review process and examining the methodology of conducting research. Building content throughout this course, the first three chapters of the Capstone Project will be developed. Applied practice learning experiences (PE) are included in the course.

NUR526 HUMAN RESOURCES AND NURSING MANAGEMENT* 3 CREDITS

This course addresses the application of behavioral sciences to management. An overview of managing the modern organization and the structure of industrial and non-industrial organizations is explored. The course emphasizes the relationship of the organization and administrative theories to the current healthcare delivery system.

NUR532 LEADERSHIP IN HEALTHCARE MANAGEMENT* 3 CREDITS

This leadership course focuses on organizational systems leadership, knowledge and skills critical to the role development of master's prepared nurses. Content includes communication, conflict resolution, collaboration and negotiation, leadership and team functioning to maximize success in the establishment of safe, effective patient-centered care in complex environments. Emphasis is on the synthesis of skills, knowledge and attitudes to coordinate holistic, evidence-based care in healthcare organizations.

NUR533 CURRICULUM DESIGN AND LEARNING OUTCOMES* 3 CREDITS

This course introduces students to the development of curriculum by defining curriculum and examining an evidence-informed, context-relevant, unified design. Faculty development, curriculum planning, implementation, accreditation and curriculum evaluation are examined. In addition, a review of distant delivery of nursing education is discussed.

NUR535 CONCEPTS OF DISTANCE EDUCATION* 3 CREDITS

This course focuses on the unique professional roles of the academic nurse educator, and various concepts of distance learning. Topics related to curriculum development, institutional resources, student readiness, multimedia technology and strategies for effective teaching will be explored. Contemporary issues such as classroom diversity, critical thinking, social media and faculty-student engagement will be covered.

NUR538 ASSESSMENT AND TEACHING TO DIVERSE LEARNING STYLES* 3 CREDITS

This course explores the teaching and learning styles, cultural perspectives, and economic and political vulnerabilities related to a variety of populations. Traditional and non-traditional theories and instructional methods in both the clinical and didactic setting will be examined. The emerging theories in technology and distance educational programs will be evaluated.

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NUR539 ORGANIZATIONAL DYNAMICS OF HIGHER EDUCATION* 3 CREDITS

This course focuses on the structure and organization of higher educational institutions and the regulations and accreditation standards that guide the work of academic leadership. The student will examine the accreditation process and the development of the self-study document in relation to the establishment of best practice learning standards and the process of program improvement. The course will explore the relationship of organizational culture to academic performance. Topics will include the tools for assessment of the educational institution.

NUR540 ESSENTIALS OF NURSING INFORMATICS* 3 CREDITS

This course explores the essential concepts related to the development and utilization of nursing informatics in healthcare institutions. Students will explore the theoretical underpinnings of the specialty of nursing informatics and the impact of informatics on the healthcare environment. A comprehensive overview of the role of the nursing informatics is examined, in addition to analyzing clinical and financial information, and processing and reporting acquired data. Nursing informatics trends and issues are also explored.

NUR542 CONCEPTS OF CASE MANAGEMENT* 3 CREDITS

This course examines the evolution of the case manager concepts for the inception through current practice models. The role and process of the case manager as an advanced nurse practitioner will be emphasized. Included will be the analysis of the interdisciplinary team and the function of the nurse in a variety of clinical settings. This specialty emphasis area is based upon the Case Management Society of American Core Curriculum for Case Management. The courses within this specialty are designed to provide the student with the essential competencies of the advanced practice professional, with emphasis on quality of care.

NUR545 LIFE CARE PLANNING* 3 CREDITS

This course introduces students to case management concepts, principles of practice, psychosocial aspects, healthcare management and delivery, healthcare reimbursement and rehabilitation. It uses the Case Managers Scope of Practice criteria to assist in developing a Life Care Plan for a patient. Included will be patients with congenital complications, chronic illnesses and complex injuries throughout the life span. Precertification exams will be employed to assist in preparation for Certification as a Case Manager.

NUR546 HEALTHCARE STRATEGIC MANAGEMENT AND PLANNING* 3 CREDITS

This course is focused on the business of healthcare for nurse leaders and managers. Planning for strategic challenges encountered by nursing leaders in healthcare will be explored. The course stresses the dynamic nature of issues as related to rapidly evolving healthcare delivery. Areas to be examined include organizational structure, strategic planning, operations, care delivery and evaluation of healthcare agencies. In addition, budgeting and the management of information and technology will be addressed.

NUR547 CASE MANAGEMENT AND EVIDENCED-BASED PRACTICE* 3 CREDITS

The process of evidence-based patient care is the central theme of this course. The role of the case manager as client advocate and the incorporation of evidence-based care into the management of patient care cases are examined. The course will provide the student with the essential competencies of the advanced practice nurse professional with a particular emphasis on total quality management (TQM). The role of the nurse in expanding the content of evidence-based practice guidelines will be defined in the parameters of case management.

NUR552 LEGAL AND ETHICAL ISSUES OF ADVANCED PRACTICE NURSING* 3 CREDITS

This course presents the moral, ethical and legal aspects facing the advanced practice nurse in their daily professional work with an emphasis on the ethical practices and decision-making processes faced by all nursing. The 22.5 hours of applied practice learning experiences (APLE) focuses on the basic tenets of these practices and the practical application of professional nursing principles as they are examined throughout this course and continue throughout the nursing program.

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NUR601 MANAGEMENT AND ORGANIZATIONAL LEADERSHIP RESEARCH SEMINAR* 3 CREDITS

The Management and Organizational Leadership Research Seminar for the graduate Nurse Leader/Administrator emphasizes the emerging trends in healthcare and the world health systems, developmental and accrediting trends within a healthcare institution, and government and political influence on the provisions of healthcare. The culmination of this course will result in a Capstone. Capstone projects are designed to encourage you to think critically, solve challenging problems and develop skills such as oral and written communication, research, planning large projects and goal setting to achieve the outcome in a timely manner. The Capstone project will provide you an opportunity to demonstrate mastery of both a specific topic and the relation of this topic to the broader scope of your chosen area of nursing.

NUR602 MANAGEMENT AND ORGANIZATIONAL LEADERSHIP RESEARCH PRACTICUM* 3 CREDITS

The Management and Organizational Leadership (MOL) Practicum is the final course in the MSN program. This practicum requires the student to demonstrate the knowledge and skills they have acquired in each course and that is related to Advance Practice Nursing, as well as the specialty Management and Organizational Leadership. During this course the Capstone project that was completed during the Research Seminar will be finalized and a presentation showcasing your work will be completed. A plan to continue lifelong learning, professional development and Certification in your area of specialty will be created. The culmination of this course will result in the completion of the Practicum in which a mentor you have chosen will assist you in relating to the roles, responsibilities, issues and challenges of the MOL specialist in today's complex healthcare environment.

NUR603 NURSING EDUCATION RESEARCH SEMINAR* 3 CREDITS

The MSN Research Seminar for the graduate nurse educator emphasizes the emerging trends and roles in nursing education in both the academic and healthcare environments. Issues related to tenure, promotion, governance, academic freedom and ethical concerns will be re-examined throughout the course. The culmination of this course will result in a Capstone. Capstone projects are designed to encourage you to think critically, solve challenging problems, and develop skills such as oral and written communication, research, planning large projects and goal setting to achieve the outcome in a timely manner. The Capstone project will provide you an opportunity to demonstrate mastery of both a specific topic and the relation of this topic to the broader scope of your chosen area of nursing.

NUR604 NURSING EDUCATION PRACTICUM* 3 CREDITS

The Nursing Education (NE) Practicum is the final course in the MSN program. This practicum requires the student to demonstrate the knowledge and skills they have acquired in each course and that is related to Advance Practice Nursing, as well as the specialty Nursing Education. During this course, the Capstone project that was completed during the Research Seminar will be finalized and a presentation showcasing your work will be completed. A plan to continue lifelong learning, professional development and Certification in your area of specialty is created. The culmination of this course will result in the completion of the Practicum in which a mentor you have chosen will assist you in relating to the roles, responsibilities, issues and challenges of the NE specialist in today's complex healthcare environment.

NUR605 CASE MANAGEMENT RESEARCH SEMINAR* 3 CREDITS

This Case Management Research Seminar for the graduate student emphasizes the emerging trends in healthcare and the world health systems. Issues relating to the development/implementation of new case management programs or evaluation/recommendations for existing case management programs will be examined. The culmination of this course will result in a Capstone. Capstone projects are designed to encourage you to think critically, solve challenging problems and develop skills such as oral and written communication, research, planning large projects and goal setting to achieve the outcome in a timely manner. The Capstone project will provide you an opportunity to demonstrate mastery of both a specific topic and the relation of this topic to the broader scope of your chosen area of nursing.

NUR606 CASE MANAGEMENT PRACTICUM* 3 CREDITS

The Case Management (CM) Practicum is the final course in the MSN program. This practicum requires the student to demonstrate the knowledge and skills they have acquired in each course and that is related to Advance Practice Nursing, as well as the specialty Case Management. During this course, the Capstone project that was completed during the Research Seminar will be finalized and a presentation showcasing your work will be completed. A plan to continue lifelong learning, professional development and Certification in your area of specialty will be created. The culmination of this course will result in the completion of the Practicum in which a mentor you have chosen will assist you in relating to the roles, responsibilities, issues and challenges of the CM specialist in today's complex healthcare environment.

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NUR607 NURSING INFORMATICS RESEARCH SEMINAR* 3 CREDITS

This MSN Nursing Informatics research seminar requires the student to synthesize the knowledge and skills they have acquired throughout the MSN degree program. The student will explore plans for evaluating, contracting and implementing a new technology in a healthcare organization. The culmination of this course will result in a Capstone. Capstone projects are designed to encourage you to think critically, solve challenging problems, and develop skills such as oral and written communication, research, planning large projects and goal setting to achieve the outcome in a timely manner. The Capstone project will provide you an opportunity to demonstrate mastery of both a specific topic and the relation of this topic to the broader scope of your chosen area of nursing.

NUR608 NURSING INFORMATICS PRACTICUM* 3 CREDITS

The Nursing Informatics (NI) Practicum is the final course in the MSN program. This practicum requires the student to demonstrate the knowledge and skills they have acquired in each course and that is related to Advance Practice Nursing, as well as the specialty Nursing Informatics. During this course, the Capstone project that was completed during the Research Seminar will be finalized and a presentation showcasing your work will be completed. A plan to continue lifelong learning, professional development and Certification in your area of specialty will be created. The culmination of this course will result in the completion of the Practicum in which a mentor you have chosen will assist you in relating to the roles, responsibilities, issues and challenges of the NI specialist in today's complex healthcare environment.

PA301 INTRODUCTION TO PUBLIC ADMINISTRATION 3 CREDITS

PREREQUISITES: NONE

This course is broad-ranging and provides a combination of theory and practice. The course purpose is to promote a superior understanding of government and its relationship with the society it governs, as well as to encourage public policies that are more responsive to social needs. Additional topic include managerial practices attuned to effectiveness, efficiency and human requirements of the citizenry.

PH201 PHYSICS CONCEPTS AND CONNECTIONS 4 CREDITS

PREREQUISITES: GS103

This course provides an introduction to physics using concepts and connections to our everyday life. It is intended for non-engineering and non-science majors. The course covers the Laws of Motion, Energy, Thermodynamics, Waves, Electricity, Magnetism, Electronics, Optics and Radiation.

PH220 PHYSICS I 4 CREDITS

PREREQUISITES: MA141 WITH A "C" OR BETTER

This course covers a range of topics, concepts and theories in general physics including kinematics and dynamics in 1D and 2D motion, forces and Newton's laws of motion, work and energy, impulse and momentum, rotational kinematics and dynamics, simple and harmonic motion, fluid dynamics, and temperature and heat. This course is intended for students majoring in information systems, software engineering technology, computer science, computer engineering technology and electronics engineering technology.

PH221 PHYSICS II 4 CREDITS

PREREQUISITES: PH220

This course continues Physics I topics, concepts and theories in general physics. Topics include waves and sound, electric forces and electric fields, electric potential energy and the electric potential, electric circuits, magnetic forces and magnetic fields, electromagnetic induction, alternating current (ac) circuits. The course also introduces the student to applied physics and applies this knowledge to real-world problems.

PL201 INTRODUCTION TO PHILOSOPHY 3 CREDITS

PREREQUISITES: NONE

This course emphasizes content coverage and development of critical reasoning skills. It pays attention to the personal and practical relevance of philosophy by focusing on its experiential, therapeutic and social applications. Topics include the definition of philosophy, philosophical argument, epistemology and metaphysics, ethics and moral decision making, and political philosophy.

PL301 PRACTICAL PHILOSOPHY 3 CREDITS

PREREQUISITES: NONE

This course uses a multidisciplinary approach to explore original essays combined with classical and contemporary readings from philosophy, science and literature. Both structure and content emphasize the relevance of philosophy to other disciplines. Topics include the meaning of life, existentialism, ethics, social and political philosophy, and the philosophy of science, metaphysics and the existence of God.

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PL401 PHILOSOPHY OF SCIENCE AND TECHNOLOGY 3 CREDITS

PREREQUISITES: NONE

This course provides an introduction to philosophy and its relationship to technology. Interactive activities encourage the student to think critically, analytically and creatively and challenge him/her to develop new ideas and map solutions to current technological and sociological issues. Topics include ethics and technology, history of technology, energy, ecology, population, health and technology, technology and the Third World, and technology of the future.

PRJ450 PROJECT MANAGEMENT 3 CREDITS

PREREQUISITES: GU299, MA215 OR MA170

This advanced course identifies the components of modern project management and shows how they relate to the basic phases of a project, starting with conceptual design and advanced development and continuing through detailed design, production and termination. Topics covered include project organization and structure; project planning and control; human behavior in the project setting; and project management information systems. The course places stress on integrative concepts rather than isolated methodologies. It relies on simple models to convey ideas and avoids detailed mathematical formulations, though some of the more important mathematical programming models are presented.

PRJ515 PROJECT MANAGEMENT ESSENTIALS 3 CREDITS

PREREQUISITES: NONE

This course completes the topics presented in the Project Management Institute's Project Management Body of Knowledge and includes project cost, quality, procurement and risk management. Students are provided with opportunities to apply these concepts using real-life exercises, examples and software tools.

PRJ636 PROJECT MANAGEMENT ORGANIZATION FRAMEWORK AND RISK 3 CREDITS

PREREQUISITES: PRJ515

This course furthers the fundamental concepts of scope, time management and human resource planning and project communications as presented in the Project Management Institute's Project Management Body of Knowledge. Emphasizing both theory and practical application, students are provided with an opportunity to apply these concepts using real-life exercises, examples and software tools.

PRJ656 PROJECT MANAGEMENT INTEGRATION FRAMEWORK 3 CREDITS

PREREQUISITES: PRJ636

This course introduces students to the fundamental elements of effective project management. It provides students with the opportunity to apply these elements using exercises and examples based on real-time projects. The required tools and techniques used to plan, measure and control projects, and the methods used to organize and manage projects are discussed.

PRJ691 CAPSTONE PROJECT-BUSINESS INTELLIGENCE 3 CREDITS

PREREQUISITES: COMPLETION OF THE DEGREE REQUIREMENTS

This course applies the knowledge and skills acquired in courses to the student's work environment. This project is completed individually; students are encouraged to select work-related projects that are of particular interest and will result in professional growth and benefit the organization.

PRJ695 PROJECT MANAGEMENT CAPSTONE 3 CREDITS

PREREQUISITES: COMPLETION OF THE DEGREE REQUIREMENTS

This capstone course requires students to demonstrate an understanding and application of material explored during the Project Management programs in both the Mark Skousen School of Business and College of Engineering and Computer Science. Additionally, this course will prepare students for the Project Management Institute's (PMI) Project Management Professional (PMP) certification examination. Preparation includes utilization of study guides and practice exams.

PS240 FUNDAMENTALS OF PSYCHOLOGY 3 CREDITS

PREREQUISITES: NONE

This course presents an introductory overview of the basics of psychology. The focus of this course is to guide your thinking critically and imaginatively about psychological issues and to help you apply what you learn to your own daily life and the world around you.

PS260 ABNORMAL PSYCHOLOGY 3 CREDITS

PREREQUISITES: PS240

This course is designed to provide an understanding of the biological, environmental and cultural issues applicable to the field. The course will examine current trends in the field of psychopathology including; defining abnormal behavior, DSM-IV-TR diagnosis, psychological assessment, adjustment disorders, mood disorders, suicide, schizophrenia and delusional disorders.

PS280 PSYCHOLOGY AND THE LAW 3 CREDITS

PREREQUISITES: PS240

This course provides a broad overview of the interplay between the two fields of psychology and the law. In appearance, the two disciplines are vastly different; however, the legal system has an immense influence on our everyday psychology. The purpose of this course is to examine the legal system through the use of psychological concepts, methods and research results.

RCH399 SPECIAL TOPICS IN BUSINESS RESEARCH 3 CREDITS

PREREQUISITES: GU299 AND APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business. Courses in this area will address a current or timely topic or that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

RCH480 ADVANCED BUSINESS RESEARCH 3 CREDITS

PREREQUISITES: GU299

The course introduces the student to the techniques and principles of the applied research process most frequently used by business scholars within the industry. Students will learn different research methods, identify and investigate a business problem, use the findings to create solutions to the problem and present their own conclusions based on the findings. Topics of interest include definition of the research problem, formulation of research question and hypotheses, sampling, data collection, data analysis, research design and interpretation of the data. Furthermore, students are expected to critique and analyze business literature pertinent to their topic.

RCH520 QUANTITATIVE ANALYSIS 3 CREDITS

PREREQUISITES: NONE

This Quantitative Analysis (QA) course addresses managerial decision analysis using quantitative tools. Topics include a general framework for decision analysis, decision tables and trees, forecasting, inventory control, linear programming, transportation and assignment, networks, project time management, waiting lines (queuing) and simulation. After the course, the student should be able to use a broad array of powerful analytical tools to make business decisions.

RCH599 SPECIAL TOPICS IN BUSINESS RESEARCH 3 CREDITS

PREREQUISITES: APPROVAL OF THE DEAN

This course is open only by arrangement with the Dean of the Mark Skousen School of Business Courses in this area will address a current or timely topic or that are foreseen to be one-time offerings. Special topics course offerings can vary from term to term. Students can propose a special topics course in this area.

SO101 INTRODUCTION TO SOCIOLOGY I 3 CREDITS

PREREQUISITES: NONE

This course offers a global perspective to understand self, as well as presenting the most current research in the field of sociology. Topics explored include social diversity while critically examining the issues and challenges facing society. Additional areas covered are the theoretical and empirical foundations of sociology, the major themes of sociological research and the techniques employed.

SO103 BASEBALL AND THE AMERICAN EXPERIENCE 3 CREDITS

PREREQUISITES: NONE

This course provides a historical look at the history of baseball through a sociological lens. A chronological look at baseball will highlight the impact of baseball on the American culture through the 19th and 20th century, as well as the state of race relations within the country. The economics of baseball will be explored as it paralleled the rise and fall of the America economy. Recent trends in baseball and current issues will be explored, as well.

SO106 INTRODUCTION TO SOCIOLOGY II 3 CREDITS

PREREQUISITES: SO101

This course continues the introduction to sociology begun in SO101. Like the previous course, this course continues to provide a global perspective to enable students to better understand their own lives and presents the most current research in the field of sociology. Students will explore social diversity while critically examining issues and challenges facing society. Topics covered include a range of social institutions and social change.

SO203 SOCIAL ANTHROPOLOGY 3 CREDITS

PREREQUISITES: NONE

This course examine the core concepts of cultural anthropology and how they apply to interactions among culture, technology and social organizations. Students investigate how people behave within the context of individual culture and social structures and how they forge solutions to issues such as resource distribution, ethics and morality, family structures and politics. The course also studies the unique impact of technological advancement on society and culture, and evaluates both the costs and benefits that various aspects of technology carry for society.

SO210 CONFLICT IN CULTURES 3 CREDITS

PREREQUISITES: SO101

This course is designed to develop an understanding of causes and effects for strategically important conflicts in the world today. The course fosters discussion and dialogue as students gain an appreciation for the complexity of cultural conflicts which have deep, varied and often conflicting roots. Lessons focus on developing a thorough knowledge of conflicts in today's society.

SO251 TECHNOLOGY AND SOCIETY 3 CREDITS

PREREQUISITES: NONE

This course examines the broad implications of technological innovation on social organizations in terms of personal, political, economic and environmental issues. Topics covered include technological progress within society, issues of energy use and creation, positive and negative environmental impacts of technology, technology in war and policy, personal health, and economic development and social responsibility.

SS106 GEOGRAPHY 3 CREDITS

PREREQUISITES: NONE

This course introduces the concepts and tools in geography and the major subfields of geography, including physical geography, population geography, cultural geography, political geography, economic geography, urban geography and regional geography. In addition, it affords an overview of the major world regions.