Institutional Mission

South University is a private academic institution dedicated to providing educational opportunities for the intellectual, social, and professional development of a diverse student population.

To achieve this purpose, the institution offers focused and balanced curricula at the associate’s, baccalaureate, master’s and doctoral levels. A broad-based core curriculum is offered promoting critical thinking, effective verbal and written communication, and skills for life-long learning. Additionally, the University focuses on developing the requisites to pursue and appreciate knowledge. South University’s approach to higher education and the resulting varied academic experiences provide students with the intellectual acumen and pragmatic approach necessary to create the foundation for personal and professional fulfillment. South University attempts to provide a comprehensive education that instills within its students a philosophy that values not only learning and professionalism but also contribution and commitment to the advancement of community.

Believing that qualified individuals should have the privilege of formal academic training, South University welcomes those who seek educational challenges. To this end, the University provides a learning environment, both on-campus and online, that helps students identify goals and the means to achieve them. With this philosophy in mind, students learn by interacting with a community of faculty, staff and administration dedicated to South University’s academic purpose.

Degree Programs

South University offers degree programs that are designed to meet the needs and objectives of its students. The primary goal of each curriculum is to combine didactic and practical educational experiences that will provide students with the academic background needed to pursue the profession of their choice. Not all programs and specializations are offered at all campuses. Please review programs and specializations available at your campus location prior to applying.

Doctoral Degrees

Pharmacy (Pharm.D)
Doctor of Business Administration
   Specialization in Organizational Behavior (DBA)

Master’s Degrees

Anesthesiologist Assistant Studies (MMSc)
Business Administration (AMBA/MBA*)
   Specialization in Accounting
   Specialization in Entrepreneurship and Small Business
   Specialization in Finance
   Specialization in Hospitality Management
   Specialization in Human Resources Management
   Specialization in International Business
   Specialization in Management Information Systems
   Specialization in Marketing
   Specialization in Sustainability

Healthcare Administration (AMBA/MBA)
Criminal Justice (MS)
   Specialization in Corrections
   Specialization in Cyber Crime
   Specialization in Homeland Security
   Specialization in Public Administration
   Information Systems and Technology (MS)
   Specialization in Architecture and Design
   Specialization in Network Management
   Specialization in Information Security Studies

Leadership (MS)
Nursing (MSN)**
   Specialization in Adult Health Nurse Practitioner
   Specialization in Family Nurse Practitioner
   Specialization in Nurse Administrator
   Specialization in Nurse Educator

Physician Assistant Studies (MS)
Professional Counseling (MA)
   Clinical Mental Health Counseling Track
Public Administration (MPA)
   Specialization in Non-Profit Management
   Specialization in Public Policy
   Specialization in Criminal Justice
   Specialization in Information Systems and Technology
RN to Master of Science in Nursing (MSN)***

Bachelor’s Degrees

Business Administration (BBA)
   Specialization in Accounting
   Specialization in Construction Management
   Specialization in Finance
   Specialization in Hospitality Management
   Specialization in Human Resources Management
   Specialization in Management and Leadership
   Specialization in Management Information Systems
   Specialization in Marketing
   Specialization in Real Estate
   Specialization in Supply Chain Management and Logistics

Bachelor of Fine Arts (BFA)
   Advertising Design

See suprograms.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.
Digital Filmmaking & Video Production
Fashion & Retail Management
Fashion Design
Game Art & Design
Graphic Design
Interior Design
Media Arts & Animation
Photography
Web Design & Interactive Media
Criminal Justice (BS)
  Specialization in Corrections
  Specialization in Crime Scene Investigation
  Specialization in Cyber Crime
  Specialization in Juvenile Justice
  Specialization in Law Enforcement
Graphic Design (BS)
Culinary Management (BS)
Health Science (BS)
Healthcare Management (BS)
Information Technology (BS)
  Specialization in Network Administration and Management
  Specialization in Multimedia and Web Development
  Specialization in Database Development and Administration
  Specialization in Information Systems Security
Legal Studies (BS)
Nursing (BSN)
Psychology (BA)
RN to BSN Completion Program (RN to BSN)
Associate's Degrees
  Associate of Applied Arts (AAA)
  Graphic Design
  Fashion Design
  Kitchen & Bath Design
  Associate of Applied Science (AAS)
  Baking & Pastry
  Culinary Arts
  Restaurant & Catering Management
  Photography
  Video Production
  Web Design & Interactive Media
Accounting (AS)
Allied Health Science (AS)
Business Administration (AS)
  Specialization in Hospitality Management
Criminal Justice (AS)
Graphic Design (AS)
Information Technology (AS)
Medical Assisting (AS)
Paralegal Studies (AS)
Physical Therapist Assisting* *(AS)
Certificate (C)
  Baking & Pastry
  Culinary Arts
  Digital Image Management
  Fashion Retailing
  Web Design & Development I
  Web Design & Development II

* The Accelerated MBA is offered in 12-month, accelerated format in blended learning environment
** Requires prerequisites to be considered for admission and requires secondary application and competitive placement to Technical Phase of the program. Please review Physical Therapist Assisting admission standards carefully prior to applying
*** Minnesota residents are ineligible to enroll into the Master of Science in Nursing or the RN to BSN

Alternative formats of this publication are available upon request. This catalog is also available online at www.southuniversity.edu. For more information contact the Dean of Student Affairs.

South University is an equal opportunity university open to any qualified individual without regard to race, gender, color, religion, sexual orientation, gender identity, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or any other basis protected by law. Pursuant to all applicable state, local or federal anti-discrimination laws and regulations, South University does not discriminate against any of the protected categories of individuals in the administration of its policies, programs or activities. This non-discriminatory policy includes admission policies, scholarship and loan programs, employment practices, and all other university administered programs.

This catalog is an information and reference guide for students covering the policies, facilities, academic programs, course offerings, services, and faculty of South University. This catalog becomes effective at the opening of the fall quarter 2011, and students are subject to the rules and regulations of the current catalog regardless of their original quarter of enrollment.

While the provisions of this catalog will ordinarily be applied as stated, the University reserves the right to change any of the contents of this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort will be made to keep students advised of any such changes.

Information on changes will be available in the Office of the Registrar. It is especially important that students note that it is their responsibility to keep themselves apprised of current graduation requirements for their particular programs.

Additional specific information and policies related to the Physical Therapist Assisting, Nursing, Physician Assistant Studies, Anesthesiologist Assistant Studies and Doctor of Pharmacy programs not included in this catalog can be found in the handbooks for those programs.

All academic information in this catalog applies to the Austin, Columbia, Montgomery, Novi, Richmond, Savannah, Tampa, Virginia Beach, and West Palm Beach campuses unless stated otherwise. For more information on policies and programs for The Art Institute of Dallas and The Art Institute of Fort Worth, please visit their websites at http://www.artinstitutes.edu/dallas/ and http://www.artinstitutes.edu/fort-worth/.

Academic programs, course offerings, and scheduling are subject to change at the discretion of the institution.

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South University traces its history and heritage to 1899 when Dr. John Draughon established Draughon’s Practical Business College in Savannah, Georgia. From 1899 through 1974, the institution grew and moved to four different addresses in historic Savannah. The school was originally located in the Masonic Lodge that stood on the northeast corner of Liberty Street and Whitaker Street. The college moved to the Georgia State Savings Building in 1914, then moved to the Lamas Building in 1921 and remained at that location until 1956. Between 1956 and 1974, the institution resided in the Atlantic Mutual Building before returning to its original neighborhood on the west side of downtown Savannah. In 1974, the college began the evolution that resulted in South University. A multi-campus college system was established that served Savannah, Georgia, and West Palm Beach, Florida. The pattern of expansion and improvement would continue for the next three decades. In 1986, the institution changed its name to South College to reflect the progression from a school addressing the needs of students in the 20th century to a college preparing for the 21st century. For the next decade, South College pursued a commitment to excellence in education and expanded its programs to serve the needs of students in both the Savannah and West Palm Beach communities.

In 1996, South College experienced the first stage of the alteration that would eventually transform the school into South University. The institution became a four-year college with the addition of a Bachelor of Business Administration degree. The next year brought more change as South College opened a third campus in Montgomery, Alabama. The addition of the new campus, founded in 1887 as the Massey-Draughon Business College, was a precursor to more expansion for South College. The addition of two new health professions programs, Physician Assistant and Physical Therapist Assisting, allowed the institution to reorganize into the School of Business and the School of Health Professions, offering both bachelor’s and associate’s degree programs in both schools. The institution’s reputation expanded in 2001 when the Commission on Colleges of the Southern Association of Schools (SACS) accredited the institution to confer master’s degrees. Along with that accreditation came a Master of Science in Physician Assistant degree program, and with the post baccalaureate degree program came university status. In October 2001, South College officially became South University.

In January 2002, South University christened its fourth campus, located in Columbia, South Carolina, which was formerly Columbia Junior College. Later in 2002, South University announced plans to open a School of Pharmacy on the Savannah campus and offer a Doctor of Pharmacy degree program. In December 2002, South University was accredited to award doctoral degrees. In a span of seven years, the school had transformed itself from a two-year college granting associate’s degrees and certificates into a four-year university with four campuses, multiple bachelor’s and master’s degree programs and the ability to offer doctoral degree programs. In 2003, South University became a part of Education Management Corporation (EDMC), one of the largest education providers in North America.

In 2004, South University’s expansion continued into web based instruction with the introduction of online bachelor’s degree programs in Business Administration and Information Technology. In 2005, South University added Bachelor of Science degree programs in Healthcare Management, Nursing, and Criminal Justice to the online programs.

In 2006, South University opened its fifth location with the introduction of the Tampa campus. In addition, the University launched four online master’s degree programs, the first in the University’s history. These include the Master of Business Administration, the Master of Business Administration in Healthcare Administration, a Master of Science in Criminal Justice and a Master of Science in Nursing** degree programs. South University also announced the relocation of its Columbia campus to the city’s growing east side.

In 2007 the University introduced the MBA and MBA in Healthcare Administration degree program at its Columbia, Montgomery, Savannah and West Palm Beach campuses, and launched the RN to BSN Degree Completion Program at Columbia, Tampa and West Palm Beach. South University – Online Programs celebrated its first graduating class of fully online students, and the University awarded the largest number of graduate degrees in its history. To continue to provide a high level of academic support to its students, the Savannah campus officially opened a new university library, more than tripling the size and resources available.

In 2008, the South University Board of Trustees approved the creation of College of Arts and Sciences, College of Business, College of Health Professions and the College of Nursing. The College of Nursing expanded the BS in Nursing degree program to Columbia, South Carolina. In 2009, the University approved the expansion of the Master of Science degree program in Physician Assistant Studies to its Tampa campus and announced the opening of a new School of Pharmacy satellite location in Columbia, South Carolina. South University also completed the construction and opening of the two newest campus locations in Richmond and Virginia Beach.

In 2010 the South University Board of Trustees approved the creation of College of Creative Art and Design and the merger of The Art Institute Dallas and The Art Institute Fort Worth into South University. The Art Institute of Dallas and The Art Institute of Fort Worth are campuses of South University. South University launched the Doctor of Business Administration degree program with an emphasis in Organizational Behavior and offered it as a blended program, with both online and in classroom experiences, and the University announced the opening of the South University Novi campus.

In 2011 the University announced the opening of a location in Austin, Texas, its first campus in the Southwest, and the expansion of its graduate Master of Science in Nursing, Nurse Educator degree program and specializations in Adult Health Nurse Practitioner and Family Nurse Practitioner to its campuses in Tampa and West Palm Beach, Florida, and Savannah, Georgia. Other program offerings include the addition of its Bachelor of Science in Nursing degree program to the Richmond, Virginia location. As part of its commitment to providing students with a range of educational opportunities, the University also expanded the locations offering the Associate of Science and Master of Science in Criminal Justice degree programs and the Associate of Science and Bachelor of Science in Information Technology degree programs.

** Minnesota residents are ineligible to enroll into the Master of Science in Nursing or the RN to Master of Science in Nursing online programs.
THE CAMPUSES
South University’s campuses are located in Austin, Texas, Columbia, South Carolina; Montgomery, Alabama; Novi, Michigan; Richmond, Virginia; Savannah, Georgia; Tampa, Florida; Virginia Beach, Virginia; and West Palm Beach, Florida. South University’s Art Institutes campuses are located in Dallas, Texas and Fort Worth, Texas. As a part of South University’s efforts to blend academic and practical knowledge, these settings are all designed with the purpose of creating an atmosphere that is conducive to instruction and provides an introduction to a professional environment.

Classes at South University are offered days, evenings and Saturdays. In addition, students can participate in online classes 24 hours a day, 7 days a week. Student schedules will vary according to their individual programs of study and by campus. On all South University campuses, student amenities such as a student lounge, with vending machines are provided. On each campus the university bookstore is open daily for the purchase of textbooks and supplies. Students may pursue their education either through traditional classroom settings or a combination of traditional and online course work.

On each South University campus, students are encouraged to explore their intellectual boundaries while also beginning their preparations for entrance into a professional setting. South University emphasizes personal responsibility to its students, including the importance of a professional appearance, promptness, a positive attitude, mutual respect for peers, and appropriate communication methods in a group setting.

The administrative staff and faculty on each campus are also interested in hearing the student body’s collective voice. Each year, a student services survey is circulated to the student body on each campus with questions about the services and amenities offered by South University. The answers and comments provided by the students are then compiled to prioritize student concerns and address issues the students deem to be important.

South University’s campuses, under the direction of its campus presidents, also strive to create a comfortable atmosphere and foster familiar relationships between the students and the faculty and staff. In addition to a faculty that is committed to establishing a rapport with students in the classroom, there are staff members on each South University campus that are attuned to student needs outside of the classroom and dedicated to providing positive and engaging campus activities. Faculty make time to be available to assist students with academic questions, and work with students as academic advisors to help each South University student reach his/her goal of graduation.

South University Accreditation
South University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South University.

Additional information regarding programmatic accreditation, licensing and organizational memberships is available in the Academic Information section of this catalog.
South University Austin

The South University–Austin campus facility will be conveniently located just off West Parmer Lane near Round Rock just north of Austin, and will include faculty offices, lecture classrooms, and a computer lab space to support the campus. The Austin campus will also provide students with technology to enhance learning which includes wireless internet access, video conferencing equipment, “smart” classroom technology, and student computer labs.

The South University Library–Austin provides scholarly resources and information services to support the curriculum and programs of the University, foster academic and professional research by the University community, and facilitate critical thinking and life-long learning by students.

The library provides comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open-stack book collection provides access to reference and circulating materials, and program specific resources to support class assignments. An online library portal with access to over 60 databases in all disciplines is available electronically 24/7 on and off campus to all authorized students and faculty. Over 50,000 e books, video clips, images and full text dissertations are also included in the library offerings.

South University–Austin offers students a broad-based core curriculum designed to promote critical thinking and effective verbal and written communication. The Austin campus will provide a comprehensive education and give students an opportunity to experience a philosophy that values both learning and a contribution and commitment to the advancement of community.

Master’s Degrees
- Business Administration (MBA)

Bachelor’s Degrees
- Business Administration (BBA)
- Healthcare Management (BS)
- Information Technology (BS)
- Psychology (BA)

Associate’s Degrees
- Business Administration (AS)
- Information Technology (AS)
South University Columbia has a diverse student body enrolled for both day and evening class schedules. The wide range of academic offerings at South University–Columbia are designed to serve students with a variety of interests and provide for an engaging mix of backgrounds which enhance the classroom experience. Likewise, the faculty and staff of South University–Columbia bring with them a multitude of experience and perspectives which, when combined with their energy and dedication, make for a dynamic team serving the student community.

South University’s Columbia campus relocated to the Carolina Research Park in northeast Columbia in fall 2006. The campus features spacious classrooms, multiple computer labs, fully equipped medical lab, and a student lounge. In 2010, South University–Columbia opened a new facility to house the School of Pharmacy’s second location.

Like all of the South University campuses, South University–Columbia, is equipped with technology to support a progressive learning environment, a wireless network, multiple student computer labs featuring Mac and PC computers, and smart classrooms featuring remote A/V technology. The Columbia campus embodies South University’s dedication to continually “set the standard for excellence,” as evidenced by the resources and services with which it provides its students.

The library at South University–Columbia is designed to provide a pleasant environment where students may work, research, study and receive reference, technical, and interlibrary loan assistance from a capable library staff. The book collection provides access to reference, reserve, and circulating materials, program specific resources to support class assignments, tutorial aides, and current events and recreational reading. The Academic Learning Center is also located in the library, giving students a quiet environment to study and receive assistance.

Doctoral Degrees
Pharmacy (Pharm.D)

Master’s Degrees
Business Administration (AMBA/MBA)
Healthcare Administration (AMBA/MBA)
Criminal Justice (MS)
Professional Counseling (MA)

Bachelor’s Degrees
Business Administration (BBA)
Criminal Justice (BS)
Graphic Design (BS)
Health Science (BS)
Healthcare Management (BS)
Information Technology (BS)
Legal Studies (BS)
Nursing (BSN)
Nursing Completion Program (RN to BSN)
Psychology (BA)

Associate’s Degrees
Business Administration (AS)
Graphic Design (AS)
Information Technology (AS)
Medical Assisting (AS)
Paralegal Studies (AS)
The Art Institute of Dallas began in 1964 as the Dallas Fashion Merchandising College. In 1978, it became the Fashion and Art Institute of Dallas, and expanded its programs in Fashion Merchandising and Interior Design, and added a Commercial Art program. In 1979, The Art Institute of Dallas was approved to grant an associate of applied arts degree in each of its programs. In October 1984, The Art Institute of Dallas became a member of The Design Schools. Continuing with the same student body, faculty, and curriculum, the school then changed its name to The Art Institute of Dallas. In September 1988, the school moved to the present facilities at 8080 Park Lane in North Dallas. The Art Institute of Dallas was granted initial membership at Level I granting associate's degrees with the Commission on Colleges, Southern Association of Colleges and Schools effective January 1, 1998. In June 2000, the Commission awarded membership at Level II granting baccalaureate degrees. In November of 2010, The Art Institute of Dallas became a campus of South University and as such was granted Level V accreditation status with the Commission on Colleges of the Southern Association of Colleges and Schools.

Each program area has a Program Advisory Committee. Professional faculty members, in addition to their teaching responsibilities, are often simultaneously involved in their respective fields. This keeps them abreast of the constantly changing worlds of design and business. The curricula are thoroughly planned to prepare all graduates to pursue entry-level positions in their chosen fields. All programs are offered on a year-round basis to provide students with strong continuity and the ability to work toward their degrees without interruption.

The Art Institute of Dallas library provides comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open stack book collection provides access to reference and circulating materials, program specific resources to support class assignments, tutorial aids and multimedia. The library contains over 35,000 books, videos, and CD-ROMS, and subscribes to 235 magazines and journals as well as electronic resources to support the curriculum.

In addition, the South University library portal with access to over 60 databases in all disciplines is available electronically 24/7 on and off campus to all authorized students and faculty. Over 50,000 e books, video clips, images and full text dissertations are also included in the library offerings.

Equipment in the library includes 35 computer workstations with Internet access, library data bases, Voyager catalog, and office software. The library is also equipped with a copier, two scanners, and three computers dedicated to online library searches. In addition, two viewing rooms with TV and VCR/DVD players allow students to view videos in the library collection and/or assigned in class.

**Bachelor of Science (BS)**
- Culinary Management

**Bachelor of Fine Arts (BFA)**
- Advertising Design
- Digital Filmmaking & Video Production
- Fashion & Retail Management
- Fashion Design
- Graphic Design
- Interior Design
- Media Arts & Animation
- Photography
- Web Design & Interactive Media

**Associate of Applied Arts (AAA)**
- Fashion Design
- Graphic Design

**Associate of Applied Science (AAS)**
- Baking & Pastry
- Culinary Arts
- Photography
- Restaurant & Catering Management
- Video Production

**Certificate (C)**
- Baking & Pastry
- Culinary Arts
- Digital Image Management
- Fashion Retailing
- Web Design & Development I
- Web Design & Development II
The Art Institute of Fort Worth, a campus of South University, was established in 2009. The Board of Trustees provides administration, faculty, and students with regular, ongoing guidance regarding, curriculum, and industry. Professional faculty members, in addition to their teaching responsibilities, are often simultaneously involved in their respective fields. This keeps them abreast of the constantly changing worlds of design and business. The curricula are thoroughly planned to prepare all graduates to pursue entry-level positions in their chosen fields. All programs are offered on a year-round basis to provide students with strong continuity and the ability to work toward their degrees without interruption.

The Art Institute of Fort Worth library provides comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open stack book collection provides access to reference and circulating materials, program specific resources to support class assignments, tutorial aids and multimedia. The library has a copier and printer for student use.

The library portal allows students and faculty single sign on 24/7 access on and off campus to South University electronic resources, including over 60 databases in over 160 subject areas, with access to over 60,000 journals and 450 million articles.

Bachelor of Fine Arts (BFA)
- Advertising Design
- Fashion & Retail Management
- Graphic Design
- Interior Design
- Media Arts & Animation
- Photography
- Web Design & Interactive Media

Associate of Applied Arts (AAA)
- Graphic Design

Associate of Applied Science (AAS)
- Photography
- Web Design & Interactive Media

Certificate (C)
- Digital Image Management
- Fashion Retailing
- Web Design & Development I
- Web Design & Development II
South University Montgomery is located on the rapidly growing east side of Alabama’s capital city. As the state capital, Montgomery is a hub of government, banking and law as well as one of the state’s cultural and entertainment centers. Montgomery is situated in the middle of the southeastern states, less than a three-hour drive from Atlanta, Birmingham and the Gulf of Mexico. South University Montgomery, is located in two buildings on a 3.75 acre campus. They include nursing, computer and health professions labs, comfortably outfitted classrooms, a student center and a bookstore as well as faculty and administrative offices. A new facility housing the health science classrooms and labs opened in 2010.

The South University Montgomery Library—provides scholarly resources and information services to support the curriculum and programs of the University, foster academic and professional research by the University community, and facilitate critical thinking and life-long learning by students.

The library provides comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open-stack book collection provides access to reference and circulating materials, and program-specific resources to support class assignments. An online library portal with access to over 60 databases in all disciplines is available electronically 24/7 on and off campus to all authorized students and faculty. Over 50,000 ebooks, video clips, images and full text dissertations are also included in the library offerings.

**Master’s Degrees**
- Business Administration (MBA)
- Healthcare Administration (MBA)
- Professional Counseling (MA)

**Bachelor’s Degrees**
- Business Administration (BBA)
- Criminal Justice (BS)
- Health Science (BS)
- Healthcare Management (BS)
- Information Technology (BS)
- Legal Studies (BS)
- Nursing (BSN)
- Nursing RN to BSN Degree Completion (RN to BSN)
- Psychology (BA)

**Associate’s Degrees**
- Business Administration (AS)
- Information Technology (AS)
- Medical Assisting (AS)
- Paralegal Studies (AS)
- Physical Therapist Assisting (AS)
Colleges and Schools

South University Novi
South University Novi campus occupies more than 30,000 square feet and is located at 41555 Twelve Mile Road, Novi Michigan. The campus facility consists of classrooms, labs and a library.

The South University Library—Novi provides scholarly resources and information services to support the curriculum and programs of the University, foster academic and professional research by the University community, and facilitate critical thinking and life-long learning by students.

The library provides comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open-stack book collection provides access to reference and circulating materials, and program-specific resources to support class assignments. An online library portal with access to over 60 databases in all disciplines is available electronically 24/7 on and off campus to all authorized students and faculty. Over 50,000 e books, video clips, images and full text dissertations are also included in the library offerings.

Faculty offices, lecture classrooms, one computer lab, nursing lab, health science lab, and a physical therapy lab will be provided. The physical facilities are specifically designed to support the faculty, students, and the education programs offered by South University Novi. The academic programs to be offered at the Novi campus, especially through the College of Health Professions, require specialized classroom and laboratory facilities.

The City of Novi is northwest of Detroit and near the Ann Arbor, Michigan area.

The Novi campus provides students with technology to enhance learning. The campus is equipped with wireless technology, video conferencing equipment, “smart” classroom technology, and student computer labs.

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**Master's Degrees**
- Business Administration (MBA)
- Criminal Justice (MS)
- Professional Counseling (MA)

**Bachelor's Degrees**
- Business Administration (BBA)
- Criminal Justice (BS)
- Healthcare Management (BS)
- Legal Studies (BS)
- Psychology (BA)
South University Richmond campus is located in the West Broad Village on a 115 acre tract of land which is mixed use containing retail, office, apartments, and condominiums in the Short Pump Area Northwest of Richmond. The campus occupies almost 30,000 square feet on the 1st and 2nd floors of a building constructed specifically for South University. The campus has modern classrooms with the latest technology, specialized laboratories for the Health Sciences, Nursing and Professional Counseling programs, a library, a student lounge, a computer lab and a bookstore, as well as faculty and administrative offices.

The South University Library–Richmond provides scholarly resources and information services to support the curriculum and programs of the University, foster academic and professional research by the University community, and facilitate critical thinking and life-long learning by students.

The library provides comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open-stack book collection provides access to reference and circulating materials, and program-specific resources to support class assignments. An online library portal with access to over 60 databases in all disciplines is available electronically 24/7 on and off campus to all authorized students and faculty. Over 50,000 e books, video clips, images and full text dissertations are also included in the library offerings. The library also has 12 computers available for student use.

In addition to the library computers, the campus also has a modern computer lab with 30 workstations. Each workstation offers Internet access, online database services, an office suite, tutorials and class support-software.

At the Richmond campus, faculty and staff interact with students in a friendly and professional academic environment. They are committed to work hard to help students accomplish their educational goals.

- **Master’s Degrees**
  - Business Administration (MBA)
  - Professional Counseling (MA)

- **Bachelor’s Degrees**
  - Business Administration (BBA)
  - Criminal Justice (BS)
  - Health Science (BS)
  - Healthcare Management (BS)
  - Information Technology (BS)
  - Legal Studies (BS)
  - Nursing (BSN)
  - Nursing Completion Program (RN to BSN)
  - Psychology (BA)

- **Associate’s Degrees**
  - Business Administration (AS)
  - Information Technology (AS)
  - Criminal Justice (AS)
  - Paralegal Studies (AS)
  - Allied Health Sciences (AS)
South University Savannah is an expansive campus located on the Southside of Savannah. The original College of Business building was constructed in 1979, but the campus began to experience tremendous expansion and alteration beginning in 2000. The College of Business building was renovated and the Health Professions Building was opened in 2000 to house classroom and lab facilities for the Physician Assistant, Physical Therapist Assisting and Medical Assisting programs in addition to the campus library, student lounge and administrative offices. The 25,000-square-foot structure, located adjacent to the College of Business building, was built with expansion in mind with computer and medical labs to meet the changing needs of South University’s student body.

In 2002, South University announced the establishment of the South University School of Pharmacy on the Savannah campus, offering the University’s first doctoral degree and becoming the first university or college in Savannah to offer a health professions doctorate. The School of Pharmacy facility on the west lawn was completed in 2004.

That same year, South University’s Savannah campus expanded its health professions programs by offering a master’s degree in anesthesia sciences with a fully equipped operating room and anesthesia laboratory. Also in 2004, Savannah launched its online programs with bachelor’s degrees in business and information technology. In 2005 online grew again with additional undergraduate programs and master’s level programs in business, health care and criminal justice.

University sponsored student housing is available at the Savannah campus. Interested students should contact the Dean of Student Affairs.

The Savannah library provides comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open-stack book collection provides access to reference and circulating materials, program-specific resources to support class assignments, tutorial aides, and current events and recreational reading.

The adjoining research center, furnished with computer work stations, offers students access to the Internet, on-line database services, an office suite, tutorials and class-support software.

The staff is prepared to assist students and faculty with their research needs. Students and faculty may request individual appointments with the librarians for research assistance and instruction or walk in for guidance on locating materials.

The library also houses a computer lab, academic support center, conference room, study rooms, and a distance learning classroom.
Online Learning at South University

In 2004, South University’s Savannah campus launched online bachelor’s degree programs in Information Technology and Business Administration. Designed to deliver the same quality instruction and personalized attention students enjoy on ground, these online programs enable students who do not live near a South University campus—or those who might not be able to attend classes at a set time and place—to pursue an academic degree through South University.

In 2005 South University added to the list of online programs with bachelor’s of science degree programs in Healthcare Management, Nursing, and Criminal Justice. More recently, the University added a Master of Business Administration, and MBA in Healthcare Administration and a Master of Science in Criminal Justice to its online offerings.

In 2010 South University added its first blended doctoral degree program, the Doctor of Business Administration. This program combines online and on campus experiences for students.

South University strives to provide an excellent educational environment for students to explore the academic foundations that can lead to the pursuit of professional aspirations. Online programs at South University are an extension of South University’s commitment to providing educational opportunities for the intellectual, social and professional development of a diverse student population.

Programs offered online through South University utilize an interactive learning method in which the educational experience becomes the shared responsibility of students in the classroom, and faculty members serve as facilitators of learning. Online students participate in an enriched learning experience that includes classroom lectures, discussions, demonstrations, field trips and guest speaker contributions, while enjoying the convenience of flexible, 24-hour access to the online classroom and course materials.

Online course lectures appear in written form and consist of an introduction to activities as well as explanations of textbook reading assignments. Lectures are intended to be catalysts for ongoing class discussions, and the faculty members facilitate discussion by providing additional insight to course subjects by joining and leading topic dialogues. In-class discussion boards allow for several topics to be addressed at once; therefore, many different sides of a topic can be examined for greater understanding. The faculty member guides discussions to ensure that students proceed toward an ultimate understanding of the subject matter.

The online library provides scholarly resources and information services to support the curriculum and programs of the University, foster academic and professional research by the University community, and facilitate critical thinking and life-long learning by students.

The online library provides access to over 60 databases in all disciplines available electronically 24/7 on and off campus to all authorized students and faculty. Over 50,000 e books, video clips, images and full text dissertations are also included in the online library offerings. Online reference assistance is available through e mail and telephone.

Master’s Degrees
- Business Administration (MBA)
- Healthcare Administration (MBA)
- Criminal Justice (MS)
- Information Systems and Technology (MS)
- Leadership (MS)
- Nursing (MSN)**
- Public Administration (MPA)

Bachelor’s Degrees
- Business Administration (BBA)
- Criminal Justice (BS)
- Healthcare Management (BS)
- Health Sciences (BS)
- Information Technology (BS)
- Legal Studies* (BS)
- Nursing Completion Program (RN to BSN)

Associate’s Degrees
- Accounting (AS)
- Allied Health Science (AS)
- Business Administration (AS)
- Information Technology (AS)
- Paralegal Studies* (AS)

** Minnesota residents are ineligible to enroll into the Master of Science in Nursing or the RN to Master of Science in Nursing online programs.

*Partially available online.
Tuition and Fees for South University Online Programs

Tuition for most online undergraduate degree programs is $1560 per 4 credit course ($390 per credit hour). Tuition does not include an initial onetime application fee of $50. Please refer to the Financial Information section of the South University catalog for details regarding South University financial information policies. Effective August 2011, tuition will change as follows: Master of Business Administration, Master of Business Administration in Healthcare Administration, Master of Science in Information Systems and Technology and Master of Science in Leadership degree programs is $540 per credit hour. Tuition for the Master of Science in Criminal Justice degree program is $515 per credit hour and the tuition for the Master of Science in Nursing** degree program is $415 per credit hour, MSN Clinical Fee $1,000.00, MSN Practicum Evaluation Fees (online) $525.00 (per clinical course). Tuition for the RN to Master of Science in Nursing** degree program is $400 per credit hour. Tuition for the Online Doctor of Business Administration (DBA) degree program is $675 per credit hour. DBA Residency Fee (Online) $1,000. Tuition for the Nursing RN to BSN Completion program is $380 per credit hour.

About Online Courses

Online courses are offered during two sessions within the academic quarter calendar. Each session runs for 5.5 weeks. Due to the intensive and interactive format of online courses, active participation in courses is a key component of learning and provides a clear indicator of the level of understanding a student has achieved with a topic of study. Part of a student’s overall grade for an online course is earned through meeting participation requirements which have been established for all South University online courses. In addition, students will be required to complete and submit the results from study exercises and formal assignments as further demonstration of competency with the skills and concepts covered in a course.

Each online course has the same exit competencies as its on ground equivalent. Online courses are designed to take advantage of technology, making the learning environment more efficient and maximizing relevance to prior learning and experiences.

Online courses, like on ground classes at South University, are offered in either an 11 week or 5.5 week format. Students should contact their academic advisor for information on the length of each course in their program of study.

Digital Bookshelf and eBooks

South University – Online Programs is in the process of enhancing the learning experience by converting traditional textbooks to electronic media. Thus eventually most courses will have a digital resource fee associated with them. This mandatory fee is a flat rate per course and allows students access to an Electronic Library and HTML versions of textbook(s), and in some cases, other electronic media, which is integrated into the course. Students are responsible for reading the Digital Bookshelf and eBook User’s Manual publication which describes the media, access to the materials and your rights and responsibilities related to Digital Bookshelf.

Students retaking a course are charged only once for the digital resources fee associated with the same course because students have access to the digital resources materials for five years. Provided the digital resources for the retaken course still uses the same digital books, students do not purchase additional textbook(s) for these courses. On average the price of the digital resource fee is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges and immediate access to the materials. When you register for a course, the course registration will display whether there is a digital resource fee or whether paper textbooks are required for each particular course.

The online library provides scholarly resources and information services to support the curriculum and programs of the University, foster academic and professional research by the University community, and facilitate critical thinking and life-long learning by students.

The online library provides access to over 60 databases in all disciplines available electronically 24/7 on and off campus to all authorized students and faculty. Over 50,000 e books, video clips, images and full text dissertations are also included in the online library offerings. Online reference assistance is available through email and telephone.

Preferred Requirements:

Preferred Software Specifications:
- Mac OSX 10.5 or 10.6
- OR -
  Windows 7 or Vista with Microsoft .Net 3.5 SP1
Latest version of Safari Browser, Mozilla Firefox, or Internet Explorer

Preferred Hardware Specifications:
- 2.0 GHz INTEL processor
- 1 GB of RAM
- Graphics card capable of 1024 x 768 resolution or larger
- Soundcard & speakers
- High speed internet access

Minimum Requirements:

Minimum Software Specifications:
- Apple Mac OSX 10.4
- OR -
  Microsoft Windows XP SP2 or higher with Microsoft .Net 3.5 SP1
- Safari browser 3.0.4 or higher, Mozilla Firefox 2.0 or higher, Internet Explorer 6 or higher

Minimum Hardware Specifications:
- 1.0 GHz processor
- 512 MB of RAM
- Graphics card capable of 1024x768 screen resolution
- Dial-up internet access is the minimum standard, however, a higher speed is recommended

Recommended Plug-ins or Downloads:

Course instructor may employ technology in the eCollege classroom that requires one of these recommended plug-ins or downloads in order to function properly. If your instructor uses the ClassLive technology, Java will be required. If your instructor provides PDF files, Adobe Reader may be required to open and view those files. You can download these items at the time that they are deemed necessary.

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** Minnesota residents are ineligible to enroll into the Master of Science in Nursing or the RN to Master of Science in Nursing online programs.
**Java**

- If Window - Sun's Java 2 SDK (Java 1.5 or Java 1.6) ([http://www.java.com](http://www.java.com))

**Recommendation regarding “Netbooks”**

Students often see “Netbooks” (small laptop computers primarily designed for web browsing and emailing) as an affordable option when looking to purchase a computer for classwork. However, it is strongly recommend that students do not purchase a Netbook.

Purchasing a low-price laptop or desktop computer that meets the system requirements outlined above is a much better solution for classwork. While some Netbooks may meet resolution and screen size requirements for reading your eBooks, much like some older laptops, some older Netbooks may not be able to graphically handle these sites. This means that reading e-texts and participating in the classroom could become difficult. It may be challenging to scroll through your readings and effectively and efficiently work through the material.

**Taking an Online Program**

Students considering enrollment in an online program are encouraged to complete a short self-administered survey available through the South University–Online Programs Web site ([http://online.southuniversity.edu](http://online.southuniversity.edu)). Prior to enrolling in an online program, students will speak with an associate director of admissions to discuss subject interests, learning activities and styles and the amount of time available to pursue an online education. The associate director of admissions will be able to recommend an appropriate program of study and course load.

In order to participate in online classes, students must have computer hardware and software equivalent to the specifications indicated by South University. Prior to registration each quarter, South University provides students with a list of courses to be offered online and the technology requirements for each course. A list of technology requirements is available through the South University–Online Programs Web site ([http://online.southuniversity.edu](http://online.southuniversity.edu)) and the online course catalog. Because South University regularly evaluates hardware and software needs to ensure that students taking online courses are utilizing technology in parity with students taking the same courses onsite, students should check for technology updates on a quarterly basis.

**Leave of Absence (online courses)**

**Overall Considerations**

A Leave of Absence may be requested by students in online programs. A Leave of Absence is not available to on-campus students (including those on-campus students who are taking online courses). Students in online programs who take a break of 29 consecutive calendar days or less remain continuously enrolled and are classified as full-time students. Students who need to take a break due to situations that would require them to be out of class longer than 29 consecutive calendar days should contact their Academic Counselor and request a Leave of Absence. Students in online programs who have not attended class for more than 29 consecutive calendar days are considered withdrawn from the University unless they have an approved Leave of Absence on file. Signed Leave of Absence forms submitted after 29 consecutive calendar days of the last date of attendance will not be accepted.

**Requesting a Leave of Absence**

Students in online programs may request a Leave of Absence under two instances.

- **Future Leave of Absence**: A student may request a Leave of Absence to take place at a date that occurs while s/he is not enrolled in a course. Students requesting such a Leave of Absence must submit a signed Leave of Absence Request Form to their Academic Counselor. Leave of Absence Request Forms must be submitted 15 calendar days prior to the effective date of the Leave of Absence. In this case, no supporting documentation needs to be submitted.

  - If extenuating circumstances prevent a student from submitting a Leave of Absence Request Form prior to 15 calendar days before the effective date of the Leave of Absence, the Leave of Absence form will be accepted on a case by case basis and must be submitted by the student with supporting documentation related to the extenuating circumstances. These extenuating circumstances include military deployment, extended serious medical emergencies, extended serious family emergencies, jury duty, or natural disasters.

- **Immediate Leave of Absence**: A student may request a Leave of Absence to take place immediately due to extenuating circumstances while s/he is enrolled in a course. Students requesting such an immediate Leave of Absence must submit a signed Leave of Absence Request Form to their Academic Counselor. Forms will be accepted on a case by case basis and must be submitted by the student with supporting documentation related to the extenuating circumstances. These extenuating circumstances include military deployment, extended serious medical emergencies, extended serious family emergencies, jury duty, or natural disasters.

  - Students may not request an immediate Leave of Absence after the 31st calendar day of a 5 ½ week class or the 58th calendar day of an 11-week class. Students receiving a WF in a course will not be eligible for an approved Tuition Waiver for a Future Course and a Leave of Absence will not be granted.

In the event of a natural disaster the University will evaluate the need for a student in the disaster zone to be placed on an approved Leave of Absence.

Students receiving an approved Leaving of Absence do not receive any extension of time in which to fulfill the requirements for an awarded course Incomplete.

**Additional Leave of Absence or an Extension of a Current Leave of Absence**

Students are limited to no more than two Leaves of Absence of 60 calendar days or less within a 12-month period. Students may be granted an additional Leave of Absence or an extension of a current Leave of Absence due to extenuating circumstances. Students requesting an additional Leave of Absence or an extension to a current Leave of Absence must submit a signed Leave of Absence form to their Academic Counselor. The form must explain the extenuating circumstances that require an additional Leave of Absence or an extension of a Current Leave of Absence. The form must be submitted by the student with supporting documentation related to the extenuating circumstances. These extenuating circumstances include military deployment, extended serious medical emergencies, extended serious family emergencies, jury duty, or natural disasters.
The Senior Director of Academic Counseling is responsible for reviewing and approving the request. Request for an additional Leave of Absence or an extension of a current Leave of Absence must be received 15 calendar days prior to the end of the current Leave of Absence. Leave of Absences (including extensions) may not exceed 180 calendar days in a 12-month period.

Returning from an Approved Leave of Absence

Students returning from an approved Leave of Absence that was granted during the time they were enrolled in a course will be allowed to complete coursework started prior to the leave with no additional charges assessed. The University allows students who start a Leave of Absence during a course to withdraw (with a grade of WX) with a Tuition Waiver for a Future Course. Although students will not be charged for the subsequent course, students must re-take the entire course.

If a student does not return from an approved Leave of Absence, the official withdrawal date and beginning of the loan grace period (if applicable) is the last date of class attendance.

Leaves of Absences may not exceed 180 calendar days in a 12-month period. The 12-month period begins the first day of the first Leave of Absence. Students who fail to return on the 180th calendar day will be administratively withdrawn from school.

Registration for Online Courses

Online students are preregistered for classes by their Academic Advisor. Students will receive their preregistration schedule via notification on the Campus Common and will be required to electronically accept the schedule in order to confirm their registration. Should a student have a question about the schedule or wish to be contacted by his or her online academic advisor, the student will have the option to do so. South University cannot guarantee course availability for students who register after the preregistration period.

Registration is confirmed for the new student once the online orientation has been completed. Registration is confirmed for the continuing student once a schedule has been received and confirmed through correspondence with the student's academic advisor.

Student Services

Students taking online courses have access to South University business partners for the purchasing of textbooks, hardware and software. Information about these vendors is provided in the online orientation course. Links to these vendors are located within the online campus and in the online programs course catalog at: www.southuniversity.edu/catalog.

Career Services

South University–Online Programs maintain a Career Services Department to assist students with locating and securing full-time, entry-level, field-related employment upon graduation.

Although employment in full-time positions is not guaranteed by South University, it is vitally important to both the student and the University that each student obtain appropriate employment. Therefore, as students approach the final quarter of their programs, specific and personalized attention is provided in the preparation of professional resumes and cover letters as well as in job search strategies and interviewing skills.

For more information about the Career Services at South University–Online Programs, please contact 888-444-3404.

Student Support

The Student Support team is available to assist online students. As the primary point of contact, the Student Support team is able to answer most student questions. The team can be reached at 888-444-3404 or studentsupport@southuniversity.edu.

Campus Common

The Campus Common is the “community beyond the classroom.” The Campus Common can be accessed from the Student Portal or the online classroom and is a resource for students providing information on many subjects including South University online news, tutoring and online discussions.

The Campus Common is also a resource for students providing access information about their account including academics and financial aid. The Student Portal is the gateway to the online classroom and also allows students to view documents such as course catalogs and directories.

Student Financial Aid

South University has a Department of Financial Aid where online students and their families can develop a financial plan to help ensure students' completion of their programs. Specialists from this department will help students complete the federal and state applications for grants and loans applicable to the students' circumstances. Once a student's eligibility for financial aid has been determined, a financial aid specialist will help the student develop a plan for meeting educational expenses.

Students may contact the Financial Aid Department by phoning 888-444-3404 or through an email link provided within the South University–Online Programs Web site [http://online.southuniversity.edu].
Emergency Leave Policy for Iowa Residents
Iowa residents who are a member, or a spouse of a member if the member has a dependent child, of the Iowa National Guard or Reserve Forces of the United States and who is ordered to state military service or federal service or duty will be afforded the following options:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangement is made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangement with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangement cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Equipment
Prior to registration, students should obtain a technical specification list for hardware and software that supports the online courses. This list is always available from the download documents section of the online programs course catalog. Students may purchase necessary equipment through the hardware and software partners associated with South University, or through another vendor of choice.
South University Tampa opened in June 2006 and is the institution’s second campus in the state of Florida. Centrally located near Raymond James Stadium in one of Florida’s fastest growing communities, the campus affords students the opportunity to learn in classroom, laboratory, and community settings. South University - Tampa programs have affiliations with hundreds of local businesses and healthcare facilities, including national corporations and world-renown treatment centers.

Students may enjoy all the culture and excitement a large city has to offer. Major league sporting events, major concerts, theater, world-renowned restaurants, and a cosmopolitan social scene are all within easy reach. The diverse and vibrant student body thrives on the nurturing atmosphere fostered by faculty and staff. The campus is equipped with technology to support the learning environment, such as simulation lab; skills labs for nursing, physician assistant, and physical therapist assisting; science lab; computer lab; and Academic Resource Center for tutoring and other academic support.

The South University Library –Tampa provides scholarly resources and information services to support the curriculum and programs of the University, foster academic and professional research by the University community, and facilitate critical thinking and life-long learning by students.

The library provides comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open-stack book collection provides access to reference and circulating materials, and program-specific resources to support class assignments. An online library portal with access to over 60 databases in all disciplines is available electronically 24/7 on and off campus to all authorized students and faculty. Over 50,000 ebooks, video clips, images and full text dissertations are also included in the library offerings.
South University Virginia Beach is nestled in a quiet corner of a large office park with easy access to and from Interstate 264. Located at 301 Bendix Road, Virginia Beach, Virginia, the campus occupies 32,600 square feet of space that comprise the first and second floors of a five story building. The first floor of the campus has administrative offices including admissions, registrars, student affairs, financial aid, bookstore, and the office of the President.

The first floor also houses a comfortable library where students congregate for research, study, tutoring, or online work. The library was designed with floor to ceiling windows that open and illuminate the library’s welcoming atmosphere. Ample study space encourages independent and collaborative student work. There is also an online library featuring a library catalog where students can search for material at any of South University’s campuses. Students have online access to over 85 databases featuring hundreds of journals and other materials. The print collection has reference and circulating materials selected to support the programs offered at the school. The library’s computer lab is available to students for homework and research, or it can be closed off from the main library and used for instruction.

Overall, the Virginia Beach campus features 9 classrooms plus Nursing, Physical Therapist Assistants, Anatomy and Physiology, and, Counseling labs. Each classroom has a full wall of windows bringing refreshing natural light to the classroom setting. Both classrooms and laboratory space offer advanced “smart” technology to provide students and faculty with premiere instructional equipment to facilitate learning while demonstrating South University’s commitment to excellence.

Serving a diverse student body with both day and evening classes, South University-Virginia Beach employs a team of faculty and staff engaged in student success. Faculty from a variety of disciplines may be found in the Academic Success Center during designated hours, offering tutoring in a relaxed atmosphere. Embracing South University’s commitment to critical thinking, the Virginia Beach campus provides the opportunity for an education that creates life-long learners.

**Master’s Degrees**
- Professional Counseling (MA)
- Business Administration (MBA)

**Bachelor’s Degrees**
- Business Administration (BBA)
- Criminal Justice (BS)
- Healthcare Management (BS)
- Health Sciences (BS)
- Information Technology (BS)
- Legal Studies (BS)
- Nursing RN to BSN Degree Completion (RN to BSN)
- Psychology (BA)

**Associate’s Degrees**
- Allied Health Science (AS)
- Business Administration (AS)
- Information Technology (AS)
- Criminal Justice (AS)
- Paralegal Studies (AS)
The South University West Palm Beach is centrally located near the heart of Palm Beach County, close to the South Florida beaches and accessible to Interstate 95 and the Palm Beach International Airport. In 2010, the West Palm Beach campus moved into a brand new facility specifically built to support the campus's growing population. The 32,000-square-foot, three-building campus is in the hub of cultural, economic, and government activity in West Palm Beach.

The campus boasts a diverse, vibrant, and multicultural student body that thrives on the nurturing atmosphere fostered by the faculty and staff. In small class settings, a supportive learning environment has developed and been encouraged by faculty who are geared toward the academic success of the students.

The campus library provides individual and group study areas, a computer lab, and a diversified collection of online, audiovisual, and printed materials. Professional librarians are available during all hours of operation to provide assistance in locating information and materials at South University libraries and at other libraries.

The collections include books, magazines, audiovisual and digital sources that support class assignments, tutorial needs, current events and recreational reading. The computer lab offers Internet access, online databases with indexing and full text access to thousands of journals, tutorial programs, an office suite of software programs, and tutorial and other class support software. The library is open during all hours of class and on Fridays and Saturdays.

In keeping with South University’s educational mission, South University – West Palm Beach is focused on producing graduates who are prepared for the challenges of entry into professional life. The West Palm Beach campus has engendered a relationship with the surrounding community, reaching out to its neighbors to participate in community activities and host special events.

**Master’s Degrees**
- Professional Counseling (MA)
- Business Administration (AMBA/MBA)
- Healthcare Administration (AMBA/MBA)
- Adult Health Nurse Practitioner (MSN)

**Bachelor’s Degrees**
- Business Administration (BBA)
- Criminal Justice (BS)
- Health Science (BS)
- Healthcare Management (BS)
- Legal Studies (BS)
- Nursing (BSN)
- Nursing RN to BSN Degree Completion (RN to BSN)
- Psychology (BA)

**Associate’s Degrees**
- Paralegal Studies (AS)
- Physical Therapist Assisting (AS)
General Education

Program Overview

General education courses at South University are designed to support the mission of preparing students for success in their careers. South University faculty and staff recognize that citizens of the future will need to be flexible and broadly knowledgeable if they are to adapt to the demands of a life shaped by changing technologies, growing diversity across peoples and value systems, and rapid social and cultural change.

The general education requirements are designed to expose students to knowledge from a variety of areas, each framed through the lens of its own history and methodology. This broad-based experience in multiple fields will in turn help students develop their critical thinking skills while also better preparing them to enter their chosen program and related career fields.

Our general education curriculum is designed to challenge the individual to develop a deep and meaningful set of personal values and high ethical standards within a commitment to lifelong learning. The enhancement of analytical and critical thinking skills and an emphasis on creativity will be stressed, including the building of skills in oral and written communication. Using technology in coursework and the related skills of assessing the merits of various sources of information in an increasingly online world will be an important part of the general education experience. Students will have the opportunity to delve into the worlds of math and science, the humanities and the arts, and the social and behavioral sciences. Students can become comfortable in each of these areas and abilities while also gaining a challenging exposure to a range of human knowledge that will prepare them for work in their program of study, their professions and their lives.

The goal of the General Education curriculum at South University is to help students learn to:

- Communicate clearly, effectively, and sensitively in both written and spoken modes
- Demonstrate basic skills and abilities in mathematical reasoning and the basic sciences.
- Summarize the ways in which technology shapes policies and practices, including our access to basic information and the growth of knowledge in all fields.
- Illustrate the capacity to think critically, analytically, and logically across multiple fields of inquiry.
- Distinguish and give examples of the nature and consequences of cultural, social, and intellectual diversity, including an increased recognition of the arts and literature.
- Recognize a deepened understanding of their personal values and ethical standards.
- Justify a commitment to lifelong learning.

Areas of Study

The general education requirements for South University are comprised of six specific areas. Each area represents a set of requirements designed to build basic skills and insights and to assure that each student experiences coursework in each of the areas of knowledge that together comprise the General Education curriculum. It is our belief that these components are directly associated with the qualities defining an educated professional and necessary for entry-level employment in a fast-paced, changing world. The components are designed to reflect the needs and expectations expressed by many employers of college graduates.

The frameworks shown below reflect minimum requirements to be met by all South University students at either the Associate’s or Bachelors degree levels. Programs may identify specific courses needed in that field as a part of the general education program while others may leave choices open to the interests and abilities of the student. The specific areas and course requirements will include the following, but students must check their program for any specific requirements needed to satisfy general education requirements.

General Education Program Areas and Approved Courses

A. Professional Development (Program descriptions provide specific information for General Education and core curriculum requirements)

1. ITS1000 Computer and Internet Literacy (4)
2. UVC1000 Strategies for Success (4)

B. Basic Communications (Program descriptions provide specific information for General Education and core curriculum requirements)

1. ENG1001 Composition I (4)
2. ENG1002 Composition II (4)
3. ENG2001 Composition III (4)
4. SPC1026 Public Speaking (4)

C. Mathematics and Statistics (Program descriptions provide specific information for General Education and core curriculum requirements) (Placement test required)

1. MAT1001 Intermediate Algebra (4)
2. MAT1005 College Algebra (4)
3. MAT1500 College Mathematics (4)
4. MAT2000 Pre-Calculus (4)
5. MAT2058 Statistics (4)
6. MAT2101 Calculus I (4)
7. MAT2102 Calculus II (4)

D. Natural Sciences (Program descriptions provide specific information for General Education and core curriculum requirements)

1. BIO1011/1012 Anatomy and Physiology I and Lab (4, 2)
2. BIO1013/1014 Anatomy and Physiology II and Lab (4, 2)
3. BIO1020 Biology I (4)
4. BIO1021 Biology II (4)
5. CHM1010 General Chemistry (4)
E. Arts and Humanities (Program descriptions provide specific information for General Education and major requirements)

1. ENG2002 World Literature I (4)
2. ENG2003 World Literature II (4)
3. HIS1101 U.S. History I (Colonial to 1865) (4)
4. HIS1102 U.S. History II (1865 to present) (4)
5. HUM1001 History of Art through the Middle Ages (4)
6. HUM1002 History of Art from the Middle Ages to Modern Times (4)
7. HUM2101 World Civilization I (4)
8. HUM2102 World Civilization II (4)
9. PHI2301 Introduction to Philosophy (4)

F. Social and Behavioral Sciences (Program descriptions provide specific information for General Education and major requirements)

1. ECO2071 Principles of Microeconomics (4)
2. ECO2072 Principles of Macroeconomics (4)
3. POL2076 American Government (4)
4. PSY1001 General Psychology (4)
5. SOC1001 Introduction to Sociology (4)
6. SOC2010 Social Problems (4)
College of Arts and Sciences

Criminal Justice
Behavioral Sciences
Graphic Design
Legal/Paralegal Studies

The College of Arts and Sciences offers a growing collection of programs for students interested in pursuing careers in the traditional areas found in the arts and sciences. Each program is developed around a set of standards that expose students to the breadth of study often associated with such programs while also assuring that students are deeply grounded in their career field of choice. For these reasons, students are offered a number of free electives to use to explore related interests while also being provided elective options that are related to their chosen field. Students will also explore the basic theories and concepts of their field, related applications, and current research in the areas comprising the field. To facilitate their research experiences, students will be required in all fields in the college to complete courses related to research methods and data analysis. This requirement by the College of Arts and Sciences speaks both to our mission of preparing students for their chosen careers while also supporting our commitment to critical thinking and information literacy.

Criminal Justice

Master of Science in Criminal Justice

The University of Southern California Master of Science in Criminal Justice degree program is designed to serve the growing number of individuals in the criminal justice system who desire a post-baccalaureate education, as well as those in more traditional public and private employment who may wish to acquire further education in criminal justice.

The program is designed to serve a variety of student interests. It has been designed with a limited prerequisite requirement to enable students with bachelor's degrees in related fields such as criminology, psychology, business or public administration, anthropology, political science, sociology, or related social sciences to enroll along with students with undergraduate degrees in criminal justice.

The Master of Science degree program in Criminal Justice is designed to prepare students for management, administrative, research, and teaching positions. It is primarily designed to foster a learning community of criminal justice professionals who will use their knowledge within law enforcement, correctional, political, and legal arenas. Program graduates will also be prepared for admission to doctoral degree programs in criminal justice, criminology and other related fields as well as for advancement within existing law enforcement, correctional, local, and state government and legal institutions.

The program provides a general administration tract as well as four specializations in Homeland Security, Corrections, Cyber Crime, and Public Administration that is designed to meet student needs for more in-depth knowledge, skills, and applications in areas of great national and international interest.

### Master of Science in Criminal Justice

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MCJ5001</td>
<td>Foundations in Criminal Justice</td>
<td>4</td>
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<tr>
<td>MCJ5003</td>
<td>Ethics and Moral Behavior in the Criminal Justice System</td>
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<td>MCJ6903</td>
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<td>MCJ6002</td>
<td>Juvenile Justice Administration</td>
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<td>MCJ5002</td>
<td>Advanced Techniques of Basic and Applied Research in Criminal Justice</td>
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<tr>
<td>MCJ6004</td>
<td>Criminal Justice Planning and Innovation</td>
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<tr>
<td>MCJ6401</td>
<td>Critical/Controversial Issues: Law Enforcement</td>
<td>4</td>
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<tr>
<td>MCJ6402</td>
<td>Special Topics in Criminal Justice Organizational Management</td>
<td>4</td>
</tr>
<tr>
<td>MCJ6996</td>
<td>Applied Research Project I</td>
<td>1</td>
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<td>MCJ6997</td>
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<td>MCJ6998</td>
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<td>MCJ6402</td>
<td>Critical/Controversial Issues: Corrections</td>
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<td>MCJ6403</td>
<td>Critical/Controversial Issues: Organizational Leadership</td>
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<td>MCJ6410</td>
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<td>LEA5100</td>
<td>Leadership and Innovation</td>
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### Specialization in Homeland Security

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<td>Resource and Agency Coordination</td>
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<tr>
<td>MCJ6505</td>
<td>Management of Critical Incidents</td>
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<td>MCJ5002</td>
<td>Advanced Techniques of Basic and Applied Research in Criminal Justice</td>
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<td>MCJ6404</td>
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### Specialization in Cyber Crime

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<tr>
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<td>Criminal Justice Administration</td>
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<tr>
<td>MCJ6504</td>
<td>Criminal Justice Planning and Innovation</td>
<td>4</td>
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<tr>
<td>MCJ6403</td>
<td>Critical/Controversial Issues: Law Enforcement</td>
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<td>MCJ6405</td>
<td>Critical/Controversial Issues: Corrections</td>
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<td>MCJ6406</td>
<td>Critical/Controversial Issues: Organizational Leadership</td>
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<td>Legal Issues in Criminal Justice</td>
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<td>LEA5100</td>
<td>Leadership and Innovation</td>
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### Electives (Choose two electives)

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<td>MCJ6402</td>
<td>Critical/Controversial Issues: Corrections</td>
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<tr>
<td>MCJ6403</td>
<td>Critical/Controversial Issues: Organizational Leadership</td>
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### Specialization in Public Administration

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<tr>
<td>MCJ6001</td>
<td>Criminal Justice Administration</td>
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<tr>
<td>MPA5001</td>
<td>Foundations of Public Administration</td>
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<tr>
<td>MCJ6502</td>
<td>Advanced Techniques of Basic and Applied Research in Criminal Justice</td>
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<tr>
<td>MPA5005</td>
<td>Public and Nonprofit Organizational Behavior</td>
<td>4</td>
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<tr>
<td>MPA5010</td>
<td>Public and Nonprofit Budgeting and Accounting</td>
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Electives (Choose Two Electives) 8 Credits

Choose three (3) additional electives from the list below in consultation with advisor:

**Arts and Humanities** Choose two:
- Basic Communications
- Professional Development
- Area 1 General Education Requirements 64 credits

Bachelor of Science in Criminal Justice
The South University Criminal Justice program offers a course of study leading to a Bachelor of Science degree in Criminal Justice. This course of study is designed to give students broad perspectives on the causes of crime and critical insights to the functions of the components of the criminal justice system. Courses in the program deal with crime, violence, and other forms of deviance and the responses to these problems by police, courts, and corrections; contemporary criminal justice issues; and ethical concerns and research. Students in the criminal justice program receive excellent preparation for further study in graduate or professional schools as well as for entry-level careers in the criminal justice system.

<table>
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<th>Bachelor of Science in Criminal Justice 180 Credit Hours</th>
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<tr>
<td><strong>Professional Development</strong></td>
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<td>ITS1003 Computer and Internet Literacy</td>
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<td>UVC1000 Strategies for Success</td>
<td>4</td>
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<td><strong>Basic Communications</strong></td>
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<tr>
<td>ENG1001 Composition I</td>
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<tr>
<td>ENG1002 Composition II Literature</td>
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<td>ENG2001 Composition III</td>
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<tr>
<td>SPC1026 Public Speaking</td>
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<td><strong>Mathematics and Statistics</strong></td>
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<td>MAT2058 Statistics</td>
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<td>Choose two (2) additional courses from the list below:</td>
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<tr>
<td>MAT1001 Intermediate Algebra</td>
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<tr>
<td>MAT1006 College Algebra</td>
<td>4</td>
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<tr>
<td>MAT1500 College Mathematics</td>
<td>4</td>
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<tr>
<td>MAT2000 Pre-Calculus</td>
<td>4</td>
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<tr>
<td>MAT2101 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT2102 Calculus II</td>
<td>4</td>
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<tr>
<td><strong>Natural Sciences Choose two:</strong></td>
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<tr>
<td>BIO1020 Biology I</td>
<td>4</td>
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<tr>
<td>BIO1021 Biology II</td>
<td>4</td>
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<tr>
<td>CHM1010 General Chemistry</td>
<td>4</td>
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<tr>
<td><strong>Arts and Humanities Choose two:</strong></td>
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<tr>
<td>ENG2002 World Literature I</td>
<td>4</td>
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<tr>
<td>ENG2003 World Literature II</td>
<td>4</td>
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<tr>
<td>HIS1101 US History I</td>
<td>4</td>
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<td>HIS1102 US History II</td>
<td>4</td>
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<tr>
<td>HUM1001 History of Art Through the Middle Ages</td>
<td>4</td>
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<tr>
<td>HUM1002 History of Art from the Middle Ages to Modern Times</td>
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<tr>
<td>HUM2101 World Civilization I</td>
<td>4</td>
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<tr>
<td>HUM3102 World Civilization II</td>
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<tr>
<td>PHIL2301 Introduction to Philosophy</td>
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<tr>
<td><strong>Social and Behavioral Sciences</strong></td>
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<tr>
<td>PSY1001 General Psychology</td>
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<tr>
<td>SOC1001 Introduction to Sociology</td>
<td>4</td>
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<tr>
<td>Choose one (1) additional course from the list below:</td>
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<tr>
<td>ECO2071 Principles of Microeconomics</td>
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<tr>
<td>ECO2072 Principles of Macroeconomics</td>
<td>4</td>
</tr>
<tr>
<td>POL2076 American Government</td>
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<tr>
<td>SOC2010 Social Problems</td>
<td>4</td>
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<tr>
<td>PSY2007 Statistics for Behavioral Sciences</td>
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<td>(must be taken concurrently with PSY2008 Statistics Lab)</td>
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<tr>
<td>PSY2088 Statistics Lab</td>
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<tr>
<td>PSY2060 Research Methods</td>
<td>4</td>
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<td>(must be taken concurrently with PSY2061 Research Methods Lab)</td>
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<td>PSY2061 Research Methods</td>
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<td>Choose three (3) additional electives from the list below in consultation with advisor:</td>
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<tr>
<td>CRJ2003 Juvenile Justice System</td>
<td>4</td>
</tr>
<tr>
<td>CRJ2006 Introduction to Police Organizations</td>
<td>4</td>
</tr>
<tr>
<td>CRJ3007 Law Enforcement Structure/Behavior</td>
<td>4</td>
</tr>
<tr>
<td>CRJ3014 Criminal Justice and the Media</td>
<td>4</td>
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<tr>
<td><strong>College of Arts and Sciences</strong></td>
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<tr>
<td><strong>Core</strong></td>
<td>52 Credit Hours</td>
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<tr>
<td>CRJ1101 Introduction to Criminal Justice and Law Enforcement</td>
<td>4</td>
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<tr>
<td>CRJ1102 Introduction to Criminal Courts and Corrections</td>
<td>4</td>
</tr>
<tr>
<td>CRJ2002 Criminal Law</td>
<td>4</td>
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<tr>
<td>CRJ2004 Ethics in Criminal Justice</td>
<td>4</td>
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<tr>
<td>CRJ2006 Criminal Procedures</td>
<td>4</td>
</tr>
<tr>
<td>CRJ2004 Race, Class and Gender in Criminal Justice</td>
<td>4</td>
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<tr>
<td>CRJ2005 Criminal Justice Management and Administration</td>
<td>4</td>
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<tr>
<td>CRJ2009 Theories of Crime/Justice</td>
<td>4</td>
</tr>
<tr>
<td>CRJ2011 Criminology</td>
<td>4</td>
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<tr>
<td>CRJ2012 Introduction to Juvenile Delinquency</td>
<td>4</td>
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<tr>
<td>CRJ4001 Victimology</td>
<td>4</td>
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<tr>
<td>CRJ4003 Critical Issues in Criminal Justice</td>
<td>4</td>
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<tr>
<td>CRJ4007 Alcohol, Drugs and Criminal Justice Policy</td>
<td>4</td>
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<td><strong>Major Specialization Areas Choose one:</strong></td>
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<tr>
<td>General (non-specialized)</td>
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<td>Choose nine (9) advisor-approved Criminal Justice courses or approved electives as shown below.</td>
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<tr>
<td><strong>Corrections</strong></td>
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<tr>
<td>CRJ3021 Probation and Parole</td>
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<tr>
<td>CRJ4004 Family Violence</td>
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<tr>
<td>CRJ4008 Administration of Correctional Facilities</td>
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<tr>
<td>CRJ4009 Illegal Immigration and the Criminal Justice System</td>
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<td>Choose five (5) additional advisor-approved Criminal Justice electives.</td>
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<tr>
<td><strong>Crime Scene Investigation</strong></td>
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<tr>
<td>CRJ3008 Criminalistics I</td>
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<tr>
<td>CRJ4012 Criminal Investigation</td>
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<tr>
<td>CRJ4013 Criminalistics II</td>
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<tr>
<td>CRJ4014 Crime Scene Investigation</td>
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<td>CRJ4015 Bloodstain Pattern Analysis</td>
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<td>Choose four (4) additional advisor-approved Criminal Justice electives.</td>
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<td><strong>Cyber Crime</strong></td>
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<tr>
<td>CRJ4021 Cyber Crime</td>
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<tr>
<td>CRJ4022 Digital Forensics</td>
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<tr>
<td>ITS1101 Foundations of Information Technology</td>
<td>4</td>
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<tr>
<td>ITS2103 Networking Fundamentals</td>
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<td>ITS3104 IT Security: Access and Protection</td>
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<td>ITSC321 Case Studies in Computer Security</td>
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<td>Choose three (3) additional advisor-approved Criminal Justice electives.</td>
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<tr>
<td><strong>Law Enforcement</strong></td>
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<tr>
<td>CRJ3007 Law Enforcement Structure And Process</td>
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<tr>
<td>CRJ4006 Community Policing</td>
<td>4</td>
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<tr>
<td>CRJ4009 Illegal Immigration and the Criminal Justice System</td>
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<tr>
<td>CRJ4010 Law Enforcement Supervision and Management</td>
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<tr>
<td>CRJ4011 Terrorism and Homeland Security</td>
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<tr>
<td>CRJ4012 Criminal Investigation</td>
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<td>Choose three (3) additional advisor-approved Criminal Justice electives.</td>
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<td><strong>Electives for Criminal Justice Specializations</strong></td>
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<td>CRJ2003 Juvenile Justice System</td>
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<td>CRJ2005 Introduction to Police Organizations</td>
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<tr>
<td>CRJ3007 Law Enforcement Structure And Process</td>
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<td>CRJ4006 Community Policing</td>
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<td>CRJ4008 Administration of Correctional Facilities</td>
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<tr>
<td>CRJ4009 Illegal Immigration and the Criminal Justice System</td>
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<tr>
<td>CRJ4010 Law Enforcement Supervision and Management</td>
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<td>CRJ4011 Terrorism and Homeland Security</td>
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<td><strong>Other courses may be used with the specific approval of the academic advisor.</strong></td>
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**College of Arts and Sciences**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>CRJ4012</td>
<td>Criminal Investigation</td>
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<tr>
<td>CRJ4013</td>
<td>Criminology II</td>
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<td>CRJ4014</td>
<td>Crime Scene Investigation</td>
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<tr>
<td>CRJ4015</td>
<td>Bloodstain Pattern Analysis</td>
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<td>CRJ4021</td>
<td>Cyber Crime</td>
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<td>CRJ4022</td>
<td>Digital Forensics</td>
<td>4</td>
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<tr>
<td>CRJ4995</td>
<td>Internship in the Criminal Justice System I</td>
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<td>CRJ4996</td>
<td>Internship in the Criminal Justice System II</td>
<td>4</td>
</tr>
<tr>
<td>CRJ4997</td>
<td>Internship in the Criminal Justice System III</td>
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<td>EDM2010</td>
<td>Fundamentals of Emergency and Disaster Management</td>
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<tr>
<td>MGT3345</td>
<td>Human Resource Management</td>
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**Capstone** 4 Credit Hours

**CRJ4989** Senior Seminar 4

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**Associate of Science in Criminal Justice**

The Associate of Science in Criminal Justice degree program is designed to provide students with a broad based education and a foundation of knowledge into crime and society’s response to it. Courses in the program include an introduction to the organization and functions of law enforcement, the courts and corrections, as well as the basic systems and processes of emergency and disaster management. Successful completion of the Associate of Science in Criminal Justice degree program prepares students for entry into the Bachelor of Science in Criminal Justice degree program.

**Associate of Science in Criminal Justice 92 Credit Hours**

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<td>ITC1001 Computer and Internet Literacy</td>
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<td>UVC1000 Strategies for Success</td>
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**Basic Communications**

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<td>ENG1001</td>
<td>Composition I</td>
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<tr>
<td>ENG1002</td>
<td>Composition II/Literature</td>
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<tr>
<td>ENG2001</td>
<td>Composition III</td>
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<tr>
<td>SPC1026</td>
<td>Public Speaking</td>
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**Mathematics and Statistics (choose one)**

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<tbody>
<tr>
<td>MAT1001</td>
<td>Intermediate Algebra</td>
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<td>MAT1005</td>
<td>College Algebra</td>
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<tr>
<td>MAT2000</td>
<td>Pre-Calculus</td>
<td>4</td>
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<tr>
<td>MAT2101</td>
<td>Calculus I</td>
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<td>MAT2102</td>
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**Natural Sciences (choose one)**

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<td>History of Art from the Middle Ages to Modern Times</td>
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**Arts and Humanities (choose one)**

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<td>SOC1001</td>
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<td>BIO1021</td>
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<td>CHM1010</td>
<td>General Chemistry</td>
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<tr>
<td>ECO2071</td>
<td>Principles of Microeconomics</td>
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<td>PSCI2026</td>
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<td>SOC2010</td>
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**Note:** These courses cannot count for both Area I and Area II credits.

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**Area II Foundation Requirements**

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**Area III Major Requirements**

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<td>CRJ1102</td>
<td>Introduction to Criminal Courts and Corrections</td>
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<td>CRJ2003</td>
<td>Criminal Law</td>
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<td>CRJ2004</td>
<td>Juvenile Justice System</td>
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**Behavioral Sciences**

**Master of Arts in Professional Counseling**

The South University Master of Arts degree program in Professional Counseling is intended to meet the local and regional need for qualified professional counselors. The emphasis of the program is on community, agency, and clinical mental health counseling. The program is designed to enable program graduates to achieve all initial eligibility criteria to become certified as a National Certified Counselor (NCC) by the National Board for Certified Counselors (NBCC), and licensed in their state.* The length of the Professional Counseling program varies in accord with the licensing requirements of the states in which the program is offered. As a result, the program may not meet the licensing requirements of all states. The student should contact the licensing board in the state in which they anticipate seeking licensure to determine the appropriate program. By way of illustration, the tracks offered at the Columbia campus are 72 and 91 credit hours. Both tracks meet current state requirements for Counseling programs in South Carolina. The program is 90 hours at the Montgomery campus, which meets the current state requirements for Counseling programs in Alabama. The Program is 91 hours at the Novi, Richmond, and Virginia Beach campuses, which meets the current requirements for Counseling programs in Michigan and Virginia. The tracks offered at the Savannah campus are 72 and 91 hours. Both tracks meet current state requirements for Counseling programs in Georgia. The state of Florida offers licensure only for Counselors in Mental Health and Marriage and Family Counseling. Therefore, the tracks offered at the West Palm Beach campus are 92 and 103 credit hours in length. Both tracks meet current state requirements for Counseling programs in Florida.

The delivery structure of the program provides the opportunity for students who wish to balance the rigors of work and home while pursuing their master’s degree. Classes will meet each Saturday and weeknights as needed. Students will have the opportunity to complete two to three classes each quarter. Classes will be taken one at a time and each class will be 10 weeks in length.

Students who enroll in the program will be taught via two primary modes of instruction. The majority of the program will involve didactic and experiential classroom instruction. The second mode of instruction will focus on supervised field experiences. Students will be placed in actual community counseling settings and will practice counseling under the auspices of an onsite supervisor. Students in field placements will also receive weekly individual and group supervision from qualified faculty supervisors.

The objectives of the South University Professional Counseling program are to recruit qualified students from all areas and provide fair and equitable admissions criteria; make available a variety of instructional models and resources to provide the student with the most effective learning arrangements and to provide appropriate learning opportunities for counseling students that will prepare them to perform their expected competencies in an ethical, legal, safe, and effective manner upon graduation; prepare counseling students to communicate effectively, instill the importance and value of continued education and involvement in appropriate professional and community affairs after graduation; and encourage the counseling students to recognize their own strengths and limitations.

*South University does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to South University.
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Bachelor of Arts in Psychology
The Bachelor of Arts in Psychology degree program is designed to provide students with a broad background in general education, and to provide initial training and quality instruction for students seeking entry-level careers in psychology or a graduate degree in the behavioral sciences.

General Concentration
The program includes the required general education courses and completion of a core of required psychology courses covering a general foundation stressing the scientific study of human behavior. Additionally, students complete upper-level advanced courses in many disciplines in the field of psychology.

Behavioral Health Concentration
This program includes the required general education courses and completion of a core of required psychology courses covering a broad foundation stressing the scientific study of human behavior. Students will have an opportunity to learn advanced strategies in order to investigate and analyze mental health issues in the field and in the context of an individualized project. This concentration aids the preparation of students pursuing a career in the areas of Psychiatric Technician, Psychological Technician, Behavioral Specialist, Research Assistant, and those pursuing graduate school in the area of mental health.

Experimental/Research Concentration
This program includes the required general education courses and completion of a core of required psychology courses covering a broad foundation stressing the scientific study of human behavior. Students will have an opportunity to learn advanced strategies to investigate and analyze mental health issues in the field and in the context of an individualized project. This concentration aids the preparation of students pursuing a career in the areas of Personnel Analyst, Market Researcher, and those pursuing graduate school in multimedia technology. This concentration aids the preparation of students seeking entry-level careers in psychology or a graduate degree in the behavioral sciences.

Area I Foundation Requirements Choose three: 12 Credit Hours

Area II Foundation Requirements Choose three: 12 Credit Hours

Area III Major Program Requirements 104 Credit Hours

Note: These courses cannot count for both Area I and Area II credits.

Area IV Additional Program Requirements 12 Credit Hours

Note: These courses cannot count for both Area III and Area IV credits.
**Bachelor of Arts in Psychology**

**Behavioral Health Concentration**

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<td>Basic Communications</td>
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<td>ENG1001 Composition I</td>
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<td>ENG1002 Composition II/Literature</td>
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<td>MAT1005 College Algebra</td>
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<tr>
<td>MAT2101 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT2102 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences Choose two:</td>
<td>4</td>
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<tr>
<td>BIO1011 Anatomy and Physiology I</td>
<td>Must be taken concurrently with BIO1012</td>
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<tr>
<td>BIO1012 Anatomy and Physiology I Lab</td>
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<tr>
<td>BIO1013 Anatomy and Physiology II</td>
<td>Must be taken concurrently with BIO1014</td>
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<tr>
<td>BIO1014 Anatomy and Physiology II Lab</td>
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<td>BIO1020 Biology I</td>
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</tr>
<tr>
<td>BIO1021 Biology II</td>
<td>4</td>
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<tr>
<td>CHEM101 General Chemistry</td>
<td>4</td>
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</tbody>
</table>

*Note: If a BA Psychology student chooses to take an Anatomy and Physiology course, only BIO1011 and BIO1013 Satisfy the Natural Sciences requirement. Students enrolling in either course must, however, also take the related co-requisite lab courses: BIO1012 and BIO1014 respectively. Students electing this option for their Natural Sciences requirement will complete up to 184 credit hours of work for their degree, depending on their exact choice.*

**Arts and Humanities**

| PHIL301 Introduction to Philosophy   | 4                   |
| Choose one (1) additional course from the following: |                  |
| ENGL202 World Literature I           | 4                   |
| ENGL2003 World Literature II         | 4                   |
| HIS1101 US History I                 | 4                   |
| HIS1102 US History II                | 4                   |
| HUM1001 History of Art through the Middle Ages | 4               |
| HUM1002 History of Art from the Middle Ages to Modern Times | 4           |
| HUM2101 World Civilization I         | 4                   |
| HUM2102 World Civilization II        | 4                   |

**Social and Behavioral Sciences**

| POL2076 American Government          | 4                   |
| PSY1001 General Psychology           | 4                   |
| SOC1001 Introduction to Sociology (4)| 4                   |

**Area II Foundation Requirements Choose three:**

| ACC1001 Accounting                   | 4                   |
| AHS101 Medical Terminology           | 4                   |
| BUS1101 Introduction t Business      | 4                   |
| BUS1038 Business Law                 | 4                   |
| CRJ101 Introduction to the Criminal Justice System and Law Enforcement | 4           |
| CRJ102 Introduction to the Criminal Courts and Corrections | 4               |
| CRJ2004 Ethics in Criminal Justice   | 4                   |
| CRJ2006 Criminal Procedures          | 4                   |
| CRJ3004 Race, Class, and Gender in Criminal Justice | 4           |
| CRJ3007 Law Enforcement Structure and Process | 4       |
| CRJ3012 Introduction to Juvenile Delinquency | 4 |
College of Arts and Sciences

Basic Communications
PSY4001 Composition I 4
PSY4002 Composition II/Literature 4
PSY4003 Composition III 4

Mathematics and Statistics
MAT2058 Statistics 4
Choose two (2) additional courses from the following:
MAT1001 Intermediate Algebra 4
MAT1005 College Algebra 4
MAT1500 College Mathematics 4
MAT2001 Pre-Calculus 4
MAT2101 Calculus I 4
MAT2102 Calculus II 4

Natural Sciences Choose two:
BIO1011 Anatomy and Physiology I (Must be taken concurrently with BIO1012)
BIO1012 Anatomy and Physiology I Lab 2
BIO1013 Anatomy and Physiology II (Must be taken concurrently with BIO1014)
BIO1014 Anatomy and Physiology II Lab 2
BIO2020 Biology I 4
BIO2021 Biology II 4
CHM1010 General Chemistry 4

Arts and Humanities
PSY4040 Human Sexuality 4

Area II Foundation Requirements 54 Credit Hours

Area III Major Program Requirements 100 Hours Core 76
PSY2007 Statistics for Behavioral Sciences (must be taken concurrently with PSY2008 Statistics for Behavioral Science Lab) 4
PSY2008 Statistics for Behavioral Sciences Lab 2
PSY2010 Abnormal Psychology 4
PSY2022 Human Growth and Development 4
PSY2050 History and Systems 4
PSY2060 Research Methods (must be taken concurrently with PSY2061 Research Methods Lab) 2
PSY2061 Research Methods Lab 2
PSY3001 Cognitive I (must be taken concurrently with PSY3002 Lab) 2
PSY3002 Cognitive Lab 4
PSY3010 Social Psychology (must be taken concurrently with PSY3011 Social Psychology Lab) 4
PSY3011 Social Psychology Lab 2
PSY3300 Personality 4
PSY3500 Motivation 4
PSY3602 Statistics for Behavioral Sciences II 4
PSY3603 Statistics for Behavioral Sciences III 4
PSY3652 Research Methods II 4
PSY3653 Research Methods III 4
PSY3700 Multimedia Assessment and Psychometrics 4
PSY4030 Multicultural Psychology 4
PSY4200 Psychology and the Media 4
PSY4201 Psychology and Gender 4

Psychology Electives 3000 Level Electives Choose two:
PSY3400 Sensation and Perception 4
PSY3520 Child/Adolescent Development 4

4000 Level Electives Choose four:
PSY4401 Psychology and Law 4
PSY4405 Psychology of Religion 4
PSY4490 Biological Psychology 4
PSY4566 Industrial/Organizational Psychology 4
PSY4611 Senior Thesis I 4
PSY4652 Senior Thesis II 4

Graphic Design
Bachelor of Science in Graphic Design
(Offered only at the Columbia campus)
The Bachelor of Science in Graphic Design degree program is designed to provide students with a broad background in general education, advanced theoretical graphic design concepts, and practical applications. This rigorous program is designed for the student who is ready to pursue an entry-level career in the graphic design field as a production manager, art director, creative director, or studio manager. Both traditional and computer based techniques are incorporated into the curriculum. The course work will emphasize development of technical skills, reasoning, analytical and problem solving abilities.

Bachelor of Science in Graphic Design 180 Credit Hours

Area I General Education Requirements 52 Credit Hours
Personal Development
ITS1006 Computer and Internet Literacy 4
UVC1000 Strategies for Success 4

Basic Communications
ENG1001 Composition I 4
ENG1002 Composition II/Literature 4
ENG2001 Composition III 4

Mathematics and Statistics
MAT1001 Intermediate Algebra 4
MAT1005 College Algebra 4
MAT1500 College Mathematics 4
MAT2000 Pre-Calculus 4
MAT2068 Statistics 4
MAT2101 Calculus I 4
MAT2102 Calculus II 4

Area II Foundation Requirements Hours 54 Credit Hours
BUS1001 Introduction to Business 4
MKT2000 Principles of Marketing 4
ITS1101 Foundations of Information Technology I 4
ITS2111 Multimedia and Web Development 4

Area III Major Requirements 62 Credit Hours

Core 36
GRA2900 Portfolio I 2

Electives 26
GRA2900 Portfolio II 4

Psychology Electives 3000 Level Electives Choose two:
PSY3400 Sensation and Perception 4
PSY3520 Child/Adolescent Development 4

4000 Level Electives Choose four:
PSY4401 Psychology and Law 4
PSY4405 Psychology of Religion 4
PSY4490 Biological Psychology 4
PSY4566 Industrial/Organizational Psychology 4
PSY4611 Senior Thesis I 4
PSY4652 Senior Thesis II 4

Bachelor of Arts in Graphic Design 120 Credit Hours

Area I General Education Requirements 32 Credit Hours
Personal Development
ENG1001 Composition I 4
ENG1002 Composition II/Literature 4

Basic Communications
ENG1001 Composition I 4
ENG1002 Composition II/Literature 4

Mathematics and Statistics
MAT1500 College Mathematics 4
MAT2000 Pre-Calculus 4
MAT2068 Statistics 4
MAT2101 Calculus I 4
MAT2102 Calculus II 4

Area II Foundation Requirements Hours 54 Credit Hours
BUS1001 Introduction to Business 4
MKT2000 Principles of Marketing 4
ITS1101 Foundations of Information Technology I 4
ITS2111 Multimedia and Web Development 4

Area III Major Requirements 62 Credit Hours

Core 36
GRA2900 Portfolio I 2

Electives 26
GRA2900 Portfolio II 4

Psychology Electives 3000 Level Electives Choose two:
PSY3400 Sensation and Perception 4
PSY3520 Child/Adolescent Development 4

4000 Level Electives Choose four:
PSY4401 Psychology and Law 4
PSY4405 Psychology of Religion 4
PSY4490 Biological Psychology 4
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PSY4611 Senior Thesis I 4
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Bachelor of Science in Graphic Design
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Area I General Education Requirements 40 Credit Hours

Structured so that a student can continue directly into the Bachelor of Science in Paralegal Program. Preparatory courses help students succeed in a rapidly changing and challenging profession. A paralegal professional is a person who performs specifically delegated substantive legal work, for which a lawyer is responsible, but cannot give legal advice, set fees, or represent clients in court. Coursework emphasizes development of keen analytical and critical thinking skills while fostering sensitivity to cultural and political diversity. Students use modern law office technology and software in an increasing number of courses taught in classrooms, computer labs or in courses offered online. Students are also instructed in ethics and how to avoid the unauthorized practice of law. We encourage our students to commit to lifelong learning that should not only enable them to obtain employment as paralegals following graduation but may also lead to promotions once they become paralegal professionals.

Admissions to Degree Programs in Legal Studies and Paralegal Studies

Students seeking admission into the degree programs offered by the Legal Studies Department must meet all requirements for general admission into the University. Students seeking admission as transfer students must meet additional standards stated in this section of the catalog as well as those required of all transfer students seeking to enroll in South University. This includes students moving from one South University campus to another or to or from the partially online program offered only through the Savannah campus. Students wishing to transfer to the partially online program offered at the Savannah campus from a South University campus other than the Savannah campus are required to transfer their enrollment to the Savannah campus and through that campus to the partially online program. Those seeking admission as a transfer student into a Legal Studies degree program must provide additional documentation to aid in evaluation for admission and acceptance of transfer credit. Students may transfer up to 75% of the total work required for a degree in the Legal Studies programs but no more than 50% of the work to be applied toward the Legal Studies specialty course requirements for the degree. All courses to be applied toward the Legal Studies specialty course requirements must be evaluated and found to be essentially comparable to the course for which the student would receive credit in the South University Legal Studies program.

For legal specialty transfer courses, including courses taken from other South University campuses, the student should present the catalog description of the course from the source campus or college or university. A syllabus or comparable document describing the course requirements, learning objectives of the course, textbook and related materials used in the course, samples of work completed in the course, and grading criteria may also be required at the discretion of the Registrar or the Legal Studies Program Director making the evaluation. These materials will be referred to the appropriate Legal Studies Program Director or qual-

### College of Arts and Sciences

#### Area II Major Program Requirements 54 Credit Hours

<table>
<thead>
<tr>
<th>Core</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRA1000 Drawing and Perspective</td>
<td>4</td>
</tr>
<tr>
<td>GRA1001 Color Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>GRA1004 Design Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>GRA1005 Graphic Design Studio</td>
<td>4</td>
</tr>
<tr>
<td>GRA1011 Typography I</td>
<td>4</td>
</tr>
<tr>
<td>GRA1160 Digital Imaging</td>
<td>4</td>
</tr>
<tr>
<td>GRA1170 Observational Drawing</td>
<td>4</td>
</tr>
<tr>
<td>GRA1195 Digital Layout</td>
<td>4</td>
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<td>GRA2010 3D Design Fundamentals</td>
<td>4</td>
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<td>GRA2210 Digital Illustration</td>
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<tr>
<td>GRA2290 Concept Design</td>
<td>4</td>
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<tr>
<td>GRA2292 Print Production</td>
<td>4</td>
</tr>
<tr>
<td>GRA2800 Web Design I</td>
<td>4</td>
</tr>
</tbody>
</table>

### Capstone

GRA2900 Portfolio 2

### Legal Studies

The South University Legal Studies Department offers the Bachelor of Science in Legal Studies and the Associate of Science in Paralegal Studies in programs that allow a student completing their Associate of Science courses to matriculate easily into the Bachelor of Science in Legal Studies program.

#### The Paralegal Profession and Legal Studies Curriculum

The South University Paralegal Studies and Legal Studies programs prepare students to succeed in a rapidly changing and challenging profession. A paralegal professional is a person who performs specifically delegated substantive legal work, for which a lawyer is responsible, but cannot give legal advice, set fees, or represent clients in court. Coursework emphasizes development of keen analytical and critical thinking skills while fostering sensitivity to cultural and political diversity. Students use modern law office technology and software in an increasing number of courses taught in classrooms, computer labs or in courses offered online. Students are also instructed in ethics and how to avoid the unauthorized practice of law. We encourage our students to commit to lifelong learning that should not only enable them to obtain employment as paralegals following graduation but may also lead to promotions once they become paralegal professionals.

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Those seeking admission as a transfer student into a Legal Studies degree program must provide additional documentation to aid in evaluation for admission and acceptance of transfer credit. Students may transfer up to 75% of the total work required for a degree in the Legal Studies programs but no more than 50% of the work to be applied toward the Legal Studies specialty course requirements for the degree. All courses to be applied toward the Legal Studies specialty course requirements must be evaluated and found to be essentially comparable to the course for which the student would receive credit in the South University Legal Studies program.

For legal specialty transfer courses, including courses taken from other South University campuses, the student should present the catalog description of the course from the source campus or college or university. A syllabus or comparable document describing the course requirements, learning objectives of the course, textbook and related materials used in the course, samples of work completed in the course, and grading criteria may also be required at the discretion of the Registrar or the Legal Studies Program Director making the evaluation. These materials will be referred to the appropriate Legal Studies Program Director or qual-

### Associate of Science in Graphic Design

(Offered only at the Columbia campus)

The Associate of Science in Graphic Design degree program is designed to provide educational preparation for the student to serve in entry-level positions in the ever changing and diverse field of advertising, publishing, and communications through technical and aesthetic skills. These skills can be developed through hands-on experience with illustration, graphic design, computer graphics, desktop publishing, designing with type, production, and photography.

The Associate of Science in Graphic Design degree program prepares students for entry-level positions such as assistant designer, graphic designer, production artist, and/or layout artist. The program is structured so that a student can continue directly into the Bachelor of Science in Graphic Design degree program.

#### Associate of Science in Graphic Design

<table>
<thead>
<tr>
<th>Area I General Education Requirements</th>
<th>94 Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>40 Credit Hours</td>
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<tr>
<td>Professional Development</td>
<td>8</td>
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<tr>
<td>ITS1000 Computers and Internet Literacy</td>
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<tr>
<td>UVC1000 Strategies for Success</td>
<td>4</td>
</tr>
<tr>
<td>Basic Communications</td>
<td></td>
</tr>
<tr>
<td>ENG1001 Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG1002 Composition II/Literature</td>
<td>4</td>
</tr>
<tr>
<td>ENG2000 Composition III</td>
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<td>SPC2016 Public Speaking</td>
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<tr>
<td>Mathematics and Statistics Choose one:</td>
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</tr>
<tr>
<td>MAT1001 Intermediate Algebra</td>
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</tr>
<tr>
<td>MAT1005 College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MAT1100 College Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MAT2000 Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT2900 Statistics</td>
<td>4</td>
</tr>
<tr>
<td>MAT2101 Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT2102 Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>Natural Sciences Choose one:</td>
<td></td>
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<tr>
<td>BIO1020 Biology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO1021 Biology II</td>
<td>4</td>
</tr>
<tr>
<td>CHM1011 General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>Arts and Humanities Choose one:</td>
<td></td>
</tr>
<tr>
<td>ENG2002 World Literature I</td>
<td>4</td>
</tr>
<tr>
<td>ENG2003 World Literature II</td>
<td>4</td>
</tr>
<tr>
<td>HIS1101 US History I</td>
<td>4</td>
</tr>
<tr>
<td>HIS1102 US History II</td>
<td>4</td>
</tr>
<tr>
<td>HUM1001 History of Art through the Middle Ages</td>
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<tr>
<td>HUM1002 History of Art from the Middle Ages to Modern Times</td>
<td>4</td>
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<tr>
<td>HUM2101 World Civilization I</td>
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</tr>
<tr>
<td>HUM2102 World Civilization II</td>
<td>4</td>
</tr>
<tr>
<td>PH2301 Introduction to Philosophy</td>
<td>4</td>
</tr>
<tr>
<td>Social and Behavioral Sciences Choose one:</td>
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<tr>
<td>ECO2071 Principles of Microeconomics</td>
<td>4</td>
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<tr>
<td>ECO2072 Principles of Macroeconomics</td>
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<tr>
<td>POL2076 American Government</td>
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<tr>
<td>PSY1002 General Psychology</td>
<td>4</td>
</tr>
<tr>
<td>SOC1001 Introduction to Sociology</td>
<td>4</td>
</tr>
<tr>
<td>SOC2010 Social Problems</td>
<td>4</td>
</tr>
</tbody>
</table>
College of Arts and Sciences

fied Legal Studies faculty member for a final decision after the Registrar has reviewed the courses to assure the work meets the general transfer admission standards.

All students enrolling in the partially online program offered through the Savannah campus must document that at least four legal specialty courses comprising at least 16 quarter hours of credit were completed in a traditional classroom format. *The program requires that LGS1005 Legal Research and Writing I (4) be completed in this manner. Other legal specialty courses commonly presented to satisfy this requirement include the following:

1. LGS1001 Introduction to Paralegalism (4)
2. LGS1004 Torts and Remedies (4)
3. LGS1006 Legal Research and Writing II (4)
4. LGS2001 Civil Litigation (4)
5. LGS2002 Family Law (4)
6. LGS2003 Estate Planning and Probate (4)
7. LGS2004 Criminal Law (4)
8. LGS2005 Real Estate Law (4)

Other legal specialty courses completed in a traditional classroom format but not listed here may be presented to meet this requirement at the discretion of the Program Director in consultation with the Registrar. Students already enrolled in the partially online program seeking to meet the requirement that at least 16 quarter hours of course work must be completed in a traditional classroom format, including LGS1005 Legal Research and Writing I will work with their online Academic Counselor and the online Legal Studies Program Director to identify an acceptable college or university where such work may be completed. Targeted courses will be identified and pre-approved by the online Legal Studies Program Director working with the Academic Counselor and Registrar using the criteria listed above as applicable.

Bachelor of Science in Legal Studies

The Bachelor of Science in Legal Studies degree program is designed to provide students with a broad academic background in general education, fundamental theoretical legal concepts, and practical applications. This program is designed for the student who has an interest in an entry-level career in the legal field. The graduate will be prepared for challenging assignments, including investigating cases, researching the law, and preparing documents for litigation or business transactions, while working under the supervision of a licensed attorney.

Students pursuing the Bachelor of Science in Legal Studies program are required to follow the curriculum and transfer policies that are outlined at the beginning of the “Legal Studies” section of the catalog. The course work is designed to emphasize development of keen analytical and critical thinking skills, while fostering sensitivity to cultural and political diversity. Graduates pursue entry-level positions as paralegals in law firms, banks, insurance companies, governmental agencies and corporations. The ABA defines a paralegal as "a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible." Paralegals and legal assistants may not give legal advice, set fees, or represent clients in court. All students in our legal studies programs receive instruction in legal ethics and how to avoid the unauthorized practice of law.

Bachelor of Science in Legal Studies

Area I General Education Requirements  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>MAT1000  Intermediate Algebra</td>
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<tr>
<td>MAT1005  College Algebra</td>
<td>4</td>
</tr>
<tr>
<td>MAT1500  College Mathematics</td>
<td>4</td>
</tr>
<tr>
<td>MAT2000  Pre-Calculus</td>
<td>4</td>
</tr>
<tr>
<td>MAT2101  Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>MAT2102  Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>MAT2988  Statistics</td>
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</table>

Area II Foundation Requirements  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ENG1002  Composition II/Literature</td>
<td>4</td>
</tr>
<tr>
<td>ENG2001  Composition III</td>
<td>4</td>
</tr>
<tr>
<td>SOC1001  Introduction to Sociology</td>
<td>4</td>
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</tbody>
</table>

Area III Major Requirements  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS1238  Business Law I</td>
<td>4</td>
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<tr>
<td>BUS2008  Business Law II</td>
<td>4</td>
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</tbody>
</table>

Choose two of the following or an additional advisor approved Business elective  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC1001  Accounting I</td>
<td>4</td>
</tr>
<tr>
<td>BUS1101  Introduction to Business</td>
<td>4</td>
</tr>
<tr>
<td>MGT2037  Principles of Management</td>
<td>4</td>
</tr>
<tr>
<td>MK2100  Principles of Marketing</td>
<td>4</td>
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Electives  

Choose six (6) additional courses from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS2002  Family Law*</td>
<td>4</td>
</tr>
<tr>
<td>BUS2003  Estate Planning and Probate*</td>
<td>4</td>
</tr>
<tr>
<td>BUS2004  Criminal Law*</td>
<td>4</td>
</tr>
<tr>
<td>BUS2005  Real Estate Law*</td>
<td>4</td>
</tr>
<tr>
<td>BUS2008  Worker's Compensation</td>
<td>4</td>
</tr>
<tr>
<td>BUS2010  Bankruptcy Law</td>
<td>4</td>
</tr>
<tr>
<td>BUS2030  Administrative Law</td>
<td>4</td>
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</tbody>
</table>

Choose seven (7) additional courses from the following:  

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>LG2009  International Law</td>
<td>4</td>
</tr>
<tr>
<td>LG3040  Constitutional Law</td>
<td>4</td>
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<tr>
<td>LG3060  Immigration Law</td>
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<tr>
<td>LG3065  Contracts Law for Paralegals</td>
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<tr>
<td>LG3065  Criminal Procedure</td>
<td>4</td>
</tr>
<tr>
<td>LG4020  Advanced Real Estate</td>
<td>4</td>
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<tr>
<td>LG4045  Advanced Technology for Paralegals</td>
<td>4</td>
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<tr>
<td>LG4050  Environmental Law</td>
<td>4</td>
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<tr>
<td>LG4051  Cyberlaw</td>
<td>4</td>
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<tr>
<td>LG4055  Intellectual Property</td>
<td>4</td>
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<tr>
<td>LG4060  Legal Internship II</td>
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Area IV Transfer  

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENG2071  World Literature I</td>
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</tr>
<tr>
<td>ENG2072  World Literature II</td>
<td>4</td>
</tr>
<tr>
<td>HIS1101  US History I</td>
<td>4</td>
</tr>
<tr>
<td>HIS2102  US History II</td>
<td>4</td>
</tr>
<tr>
<td>HUM1001  History of Art through the Middle Ages</td>
<td>4</td>
</tr>
<tr>
<td>HUM2101  History of the Middle Ages to Modern Times</td>
<td>4</td>
</tr>
<tr>
<td>HUM2102  World Civilization I</td>
<td>4</td>
</tr>
<tr>
<td>HUM2102  World Civilization II</td>
<td>4</td>
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<tr>
<td>MGT2037  Principles of Microeconomics</td>
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<tr>
<td>MGT2037  Principles of Macroeconomics</td>
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<td>POL2037  American Government</td>
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<tr>
<td>PSY1001  General Psychology</td>
<td>4</td>
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<tr>
<td>SOC2910  Social Problems</td>
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</table>
Associate of Science in Paralegal Studies

The paralegal studies program is designed to provide educational preparation for individuals to serve as paralegals or legal assistants. The program consists of specialized course work and a supervised externship in selected legal settings such as law firms, real estate and title companies, banks and state or federal governmental agencies. Practical training prepares graduates working under the supervision of a licensed attorney to perform many tasks in a legal office, including but not limited to, interviewing clients and witnesses, preparing legal documents and otherwise assisting attorneys with the preparation of their cases. The ABA defines a paralegal as “…a person, office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible.” Paralegals and legal assistants may not give legal advice, set fees, or represent clients in court. All students in our paralegal studies program receive instruction in legal ethics and how to avoid the unauthorized practice of law.

Students pursuing the Associate of Science in Paralegal Studies program are required to follow the curriculum and transfer policies that are outlined at the beginning of the “legal Studies” section of the catalog.

<table>
<thead>
<tr>
<th>Area I General Education Requirements</th>
<th>40 Credit Hours</th>
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<tbody>
<tr>
<td><strong>Professional Development</strong></td>
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<tr>
<td>IT11001  Computers and the Internet</td>
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<tr>
<td>UVC1000  Strategies for Success</td>
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<tr>
<td><strong>Basic Communications</strong></td>
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<tr>
<td>ENO1001  Composition I</td>
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<tr>
<td>ENO1002  Composition II/Literature</td>
<td>4</td>
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<tr>
<td>EN2001  Composition III</td>
<td>4</td>
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<tr>
<td>SPC1026  Public Speaking</td>
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<td><strong>Mathematics and Statistics Choose one:</strong></td>
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<tr>
<td>MAT1001  Intermediate Algebra</td>
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<tr>
<td>MAT1005  College Algebra</td>
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<tr>
<td>MAT1520  College Mathematics</td>
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<tr>
<td>MAT2000  Pre-Calculus</td>
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<td>MAT2058  Statistics</td>
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<tr>
<td>MAT2101  Calculus I</td>
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<td>MAT2102  Calculus II</td>
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<td><strong>Natural Sciences Choose one:</strong></td>
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<td>BIO1020  Biology I</td>
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<tr>
<td>BIO1021  Biology II</td>
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<tr>
<td>CHM1010  General Chemistry</td>
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<td><strong>Arts and Humanities Choose one:</strong></td>
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<td>ENG2002  World Literature I</td>
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<tr>
<td>ENG2003  World Literature II</td>
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<tr>
<td>HIS1101  US History I</td>
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<tr>
<td>HIS1102  US History II</td>
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<tr>
<td>HUM1001  History of Art through the Middle Ages</td>
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<tr>
<td>HUM1002  History of Art from the Middle Ages to Modern Times</td>
<td>4</td>
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<tr>
<td>HUM2101  World Civilization I</td>
<td>4</td>
</tr>
<tr>
<td>HUM2102  World Civilization II</td>
<td>4</td>
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<tr>
<td>PHI2301  Introduction to Philosophy</td>
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<td><strong>Social and Behavioral Sciences Choose one:</strong></td>
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<td>ECO2071  Microeconomics</td>
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<td>ECO2072  Macroeconomics</td>
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<td>PSY1001  General Psychology</td>
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<tr>
<td>SOC1001  Introduction to Sociology</td>
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<td>SOC2010  Social Problems</td>
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</table>

**Area II Foundation Requirements** 8 Credit Hours

| BUS1038  Business Law I                | 4              |
| BUS2038  Business Law II               | 4              |

**Area III Major Requirements** 44 Credit Hours

| Core |               | 4 |
|-------------------|----------------|
| LGS1001  Introduction to Paralegalism | |
| LGS1004  Torts and Remedies            | 4 |
| LGS1005  Legal Research and Writing I* | 4 |
| LGS1006  Legal Research and Writing II| 4 |
| LGS2001  Civil Litigation              | 4 |
| LGS2007  Computers in the Legal Office | 4 |

Electives Choose four:

| LGS2002  Family Law*                   | 4 |
| LGS2003  Estate Planning and Probate*  | 4 |
| LGS2004  Criminal Law*                 | 4 |
| LGS2005  Real Estate Law*              | 4 |
| LGS2008  Worker's Compensation         | 4 |
| LGS2010  Bankruptcy Law                | 4 |
| LGS2030  Administrative Law            | 4 |

Capstone:

| LGS2099  Paralegal Externship          | 4 |

Designated as “Capstone” Course for AS Degree

State of Minnesota education requirements consider HIS1101 and HIS1102 to be Social Science coursewrets; therefore, Minnesota residents are advised to complete an Arts and Humanities course other than HIS1101 or HIS1102 to fulfill their South University Arts and Humanities General Education requirement. Minnesota residents must also complete the following courses to satisfy Minnesota education requirements: One additional four-credit course in the Arts and Humanities area (other than HIS1101 or HIS1102); One additional four-credit course in the Social and Behavioral Sciences area, and, Two additional four-credit courses selected from the Basic Communications, Mathematics and Statistics, National Sciences, Arts and Humanities (other than HIS1101 or HIS1102), and/or Social and Behavioral Sciences areas. These additional courses will increase a Minnesota resident's total credits required to graduate from the program from 92 credits to 108 credits.

* Only the Savannah campus is ABA approved to offer paralegal studies courses in the partially online format.

** All students enrolling in the partially online program offered through the Savannah campus must document that at least four paralegal specialty courses comprising at least 16 quarter hours of credit were completed in a traditional classroom format. Paralegal specialty courses commonly presented to satisfy this requirement are marked with an asterisk (*). Other paralegal specialty courses completed in a traditional classroom format but not listed here may be presented to meet this requirement at the discretion of the Program Director in consultation with the Registrar.

** The program requires that LGS1005 Legal Research and Writing I (4) be completed in a traditional classroom format. Students in Savannah's partially online paralegal studies programs should contact their academic counselor for information on completing these requirements.
College of Business

Business Administration and Accounting
Healthcare Administration and Management
Information Systems and Technology
Leadership
Public Administration

The South University College of Business offers a Doctor of Business Administration. This is a blended program which uses online classes and campus residencies to maximize the student experience. It also offers six master’s degree programs through campus locations and online, including the Master of Business Administration (MBA), the Accelerated Master of Business Administration, the Master of Business Administration in Healthcare Administration, Master of Science in Information Systems and Technology, Master of Science in Leadership and Master of Public Administration degree programs.

The College of Business includes programs leading to either a Bachelor of Business Administration (BBA) degree, Bachelor of Science in Healthcare Management, Bachelor of Science in Information Technology, Associate of Science degree in Accounting, Business Administration or Information Technology. Each program is built on a strong foundation of general studies in mathematics, science, language arts, and the social sciences.

Business Administration, Accounting and
Doctor of Business Administration

Doctor of Business Administration

The Doctor of Business Administration (DBA) degree program at South University is designed to prepare students to teach business courses in higher education or to practice their profession in business or consulting. The program is organized around three core areas: field specialization, research methods/statistics, and quality teaching instruction.

The purpose of the DBA degree is to prepare graduates to:

- Obtain faculty positions in academic institutions.
- Advance in positions of senior management responsibility.
- Enable successful management consulting engagements.

The primary objective of the DBA degree program is to prepare students for faculty positions in academic institutions. Another potential value of the degree program is to train students for advancement and for enhanced performance in their positions as senior executives and consultants. The DBA degree program is designed to help candidates develop skills in applied research by improving their methodological and analytical proficiency. These skills help students advance in their academic careers or in their careers as senior managers or consultants.

To achieve its mission, the DBA degree program strives for excellence in the following broad areas:

Teaching
- Provide students with the knowledge, skills, abilities, attitudes, and values necessary to pursue their career goals.
- Develop an understanding of and approach to critical inquiry.
- Facilitate the transformation of students from dependent to independent learners.
- Foster a desire and need for life-long learning.

Scholarship
- Engage students in all forms of scholarship including the scholarship of teaching.
- Expose students to the research process.
- Encourage students’ scholarly inquiry into their field of study in order to increase the knowledge base within that field of study.

Academic and Professional Service
- Involve students in their field of study.
- Develop an enhanced sense of volunteerism and leadership and recognize its positive impact on the academic and professional community.
- Integrate the students’ participation in the program into the students’ professional lives.

This program allows the student to specialize in one of the functional areas within a college/school of business while becoming familiar with the methods of conducting scholarly research and quality methods of teaching in higher education through a highly integrated curriculum. Students have the opportunity to study the current research in the field, analyze and practice the research methods appropriate to the topics within the field/discipline, and develop appropriate methodologies to teach the topics to future students within the methods used in the field. Additionally, students have the requirement of teaching an online course at South University under the mentorship of a South University faculty member. If the student has taught online for South University or another institution, the student is still expected to meet all the course/learning requirements expected of DBA degree program students.

Program Distinctives

The South University DBA program is designed to be unique through the combination of the following items:

- A doctoral degree program that focuses on teaching, scholarship and service and as such mirrors the performance criteria for faculty within higher education.
- Requires an online teaching experience as an instructor within South University.
- A traditional preliminary exam and dissertation experience similar to Ph.D. degree programs.
- Integration of management research paradigms as an organizing structure within each content course.

Program Goals

The South University DBA program seeks to achieve the following goals:

- Educate future Doctors of Business Administration to possess advanced skills in teaching, scholarship, and providing service to the professional community they serve whether that is through education or industry.
- Develop within each student the knowledge and skills necessary to be an effective educator in an area of Business Administration.
- Produce researchers who test and advance business theory and practice to make contributions to the larger business community.
- Promote a desire and provide an avenue for South University students and faculty to provide service to the academic and professional community, as well as to the public at large.
- Encourage creative decision making, analytical thinking, and critical analysis
- Provide a valuable and compelling learning environment that contributes to lifelong learning.
- Create a curriculum that actively integrates theory and research methods in all content classes.

Program Learning Objectives

Upon completion of the DBA program, students should be able to:

- Apply critical thinking skills to analyze contemporary theory with their discipline.
- Integrate contemporary theory into cogent paradigms.
- Make important contributions to the business administration knowledge base.
- Comprehend and apply the concepts, principles, and methods of researching business topics for peer reviewed journals, business practices, and consulting assignments.
- Demonstrate a thorough understanding and practice of teaching management courses in higher education.
- Develop research designs using scientific investigation and systematic inquiry in an area of management.
- Provide valuable service to their academic and professional community.
- Demonstrate excellent oral and written communication related to their field.
Doctor of Business Administration

Foundation

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BUS5700</td>
<td>Introduction to the Professional Doctorate</td>
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Specialization in Organizational Behavior

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<tbody>
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<td>MGTI7100</td>
<td>Seminar on Organizational Behavior</td>
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<tr>
<td>MGTI7105</td>
<td>Seminar in Group and Team Behavior</td>
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<tr>
<td>MGTI7110</td>
<td>Seminar in Organizational Theory</td>
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<tr>
<td>MGTI7115</td>
<td>Seminar in Leadership</td>
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<td>MGTT200</td>
<td>Seminar in Organizational Development and Change</td>
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<td>MGTT205</td>
<td>Seminar in Ethics and Social Responsibility</td>
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Research Methods/Statistics

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<tr>
<td>BUS7100</td>
<td>Research Methods I</td>
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<tr>
<td>BUS7105</td>
<td>Research Methods II</td>
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<tr>
<td>BUS7200</td>
<td>Statistics for Research Methods I</td>
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<tr>
<td>BUS7205</td>
<td>Statistics for Research Methods II</td>
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Teaching in Higher Education

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<td>College Teaching</td>
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<tr>
<td>INS7200</td>
<td>Instructional Design</td>
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<tr>
<td>INS7205</td>
<td>Measurement and Assessment in Education</td>
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Dissertation

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<td>BUS8110</td>
<td>Doctoral Dissertation Research Development</td>
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<tr>
<td>BUS8105</td>
<td>Doctoral Dissertation Proposal</td>
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<tr>
<td>BUS8110</td>
<td>Independent Research for the Doctoral Dissertation</td>
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MBA6730 Legal Environment of Entrepreneurship and Small Business 4
MBA6740 Growing Entrepreneurial Organizations and Small Businesses 4
MBA6710 Marketing in Entrepreneurial Organizations and Small Businesses 4

Finance Specialization

<table>
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<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>MBA6101</td>
<td>Global Financial Management</td>
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<tr>
<td>MBA6102</td>
<td>Entrepreneurial Finance, Venture Capital, and IPOs</td>
<td>4</td>
</tr>
<tr>
<td>MBA6103</td>
<td>Financial Instruments and Markets</td>
<td>4</td>
</tr>
<tr>
<td>MBA6104</td>
<td>Mergers, Acquisitions, and Corporate Restructuring</td>
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<tr>
<td>MBA6105</td>
<td>Investment and Portfolio Management</td>
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Hospitality Management Specialization

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<tr>
<td>MBA6710</td>
<td>Contemporary Issues in Global Hospitality Management</td>
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<tr>
<td>MBA6120</td>
<td>Hospitality Finance and Revenue Management*</td>
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<td>MBA6220</td>
<td>Franchising and Chain Management within the Hospitality Industry</td>
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<tr>
<td>MBA6225</td>
<td>Consumer Behavior and Marketing within the Hospitality Industry</td>
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<tr>
<td>MBA6230</td>
<td>Hospitality Systems and Policy Formulation*</td>
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International Business Specialization

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<tr>
<td>MBA6204</td>
<td>Global Marketing</td>
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<tr>
<td>MBA6401</td>
<td>Global Importing and Exporting</td>
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<tr>
<td>MBA6405</td>
<td>Global Human Resources</td>
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<tr>
<td>MBA6410</td>
<td>Ports Management and Shipping Administration</td>
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Marketing Specialization

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<td>Consumer Behavior</td>
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<tr>
<td>MBA6202</td>
<td>Market Research</td>
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<td>MBA6203</td>
<td>Advertising and Promotion</td>
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<tr>
<td>MBA6204</td>
<td>Global Marketing</td>
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<tr>
<td>MBA6205</td>
<td>E-Commerce</td>
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Mangement Information Systems Specialization

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<td>Information Technology Infrastructure</td>
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<tr>
<td>IST6200</td>
<td>Information Systems Fundamentals</td>
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<tr>
<td>IST6000</td>
<td>Principles of Systems Development</td>
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<td>IST6010</td>
<td>Project Management</td>
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<tr>
<td>IST6101</td>
<td>Web Technologies</td>
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<tr>
<td>IST6020</td>
<td>Computer Security and Forensics</td>
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Sustainability Specialization

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<tbody>
<tr>
<td>MBA6810</td>
<td>Sustainability for Businesses</td>
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<tr>
<td>MBA6815</td>
<td>Product Stewardship and Sustainability</td>
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<td>MBA6820</td>
<td>Climate Change Strategies for Business Sustainability</td>
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<td>MBA6825</td>
<td>Sustainability Strategies in Developing Economies</td>
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<tr>
<td>MBA6830</td>
<td>Innovation and Sustainability</td>
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Capstone (Required):

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<tr>
<td>MBA6999</td>
<td>Strategic Development and Implementation</td>
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Accelerated Master of Business Administration

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<th>Course Title</th>
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<td>ACC5005</td>
<td>Financial Accounting and Reporting</td>
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</tr>
<tr>
<td>LEA5125</td>
<td>Leadership Ethics, Culture &amp; Politics</td>
<td>4</td>
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Accelerated Master of Business Administration

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MBA6710</td>
<td>Entrepreneurial Organizations and Small Businesses</td>
<td>4</td>
</tr>
<tr>
<td>MBA7200</td>
<td>New Venture Creation</td>
<td>4</td>
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<tr>
<td>MBA6102</td>
<td>Entrepreneurial Finance, Venture Capital, and IPOs</td>
<td>4</td>
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</table>

College of Business
College of Business

MBA5001 Organization Behavior & Communication 4
MBA5005 Law and Ethics for Managers 4
MBA5008 Quantitative Analysis and Decision Making 4
MBA5009 Managerial Environment 4
MBA6001 Managerial Finance 4
MBA6011 Strategic Marketing 4
MBA6012 Operations and Supply Chain Management 4
MBA6801 Strategic HR Management 4
MBA6805 Organization Development and Change Management 4
MBA6899 Strategic Development and Implementation 4

Accelerated Master of Business Administration, Healthcare Administration

The Accelerated Master of Business Administration, Healthcare Administration degree program is designed to prepare students for a leadership role within the healthcare industry. This is an intensive program presented and designed to be completed in one year. Weekend classes held 24 Saturday’s per year are supplemented with Internet-mediated coursework and synchronous meetings via conference calls and web-based meetings. The program is founded on the philosophy that healthcare leaders require strong business competencies and management skills to be successful. The curriculum is designed to prepare students with a sound foundation in business analysis and decision-making, in addition to a specialization in healthcare administration.

The business foundation is achieved through a core group of business courses. These courses are designed to provide a firm grounding in economics, decision-making, behavioral sciences, and strategic environments. The MBA courses present a functional approach to the long run and short run decisions that must be made to deliver goods and services. The Healthcare Administration specialization courses are designed to provide specialized management courses specific to the healthcare field. The Accelerated MBA, Healthcare Administration program, is offered in Columbia, Savannah, West Palm Beach, and Atlanta.

Accelerated Master of Business Administration, Healthcare Administration 48 Credit Hours

Master of Business Administration
MBA5001 Organization Behavior & Communication 4
MBA5005 Law and Ethics for Managers 4
MBA5008 Quantitative Analysis and Decision Making 4
MBA5009 Managerial Environment 4
MBA6001 Managerial Finance 4
MBA6011 Strategic Marketing 4
MBA6012 Operations and Supply Chain Management 4

Healthcare Administration
MHC6301 Healthcare Structure, Organization and Governance 4
MHC6302 Public Health Organization and Management 4
MHC6303 Quality Performance and Management 4
MHC6304 Health Policy 4
MHC6305 Financial Management of Healthcare Organizations 4
MHC6306 Human Resource Management in Healthcare Organizations 4

Bachelor of Business Administration

The Bachelor of Business Administration degree program focuses on preparing students with the knowledge and skills they will need to pursue entry-level business careers. With courses such as Organizational Change Management, Strategic Management, and Advanced Organizational Development, students can discover how to adapt business strategies to accommodate changing marketplace conditions. Courses that include Managerial Communications, Dynamic Decision Making and Leadership are designed to provide students with opportunities to understand and apply effective leadership skills. Through case studies and intensive projects, students will have the opportunity to gain the ability to assess organizational needs and implement effective improvement scenarios.

BBA students can also tailor their degree studies by selecting from nine areas of specialization: Accounting, Construction Management, Finance, Hospitality Management, Human Resources Management, Management and Leadership, Marketing, Real Estate or Supply Chain Management and Logistics. The BBA degree program culminates in a capstone project, a two-course sequence that focuses on the students’ area of emphasis and allows the student to apply the concepts and skills he or she has learned in real and simulated business situations. Graduates from the BBA degree program will be prepared to pursue entry-level careers in a variety of fields, including accounting, construction management, financial services, economics, personnel resources and sales and marketing.

Areas of Specialization

Accounting
This specialization provides courses in accounting that help prepare students for entry-level careers in corporate and/or public accounting. Additional graduate level coursework, such as that contained in South University’s MBA degree program with an Accounting Specialization, may be required to qualify to take the CPA Examination and/or to be licensed in the four states where South University has campuses offering the business curriculum.* Students should familiarize themselves with the requirements of the State Board of Accountancy in the particular state in which they wish to take the exam.*

Construction Management
This specialization is designed to develop fundamental construction knowledge and skills that combine with the knowledge and skills gained from the core BBA degree program courses to provide graduates with the essential knowledge and skills needed for the management of construction projects and businesses. Graduates with this specialization should have integrated a solid foundation in business fundamentals with essential skills in construction management to make them suited for entry-level management positions in construction and construction-related industries.

Finance
This specialization provides courses in financial operations, services and techniques, including financial statement analysis, international finance, enterprise risk management, investments and portfolio management.

Hospitality Management
The specialization in Hospitality Management is designed to prepare students for first and second tier management employment within the hospitality industry. The focus of the program is to develop a specific understanding of the industry, while developing critical skills and management perspectives key to the hospitality industry.

Human Resources Management
This specialization provides courses for students who desire entry-level careers in areas such as recruiting, staffing, compensation, benefits, and personnel development.

Management and Leadership
This specialization prepares students with the skills and knowledge they’ll need to supervise employees, manage organizational costs, and oversee organizational development to improve overall business outcomes.

Marketing
This specialization presents a variety of courses that represent various marketing disciplines, including sales, advertising, public relations, market research and consumer behavior.

Real Estate
This specialization provides students with the requisite knowledge, terminology, and analytical skills utilized within the commercial investment and corporate real estate industry. Such as equity and debt financing, property and land development processes, and appraisal and valuation techniques.

Supply Chain Management and Logistics
This specialization provides students with interests in the coordinated management of sourcing, procurement, conversion, and logistics activities for the production and delivery of goods and services.

Bachelor of Business Administration 180 Credit Hours

Area I General Education Requirements 64 Credit Hours

Professional Development 8 Credit Hours
ITS1000 Computer and Internet Literacy 4
LHC1000 Strategies for Success 4

Basic Communications
ENG1001 Composition I 4
ENG1002 Composition II 4
ENG2201 Composition III 4
SPC1026 Public Speaking 4

Mathematics and Statistics
MAT1098 Statistics 4

Bachelor of Business Administration

Accounting

Construction Management

Finance

Hospitality Management

Human Resources Management

Management and Leadership

Marketing

Real Estate

Supply Chain Management and Logistics

*Bachelor of Business Administration, Healthcare Administration, Accounting Specialization Only

*Candidates for notice to South University.

*South University does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to South University.

Supply Chain Management and Logistics
Choose two (2) additional courses from the following:

- BUS3041 Managerial Communication 4
- MKT2010 Principles of Management 4
- BUS2023 Business Communication 4
- FIN2030 Introduction to Finance 4
- MGT2037 Principles of Management 4
- MGT2010 Principles of Marketing 4

Choose one (1) additional course from the following:

- ACC1001 Accounting I 4
- ACC1002 Accounting II 4
- ACC1003 Accounting III 4
- BUS1038 Business Law 4
- BUS1101 Introduction to Business 4
- BUS2033 Business Communication 4
- BUS2043 Introduction to Finance 4
- MGT2037 Principles of Management 4
- MGT2010 Principles of Marketing 4

Choose one (1) additional course from any other Business Administration specialization.

Choose three (3) additional courses from the following:

- MGT4220 Purchasing & Vendor Management 4
- MGT4210 Logistics & Transportation Management within Supply Chains 4
- MGT3050 Organizational Change Management 4
- MGT3045 Human Resource Management 4
- BUS4101 Quality Management 4
- BUS3102 Leadership 4
- MGT4545 Small Business Management 4

Choose one (1) additional course from the following:

- BUS2038 Business Law II 4
- BUS3101 Dynamic Decision Making 4
- BUS4101 Quality Management 4
- FIN3030 Corporate Finance 4
- MIS3101 Application of Management Information Systems 4
- MGT4207 Global Business Management 4
- MGT3059 Operations Management 4
- MGT4099 Advanced Operations Management 4
- MGT3002 Organizational Behavior 4
- MKT4010 Marketing Management 4

Specializations for Business Administration Choose one:

General (non-specialized)

Choose a combination of four (4) courses from any Business Administration specialization below.

Specialization Areas Choose one:

16 credit hours

General (non-specialized)

- BUS2038 Business Law II 4
- MGT2010 Principles of Marketing 4

Choose one course from the list of two below:

- PSY1001 General Psychology 4
- SOC1001 Introduction to Sociology 4

Choose one course from the list of seven below:

- MAT1001 Intermediate Algebra 4
- MAT1005 College Algebra 4
- MAT1100 College Mathematics 4
- MAT2000 Pre-Calculus 4
- MAT2058 Statistics 4
- MAT2101 Calculus I 4
- MAT2102 Calculus II 4

*Note: These courses cannot count for both Area I and Area III credits

Construction Management Choose four:

- CON3010 Construction Materials, Methods, and Equipment 4
- CON3200 Construction Design Communications 4
- CON4010 Essentials of Construction Cost Estimation 4
- CON4015 Construction Project Planning and Scheduling 4
- CON4200 Construction Project Management 4

Finance Choose four:

- ECO3057 Money and Banking 4
- FIN3031 International Finance 4
- FIN4085 Investments and Portfolio Management 4
- FIN4060 Financial Statement Analysis 4
- FIN4101 Enterprise Risk Management 4

Hospitality Management

- HSM3001 Principles of Hospitality Management 4
- HSM3005 Hospitality Management Operations 4
- HSM4000 Hospitality Strategic Management 4

Choose one (1) additional course from the following:

- HSM3020 Managing Employee Relations in the Hospitality Industry 4
- HSM3030 Hospitality Facilities Planning 4
- HSM3400 Managing Conventions and Meeting Planning 4

Human Resource Management Choose four:

- HRM4020 Employment Law 4
- HRM4020 Workforce Staffing, Recruitment and Placement 4
- HRM4030 Workforce Compensation and Benefits 4
- 1. HRM4040 Workforce Training and Development 4
- HRM4050 Employee and Labor Relations 4
- MGT3045 Human Resource Management 4

Management and Leadership

- FIN4065 Financial Management for Small Business 4
- MGT3102 Leadership 4
- MGT4545 Small Business Management 4

Management Information Systems Choose four:

- MIS3101 Applications of Management Information Systems 4
- MIS3112 Management Information Systems Project Management 4
- MIS4510 Introduction to Management Information Systems 4
- MIS4520 Systems Analysis and Design 4
- MIS4530 Information Systems Management 4
- MIS4540 Case Studies in Management Information Systems 4

Marketing Choose four:

- MKT4102 Consumer Behavior and Marketing Research 4
- MKT4103 Marketing, Sales, and Channel Management 4
- MKT4104 Retail Marketing 4
- MKT4105 Services Marketing 4
- MKT4106 Advertising and Promotion 4
- MKT4110 Global Promotional Practice 4
- MKT4113 Global Channel Management 4

Real Estate

- REA3001 Introduction to Real Estate 4

Choose three (3) additional courses from the following:

- REA4001 Real Estate Appraisal 4
- REA4010 Real Estate Development 4
- REA4020 Real Estate Debt Financing 4
- REA4025 Real Estate Equity Financing 4

Supply Chain Management and Logistics Choose four:

- MGT3035 Fundamentals of Project Management 4
- MGT3050 Organizational Change Management 4
- MGT4210 Logistics & Transportation Management within Supply Chains 4
- MGT4220 Purchasing & Vendor Management 4
- MGT4230 Supply Chain & Logistical Modeling & Simulation 4

Electives

Choose two (2) additional elective courses from any Business Administration specialization above.

Capstone Sequence

- MGT4070 Strategic Management (Capstone Course 1) 4
- BUS4098 Business Simulation (Capstone Course 2) 4

Bachelor of Business Administration, Accounting Specialization

180 credits

Area I General Education Requirements

64 Credit Hours

Professional Development

- ITS1005 Computer and Internet Literacy 4
- UVC1000 Strategies for Success 4

Basic Communications

- ENGL1001 Composition I 4
- ENGL1002 Composition II/Literature 4
- ENGL2001 Composition III 4
- SPC1026 Public Speaking 4

Mathematics and Statistics

MATH2008 Statistics 4

Choose two (2) additional courses from the following:

- MAT1001 Intermediate Algebra 4
- MAT1005 College Algebra 4
- MAT1100 College Mathematics 4

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College of Business

MAT2050 Pre-Calculus 4
MAT2101 Calculus I 4
MAT2102 Calculus II 4
Natural Sciences Choose two:
BIO1020 Biology I 4
BIO1021 Biology II 4
CHM1010 General Chemistry 4
Arts and Humanities Choose two:
ENGL2000 World Literature I 4
ENGL2003 World Literature II 4
HIS1101 US History I 4
HIS1102 US History II 4
HUM1001 History of Art through the Middle Ages 4
HUM1002 History of Art from the Middle Ages to Modern Times 4
HUM2101 World Civilization I 4
HUM2102 World Civilization II 4
PHI2001 Introduction to Philosophy 4

Area III Social and Behavioral Sciences

Choose one:
BIO1020 Biology I 4
ACC3010 Accounting Information Systems 4
HRM4040 Workforce Training and Development 4
HRM4020 Workforce Staffing, Recruitment and Placement 4
HRM4030 Workforce Compensation and Benefits 4
HRM4040 Workforce Training and Development 4

Area IV Professional Development

ACC4010 Federal Taxation I 4
MKT4070 Strategic Management (Capstone Course 1) 4

Area V Associate of Science in Accounting

Area I General Education Requirements 40 Credit Hours

Area II Major Requirements 36 Credit Hours

Major Foundation

ACC1001 Accounting I 4
ACC1002 Accounting II 4
ACC1003 Accounting III 4
BUS1038 Business Law I 4
BUS1101 Introduction to Business 4
BUS2023 Business Communication 4
FIN2030 Introduction to Finance 4
MGT2001 Principles of Management 4
MKT2010 Principles of Marketing 4

Area II Major Requirements 80 Credit Hours

Core

ACC3010 Accounting Information Systems 4
ACC3020 Intermediate Financial Accounting I 4
ACC3025 Intermediate Financial Accounting II 4
ACC3028 Intermediate Financial Accounting III 4
ACC3040 Cost Accounting 4
ACC3045 Intermediate Cost Management 4
BUS3041 Managerial Communication 4
BUS3055 Business Law for Commercial Transactions 4
FIN3030 Corporate Finance 4
MGT3002 Organizational Behavior 4
MGT4027 Global Business Management 4
MKT3007 Principles of Management 4
MKT3010 Marketing Management 4

Specialization

Accounting

ACC4070 Federal Taxation II 4
ACC4076 Federal Taxation II 4
ACC4075 Governmental and Not-for-profit Accounting 4
ACC4076 Internal Auditing and Assurance 4

Electives Choose two:
BUS4101 Quality Management 4
CON3010 Construction Materials, Methods, and Equipment 4
CDN2000 Construction Design Communications 4
CDN4010 Essentials of Construction Cost Estimation 4
CDN4015 Construction Project Planning and Scheduling 4
CON4020 Construction Project Management 4
ECON3007 Money and Banking 4
FIN3031 International Finance 4
FIN4038 Investments and Portfolio Management 4
FIN4055 Financial Management for Small Business 4
FIN4060 Financial Statement Analysis 4
FIN4101 Enterprise Risk Management 4
HSM3001 Principles of Hospitality Management 4
HSM3005 Hospitality Management Operations 4
HSM3010 Hospitality Law 4
HSM3200 Managing Employee Relations in the Hospitality Industry 4
HSM3300 Hospitality Facilities Planning 4
HSM4040 Managing Conventions and Meeting Planning 4
HRM4010 Employment Law 4
HRM4020 Workforce Staffing, Recruitment and Placement 4
HRM4030 Workforce Compensation and Benefits 4
HRM4040 Workforce Training and Development 4

Area V Professional Development

BUS1038 Business Law I 4
BUS1101 Introduction to Business 4
BUS2023 Business Communications 4

Associate of Science in Accounting

The Associate of Science in Accounting degree program is designed to provide students with the appropriate background, knowledge, and skills they need for entry into the field of accounting and bookkeeping. Graduates are prepared to seek entry-level employment in such diverse sectors as business, health, government, education, manufacturing, and social services. To acquire the broad-based flexibility to enter these areas, students have the opportunity to learn the accounting cycle, accounting procedures for merchandising, and the basics of cost accounting. In addition, they can learn how to work with balance sheets, income statements, and statements of changes in financial position and how to prepare a statement of cash flow. The program provides a strong academic foundation to seek entry into the bachelor of business administration degree program upon graduation.

Area I General Education Requirements 92 Credit Hours

Area II Foundation Requirements 16 Credit Hours
College of Business

Area III Major Requirements 36 Credit Hours

Associate of Science in Business Administration
The Associate of Science degree program in Business Administration is designed to offer the student broad exposure to the responsibilities and requirements of managing a business. The student will have an opportunity to gain an understanding of management concepts that are needed for an entry-level management career. Students are exposed to the principles of accounting, finance, management, economics, and consumer behavior. The goal of the program is to provide a practical working background that prepares the graduate to obtain an entry-level business position. The program provides a strong academic foundation to seek entry into the bachelor of business administration degree program upon graduation.

Hospitality Management
The Associate of Science in Business Administration degree program with a specialization in Hospitality Management is designed to prepare students with a sound foundation in hospitality. The focus of the program is to develop a specific understanding of the industry, while developing critical skills specifically oriented towards hospitality. Students will have the opportunity to learn about operations and management skills that can prepare them for entry level management positions in hotels, restaurants, timeshare operations, clubs, contract management, catering, extended living properties, beverage management, amusement management, gaming operations, and cruise-line management.

Associate of Science in Business Administration 92 Credit Hours
Area I General Education Requirements 40 Credit Hours

Professional Development
ACC1002 Accounting II 4
ITS1001 Computer and Internet Literacy 4
UVC1000 Strategies for Success 4

Basic Communications
ENG1001 Composition I 4
ENG1002 Composition II/Literature 4
ENG2001 Composition III 4
SPC1026 Public Speaking 4

Mathematics and Statistics Choose one:
MAT1001 Intermediate Algebra 4
MAT1006 College Algebra 4
MAT1500 College Mathematics 4
MAT2000 Pre-Calculus 4
MAT2058 Statistics 4
MAT2101 Calculus I 4
MAT2102 Calculus II 4

Natural Sciences Choose one:
BIO1020 Biology I 4
BIO1021 Biology II 4
CHM1010 General Chemistry 4

Arts and Humanities Choose one:
ENG2002 World Literature I 4
ENG2003 World Literature II 4
HIS1101 US History I 4
HIS1102 US History II 4
HUM1001 History of Art through the Middle Ages 4
HUM1002 History of Art from the Middle Ages to Modern Times 4
HUM2101 World Civilization I 4
HUM2102 World Civilization II 4

Area II Foundation Requirements 16 Credit Hours

Associate of Science in Business Administration with Specialization

Area I General Education Requirements 40 Credit Hours

Professional Development
ACC1002 Accounting II 4
ACC1003 Accounting III 4
ACC2003 Business Taxation 4
ACC2010 Automated Accounting Systems and Processes I 4
ACC2016 Automated Accounting Systems and Processes II 4
BUS1038 Business Law I 4
FIN2030 Introduction to Finance 4
MGT2037 Principles of Management 4
MKT2010 Principles of Marketing 4

MGT2037 Principles of Management 4

Area III Major Requirements 36 Credit Hours

Associate of Science in Business Administration

Area II Foundation Requirements 16 Credit Hours

Associate of Science in Business Administration with Specialization

Area II Foundation Requirements 16 Credit Hours

Area III Major Requirements 36 Credit Hours

Specialization Areas Choose one:

Area III Major Requirements 36 Credit Hours

Choose one course from the list of two below:
PSY1001 General Psychology 4
SOC1001 Introduction to Sociology 4

Choose one course from the list of seven below:* 4
MAT1001 Intermediate Algebra 4
MAT1005 College Algebra 4
MAT1500 College Mathematics 4
MAT2000 Pre-Calculus 4
MAT2058 Statistics 4
MAT2101 Calculus I 4
MAT2102 Calculus II 4

Hospitality Management

MKT2010 Principles of Marketing 4

*Note: These courses cannot count for both Area I and Area III credits.

Associate of Science in Business Administration

State of Minnesota education requirements consider HIS1101 and HIS1102 to be Social Science coursework; therefore, Minnesota residents are advised to complete an Arts and Humanities course other than HIS1101 or HIS1102, and, Two additional four-credit courses selected from the Basic Communications, Mathematics and Statistics, National Sciences, Arts and Humanities (other than HIS1101 or HIS1102), and/or Social and Behavioral Sciences areas. These additional courses will increase a Minnesota resident's total credits required to graduate from the program from 92 credits to 104 credits.

Associate of Science in Business Administration with Specialization

State of Minnesota education requirements consider HIS1101 and HIS1102 to be Social Science coursework; therefore, Minnesota residents are advised to complete an Arts and Humanities course other than HIS1101 or HIS1102, and, Two additional four-credit courses selected from the Basic Communications, Mathematics and Statistics, National Sciences, Arts and Humanities (other than HIS1101 or HIS1102), and/or Social and Behavioral Sciences areas. These additional courses will increase a Minnesota resident's total credits required to graduate from the program from 92 credits to 96 credits.

Associate of Science in Business Administration with Specialization

State of Minnesota education requirements consider HIS1101 and HIS1102 to be Social Science coursework; therefore, Minnesota residents are advised to complete an Arts and Humanities course other than HIS1101 or HIS1102, and, Two additional four-credit courses selected from the Basic Communications, Mathematics and Statistics, National Sciences, Arts and Humanities (other than HIS1101 or HIS1102), and/or Social and Behavioral Sciences areas. These additional courses will increase a Minnesota resident's total credits required to graduate from the program from 92 credits to 104 credits.

Healthcare Administration/Management

Master of Business Administration, Healthcare Administration

The Master of Business Administration, Healthcare Administration degree program is designed to prepare students for a leadership role in the healthcare delivery system. The program is founded with the philosophy that healthcare leaders require strong business competencies and management skills to be successful. The curriculum is designed to prepare students with a sound foundation in
College of Business

business analysis and decision-making, followed by a specialization in healthcare administration. The business foundation is achieved through a foundation and core that is common to all students in the MBA degree program regardless of their specialization. The foundation courses are designed to provide a firm grounding in economics, decision-making, behavioral sciences, and strategic environment. The MBA degree program core presents a functional approach to the long run and short run decisions that must be made to deliver goods and services. The Healthcare Administration specialization core is designed to provide specialized management and capstone courses specific to the healthcare field.

Master of Business Administration, Healthcare Administration 48 Credit Hours

Foundation 16 Credit Hours
MBA5001 Organization Behavior and Communication 4
MBA5004 Managerial Economics 4
MBA5005 Law and Ethics for Managers 4
MBA5008 Quantitative analysis and Decision making 4

Core 12 Credit Hours
MHC6305 Financial Management 4
MBA6011 Strategic Marketing 4
MBA6012 Operational and Supply Chain Management 4

Healthcare Administration 16 Credit Hours
MHC6301 Healthcare Structure, Organization and Governance 4
Choose 3 of the following:
MHC6302 Public Health Organization and Management 4
MHC6303 Quality Performance and Management 4
MHC6304 Health Policy 4
MHC6306 Human Resources Management in Healthcare Organizations 4

Capstone (Required) 4 Credit Hours
MHC6999 Case Studies in Healthcare Administration 4

Bachelor of Science in Healthcare Management

The Bachelor of Science in Healthcare Management degree program is designed to provide a strong foundation in both general education and business, with a special concentration in healthcare management. The program begins with liberal arts courses in written and verbal communication, quantitative skills, critical thinking, history, philosophy, economics, math, science, and information management and technology. Students then work to develop skills and knowledge in basic management theory and practice through courses in management, accounting, finance, organization behavior and human resource management. Health services management courses include public health issues, the structure and function of health organizations, leadership in healthcare organizations, health finance, health ethics and law, health economics and healthcare marketing and strategy. Students receive practical experience through an internship program with healthcare facilities that might include hospitals, nursing homes, ambulatory care facilities, physician practices, and pharmaceutical and medical equipment companies.

The Bachelor of Science in Healthcare Management degree program is founded with the premise that successful healthcare managers need to have superb business skills. Therefore, the curriculum is heavily weighted in business courses during the first two years and then special courses in healthcare management in the second two years. South University strives to present academic programs that emphasize the industry familiarity, personal traits and business acumen required for a successful entry into the field of healthcare management.

Bachelor of Science in Healthcare Management 180-184 Credit Hours

Area I General Education Requirements 64-68 Credit Hours

Professional Development
ITS1005 Computer and Internet Literacy 4
UVC1000 Strategies for Success 4

Basic Communications
ENG1001 Composition I 4
ENG1002 Composition II/Literature 4
ENG2001 Composition III 4
SPC1026 Public Speaking 4

Mathematics and Statistics
MAT1500 College Algebra 4
MAT1500 College Mathematics 4
MAT2000 Pre-Calculus 4
MAT2101 Calculus I 4
MAT2102 Calculus II 4

Natural Sciences Choose two lecture courses:
BIO1020 Biology I 4
BIO1021 Biology II 4
CHM1006 General Chemistry 4
*Note: If a BS Healthcare Management student chooses to take an Anatomy and Physiology course, only BIO1011 and BIO1012 satisfy the Natural Sciences requirement. Students enrolling in either course must, however, also take the related co-requisite lab courses: BIO1012 and BIO1014 respectively. Students electing this option for their Natural Sciences requirement will complete up to 184 credit hours of work for their degree, depending on their exact choice.

Area II Foundation Requirements 40 Credit Hours
ACC1001 Accounting I 4
ACC1002 Accounting II 4
ACC1003 Accounting III 4
AHS1001 Medical Terminology 4
BUS1001 Introduction to Business 4
BUS2023 Business Communications 4
FIN2020 Introduction to Finance 4
MGT2007 Principles of Management 4
PSY1001 General Psychology 4
SOC1001 Introduction to Sociology 4

Area III Major Requirements 76 Credit Hours

Core 68 Credit Hours
MGT3002 Organization Behavior 4
BUS3041 Managerial Communication 4
HM3200 Issues in Public Health 4
HM3204 Introduction to Healthcare Management 4
HM3205 Healthcare Delivery and Organization 4
HM3202 Economics of Healthcare 4
HM3204 Ethics and Law for Administrators 4
HM3205 Healthcare Finance 4
HM3206 Healthcare Marketing & Strategy 4
HM3208 Health Information Management Systems 4
HM4202 Risk Management in Healthcare Settings 4
HM4204 Research Methods in Health Administration 4
HM4207 Leadership in Healthcare Organizations 4
HM4208 Leadership in Healthcare Organizations Internship 4
HSC3000 Long Term Care 4
HSC3002 Managed Care 4
MGT3004 Human Resource Management 4

Major Capstone
HCM6003 Case Studies in Health Administration 4
HCM425 Strategic Management in Healthcare Organizations 4

Information Systems and Technology

Master of Science in Information Systems and Technology

Graduates of the Master of Science in Information Systems and Technology degree program will be prepared for a career in (or advancement within) a range of positions that manage information and technology in the digital organization. This program is designed for both professionals in the field and
continuing students with an undergraduate degree in a computer or management information systems field. For other academic or professional training, some existing knowledge of computer information systems is recommended. This program offers students knowledge of the business and technical side of bringing organizations into the current age of technology and specializes in designing, developing, deploying, and guiding information systems solutions. All students will take the foundational courses specializing in how information technology architecture can support business operations and how to deploy and manage information systems within that framework.

There are several concentrations within the degree program that allow for a flexible and unique learning trajectory based on the student’s need and career path. These include the Information Architecture and Design specialization with emphasis in Interaction and Usability Studies; this path focuses on the designer, whether it is a user interface specialist or a software engineer, taking this track will get you familiar with the current standards of software development, user-centered design, and the business environment for software deployment. The specialization in Network Management and its corresponding emphasis allows students to get up to date with the current technology and practices for becoming or improving as a network administrator or network designer; this is a technical specialization which will require familiarity with basic network protocols and architecture. The Information Security specialization is intended for those interested in pursuing or advancing a career as a security administrator in technical operations; this path includes security-based design for applications and networks along with defensive policies and procedures for an organization-wide plan to increase data protection.

Throughout this program, students will have the opportunity to demonstrate mastery of skills in the areas of theoretical and applied computing as well as in managerial principles and practices to effectively solve a variety of real life problems in the digital organization. Students will also have the opportunity to develop the skills necessary to understand their roles in a technical team and the necessary components of effective planning and teamwork. One of the outcomes of this program is the ability to design, develop, analyze, and evaluate information infrastructure and systems solutions regardless of the specialization chosen. Before graduation, each student will be required to demonstrate attainment of discipline specific knowledge and applications of management and operations skills in an Information Systems and Technology organization through a Capstone course.

For students with a non-technical degree or background, IST 5070 Network and System Fundamentals can provide the foundational knowledge of how information systems work and communicate with each other. This course is not part of the credit requirements for this degree but may be helpful to students if they are unprepared for the technical knowledge expected in the IST 6000 level courses.

### Master of Science in Information Systems and Technology

**Foundation**
- IST 5010 Information Technology Infrastructure 8 Credit Hours
- IST 5020 Information System Fundamentals 4

**Core**
- IST 6000 Principles of Systems Development 12 Credit Hours
- IST 6010 Project Management 4
- IST 6020 Corporate Information Systems Management 4

**Specialization in Information Architecture and Design with an Emphasis in Interaction and Usability Studies**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MBA5001</td>
<td>Organizational Behavior and Communication</td>
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<tr>
<td>IST 6101</td>
<td>Web Technologies</td>
<td>4</td>
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<tr>
<td>IST 6102</td>
<td>Computer Security and Forensics</td>
<td>4</td>
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<tr>
<td>IST 6160</td>
<td>Information Design and Usability</td>
<td>4</td>
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<tr>
<td>IST 6161</td>
<td>Human Computer Interaction</td>
<td>4</td>
</tr>
<tr>
<td>IST 6163</td>
<td>Cognitive Software Design</td>
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**Specialization in Network Technologies and Management**

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<td>IST 6102</td>
<td>Computer Security and Forensics</td>
<td>4</td>
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<tr>
<td>IST 6260</td>
<td>Networking Architectures and Protocols</td>
<td>4</td>
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<tr>
<td>IST 6261</td>
<td>Network Security</td>
<td>4</td>
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<tr>
<td>IST 6262</td>
<td>Networks Operation Management</td>
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**Specialization in Information Security Studies with an Emphasis in Computer Security**

<table>
<thead>
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<td>Computer Security and Forensics</td>
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<td>IST 6360</td>
<td>System Software Security</td>
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<tr>
<td>IST 6361</td>
<td>Application Software Security</td>
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**Hybrid Specialization**

Students will choose six of the following courses to satisfy the requirement of this specialization. A degree with this specialization will not reflect an emphasis though an emphasis track can be chosen to guide elective decisions.

<table>
<thead>
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<tbody>
<tr>
<td>MBA5001</td>
<td>Organizational behavior and Communication</td>
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**Interaction and Usability Studies Emphasis**

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<tbody>
<tr>
<td>IST 6160</td>
<td>Information Design and Usability</td>
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<tr>
<td>IST 6161</td>
<td>Human Computer Interaction</td>
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</tr>
<tr>
<td>IST 6163</td>
<td>Cognitive Software Design</td>
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**Network Technologies and Management Emphasis**

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<tbody>
<tr>
<td>IST 6101</td>
<td>Web Technologies</td>
<td>4</td>
</tr>
<tr>
<td>IST 6260</td>
<td>Networking Architectures and Protocols</td>
<td>4</td>
</tr>
<tr>
<td>IST 6261</td>
<td>Network Security</td>
<td>4</td>
</tr>
<tr>
<td>IST 6262</td>
<td>Networks Operation Management</td>
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**Computer Security Emphasis**

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<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>IST 6102</td>
<td>Computer Security and Forensics</td>
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<tr>
<td>IST 6360</td>
<td>System Software Security</td>
<td>4</td>
</tr>
<tr>
<td>IST 6361</td>
<td>Application Software Security</td>
<td>4</td>
</tr>
</tbody>
</table>

**Bachelor of Science in Information Technology**

The Bachelor of Science in Information Technology degree program focuses on preparing students with the knowledge and skills needed to understand the theoretical and applied uses of information technology in various business settings. This program is designed to provide a foundation for understanding the function and process of computer programming, database design, network design, information security, and software engineering. Case studies and hands-on projects can help students gain the communication skills, critical thinking and technical competencies required in the current technology oriented workplace. Students will have the opportunity to grow from a basic knowledge of information systems operations and how they support a business to the inner workings of how they are designed, how they are implemented, how they communicate with other systems, and how they are deployed and maintained. This degree program is recommended for any student interested in an entry level position in Network Administration, Software Engineering, Database Administration, and Security. These areas of emphasis also represent the variety of information technology fields that students will be prepared to pursue upon graduation from the program, and students can select courses from any of the disciplines to complete their elective requirements, making it possible to specialize their learning even further.

The Bachelor of Science in Information Technology degree program culminates in a capstone project, a two-course sequence that focuses on the student’s overall course of study and allows the student the opportunity to apply the concepts and skills he or she has learned in real and simulated business situations. For students taking courses on-ground at one of the campus locations, ITS 4103 and ITS 4104 involve an ongoing project designed by the student and his or her faculty mentor to demonstrate the capabilities acquired throughout the degree. Completion of this project is necessary for graduation and gives the student an excellent example of work to aid in the hiring process. For purely online students, ITS 4103 remains a project course, but 4104 can be substituted by another elective course. ITS 4104 can also be substituted by a documented internship for which students have been authorized to receive credit; this will involve coordination between the student and the supervising faculty member.
### College of Business

#### Areas of Specialization

**Network Administration and Management**

Students can learn to design, install, configure, problem solve and troubleshoot enterprise networks, while achieving business goals by building and maintaining security solutions, LANs, and private and public networks.

**Multimedia and Web Development**

This specialization focuses coursework on a variety of Web tools and technologies (such as multimedia, graphics, scripting, authoring tools, imaging tools and animation tools) for use in ecommerce and networking applications.

**Database Development and Administration**

This specialization presents students with the opportunity to acquire the skills and experience needed to control data, design solutions for data storage (including backup and recovery operations) and transfer database information to physical devices such as wireless units.

**Security**

Students will have the opportunity to learn the fundamentals of how to secure operating systems and networks as well as defensive design for software applications. This is supported by a cases study course that allows students to decide how they would respond to real-world documented security scenarios.

---

**Bachelor of Science in Information Technology**

180 hours

**Area I General Education Requirements**

64 Credit Hours

**Professional Development**

- IT5100 Intermediate Web Design
  - 4
- UVC1000 Strategies for Success
  - 4

**Basic Communications**

- EN1001 Composition I
  - 4
- EN1002 Composition II, Literature
  - 4
- EN2001 Composition III
  - 4
- SPC1026 Public Speaking
  - 4
- Mathematics and Statistics
  - 4
  - Choose two (2) additional courses from the following:
  - MAT2088 Statistics
  - 4
  - MAT1005 College Algebra
  - 4
  - MAT1001 Intermediate Algebra
  - 4

**Multimedia and Web Development**

Choose four:

- ITS4101 Web Programming
  - 4
- ITS4102 Web Authoring Tools
  - 4
- ITS4103 Digital Audio and Imaging for Multimedia & Web
  - 4
- ITS4104 Server Technology
  - 4
- ITS4105 Web Administration I
  - 4
- MAT2099 Database Administration
  - 4

**Database Development and Administration**

Choose four:

- ITS3101 Advanced Operating Systems and Architecture
  - 4
- ITS3102 Database Design and Development
  - 4
- ITS3103 Advanced Networking
  - 4
- ITS3104 IT Security: Access and Protection
  - 4
- ITS3105 Programming II
  - 4
- ITS3110 Applied Systems Analysis
  - 4

**Network Administration and Management**

Choose four:

- ITS4106 Network Administration II
  - 4
- ITS4107 Designing and Maintaining Network Implementations
  - 4
- ITS4108 Network Programming
  - 4
- ITS4109 Server Technology
  - 4

**Information Systems Security**

Choose four:

- CRU4023 Cyber Crime
  - 4
- CRU4024 Digital Forensics
  - 4
- IT54211 Network Security
  - 4
- IT54221 Application Software Security
  - 4
- IT54231 Case Studies in Computer Security
  - 4

**Multimedia and Web Development**

Choose four:

- ITS4109 Server Technology
  - 4
- ITS4110 Digital Audio and Imaging for Multimedia & Web
  - 4
- ITS4111 Web Authoring Tools
  - 4
- ITS4112 Web Programming
  - 4
- ITS4113 Database Systems for Website Applications
  - 4

**Capstone**

12 Credit Hours

- IT5409 IT Research
  - 4
- IT5410 IT Information Technology Capstone II
  - 4
- Choose one (1) additional course from the following:
  - IT5410 Information Technology Capstone II
  - 4
  - IT5410 Information Technology Specialization Capstone
  - 4

**General (non-specialized)**

Choose a combination of four (4) courses from the following:

- IT5210 Intermediate Web Design
  - 4
- IT5211 Web Authoring Tools
  - 4
- IT5212 Digital Audio and Imaging for Multimedia & Web
  - 4

**Associate of Science in Information Technology**

The Associate of Science degree program in Information Technology is designed to prepare students with entry-level knowledge and skills needed to understand the theoretical and applied uses of information technology in various business applications. The technical skills covered in the ASIT curriculum beyond the foundational courses include basic web design, introductory database design, network architecture and protocols, and computer programming. This curriculum is designed to help students when they enter an entry-level position where computing technology is used and applied. An affinity for logic and algebraic math is recommended for students entering this program; no prior technical knowledge is assumed for the incoming student but an affinity for technology and its uses is necessary to succeed. Courses in the associate's degree program are transferable to the Bachelor of Science in Information Technology degree program.
the program from 92 credits to 108 credits.

increase a Minnesota resident’s total credits required to graduate from

and/or Social and Behavioral Sciences areas. These additional courses will

National Sciences, Arts and Humanities (other than HIS1101 or HIS1102),

selected from the Basic Communications, Mathematics and Statistics,

than HIS1101 or HIS1102); One additional four-credit course in the So-

State of Minnesota education requirements consider HIS1101 and

HIS1102 to be Social Science coursework; therefore, Minnesota resi-

dents are advised to complete an Arts and Humanities course other than

upon completion of the Master of Public Administration Degree program,

the opportunity to develop skills in leadership, communication, problem

solving and teamwork in a broad range of organizations. These skills are

critical for successfully managing and leading organizations in today’s dy-

namic organizational environment.

The 12 course (48 credits) program is designed for both experienced

professionals who are seeking to advance in their careers, and for indi-

viduals with limited professional experience who are seeking to develop

skills that will prepare them to successfully manage and lead followers,

teams, departments and organizations.

Leader of the Master of Science in Leadership

The Master of Science in Leadership focuses on providing students with

the opportunity to develop skills in leadership, communication, problem

solving and teamwork in a broad range of organizations. These skills are

critical for successfully managing and leading organizations in today’s dy-

namic organizational environment.

The 12 course (48 credits) program is designed for both experienced

professionals who are seeking to advance in their careers, and for indivi-

duals with limited professional experience who are seeking to develop

skills that will prepare them to successfully manage and lead followers,

teams, departments and organizations.

Leadership

The Master of Science in Leadership focuses on providing students with

• Demonstrate thorough understanding of the political, social,

  institutional, and organizational setting in which practitioners in

  public administrators function.

• Comprehend and apply the concepts, principles, and methods

  of research in public administration to enhancing administrative

  functions and decision-making.

• Demonstrate thorough understanding of non-profit and govern-

  ment accounting requirements and ability to develop a compre-

  hensive operating budget with multiple funding streams and

  varied contract periods and terms.

• Develop research design using scientific investigation and sys-

  tematic inquiry in an area of public administration or public policy
College of Business

• Gain comprehensive understanding of all aspects of strategic human resource management.

In addition to the above objectives, students completing the Non-profit Administration specialization should be able to:

• Gain a thorough understanding of the status of non-profit organizations in the United States, their legal and governance framework, and their general role in the area of public services.

• Demonstrate an understanding of the roles of volunteers, their recruitment, training, and retention.

• Articulate the key challenges facing non-profit organizations in the areas of fundraising, marketing and public relations and the trends in private non-profit and private for-profit collaborations.

• Demonstrate an understanding of the grants process including locating potential funding sources (from foundations, corporations, and through government grants and contracts), evaluating Requests for Proposals (RFPs), developing all components of a grant application and of subsequent administrative, financial, and programmatic contract management.

• Demonstrate ability to conduct administrative, financial, and programmatic evaluations of non-profit organizations and government programs.

In addition to the above objectives, students completing the Public Policy specialization should be able to:

• Demonstrate ability to conduct administrative, financial, and programmatic evaluations of non-profit and government programs.

• Understand concepts of economics and its role in public policy making and demonstrate ability to use fundamentals in assessing policy options.

• Articulate the legislative and judicial processes involved in public policy making at the local, state, and federal levels.

• Demonstrate understanding of theories and ability to apply techniques of policy analysis to public policy making and to public sector and non-profit services and programs.

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**Master of Public Administration**

**Master of Public Administration Degree Program**

- **Core Curriculum Courses**
  - MPA5001 Foundations of Public Administration 4
  - MPA6005 Public and Non-profit Organizational Behavior 4
  - MPA6100 Public and Non-profit Budgeting and Accounting 4
  - MBA6001 Strategic Human Resources Management 4
  - MPA6001 Research and Data Analysis in Public Administration 4

- **Specialization Courses**
  - **Non-profit Management Specialization**
    - MPA6100 Non-profit Fundraising and Volunteer Development 4
    - MPA6105 Grant Writing and Contract Administration 4
    - MPA6110 Management for Non-Profit Organizations 4
    - MPA6115 Program Evaluation for Public and Non-Profit Organizations 4
  - **Public Policy Specialization**
    - MPA6115 Program Evaluation for Public and Non-Profit Organizations 4
    - MPA6115 Legislative and Judicial Process 4
    - MPA6110 Economics of Public Policy 4
    - MPA6115 Public Policy Analysis 4
  - **Public Health Specialization**
    - PHE5001 Social and Behavioral Aspects of Public Health 4
    - PHE5005 Introduction to Health Services and Research 4
    - PHE5010 Environmental and Occupational Health 4
    - PHE5015 Principles of Epidemiology 4
  - **Criminal Justice Specialization**
    - MCJ6001 Criminal Justice Administration 4
    - MCJ6004 Criminal Justice Planning and Innovation 4
    - MCJ5003 Ethics and Moral Behavior in the Criminal Justice System 4
    - MCJ6405 Organizational Leadership 4

- **Elective Courses**
  - 8 Credit Hours
  - Students take two courses from the following list or from courses listed in the above specializations. Note that courses cannot be counted at the same time as both specialization and elective courses.
    - MPA6001 State and Local Government and Intergovernmental Relations 4
    - MPA6005 Public and Non-profit Organizational Behavior 4
    - MPA6100 Public and Non-profit Budgeting and Accounting 4
    - MPA6001 Research and Data Analysis in Public Administration 4
    - MBA6001 Strategic Human Resources Management 4
    - MPA6005 Grant Writing and Contract Administration 4
    - MPA6115 Program Evaluation for Public and Non-Profit Organizations 4
    - MPA6001 State and Local Government and Intergovernmental Relations 4
    - MPA6005 Legislative and Judicial Process 4
    - MPA6005 Legal Environment of Public Administration 4
    - LEA5125 Leadership Ethics, Culture, and Politics 4
    - MPA6001 Strategic Human Resources Management 4
    - MPA6005 Grant Writing and Contract Administration 4
    - MPA6115 Program Evaluation for Public and Non-Profit Organizations 4
    - MPA6001 State and Local Government and Intergovernmental Relations 4
    - MPA6005 Legislative and Judicial Process 4
    - MPA6005 Legal Environment of Public Administration 4
    - LEA5125 Leadership Ethics, Culture, and Politics 4

- **Capstone Course**
  - MPA6999 Strategic Challenges in Public Administration 4

For students interested in pursuing the general degree in Public Administration, the following 12 courses (48 credits) must be taken:

- MPA5001 Foundations of Public Administration 4
- MPA6005 Public and Non-profit Organizational Behavior 4
- MPA6100 Public and Non-profit Budgeting and Accounting 4
- MPA6001 Research and Data Analysis in Public Administration 4
- MBA6001 Strategic Human Resources Management 4
- MPA6005 Grant Writing and Contract Administration 4
- MPA6115 Program Evaluation for Public and Non-Profit Organizations 4
- MPA6001 State and Local Government and Intergovernmental Relations 4
- MPA6005 Legislative and Judicial Process 4
- MPA6005 Legal Environment of Public Administration 4
- LEA5125 Leadership Ethics, Culture, and Politics 4
- MPA6999 Strategic Challenges in Public Administration 4

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**Information Technology Specialization**

- IST5010 Information Technology Infrastructure 4
- IST5020 Information Systems Fundamentals 4
- IST6000 Principles of Systems Development 4
- IST6020 Corporate Information Systems Management 4

**Capstone Course**

- MPA6999 Strategic Challenges in Public Administration 4

For students interested in pursuing the general degree in Public Administration, the following 12 courses (48 credits) must be taken:

- MPA5001 Foundations of Public Administration 4
- MPA6005 Public and Non-profit Organizational Behavior 4
- MPA6100 Public and Non-profit Budgeting and Accounting 4
- MPA6001 Research and Data Analysis in Public Administration 4
- MBA6001 Strategic Human Resources Management 4
- MPA6005 Grant Writing and Contract Administration 4
- MPA6115 Program Evaluation for Public and Non-Profit Organizations 4
- MPA6001 State and Local Government and Intergovernmental Relations 4
- MPA6005 Legislative and Judicial Process 4
- MPA6005 Legal Environment of Public Administration 4
- LEA5125 Leadership Ethics, Culture, and Politics 4
- MPA6999 Strategic Challenges in Public Administration 4
The College of Health Professions educates students at the master’s, bachelor’s, and associate’s degree levels in preparation to enter the field of healthcare. These programs are designed to provide the academic administrative, technical, clinical, and ethical training required to become a healthcare professional.

Every mindful of the need to seek the highest degree of professionalism, the faculty strives to blend the teaching of theory, clinical application, and high ethical standards.

Graduates of South University’s health professions programs are prepared to seek entry-level employment in hospitals, private physician practices, community clinics and agencies, research organizations, pharmaceutical firms, and academic institutions.

All bachelor’s and associate’s degree programs are built on a strong foundation of general studies that include mathematics, physical sciences, language arts, and the social sciences. The master’s degree program is designed to help prepare students to deliver professional services. All programs are geared toward educating individuals for successful careers in healthcare business, commercial arts, counseling, education, and government.

Students wishing to enter a program in the College of Health Professions should be aware that a prior felony conviction may restrict an individual’s ability to obtain professional licensure or certification. Acceptance into a South University program or its completion does not imply or guarantee that a student will be able to obtain such licensure or certification.

**Anesthesiologist Assistant**

**Master of Medical Science in Anesthesia Science**  
(Offered only at the Savannah campus)

The mission of South University-Savannah’s Anesthesiologist Assistant Program is to prepare competent entry-level Anesthesiologist Assistants who will practice in the anesthesia care team model. Students will learn to provide safe and efficacious anesthesia care to patients of all ages and degrees of illness for a complete range of surgical procedures.

The program strives to enhance the overall knowledge and practice of the anesthesia care team by providing students with proficiencies in physiology, pharmacology, patient monitoring, anesthesia equipment and the principles of safe anesthesia care.

The program provides education in current practices in anesthesia and seeks to instill the highest standards of professionalism and service to patients and the community.

The Anesthesiologist Assistant Program will accomplish this mission by:

- Providing the necessary foundation in biomedical and anesthesia sciences for understanding the basis of safe and efficacious delivery of anesthesia care.
- Facilitating development of the fundamental skills and judgment necessary for safe and efficacious delivery of anesthesia care.
- Promoting effective communication skills for patient care and interaction with other members of the healthcare team.
- Promoting scientific literacy by encouraging students to acquire and evaluate medical information effectively, efficiently, and critically.
- Providing a humane atmosphere that promotes a scholarly approach to learning.
- Promoting ethical and moral behavior.
- Encouraging lifelong learning.
- Providing an environment of academic and clinical excellence.

**Curriculum**

The curriculum is dynamic and changes may be made to improve the integration of the curriculum. Changes will only be made prior to the matriculation of the next entering class. Should the curriculum depart from that published below on the recommendation of the curriculum committee prior to matriculation, a letter identifying the changes will be mailed to all students that have been accepted into the incoming class. At this point, students may elect to continue with the program accepting the changes in the curriculum or cancel their registration and receive a full refund of their deposit without any penalty.

### Quarter I  
**Summer 13 weeks**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANS5001</td>
<td>Clinical Anesthesia I (pass/fail)</td>
<td>1</td>
</tr>
<tr>
<td>ANS5020</td>
<td>Medical Terminology (Self Study) (pass/fail)</td>
<td>1</td>
</tr>
<tr>
<td>ANS5040</td>
<td>Introduction to Cardiovascular Anatomy &amp; Physiology</td>
<td>1</td>
</tr>
<tr>
<td>ANS5060</td>
<td>Introduction to Pulmonary Anatomy &amp; Physiology</td>
<td>1</td>
</tr>
<tr>
<td>ANS5081</td>
<td>Principles of Airway Management</td>
<td>2</td>
</tr>
<tr>
<td>ANS5100</td>
<td>Physics of Anesthesia</td>
<td>2</td>
</tr>
<tr>
<td>ANS5120</td>
<td>Intro to Anesthesia Delivery Systems &amp; Equipment</td>
<td>2</td>
</tr>
<tr>
<td>ANS5160</td>
<td>Introduction to Clinical Anesthesia</td>
<td>3</td>
</tr>
<tr>
<td>ANS5181</td>
<td>Anesthesia Laboratory I</td>
<td>1</td>
</tr>
</tbody>
</table>

Basic life-support certification will be accomplished during Quarter I.

### Quarter II  
**Fall 14 weeks**

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ANS5002</td>
<td>Clinical Anesthesia II</td>
<td>4</td>
</tr>
<tr>
<td>ANS5082</td>
<td>Principles of Airway Management</td>
<td>1</td>
</tr>
<tr>
<td>ANS5182</td>
<td>Anesthesia Laboratory II</td>
<td>1</td>
</tr>
<tr>
<td>ANS5201</td>
<td>Cardiovascular Physiology for Anesthesia Practice I</td>
<td>2</td>
</tr>
<tr>
<td>ANS5221</td>
<td>Principles of Instrumentation &amp; Patient Monitoring I</td>
<td>2</td>
</tr>
<tr>
<td>ANS5345</td>
<td>Anesthesia Principles and Practice</td>
<td>3</td>
</tr>
<tr>
<td>ANS5901</td>
<td>Anatomy</td>
<td>4</td>
</tr>
<tr>
<td>ANS5921</td>
<td>Physiology I</td>
<td>4</td>
</tr>
</tbody>
</table>

### Quarter III  
**Winter 11 weeks**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANS5003</td>
<td>Clinical Anesthesia III</td>
<td>3</td>
</tr>
<tr>
<td>ANS5183</td>
<td>Anesthesia Laboratory I</td>
<td>1</td>
</tr>
<tr>
<td>ANS5202</td>
<td>Cardiovascular Physiology for Anesthesia Practice II</td>
<td>3</td>
</tr>
<tr>
<td>ANS5222</td>
<td>Principles of Instrumentation &amp; Patient Monitoring I</td>
<td>2</td>
</tr>
<tr>
<td>ANS5300</td>
<td>Pulmonary Physiology for Anesthesia Practice</td>
<td>2</td>
</tr>
<tr>
<td>ANS5346</td>
<td>Anesthesia Principles and Practice</td>
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<tr>
<td>ANS5922</td>
<td>Physiology II</td>
<td>2</td>
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<tr>
<td>PHA5001</td>
<td>General Pharmacology I</td>
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### Quarter IV  
**Spring 12 weeks**

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<tbody>
<tr>
<td>ANS5604</td>
<td>Clinical Anesthesia IV</td>
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<tr>
<td>ANS5814</td>
<td>Anesthesia Laboratory IV</td>
<td>1</td>
</tr>
<tr>
<td>ANS5302</td>
<td>Pulmonary Physiology for Anesthesia Practice II</td>
<td>2</td>
</tr>
<tr>
<td>ANS5347</td>
<td>Anesthesia principles and Practices III</td>
<td>3</td>
</tr>
<tr>
<td>ANS5400</td>
<td>Renal Physiology for Anesthesia Practice</td>
<td>1</td>
</tr>
<tr>
<td>ANS5421</td>
<td>Pharmacology in Anesthesia Practice I</td>
<td>1</td>
</tr>
<tr>
<td>PHA5002</td>
<td>General Pharmacology II</td>
<td>4</td>
</tr>
<tr>
<td>ANS5601</td>
<td>Regional Anesthesia Practice</td>
<td>2</td>
</tr>
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</table>

### Quarter V  
**Summer 13 weeks**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANS5505</td>
<td>Clinical Anesthesia V</td>
<td>6</td>
</tr>
<tr>
<td>ANS5348</td>
<td>Anesthesia Principles and Practice IV</td>
<td>3</td>
</tr>
<tr>
<td>ANS5422</td>
<td>Pharmacology in Anesthesia Practice II</td>
<td>2</td>
</tr>
<tr>
<td>ANS5502</td>
<td>Advanced Anesthesia Systems and Monitoring</td>
<td>2</td>
</tr>
<tr>
<td>ANS5140</td>
<td>Pre-anesthetic Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>ANS6602</td>
<td>Regional Anesthesia Practice II</td>
<td>2</td>
</tr>
</tbody>
</table>

Advanced Cardiac Life Support and PALS certification will be obtained during this quarter.

A Comprehensive Examination covering the material from the first five Quarters will be administered to determine the preparedness of each student to advance to senior clinical year. Failure to successfully master the exam will result in remediation and necessary extension of the student’s program by at least one Quarter.

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College of Health Professions

Anesthesiologist Assistant  
Physician Assistant Studies  
Health Science  
Medical Assisting  
Physical Therapist Assisting

61
College of Health Professions

Quarter VII  Fall 14 weeks  18 quarter hours
ANS6001  Clinical Anesthesia I  16
ANS6002  Senior Seminar  1
ANS6041  Anesthesia Review I  1

Quarter VII  Winter 11 weeks  16 quarter hours
ANS6002  Clinical Anesthesia II  14
ANS6002  Senior Seminar  1
ANS6042  Anesthesia Review II  1

Quarter VIII  Spring 12 weeks  16 quarter hours
ANS6003  Clinical Anesthesia III  14
ANS6023  Senior Seminar  1
ANS6043  Anesthesia Review III  1

Quarter IX  Summer 13 weeks  18 quarter hours
ANS6004  Clinical Anesthesia IV  16
ANS6024  Senior Seminar  1
ANS6044  Anesthesia Review IV  1

The emphasis of this examination is on general function and those extended core functions specific to either primary care or surgery. General functions have been identified as those that physician assistants should be skilled in performing irrespective of specialty training or practice. Primary care and surgery extended core functions have been identified as those important to the appropriate extended core practice.

Successful completion of the PANCE allows PAs to become eligible for licensure. Examinees will be awarded a certificate that certifies that the examinee passed the NCCPA exam and satisfied all requirements for initial NCCPA certification. Examinees must then apply for licensure in the state in which they plan to practice. Currently 50 states have enacted some type of regulatory requirement for PAs. Eligibility for the Master of Science in Physician Assistant Studies degree at South University includes the following:

A comprehensive summative evaluation of each student is conducted prior to program completion to assure students meet defined program expectations for knowledge and technical skills. The student must successfully complete all competency and summative examinations.

Comprehensive Exams

Successful completion of the didactic phase of the curriculum requires satisfactory completion of a formative evaluation. The formative evaluation, consisting of both written and performance objectives, is administered at the end of the didactic training period. This evaluation is used to identify individual weaknesses and qualification for advancement to the clinical phase of the program.

Successful completion of the program requires satisfactory completion of a comprehensive summative evaluation. The summative evaluation consisting of both written and performance components is administered at the end of the clinical training period. The test includes three components that evaluate the cognitive, psychomotor, and affective domains. This evaluation is used to identify individual weaknesses, competence in program objectives, and eligibility for graduation.

Graduation Requirements

The faculty's judgment of a student's suitability and fitness for graduation is based upon more than scholastic achievement, and includes the applicant's character, physical abilities, and interaction with patients, patients' families, and other healthcare professionals. Eligibility for the Master of Physician Assistant Studies degree at South University includes the following:

To receive the Master of Science degree a student must satisfy the following requirements:

- The student normally must complete the course requirements described in the catalog in effect when the student enrolled. Students who leave South University longer than 3 quarters will be required to meet catalog requirements in effect at the time of their return.
- The student must receive a minimum grade of "C" or better in all courses.
- The student must have a cumulative GPA of 2.5 or higher for all course work taken while in the SUPAP.
- The student must take the SUPAP summative evaluation prior to graduation. A summary evaluation of each student is conducted 68 weeks prior to program completion to assure students meet defined program expectations for knowledge and technical skills. The student must successfully complete all competency and summative examinations.
- Complete the final Master’s professional research project.

It is the responsibility of each potential graduate to complete an application for graduation. The application should be submitted during pre-registration for the last quarter in which the student will be enrolled at South University.

Conduct

The South University Student Handbook defines a Code of Conduct that must be followed by all students. Failure to comply with general University policies may result in dismissal from the program and the University according to defined disciplinary procedures enforced by the Dean of Student Affairs. All disciplinary actions will be reported to the Progress
and Promotions Committee and will be considered relative to the student's suitability for continued participation in the program and entry into the PA profession. Each student shall be attired appropriately whenever he/she is in a clinical (patient care) environment. Failure to adhere to appropriate guidelines for attire can result in dismissal from clinical activity with a resulting penalty applied for absence. In the belief that physicians and PA’s are called to the highest standards of honor and professional conduct and understanding that this responsibility begins at the inception of one’s medical education rather than upon receipt of a degree, the students of the South University Physician Assistant Studies Degree Program must uphold the following standards that serve as an embodiment of the conduct and integrity to which they aspire. These standards are intended to promote an atmosphere of honesty, trust, and cooperation among the students, the faculty, their patients, and society.

Students in the South University Physician Assistant Studies Degree Program are expected to demonstrate behavior that is considered appropriate for a career in medicine. Appropriate behavior includes, but is not in any way limited to: honesty, trustworthiness, professional demeanor, respect for rights of others, personal accountability, and concern for the welfare of patients – all of which are outlined below. Violations of these Standards of Professionalism may result in disciplinary proceedings.

For more information on policies and expectations on PA student conduct see the PA program Student Handbook.

Grading

The following letter grades, their indication of performance, and assigned quality points are used in the program:

- **A** excellent 4
- **B** above average 3
- **C** average 2
- **D** below average 1
- **F** Failing 0
- **WF** Withdrawal while failing 0
- **WX** Registered, Never attended 0
- **P** Pass credit no quality points 0
- **I** Incomplete

The notation "P" indicates a passing score in a course designated as Pass/Fail (P/F). A student receives credit hours for a P/F course, but there are no quality points assigned and a passing grade does not contribute to the student’s grade point average. The notation "I" for incomplete will be submitted when assigned work has not been completed. If the work is not completed by the end of the second week of the subsequent academic quarter, a final grade of F will be assigned.

**Master of Science in Physician Assistant Studies**

**Prerequisite Courses**

Applicants to the South University PA master’s degree program must have earned a bachelor’s degree with an overall minimum cumulative GPA of 2.60 (on a 4.00 scale) and a recommended science GPA of 3.00 (on a 4.00 scale). The courses listed below are collegiate level prerequisites and must be completed prior to acceptance into the program. All prerequisites must have been taken at a regionally accredited college or university. No grade below a C will be accepted for any course.

**Physician Assistant Undergraduate Prerequisite Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Semesters or Quarters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Anatomy</td>
<td>1</td>
</tr>
<tr>
<td>Human Physiology</td>
<td>1</td>
</tr>
<tr>
<td>General Biology</td>
<td>2</td>
</tr>
<tr>
<td>General Chemistry</td>
<td>2</td>
</tr>
<tr>
<td>Organic Chemistry</td>
<td>1</td>
</tr>
</tbody>
</table>

*Human Anatomy and Physiology may be taken as standalone courses or as part of a sequence. In the event that the courses are taken as part of a sequence, only a completed sequence of AMP I-II will be accepted.

+ Basic science courses should be those for science majors. Only courses with an associated lab will be given credit for fulfilling prerequisite requirements.

**Clinical Experience**

Clinical experience that includes direct patient care is strongly recommended for application and selection into the program; however, there is no requirement for a predetermined number of hours (or months) of health care experience to be earned by an applicant. Clinical experiences should provide the applicant with a knowledge of and orientation to the presentation, signs, and symptoms of a variety of ill or injured patients. Such experiences are evaluated on an individual basis with regard to time spent with PAs or physicians observing or caring for patients.

**Master of Science in Physician Assistant Studies degree**

**Didactic Phase**

**Physician Assistant Course Sequence**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>17 Credit Hours</td>
</tr>
<tr>
<td>PAS5102 Medical Interviewing and Documentation</td>
<td>3</td>
</tr>
<tr>
<td>PAS5110 Physical Assessment I</td>
<td>3</td>
</tr>
<tr>
<td>PAS5210 Physical Assessment I lab (sections 1-8)</td>
<td>1</td>
</tr>
<tr>
<td>PAS5125 Med. Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PAS5225 Med. Anatomy &amp; Physiology I lab (sects 1-8)</td>
<td>1</td>
</tr>
<tr>
<td>PAS5124 Essentials of Behavioral Medicine</td>
<td>3</td>
</tr>
<tr>
<td>PAS5172 Professional Seminar I</td>
<td>2</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>21 Credit Hours</td>
</tr>
<tr>
<td>PAS5111 Physical Assessment II</td>
<td>3</td>
</tr>
<tr>
<td>PAS5211 Physical Assessment II lab</td>
<td>1</td>
</tr>
<tr>
<td>PAS5126 Med. Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>PAS5226 Med. Anatomy &amp; Physiology II lab (sects 1-8)</td>
<td>1</td>
</tr>
<tr>
<td>PAS5180 Clinical Medicine &amp; Pharmacotherapy I</td>
<td>8</td>
</tr>
<tr>
<td>PAS5280 Clinical Medicine &amp; Pharmacotherapy lab (sections 1-8)</td>
<td>1</td>
</tr>
<tr>
<td>PAS5175 Issues in Contemporary Medicine</td>
<td>2</td>
</tr>
<tr>
<td>PAS5291 Applied Learning Experience I (physical exams)</td>
<td>1</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>21 Credit Hours</td>
</tr>
<tr>
<td>PAS5181 Clinical Medicine &amp; Pharmacotherapy I</td>
<td>8</td>
</tr>
<tr>
<td>PAS5281 Clinical Medicine &amp; Pharmacotherapy II lab (sections 1-8)</td>
<td>1</td>
</tr>
<tr>
<td>PAS5147 Clinical Procedures</td>
<td>2</td>
</tr>
<tr>
<td>PAS5135 Laboratory Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>PAS5166 Musculoskeletal Care</td>
<td>5</td>
</tr>
<tr>
<td>PAS5292 Applied Learning Experience II</td>
<td>2</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>21 Credit Hours</td>
</tr>
<tr>
<td>PAS5182 Clinical Medicine &amp; Pharmacotherapy II</td>
<td>8</td>
</tr>
<tr>
<td>PAS5282 Clinical Medicine &amp; Pharmacotherapy II lab (sections 1-8)</td>
<td>1</td>
</tr>
<tr>
<td>PAS5138 Fundamentals of Surgery</td>
<td>4</td>
</tr>
<tr>
<td>PAS5105 Epidemiology and Biostatistics</td>
<td>3</td>
</tr>
<tr>
<td>PAS5130 Diagnostic Methods</td>
<td>4</td>
</tr>
<tr>
<td>PAS5293 Applied Learning Experience III</td>
<td>1</td>
</tr>
<tr>
<td>5th Quarter</td>
<td>22 Credit Hours</td>
</tr>
<tr>
<td>PAS5132 Essentials of Clinical Genarics</td>
<td>4</td>
</tr>
<tr>
<td>PAS5183 Clinical Medicine &amp; Pharmacotherapy IV</td>
<td>8</td>
</tr>
<tr>
<td>PAS5283 Clinical Medicine &amp; Pharmacotherapy IV lab (sections 1-8)</td>
<td>1</td>
</tr>
<tr>
<td>PAS5190 Essentials of Emergency Med.</td>
<td>4</td>
</tr>
<tr>
<td>PAS5192 Medical Literature in Clinical Practice</td>
<td>1</td>
</tr>
<tr>
<td>PAS5171 Professional Seminar II</td>
<td>3</td>
</tr>
<tr>
<td>PAS5294 Applied Learning Experience IV</td>
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</table>

**Clinical Phase**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PAS5200 Clinical Rotation I</td>
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</tr>
<tr>
<td>PAS5205 Clinical Rotation II</td>
<td>8</td>
</tr>
<tr>
<td>PAS56210 Clinical Rotation III</td>
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</tr>
<tr>
<td>PAS56215 Clinical Rotation IV</td>
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<tr>
<td>PAS56220 Clinical Rotation V</td>
<td>8</td>
</tr>
<tr>
<td>PAS56225 Clinical Rotation VI</td>
<td>8</td>
</tr>
<tr>
<td>PAS56230 Clinical Rotation VII</td>
<td>8</td>
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<tr>
<td>PAS56235 Clinical Rotation VIII</td>
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<tr>
<td>PAS56170 Professional Seminar III</td>
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<tr>
<td>Total Clinical year credits</td>
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</table>

Required Program total credit hours: 168

**The courses below are offered on an as needed basis**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PAS5199 Independent Learning Seminar I</td>
<td>8</td>
</tr>
<tr>
<td>PAS5299 Independent Learning Seminar II</td>
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**Physician Assistant Program – Tampa**

**1st Quarter**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PAS5102 Medical Interviewing &amp; Documentation</td>
<td>3</td>
</tr>
<tr>
<td>PAS5110 Physical Assessment I</td>
<td>3</td>
</tr>
<tr>
<td>PAS5125 Med. Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>PAS5225 Med. Anatomy &amp; Physiology I lab (sects 1-8)</td>
<td>1</td>
</tr>
<tr>
<td>PAS5172 Professional Seminar I</td>
<td>2</td>
</tr>
</tbody>
</table>
MSPA students must complete the entire 27 month program (171 credit hours) at South University.

Clinical Phase

<table>
<thead>
<tr>
<th>Quarter</th>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>2nd Quarter</td>
<td>PAS5171 Physical Assessment II</td>
<td>3</td>
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<tr>
<td></td>
<td>PAS5126 Medical Anatomy &amp; Physiology II</td>
<td>4</td>
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<tr>
<td></td>
<td>PAS5175 Contemporary Medicine</td>
<td>2</td>
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<td>PAS5190 Clinical Medicine &amp; Pharmacotherapeutics I</td>
<td>8</td>
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<td></td>
<td>PAS5211 Physical Assessment II Lab</td>
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<td></td>
<td>PAS5226 Medical Anatomy &amp; Physiology II Lab</td>
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<td>PAS5291 Applied Learning Experience I</td>
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<td>Total quarter hours:</td>
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3rd Quarter

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<thead>
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<tr>
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<td>PAS5130 Diagnostic Methods</td>
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<td>PAS5166 Musculoskeletal Care</td>
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<td>PAS5181 Clinical Medicine &amp; Pharmacotherapeutics II</td>
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<tr>
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<td>PAS5281 Clinical Medicine &amp; Pharmacotherapeutics II Lab</td>
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<td>PAS5292 Applied Learning Experience II</td>
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4th Quarter

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<tbody>
<tr>
<td>4th Quarter</td>
<td>PAS5105 Epidemiology and Biostatistics</td>
<td>3</td>
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<td>PAS5124 Essentials of Behavioral Medicine</td>
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<td></td>
<td>PAS5138 Fundamentals of Surgery</td>
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<td></td>
<td>PAS5182 Clinical Medicine &amp; Pharmacotherapeutics III</td>
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<td></td>
<td>PAS5282 Clinical Medicine &amp; Pharmacotherapeutics III Lab</td>
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<td></td>
<td>PAS5293 Applied Learning Experience III</td>
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5th Quarter

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<thead>
<tr>
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<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>5th Quarter</td>
<td>PAS5132 Essentials of Clinical Geriatrics</td>
<td>4</td>
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<tr>
<td></td>
<td>PAS5147 Clinical Procedures</td>
<td>2</td>
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<td></td>
<td>PAS5171 Professional Seminar II</td>
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<td>PAS5183 Clinical Medicine &amp; Pharmacotherapeutics IV</td>
<td>8</td>
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<tr>
<td></td>
<td>PAS5190 Essentials of Emergency Medicine</td>
<td>4</td>
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<td></td>
<td>PAS5283 Clinical Medicine &amp; Pharmacotherapeutics IV Lab</td>
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<td>PAS5294 Applied Learning Experience IV</td>
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<tr>
<td></td>
<td>PAS6152 Medical Literature in Clinical Practice</td>
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<td>Total quarter hours:</td>
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6th Quarter

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<thead>
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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>6th Quarter</td>
<td>PAS 5199 Independent Learning Seminar I (if required)</td>
<td>8</td>
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<td>PAS 5291 Independent Learning Seminar II (if required)</td>
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Clinical Phase

<table>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>6th Quarter</td>
<td>PAS 6200 Clinical Rotation I</td>
<td>8</td>
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<td></td>
<td>PAS 6205 Clinical Rotation II</td>
<td>8</td>
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<td></td>
<td>PAS 6320 Special Topics in Clinical Practice 1</td>
<td>2</td>
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<td>PAS 6210 Clinical Rotation III</td>
<td>8</td>
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<td>PAS 6215 Clinical Rotation IV</td>
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<td>PAS 6330 Special Topics in Clinical Practice 2</td>
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<td>PAS 6220 Clinical Rotation V</td>
<td>8</td>
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<td>PAS 6225 Clinical Rotation VI</td>
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<td>PAS 6340 Special Topics in Clinical Practice 3</td>
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<td>PAS 6230 Clinical Rotation VII</td>
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<td>PAS 6235 Clinical Rotation VIII</td>
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<td></td>
<td>PAS 6330 Senior Seminar</td>
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<tr>
<td>Total quarter hours:</td>
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<td>74</td>
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Master of Science in Physician Assistant Studies degree

<table>
<thead>
<tr>
<th>Clinical Curriculum</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Clinical Rotation I</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Rotation II</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Rotation III</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Rotation IV</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Rotation V</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Rotation VI</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Rotation VII</td>
<td>8</td>
</tr>
<tr>
<td>Clinical Rotation VIII</td>
<td>8</td>
</tr>
<tr>
<td>Adv. Prof. Dev. Seminar 2</td>
<td>2</td>
</tr>
</tbody>
</table>

No physician assistant credits from another institution may transfer into the didactic or clinical year. MSPA students must complete the entire 27 month program (171 credit hours) at South University.

**Health Science**

**Bachelor of Science in Health Science**

The overall objective of the Bachelor of Science in Health Science degree program is to provide a firm foundation for entry-level employment in a range of positions in the health care industry at facilities such as health practitioners’ offices, hospitals, home healthcare services, outpatient care services, nursing care facilities, health insurance companies, and state and government healthcare programs. It also prepares students for graduate study, and is designed to equip graduates with skills appropriate for lifelong learning.

The Core Curriculum in the first two years is designed to provide students with a foundation in the humanities, math and science. During the second two years, the curriculum provides for a broad focus on business basics, the healthcare delivery system, and health sciences.

The specialization in Public Health provides the educational underpinning for entry-level careers in the Public Health profession. A variety of career paths exists for students completing the specialization in Public Health. While a portion of these students may obtain employment within for-profit entities, other individuals would likely seek entry-level employment within the public and not-for-profit sectors for which knowledge of and skills in Public Health are important.

The specialization in Public Health allows for a compelling education path from the undergraduate program in Health Science to the master’s level study of Public Health. The specialization is designed to provide coursework and expands the knowledge base in the areas of policy, planning and evaluation, management and administration, and healthcare law.

After successful completion of the Health Science program, students receive a Bachelor of Science in Health Science degree. Completion of the first two years of the BS in Health Science degree program may provide students with the required prerequisite courses to apply for professional programs such as the Bachelor of Science in Nursing degree program. However, admission to these programs is competitive at most institutions (including South University) and is not guaranteed. Students interested in transferring credit must consult with the institution that they wish to attend in order to determine if courses will transfer. This consultation should occur prior to taking the courses. Please be aware that some institutions will not accept online science and laboratory courses for transfer credit.

**Program Objectives:**

- Upon completion of Bachelor of Science in Health Science, each student should be able to:
  - Utilize the principles and theories of the natural, social, behavioral, and health sciences to serve as competent and considerate health care professionals.
  - Demonstrate effective and culturally sensitive written, oral and interpersonal communication skills with individuals, groups and peers in a variety of healthcare settings.
  - Identify and apply exemplary ethical and professional behaviors in various healthcare positions and organizations.
  - Apply creative and critical thinking skills to identify, explore, and develop alternative solutions for a range of healthcare delivery system issues and challenges.
  - Effectively search, analyze and report on health care related data through the application of information technology and health management information systems.
  - Develop a quest for new knowledge throughout life for professional and personal achievement and satisfaction.
  - Effectively apply organizational and management skills that incorporate knowledge of the political, financial, economic, and public health issues which impact the healthcare delivery system.

In addition to the above program objectives, upon completion of the specialization in Public Health, each student should be able to:

- Describe the interaction between resource management, organizational theory, marketing and public policy to safeguard and sustain the public health of individuals and populations.
- Apply principles of public health planning collaboratively with health service providers, policy makers, and healthcare consumers in the implementation and evaluation of health promotion programs.
- Identify and analyze current and emerging issues facing the health of diverse communities and populations.
- Describe and critically evaluate public health research questions to proactively develop and design innovative healthcare programs.
- Prepare students for continued studies in advanced Public Health degree programs.
Bachelor of Science in Health Science  
182 Credit Hours

Area I General Education Requirements  
68 Credit Hours

Professional Development

ITS1001 Computer and Internet Literacy  4
UVC1000 Strategies for Success  4

Basic Communications

ENG1001 Composition I  4
ENG1002 Composition II/Literature  4
ENG2001 Composition III  4
SPC1026 Public Speaking  4

Mathematics and Statistics

MAT1001 Intermediate Algebra  4
MAT1005 College Algebra  4
MAT2058 Statistics  4

Natural Sciences

BIO1011 Anatomy and Physiology I  4
BIO1012 Anatomy and Physiology I Lab  2
BIO1013 Anatomy and Physiology II  4
BIO1014 Anatomy and Physiology II Lab  2

Arts and Humanities Choose two:

ENG2002 World Literature I  4
ENG2003 World Literature II  4
HIS1101 US History I  4
HIS1102 US History II  4
HUM1001 History of Art through the Middle Ages  4
HUM1002 History of Art from the Middle Ages to Modern Times  4
HUM2101 World Civilization I  4
HUM3102 World Civilization II  4
PH2301 Introduction to Philosophy  4

Area II Major Foundation Requirements  
24 Credit Hours

AHS1001 Medical Terminology  4
CHM1010 General Chemistry  4
ITS1101 Foundations of Information Technology  4
MGT2037 Principles of Management  4
NTR2050 Nutrition  4
PSY1001 General Psychology  4
SOC1001 Introduction to Sociology  4

Area III Major Requirements  
90 Credit Hours

Core  
58 Credit Hours

BIO1015 Pathophysiology  4
BIO2070 Microbiology  4
BIO2071 Microbiology Lab (on campus)  2
BIO2073 Microbiology Lab (online) or BIO2071 Microbiology Lab (on campus)  2
BIO3344 Principles of Genetics  4
HCV2001 Issues in Public Health  4
HCM2005 Healthcare Delivery and Organization  4
HSC2010 Medical Sociology  4
HSC3000 Ethics in Healthcare  4
HSC3002 Environmental Health  4
HSC3003 Federal and State Health Programs  4
HSC4010 Epidemiology and Disease Control  4
HSC4021 Health Promotion and Wellness  4
HSC4030 Women and Minority Health Issues  4
HSC4040 Emergency and Disaster Management  4
HSC4060 Working with Healthcare Professionals  4

Specializations Choose one:  
32 Credit Hours

Generalist/Tract

ECO2072 Principles of Macroeconomics  4
MGT3045 Human Resources Management  4
HCX3002 Economics of Healthcare  4
HSC3004 Complementary and Alternative Health  4
HSC3010 Long Term Care  4
HSC3016 Behavioral Health  4
HSC3020 Managed Care  4
HSC3076 Medical Informatics  4

Public Health

MGT3041 Managerial Communications  4
HSC4000 Contemporary Issues in Aging  4
PHE3025 Research Methods in Public Health  4
PHE3040 Healthcare Law  4

Area III Major Requirements  
90 Credit Hours

Area I General Education Requirements  
40 Credit Hours

Professional Development

ITS1000 Computer and Internet Literacy  4
UVC1000 Strategies for Success  4

Basic Communications

ENG1001 Composition I  4
ENG1002 Composition II/Literature  4
ENG2001 Composition III  4
SPC1026 Public Speaking  4

Mathematics and Statistics

MAT1005 College Algebra  4

Natural Sciences

CHM1010 General Chemistry  4

Arts and Humanities Choose one:

ENG2002 World Literature I  4
ENG2003 World Literature II  4
HIS1101 US History I  4
HIS1102 US History II  4
HUM1001 History of Art through the Middle Ages  4
HUM1002 History of Art from the Middle Ages to Modern Times  4
HUM2101 World Civilization I  4
HUM2102 World Civilization II  4

Social and Behavioral Sciences Choose one:

ECO2071 Principles of Microeconomics  4
ECO2072 Principles of Macroeconomics  4
PSY1001 General Psychology  4
SOC2010 Social Problems  4

Area II Foundation Requirements  
20 Credit Hours

AHS1001 Medical Terminology  4
MAT2058 Statistics  4
Choose one (1) additional Mathematics (MAT) course (4) other than MAT1000 College Algebra or MAT2058 Statistics.

Area III Major Requirements  
30 Credit Hours

BIO1011 Anatomy and Physiology I  4
BIO1012 Anatomy and Physiology I Lab  2
BIO1013 Anatomy and Physiology II  4
BIO1014 Anatomy and Physiology II Lab  2

Specializations Choose one:  
32 Credit Hours

Generalist/Tract

ECO2072 Principles of Macroeconomics  4
MGT3045 Human Resources Management  4
HCX3002 Economics of Healthcare  4
HSC3004 Complementary and Alternative Health  4
HSC3010 Long Term Care  4
HSC3016 Behavioral Health  4
HSC3020 Managed Care  4
HSC3076 Medical Informatics  4

Public Health

MGT3041 Managerial Communications  4
HSC4000 Contemporary Issues in Aging  4
PHE3025 Research Methods in Public Health  4
PHE3040 Healthcare Law  4

Associate of Science in Allied Health Science

The associate’s degree program in Allied Health Science is designed to expose students to a broad education in general studies combined with an emphasis on life science subjects such as anatomy and physiology, chemistry, nutrition, and pathophysiology. It offers students interested in health careers a knowledge base from which they may achieve their professional goals. Students within this program may consider entry into the Bachelor of Science in Nursing, Physical Therapist Assisting or Medical Assisting degree programs upon graduation.

Associate of Science in Allied Health Science  
90 credits

Area I General Education Requirements  
40 Credit Hours

Professional Development

ITS1000 Computer and Internet Literacy  4
UVC1000 Strategies for Success  4

Basic Communications

ENG1001 Composition I  4
ENG1002 Composition II/Literature  4
ENG2001 Composition III  4
SPC1026 Public Speaking  4

Mathematics and Statistics

MAT1005 College Algebra  4

Natural Sciences

CHM1010 General Chemistry  4

Arts and Humanities Choose one:

ENG2002 World Literature I  4
ENG2003 World Literature II  4
HIS1101 US History I  4
HIS1102 US History II  4
HUM1001 History of Art through the Middle Ages  4
HUM1002 History of Art from the Middle Ages to Modern Times  4
HUM2101 World Civilization I  4
HUM2102 World Civilization II  4

Social and Behavioral Sciences Choose one:

ECO2071 Principles of Microeconomics  4
ECO2072 Principles of Macroeconomics  4
PSY1001 General Psychology  4
SOC2010 Social Problems  4

Area II Foundation Requirements  
20 Credit Hours

AHS1001 Medical Terminology  4
MAT2058 Statistics  4
Choose one (1) additional Mathematics (MAT) course (4) other than MAT1000 College Algebra or MAT2058 Statistics.

Area III Major Requirements  
30 Credit Hours

BIO1011 Anatomy and Physiology I  4
BIO1012 Anatomy and Physiology I Lab  2
BIO1013 Anatomy and Physiology II  4
BIO1014 Anatomy and Physiology II Lab  2

Specializations Choose one:  
32 Credit Hours

Generalist/Tract

ECO2072 Principles of Macroeconomics  4
MGT3045 Human Resources Management  4
HCX3002 Economics of Healthcare  4
HSC3004 Complementary and Alternative Health  4
HSC3010 Long Term Care  4
HSC3016 Behavioral Health  4
HSC3020 Managed Care  4
HSC3076 Medical Informatics  4

Public Health

MGT3041 Managerial Communications  4
HSC4000 Contemporary Issues in Aging  4
PHE3025 Research Methods in Public Health  4
PHE3040 Healthcare Law  4

Medical Assisting

Associate of Science in Medical Assisting

Offered only on the Savannah, Montgomery, and Columbia campuses, medical assistants are multi-skilled allied health professionals who perform a wide range of roles in physicians’ offices, clinics, and other health care
College of Health Professions

settings. They are proficient in a multitude of clinical and administrative tasks and are widely viewed by doctors as vital members of the health care delivery team.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.cahep.org) upon the recommendation of the of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-721-2350). The medical assisting program is devoted to a competency-based education with emphasis on the students’ mastery of clinical and administrative competencies. These competencies are validated through performance on tests, terminal performance objectives, and a clinical externship. Their training culminates in a required 200 hour, unpaid, supervised practicum at a local medical practice during their last quarter of study.

<table>
<thead>
<tr>
<th>Associate of Science in Medical Assisting</th>
<th>92 Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>Area I General Education Requirements</td>
<td>42 Credit Hours</td>
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<tr>
<td>Professional Development</td>
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<tr>
<td>IT1100 Computer and Internet Literacy</td>
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<td>UVC1000 Strategies for Success</td>
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<td>Basic Communications</td>
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<tr>
<td>ENG1001 Composition I</td>
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<td>ENG1002 Composition II/Literature</td>
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<td>ENG2001 Composition III</td>
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<td>SPC1026 Public Speaking</td>
<td>4</td>
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<tr>
<td>Mathematics and Statistics Choose one</td>
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<tr>
<td>MAT1200 Introduction to College Mathematics</td>
<td>4</td>
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<td>Natural Sciences</td>
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<tr>
<td>BIO1011 Anatomy and Physiology I</td>
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<td>(Must be taken concurrently with BIO1012 Anatomy &amp; Physiology Lab)</td>
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<td>BIO1012 Anatomy and Physiology Lab</td>
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<tr>
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<tr>
<td>ENG2002 World Literature I</td>
<td>4</td>
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<tr>
<td>ENG2003 World Literature II</td>
<td>4</td>
</tr>
<tr>
<td>HIS1011 US History I</td>
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<td>HIS1012 US History II</td>
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<td>HUM1001 History of Art through the Middle Ages</td>
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<td>HUM1002 History of Art from the Middle Ages to Modern Times</td>
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<td>HUM2101 World Civilization I</td>
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<td>HUM2102 World Civilization II</td>
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<tr>
<td>PHI2301 Introduction to Philosophy</td>
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<tr>
<td>Social and Behavioral Sciences</td>
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<tr>
<td>PSY1001 General Psychology</td>
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<td>Area II Major Program Requirements</td>
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<td>Core</td>
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<tr>
<td>AHS1001 Medical Terminology</td>
<td>4</td>
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<tr>
<td>AHS2050 Clinical Competencies I</td>
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</tr>
<tr>
<td>AHS2056 Clinical Competencies II</td>
<td>4</td>
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<tr>
<td>AHS2077 Clinical Laboratory Competencies</td>
<td>4</td>
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<tr>
<td>AHS2087 Medical Office Procedures</td>
<td>4</td>
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<tr>
<td>AHS2090 Medical Insurance &amp; Coding</td>
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<tr>
<td>AHS2092 Computers in the Medical Office</td>
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<tr>
<td>BIO1013 Anatomy and Physiology II</td>
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<td>(Must be taken concurrently with BIO1014 Anatomy and Physiology II Lab)</td>
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<td>BIO1014 Anatomy and Physiology II Lab</td>
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<tr>
<td>BIO1015 Pathophysiology</td>
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<tr>
<td>BUS2023 Business Communications</td>
<td>4</td>
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<tr>
<td>Capstone</td>
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<tr>
<td>AHS2095 Medical Assisting Certification Review</td>
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<tr>
<td>AHS2098 Medical Assisting Practicum</td>
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</tr>
</tbody>
</table>

Physical Therapist Assisting

Associate of Science in Physical Therapist Assisting

Offered at Tampa, Savannah, Montgomery, and West Palm Beach Campuses only.

In keeping with the stated purpose of South University, the Physical Therapist Assisting program (PTA) strives to produce Physical Therapist Assistants who reflect the highest standards of professional practice and conduct. The PTA program offers a curriculum that is well rounded in all fundamental concepts and theories as they apply to physical therapy modalities and rehabilitation procedures.

Physical Therapist Assistants are health care providers who work under the supervision of physical therapists. Their duties include assisting the physical therapist in implementing treatment programs according to a plan of care, training patients in exercises and activities of daily living, conducting treatments using special equipment, administering modalities and other treatment procedures and reporting to the physical therapist on the patient’s responses.

State licensure is a requirement for professional practice in each state in which South University offers the PTA program. Specific information regarding application for licensure will be available to the student during the last term of study. Licensure or registration is not required in every state for the physical therapist assistant to practice. Complete information on practice acts and regulations can be obtained from individual state licensing boards.*

Program Changes Starting Winter quarter 2011

All applicants to South University PTA program will be tested using Accuplacer, SAT or ACT. Students who do not achieve the minimum score defined by South University will not be accepted into the PTA program. Standardized test scores (Accuplacer, SAT or ACT) must not be older than five (5) years. Applicants who take, or have taken, the standardized tests at a site outside of South University campuses, must provide official test scores to the South University campus for which they are applying.

All applicants must satisfy technical standards for the PTA program in order to be admitted. Students who attempt to transfer into the South University PTA program must submit, in addition to the standard application for admission, official scores from standardized tests (Accuplacer, SAT or ACT). Applicants who require developmental coursework based upon scores of the standardized tests will not be permitted to enroll in the PTA program even if they have taken coursework at another institution. The coursework that is transferred to South University must permit the student to obtain a 2.75 CGPA by the time the student applies for admission into the PTA technical phase. Students who transfer coursework into South University, but cannot mathematically attain a CGPA of 2.75 by the time they would enter the technical phase, will not be admitted to the PTA program.

Students from South University who are in another major will be permitted to transfer into the general education phase of the PTA program if they achieved satisfactory scores on the Accuplacer, SAT or ACT for general admission at the time of original enrollment. Applicants must satisfy technical standards for the PTA program in order to be admitted.

Students who are already in the general education track of the PTA program will have three quarters (Winter, Spring and Summer) to complete the prerequisite coursework and move into the technical phase under the current rules. If prerequisite coursework is not completed by Fall semester these students will become part of the competitive placement process to gain admission into the technical phase.

*South University does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to South University.

<table>
<thead>
<tr>
<th>Associate of Science in Physical Therapist Assisting</th>
<th>110 Credit Hours</th>
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<tbody>
<tr>
<td>Area I Core Curriculum</td>
<td>36 Credit Hours</td>
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<tr>
<td>Mathematics/Science</td>
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<tr>
<td>BIO1011 Anatomy &amp; Physiology I</td>
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<tr>
<td>(Must be taken concurrently with BIO1012 Anatomy &amp; Physiology Lab)</td>
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<tr>
<td>BIO1012 Anatomy &amp; Physiology I Lab</td>
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<tr>
<td>BIO1013 Anatomy &amp; Physiology II</td>
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<tr>
<td>(Must be taken concurrently with BIO1014 Anatomy &amp; Physiology II Lab)</td>
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<tr>
<td>BIO1014 Anatomy &amp; Physiology II Lab</td>
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<tr>
<td>Math Elective (MAT1001 or MAT1003)</td>
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<tr>
<td>Humanities</td>
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<tr>
<td>SPC1026 Public Speaking</td>
<td>4</td>
</tr>
<tr>
<td>ENG1001 Composition I</td>
<td>4</td>
</tr>
<tr>
<td>ENG1002 Composition II/Literature</td>
<td>4</td>
</tr>
<tr>
<td>Social Sciences</td>
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<tr>
<td>AHS1001 Medical Terminology</td>
<td>4</td>
</tr>
<tr>
<td>Approved Social Science Elective (PSY 1001 or SDC 1001)</td>
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</tr>
</tbody>
</table>
Associate of Science in Physical Therapist Assisting

Professional Preparation Requirements

Admission into the Technical Phase

Students must apply for admission into the technical phase of the PTA program.

1. Application must be submitted seven (7) weeks prior to the start of the technical phase quarter.

2. Applicants must satisfy technical standards for the program in order to enter the ranking process.

3. Background check – Applicants will not be permitted to enter the ranking process if they have been convicted of a felony, or a misdemeanor that would impair the student’s ability to be placed in a clinical site and/or be eligible to take the PTA licensure exam. The student is responsible for providing the results of the background check to the campus to which the student is applying. The agency performing the background check must be acceptable to South University.

4. Students must have completed an American Heart Association Basic Life Support for Health Care Providers program and have a valid card at the time of application. The card must remain valid throughout all clinical rotations.

5. Students must have proof of appropriate immunizations before participating in the ranking process.

6. Applicants must have completed 25 hours of observation in a physical therapy setting documented by a licensed PT or PTA on the appropriate form provided in the admissions packet.

7. Ranking will be based upon:
   a. Cumulative GPA at the time of entry into the ranking process. (35% weight)
   b. Science GPA (required to score a B or higher in these courses). (35% weight)
      i. Medical Terminology
      ii. Anatomy and Physiology I
      iii. Anatomy and Physiology I Lab
      iv. Anatomy and Physiology II
      v. Anatomy and Physiology II Lab
   c. HOBET (Compute average score using each section) (30% weight)
      i. Reading
      ii. Math
      iii. Human Body Science
      iv. Scientific Reasoning
      v. English

8. Students must have a 2.75 CGPA or greater at the time they enter the ranking process.

9. Repeating courses to achieve a higher grade is associated with penalty point deductions from the ranking score.

10. Students must complete the general education phase of the program before entering the technical phase.

11. The number of students entering the technical phase will be determined by the president in conjunction with the PTA program director and the ACCE.

Area II Major Curriculum 74 Credit Hours

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>PTA1001</td>
<td>Introduction to Physical Therapist Assisting</td>
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<tr>
<td>PTA1003</td>
<td>Pathophysiology</td>
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<tr>
<td>PTA1005</td>
<td>Kinesiology with Laboratory</td>
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<tr>
<td>PTA1006</td>
<td>Testing &amp; Measurement with Laboratory</td>
<td>6</td>
</tr>
<tr>
<td>PTA2000</td>
<td>Habilitation Rehabilitation with Laboratory</td>
<td>6</td>
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<tr>
<td>PTA1008</td>
<td>Modalities with Laboratory</td>
<td>6</td>
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<tr>
<td>PTA2021</td>
<td>Therapeutic Exercise &amp; Orthopedic with laboratory Applications</td>
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<tr>
<td>PTA2046</td>
<td>Advanced Habilitation Rehabilitation with Laboratory</td>
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<tr>
<td>PTA2057</td>
<td>Physical Therapy through the Lifespan</td>
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<tr>
<td>PTA2050</td>
<td>Professional Seminar</td>
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<tr>
<td>PTA2058</td>
<td>Clinical Externship I</td>
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<tr>
<td>PTA2059</td>
<td>Current Rehabilitation Issues</td>
<td>3</td>
</tr>
</tbody>
</table>

PTA Program Progression Standards

All course and clinical education requirements must be completed satisfactorily in order for the student to be eligible for graduation. All course and clinical requirements are published in the course syllabi. These are provided to each student before or during the first class contact for each course. PTA program faculty must comply with published syllabi and course goals and objectives as well as published requirements for satisfactory student progress through the program.

1. Students in good standing are required to have a cumulative grade point average (CGPA) of 2.5 calculated from the courses taken while in advanced standing (PTA designated courses). Failure to maintain a CGPA of 2.5 will result in the student being placed on academic probation. The student will be permitted to remain on academic probation for a maximum of two quarters, during which time the student must obtain a CGPA of 2.5. If the CGPA of 2.5 cannot be met within two quarters while on probation the student will be dismissed from the PTA program.

2. Students, while in advanced standing, must achieve a minimum grade of C in all courses. Students will be permitted to repeat a course in which they scored lower than a C the next quarter that the course is offered. When a student repeats a course the student must achieve a minimum grade of B. The repeat option will be offered only once.

3. A successful clinical practitioner is required to apply knowledge learned in the classroom to the care and treatment of patients. Courses that include a laboratory experience will have grades calculated separately for classroom and laboratory components. Grades for laboratory components of the course will be calculated using written and other appropriate methods of assessing clinical competence. Students are required to obtain a minimum grade of C in the laboratory/clinical component of the course as well as the classroom component in order to successfully complete the course. The single final course grade will be a weighted average of the classroom exams and laboratory scores. For students repeating a course the final score in each of the classroom and laboratory sections will have to be 80% or higher.
4. Requirements for satisfactory progression in the PTA program require a cumulative grade point average of 2.5. Remediation is mandatory if a student scores less than 85% on a test. Written counseling occurs when a student’s average is nearing or below a passing grade for the course and asks for the student to indicate his/her plan to improve. Failure to remediate via the format prescribed by the instructor will result in an incomplete grade, failure to comply with a counseling statement is likely to result in a failing grade.

5. Clinical courses must be completed meeting minimal competency standards as listed in the Physical Therapist Assistant Clinical Performance Instrument (1998). Failure to receive a passing grade (P) in a completed clinical education course will require the student to repeat the clinical course. Each student is only permitted one opportunity to repeat a course. A second failed course while the student is in advanced standing will result in the student being dropped from the program for academic reasons.

6. Students who are dismissed from a clinical affiliation prior to completing the rotation will be suspended from the program while a faculty committee, chaired by the program director, investigates the reasons for the dismissal. If the committee deems the dismissal a substantial indicator that the student will not succeed in the profession, the student will be dropped from the program. If the committee feels that despite dismissal from a particular clinical rotation the student has a high probability of entering the profession as a safe, proficient practitioner, the student will be required to repeat the clinical course. If the student is dismissed a second time in the same or another clinical course while in advanced standing the student will be dropped from the program.

7. Students who have been dismissed from the program may reapply for advanced standing only after a minimum of one year from the time that they were dismissed from the program. Readmission will be based on all applicable admissions criteria at the time of application for readmission. The student, if accepted, will start at the beginning of all advanced standing coursework, regardless of grades obtained in the courses prior to dismissal from the program.
Bachelor of Science in Nursing at South University originated on the West Palm Beach campus in the year 2000 by offering a Bachelor of Science in nursing degree program. In 2006, nursing expanded to offer programs at other campuses as well as online. In 2008, nursing at South University became a College of Nursing with plans to expand to additional campuses and offer new programs of study to meet the ever-changing needs for nurses to be educated at both the undergraduate and graduate levels.

South University’s nursing curricula built upon the concepts of caring, critical thinking, communication, professionalism and holism supports the integration of nursing theory with professional nursing practice. Nursing graduates from South University are prepared to enter practice or expand their practice with the knowledge, clinical proficiency, technical skill, and confidence requisite to meet the ever-changing healthcare needs of the local and global community.

Authorization and Licensure
South University College of Nursing was awarded 10 years of system-wide accreditation for its programs by the Commission on Collegiate Nursing Education (CCNE) One Dupont Circle NW, Suite 530, Washington, DC 20036-1120; www.acen.nche.edu; telephone: 202-887-6791.

This system-wide accreditation, listed as the corporate campus in Savannah, GA, became effective April, 2010, and replaced the accreditation of individual programs. Further, the traditional Bachelor of Science in Nursing program offered at Columbus, Montgomery, Richmond, Tampa, and West Palm Beach, as well as the RN-BSN program and the Master of Science in Nursing programs offered online and at the South University Columbia, Montgomery, Richmond, Savannah, Tampa and West Palm Beach campus locations are approved, where indicated, by their respective state boards of nursing.

Limited Access Program
Nursing is a limited access program. Qualified applicants are considered for selection after successful completion of all prerequisite courses and all admission requirements. (Please refer to Procedure for Admission to the Nursing Program). The nursing program supports the South University policy of nondiscrimination. Acceptance into a South University nursing program or its completion does not imply or guarantee that a student will be able to obtain licensure or certification. The student should contact the state licensing board of nursing and/or the respective national professional certification body for specific requirements regarding application and the application process.

Master of Science in Nursing
The Master of Science in Nursing degree program (MSN) is designed to develop and enhance the knowledge and skills of registered nurses. It is also designed for those nurses who want to pursue more advanced positions in today’s challenging health care environment. The program blends nursing theory with professional nursing practice. Nursing graduates from South University are prepared to enter practice or expand their practice with the knowledge, clinical proficiency, technical skill, and confidence requisite to meet the ever-changing healthcare needs of the local and global community.

In addition to the MSN degree program goals and outcomes, students completing the Nursing Educator specialization will have demonstrated their acquisition of competencies and proficiencies related to:
1. Instructional Method Design: Create a variety of successful instructional methods to meet the needs of targeted learner populations.
3. Clinical Expertise: Apply appropriate clinical expertise when conducting educational experiences.

In addition to the MSN degree program goals and outcomes, students completing the Nurse Practitioner specialization will have demonstrated their acquisition of competencies and proficiencies to:
1. Integrate specialty standards of advanced practice nursing to deliver culturally competent, quality health care services to individuals, families, populations and systems.
2. Exercise effective leadership, critical thinking and communication skills in the development and implementation of advanced nursing practice services in Primary Care.
3. Integrate professional nursing standards, values and accountability into role and self development as an advanced practice nurse.
4. Utilize information technology and an evidence-based research approach in the development of nursing knowledge and design of health care services for clients, populations and systems.
5. Ensure advanced levels of clinical judgment, systems thinking, and accountability in the implementation and evaluation of evidenced based care to diverse individuals and populations.

<table>
<thead>
<tr>
<th>Master of Science in Nursing</th>
<th>MSN Core Courses</th>
<th>24 Credit Hours</th>
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<tbody>
<tr>
<td>NSG5000 Role of the Advanced Practice Nurse</td>
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<tr>
<td>NSG5002 Advanced Theoretical Perspectives for Nursing</td>
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<td>NSG5003 Advanced Pathophysiology</td>
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<td>NSG6001 Advanced Nursing Practice I</td>
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<td>NSG6002 Advanced Nursing Practice II</td>
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<td>NSG6101 Nursing Research Methods</td>
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<th>Nurse Educator Specialization</th>
<th>NSG6003 Teaching and Learning Strategies in Nursing</th>
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<tbody>
<tr>
<td>NSG6102 Evaluation of Education Outcomes in Nursing</td>
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<tr>
<td>NSG6103 Curriculum Design &amp; Evaluation in Nursing Education</td>
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<tr>
<td>NSG6201 Practicum in Nursing Education I</td>
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<td>NSG6202 Practicum in Nursing Education II</td>
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<td>NSG6999 Graduate Project in Nursing</td>
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<th>Adult Health Nurse Practitioner Specialization</th>
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<td>NSG6005 Pharmacology</td>
<td>4</td>
</tr>
<tr>
<td>NSG6020 Advanced Health and Physical Assessment</td>
<td>6</td>
</tr>
<tr>
<td>NSG6330 Practicum I: Adult Health – Adults &amp; Gerontology</td>
<td>6</td>
</tr>
<tr>
<td>NSG6330 Practicum II: Adult Health – Women’s Health</td>
<td>6</td>
</tr>
<tr>
<td>NSG6340 Practicum III: Adult Health – Primary Care</td>
<td>6</td>
</tr>
<tr>
<td>NSG6999 Graduate Project in Nursing</td>
<td>4</td>
</tr>
</tbody>
</table>

** Minnesota residents are ineligible to enroll into the Master of Science in Nursing or the RN to Master of Science in Nursing online programs.**
College of Nursing

Family Nurse Practitioner Specialization 38 credits
NSG6005 Pharmacology 4
NSG6020 Advanced Health and Physical Assessment 4
NSG6420 Practicum I: Family Health—Adult and Geriatrics 6
NSG6430 Practicum II: Family Health—Women’s Health 6
NSG6435 Practicum III: Family Health—Pediatrics 6
NSG6440 Practicum IV: Family Health—Primary Care 6
NSG6999 Graduate Project in Nursing 4

Nurse Administrator Specialization 24 credits
NSG6005 Pharmacology* 4
NSG6601 Managing Complex Healthcare Systems 4
NSG6606 Quality Outcomes and Financial Management in Healthcare Organizations 4
MHC6306 Human Resources Management in Healthcare Organizations 4
NSG6620 Practicum I: Quantitative Skills in Nursing Administration 4
NSG6630 Practicum II: Qualitative Skills in Nursing Administration 4
NSG6899 Graduate Project in Nursing 4

Nurse Practitioner Specializations

Family Nurse Practitioner Specialization
Family Nurse Practitioner (FNP) education prepares advanced practice nurses for the current and evolving primary health care system. The South University College of Nursing focuses on advanced health sciences knowledge and skills to prepare advanced clinicians to deliver leading edge, community-based primary health care to individuals and families across the lifespan. The program places a strong emphasis on health promotion as well as the development of positive health behaviors for clients at different developmental and age stages. FNP students share course content with fellow students in the Adult Nurse Practitioner (ANP) programs where appropriate. This structure exposes students to a variety of expert specialty faculty and supports development of inter-specialty relationships in client management.

Our program prepares graduates to provide the full range of primary care services to individuals throughout the antenatal period, infancy, childhood, and adolescence through the adult lifespan. Competencies include provision of well care to children and adults as well as the diagnosis and management of common acute and chronic health problems. In addition to direct patient care, family nurse practitioner students also participate in clinical translational efforts, education, and policy activities relevant to advanced practice nursing and diverse population health care issues. National certification is available upon program completion through the national certifying bodies (ANCC; AANP).

The South University College of Nursing Family Nurse Practitioner Program meets the Core Competencies for Family Nurse Practitioner outlined by the National Organization for Nurse Practitioner Faculties (NONPF). Upon graduation and entry into practice, family nurse practitioners are proficient in the following areas:

- Providing health promotion, health protection, disease prevention, and treatment
- Assessing health status
- Diagnosing health status
- Creating a plan of care and implementation of treatment
- Ensuring a professional, collegial, and collaborative approach to care
- Serving as a teacher and coach to patients
- Committing to advancing the profession
- Assisting patients in managing and negotiating the health care delivery system
- Monitoring and ensuring high quality health care practice
- Demonstrating cultural competence

The plan of study and required courses for the Family Nurse Practitioner Program include the Master’s Core requirements (24 credits) with the addition of the following clinical course requirements (38 credits):

- NSG6005 Pharmacology 4
- NSG6020 Advanced Health and Physical Assessment 6
- NSG6420 Practicum I: Family Health—Adult and Geriatrics 6
- NSG6430 Practicum II: Family Health—Women’s Health 6
- NSG6435 Practicum III: Family Health—Pediatrics 6
- NSG6440 Practicum IV: Family Health—Primary Care 6
- NSG6999 Graduate Project in Nursing 4

Students are required to complete a minimum of 720 hours in the three supervised clinical practicum courses that are designed to provide the opportunity for skill development and practice in the Family Nurse Practitioner role.

Adult Health Nurse Practitioner
Adult Health Nurse Practitioner (ANP) education encompasses both graduate level health sciences theory as well as supervised, in-depth clinical preparation and experience. The focus of the South University College of Nursing program is on leading edge, community based care, with an emphasis on at-risk and vulnerable populations. Adult health nurse practitioners are certified through a national certification examination process (ANCC; AANP) in independent management of adolescent and adult health care, including elder care, with special emphasis on health promotion, risk reduction, disease prevention, and primary health care management. Nurse practitioners diagnose and treat common health problems by: conducting health histories and providing complete physical examinations; interpreting laboratory results and diagnostic procedures; prescribing and managing medications and other therapies; engaging in health teaching and support with particular reference to prevention of illness and health maintenance; and referring patients to other health professionals where indicated.

South University’s College of Nursing Adult Health Nurse Practitioner Program meets the core competencies for Adult Health Nurse Practitioners as outlined by the National Organization for Nurse Practitioner Faculty (NONPF). These competencies include:

- Providing health promotion, health protection, disease prevention, and treatment
- Assessing health status
- Diagnosing health status
- Creating a plan of care and implementation of treatment
- Ensuring a professional, collegial, and collaborative approach to care
- Serving as a teacher and coach to patients
- Committing to advancing the profession
- Assisting patients in managing and negotiating the health care delivery system
- Monitoring and ensuring high quality health care practice
- Demonstrating cultural competence

The plan of study and required courses for the Adult Health Nurse Practitioner Program include the Master’s Core requirements (24 credits) with the addition of the following clinical course requirements (32 credits):

- NSG6005 Pharmacology 4
- NSG6020 Advanced Health and Physical Assessment 6
- NSG6320 Practicum I: Adult Health—Adults and Gerontology 6
- NSG6330 Practicum II: Adult Health—Women’s Health 6
- NSG6340 Practicum III: Adult Health—Primary Care 6
- NSG6899 Graduate Project in Nursing 4

MSN Clinical Specializations Post Graduate Certificate
The Post-Graduate Certificate Program is designed for individuals who hold a master’s degree in nursing that has prepared them for practice in another advanced role or in an advanced nursing specialty. Post graduate students must successfully complete graduate didactic and clinical requirements of the master’s specialization and are expected to master the same outcome competencies as master’s degree program students for the respective specialization, including the master’s core competencies and the specialization competencies. Post graduate students are required to complete a minimum of 600 hours in a supervised clinical practicum that provides the opportunity to practice in the respective role.

Adult Health Nurse Practitioner

- NSG5000 Role of the Advanced Practice Nurse 4
- NSG5002 Advanced Theoretical Perspectives 4
- NSG5003 Advanced Pathophysiology 4
- NSG6001 Advanced Nursing Practice I 4
- NSG6002 Advanced Nursing Practice II 4
- NSG6101 Nursing Research Methods 4

SUPPORT COURSES

- NSG6005 Pharmacology 4
- NSG6020 Advanced Health and Physical Assessment 6
- NSG6320 Practicum I: Adult Health—Adults & Gerontology 6
MSN Specialization in Nurse Administrator
The 21st century nurse administrator will transform care of patients and communities through ethical nursing leadership that is evidence-based, outcome-oriented and focused on nursing excellence. The specialization in Nurse Administrator from South University prepares the next generation of nursing leaders through innovative, blended course work and integrated practical experience, while completing the courses included in the Nurse Administrator core competencies and the specialization competencies. The student will complete 240 practicum hours during progression through the program.


**MSN Specialization in Nurse Administrator**

**Core**

- NSG5000 Role of the Advanced Practice Nurse
- NSG5002 Advanced Theoretical Perspectives
- NSG5003 Advanced Pathophysiology
- NSG6001 Advanced Nursing Practice I
- NSG6101 Nursing Research Methods

**Specialization in Nurse Administrator**

- NSG6005 Pharmacology
- NSG6601 Managing Complex Healthcare Systems
- NSG6605 Quality Outcomes and Financial Management in Healthcare Organizations
- MHC6306 Human Resources Management in Healthcare Organizations
- NSG6620 Practicum I: Quantitative Skills in Nursing Administration
- NSG6630 Practicum II: Quantitative Skills in Nursing Administration

**Capstone**

- NSG6999 Graduate Project in Nursing

*Students wishing to further develop their advanced practice skills should take NSG5003 Advanced Pathophysiology, NSG6001 Advanced Nursing Practice I, and NSG6005 Pharmacology. Students wishing to further develop their management/administration/technology skills may take LEA5100 Leadership, Organizational Theory and Change, LEA5130 Team Building and Group Dynamics, IST5010 Information Technology Infrastructure, and/or PMC6601 Foundations of Project Management in place of NSG6003, NSG6001, and/or NSG6605. In all cases students should work closely with their Academic Advisors or Academic Counselors to select appropriate coursework that meets their career needs and course prerequisites.

**Post-graduate Certificate Program in Nursing Administration**

The Post-graduate Certificate Program in Nursing with a Specialization in Nurse Administrator is a 28-credit hour program designed for individuals who hold a master’s degree in nursing that has prepared them for practice in another advanced role or in an advanced nursing specialty. The certificate program provides students with the knowledge and skills to move into leadership roles such as Chief Nursing Officer, Associate Chief Nursing Officer, Director of Nursing, or Nurse Manager.

Post-master’s students must successfully complete graduate didactic and clinical requirements of the master’s specialization and are expected to master the same outcome competencies as master’s students pursuing the specialization in Nurse Administrator, including the master’s core competencies and the specialization competencies. The student will complete 240 practicum hours during progression through the certificate program.

Courses may be waived if the individual’s master’s transcript indicates that s/he has successfully completed the required course or its equivalent. Wavers and exceptions will be determined for individual students through a gap analysis as determined by the program Director or College Dean.

**Post-graduate Certificate Program in Nursing**

<table>
<thead>
<tr>
<th>Specialization in Nurse Administrator</th>
<th>32 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select two of the following elective courses:*</td>
<td></td>
</tr>
<tr>
<td>NSG5000 Role of the Advanced Practice Nurse</td>
<td>(4)**</td>
</tr>
<tr>
<td>NSG6005 Pharmacology</td>
<td>(4)</td>
</tr>
<tr>
<td>LEA5100 Leadership, Organizational Theory and Change</td>
<td>(4)</td>
</tr>
<tr>
<td>LEA5130 Team Building and Group Dynamics</td>
<td>(4)</td>
</tr>
<tr>
<td>IST5010 Information Technology Infrastructure</td>
<td>(4)</td>
</tr>
<tr>
<td>PMC6601 Foundations of Project Management</td>
<td>(4)</td>
</tr>
<tr>
<td>Required:</td>
<td></td>
</tr>
<tr>
<td>NSG6601 Managing Complex Healthcare Systems</td>
<td>(4)</td>
</tr>
<tr>
<td>NSG6605 Quality Outcomes and Financial Management in Healthcare Organizations</td>
<td>(4)</td>
</tr>
<tr>
<td>MHC6306 Human Resources Management in Healthcare Organizations</td>
<td>(4)</td>
</tr>
<tr>
<td>NSG6620 Practicum I: Quantitative Skills in Nursing Administration</td>
<td>(4)</td>
</tr>
<tr>
<td>NSG6630 Practicum II: Quantitative Skills in Nursing Administration</td>
<td>(4)</td>
</tr>
<tr>
<td>NSG6999 Graduate Project in Nursing</td>
<td>(4)</td>
</tr>
</tbody>
</table>

*Students wishing to further develop their advanced practice skills should take NSG6005 Pharmacology. Students wishing to further develop their management/administration/technology skills may take LEA5100 Leadership, Organizational Theory and Change, LEA5130 Team Building and Group Dynamics, IST5010 Information Technology Infrastructure, and/or PMC6601 Foundations of Project Management. Students should work closely with their Academic Advisors or Academic Counselors to select appropriate coursework that meets their career needs and course prerequisites.

**Persons seeking a post-graduate certificate in Nursing Administration must have evidence of a nursing role course in their graduate education. If this is not the case, NSG5000 must be one of the two electives selected from the elective list.**

**RN to Master of Science in Nursing**

The RN to Master of Science in Nursing program with a specialization in Nurse Administrator is a 217 credit program that allows students with strong academic backgrounds to reduce the number of courses required in the undergraduate program by substituting certain graduate courses while completing the courses included in the Nurse Administrator specialization. The program includes integrated practical experience, practica, and a final project to assess learning outcomes.

*Students who successfully complete all requirements of RN to Master of Science in Nursing program will be awarded both the Bachelor of Science in Nursing degree and the Master of Science in Nursing degree.*

**Minnesota residents are ineligible to enroll into the Master of Science in Nursing or the RN to Master of Science in Nursing online programs.**
College of Nursing

<table>
<thead>
<tr>
<th>RN to Master of Science in Nursing** Major Curriculum</th>
<th>217 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education/Prerequisites</td>
<td>90 credits</td>
</tr>
<tr>
<td>Undergraduate Nursing (45 transfer + 30 from South University)</td>
<td>75 credits</td>
</tr>
<tr>
<td>NSG3005 Professional Nursing Practice</td>
<td>2</td>
</tr>
<tr>
<td>NSG3072 Principles of Assessment for Registered Nurse</td>
<td>4</td>
</tr>
<tr>
<td>NSG3016 Caring for a Multicultural Society</td>
<td>2</td>
</tr>
<tr>
<td>NSG3028 Caring for the Community</td>
<td>4</td>
</tr>
<tr>
<td>NSG3030 Introduction to Nursing Research</td>
<td>4</td>
</tr>
<tr>
<td>NSG4028 Concepts of Teaching &amp; Learning</td>
<td>4</td>
</tr>
<tr>
<td>NSG4029 Leadership in a Diverse Society</td>
<td>4</td>
</tr>
<tr>
<td>NSG4064 Financial Management for Nurses</td>
<td>4</td>
</tr>
<tr>
<td>NSG4070 Legal and Ethical Issues in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>Graduate Nursing</td>
<td>52 credits</td>
</tr>
<tr>
<td>Core</td>
<td>24 credits</td>
</tr>
<tr>
<td>NSG5005 Role of the Advanced Practice Nurse</td>
<td>4</td>
</tr>
<tr>
<td>NSG5020 Advanced Theoretical Perspectives</td>
<td>4</td>
</tr>
<tr>
<td>NSG5003 Advanced Pathophysiology*</td>
<td>4</td>
</tr>
<tr>
<td>NSG6001 Advanced Nursing Practice *</td>
<td>4</td>
</tr>
<tr>
<td>NS61611 Nursing Research Methods</td>
<td>4</td>
</tr>
<tr>
<td>Specialization in Nurse Administrator</td>
<td>24 credits</td>
</tr>
<tr>
<td>NSG6005 Pharmacology*</td>
<td>4</td>
</tr>
<tr>
<td>NSG6601 Managing Complex Healthcare Systems</td>
<td>4</td>
</tr>
<tr>
<td>NSG6605 Quality Outcomes and Financial Management in Healthcare Organizations</td>
<td>4</td>
</tr>
<tr>
<td>MHC6306 Human Resources Management in Healthcare Organizations</td>
<td>4</td>
</tr>
<tr>
<td>NSG6620 Practicum I: Quantitative Skills in Nursing Administration</td>
<td>4</td>
</tr>
<tr>
<td>NSG6630 Practicum II: Qualitative Skills in Nursing Administration</td>
<td>4</td>
</tr>
<tr>
<td>Capstone</td>
<td>4 credits</td>
</tr>
<tr>
<td>NSG6995 Graduate Project in Nursing (4)</td>
<td></td>
</tr>
</tbody>
</table>

*Students wishing to further develop their advanced practice skills should take NSG5003 Advanced Pathophysiology, NSG6001 Advanced Nursing Practice I, and NSG6005 Pharmacology. Students wishing to further develop their management/administration/technology skills may take LEA5100 Leadership, Organizational Theory and Change, LEA5130 Team Building and Group Dynamics, IST5010 Information Technology Infrastructure, and/or PMC6010 Foundations of Project Management in place of NSG5003, NSG6001, and/or NSG6005. In all cases students should work closely with their Academic Advisors or Academic Counselors to select appropriate coursework that meets their career needs and course prerequisites.

MSN Academic Progression Policy

Undergraduates in the RN to Master of Science in Nursing degree program must maintain a GPA of 3.0 or higher. Before taking graduate nursing courses, the RN to Master of Science in Nursing degree program student must complete a three semester credit hour or four quarter hour undergraduate course in descriptive and inferential statistics with a grade of B or better, complete all baccalaureate level course requirements prior to enrolling for graduate courses; maintain a minimum GPA of 3.0 or better on a 4.0 scale for all undergraduate BSN level courses; and meet satisfactory academic progression standards for undergraduate nursing students. After enrolling in graduate courses, the RN to Master of Science in Nursing degree program student must maintain a minimum GPA of 3.0 or better on a 4.0 scale in NSG5000, NSG5002, and NSG5003 and meet satisfactory academic progression standards for graduate nursing students. If unsuccessful in maintaining the minimum GPA requirement, the student must exit to the regular Nursing RN to BSN degree completion program and may apply for graduate studies upon completion of a BSN degree. Upon graduation, student will receive both a BSN and MSN.

Graduate students must maintain a minimum GPA of 3.0 or better. Failure to do so for two consecutive quarters will result in an automatic dismissal from the program.

A student on provisional status who does not satisfactorily complete the requirements for removing provisional status will be dismissed from the nursing program. A student may not graduate from the MSN degree program with less than a cumulative GPA of 3.0. Students must apply for graduation two quarters before the date of graduation. If an MSN degree program student wishes to register after an absence of four consecutive quarters, a new application must be submitted.

All degree requirements must be completed within five (5) years.

Bachelor of Science in Nursing

The BSN degree program is designed to provide students with a solid educational foundation that prepares individuals for entry into the nursing profession. The nursing graduate will be able to incorporate the concepts of caring, communication, critical thinking, professionalism, and holism to provide care for individuals, families and communities. The comprehensive theoretical and clinical practice components allow South University graduates to make a smooth transition into professional nursing practice. Graduates of the South University Nursing program are encouraged to continue the educational process and are prepared for the challenges of graduate study.

The BSN degree program is designed for the nonregistered nurse student. Students may complete prerequisite courses as few as six quarters and then make application to enter the nursing program, which is taught over seven quarters. The program allows highly motivated fulltime students to complete the program of study in nursing in a concentrated period of time. After successful completion of the nursing program, the graduate must pass the National Council Licensure Examination Registered Nurse (NCLEXRN) in order to obtain licensure and begin practice as a registered nurse.*

*South University does not guarantee thirdparty certification exams. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to South University.

Students graduating from the Bachelor of Science in Nursing Degree Program will have demonstrated their acquisition of competencies and proficiencies related to the following:

- **Liberal Education for Baccalaureate Generalist Nursing Practice:** Synthesize knowledge from nursing, the physical and social sciences, arts, and humanities in the practice of professional nursing practice.
- **Basic Organizational and Systems Leadership for Quality Care and Patient Safety:** Apply critical thinking skills in establishing priorities, delegating responsibility, formulating decisions, and maintaining accountability in the practice of professional nursing through the application of nursing standards.
- **Scholarship for Evidence Based Practice:** Integrate care and concern for humanity, with scholarly research and systematic inquiry to deliver evidenced based, comprehensive, and holistic nursing care which promotes health and quality of life.
- **Information Management and Application of Patient Care Technology:** Utilize informatics and technology to adapt to the challenges of nursing practice of today and the future.
- **Health Care Policy, Finance, and Regulatory Environments:** Demonstrate professionalism by advocating for legal, ethical, financial and political issues involving health care.
- **Inter-professional Communication and Collaboration for Improving Patient Health Outcomes:** Communicate effectively and collaboratively within nursing and other healthcare disciplines to empower patients experiencing health challenges through education and promotion of health and well-being.
- **Clinical Prevention and Population Health:** Utilize the nursing process to collaborate with consumers and other health professionals to initiate improvements in healthcare and promote health and well-being in persons, families and communities.
- **Professionalism and Professional Values:** Demonstrate a self awareness of and commitment to excellence in nursing practice through the pursuit of community, educational, and organizational opportunities to enhance personal and professional growth.
- **Baccalaureate Generalist Nursing Practice:** Provide holistic caring to diverse patient populations, across the lifespan in a variety of settings with technical proficiency that integrates foundational, discipline-specific and interdisciplinary knowledge essential for professional practice.

**Prerequisite Courses**

Students may complete the nursing program prerequisites by completion of the first two years of the BS in Health Science degree program at South University.

Bachelor of Science in Nursing Program

<table>
<thead>
<tr>
<th>Bachelor of Science in Nursing</th>
<th>Hours Required 192</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area I General Education Requirements</td>
<td>Hours 69</td>
</tr>
<tr>
<td>Professional Development</td>
<td>8</td>
</tr>
<tr>
<td>IITS1010 Computer and Internet Literacy</td>
<td>3</td>
</tr>
<tr>
<td>Choose one additional course from either LVC1007 Strategies for Success or an advisor approved general elective (4)</td>
<td></td>
</tr>
<tr>
<td>Nursing students entering South University in their freshman year, may register for Medical Terminology which fulfills the elective requirement here.</td>
<td></td>
</tr>
</tbody>
</table>
College of Nursing

Transfer students may bring an elective from a prior program or complete an advisor-approved general elective. Montgomery transfer students should consider BIS3344 Principles of Genetics to fulfill this elective requirement.

Basic Communications 16
ENG1001 Composition I 4
ENG1002 Composition II/Literature 4
ENG2001 Composition III 4
SPE1026 Public Speaking 4

Mathematics and Statistics 12
MAT1005 College Algebra 4
MAT2058 Statistics 4
Choose one additional course from the list below:
MAT1001 Intermediate Algebra 4
MAT1150 College Math 4
MAT2050 Pre-Calculus 4
MAT2101 Calculus I 4
MAT2102 Calculus II 4

Natural Sciences 12
BIO1011 Anatomy and Physiology I 4
BIO1012 Anatomy and Physiology II Lab 2
BIO1013 Anatomy and Physiology II 4
BIO1014 Anatomy and Physiology II Lab 2

Arts and Humanities Choose two: 8
ENG2002 World Literature I 4
ENG2003 World Literature II 4
HIS1101 US History I 4
HIS1102 US History II 4
HUM1001 History of Art through the Middle Ages 4
HUM1002 History of Art from the Middle Ages to Modern Times 4
HUM2101 World Civilization I 4
HUM2102 World Civilization II 4
PHI2101 Introduction to Philosophy 4

Social and Behavioral Sciences 12
PSY1001 General Psychology 4
SOC1001 Introduction to Sociology 4
PSY2022 Human Growth and Development 4

*PSY2022 is required by CCNE for all BSN students. Per the Department of Behavioral Sciences, the course meets the South University General Education requirements for Social and Behavioral Sciences for Nursing students ONLY.

Area II Foundation Requirements 22
BIO2015 Human Pathophysiology 4
BIO2070 Microbiology 4
BIO2073 Microbiology Lab (on ground) 2
BIO2071 Microbiology Lab (online) 2
BIO2073 CHM1101 General Chemistry 4
NTR2050 Nutrition 4
General Education Elective 4

Area III Major Requirements Hours 102
Core 96
NSG3001 Introduction to the Profession of Nursing 4
NSG3009 Principles of Assessment 3
NSG3011 Principles of Assessment Lab 4
NSG3014 Critical Reading, Studying and Thinking in Nursing 2
NSG3022 Pharmacotherapeutics I 3
NSG3023 Fundamentals of Nursing 3
NSG3024 Fundamentals of Nursing Skills Lab 4
NSG3027 Fundamentals of Nursing Practice 2
NSG3032 Pharmacotherapeutics II 3
NSG3033 Caring for Adults I 2
NSG3034 Caring for Adults I – Practice 5
NSG3036 Introduction to Nursing Research 3
NSG3042 Caring for Women and Neonates 4
NSG3043 Caring for Women and Neonates – Practice 5
NSG3044 Caring for Adults II 2

*Upon the advisement of the nursing program director, the course sequence NSG3069 and NSG4069 may be substituted for the course sequence NSG3016 and NSG3028. Both courses are required for the substitution and the curriculum sequence of courses may be altered for program completion.

Application Process and Deadline
The College of Nursing admits two classes of students per year to their campus-based BSN programs. Application packets and deadlines are available on each campus. Fully completed application materials (including evidence of completion of all prerequisite courses) are due by the posted deadline, usually the first day of the quarter before admission (e.g., first day of summer quarter for fall quarter program start). Incomplete or late applications will not be considered.

The Nursing Program
Applicants will be selected for admission into the Nursing Program using a composite of: cumulative grade point average (GPA), core courses GPA, and entrance examinations.

Suggested Nursing Curriculum Sequence
Note: Sequence of courses may vary by campus due to clinical scheduling requirements.

1st Quarter
NSG3001 Introduction to the Profession of Nursing 4
NSG3009 Principles of Assessment 3
NSG3011 Principles of Assessment Lab 4
NSG3014 Critical Reading, Studying and Thinking in Nursing 2
NSG3069 Caring for Diverse and Vulnerable Populations I 4

2nd Quarter
NSG3022 Pharmacotherapeutics I 3
NSG3032 Pharmacotherapeutics II 3
NSG3024 Fundamentals of Nursing Skills Lab 4
NSG3027 Fundamentals of Nursing Practice 2
NSG4069 Caring for diverse and Vulnerable Populations II 2

3rd Quarter
NSG3032 Pharmacotherapeutics II 3
NSG3033 Caring for Adults I 5
NSG3034 Caring for Adults I – Practice 5
NSG3036 Introduction to Nursing Research 3

4th Quarter
NSG3042 Caring for Women and Neonates 4
NSG3043 Caring for Women and Neonates – Practice 5
NSG3044 Caring for Adults II 2

5th Quarter
NSG4050 Caring for Children 4
NSG4051 Caring for Children – Practice 5
NSG4052 Caring for Adults III 2
NSG4053 Caring for Adults III – Practice 3

6th Quarter
NSG4060 Caring for Adults IV 2
NSG4061 Caring for Adults IV – Practice 3
NSG4062 Caring for Persons with Psychiatric/Mental Health Problems 4
NSG4063 Caring for Persons with Psychiatric/Mental Health Problems—Practice 5

Note: The Nursing Program accepts students once a year. Students are selected based on the completion of all prerequisite courses and successful completion of the application process. Incomplete or late applications will not be considered.
College of Nursing

7th Quarter

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSG4070</td>
<td>Legal and Ethical Issues in Nursing</td>
<td>2</td>
</tr>
<tr>
<td>NSG4071</td>
<td>Transition into Professional Nursing</td>
<td>6</td>
</tr>
<tr>
<td>NSG4072</td>
<td>Transition into Professional Nursing Preceptorship</td>
<td>5</td>
</tr>
</tbody>
</table>

Total Nursing Curriculum Credits 102

For the BSN degree program for initial licensure, progression is also contingent upon completion of required assessment examinations. These examinations include:

1. Standardized achievement tests in course subjects as assigned.
2. Final pre-licensure examination. Students are required to obtain a minimum score on the pre-licensure examination. Students who fail to achieve the required minimum score must perform remediation activities and retake. Failure to achieve the required score within three attempts will delay program completion.
3. Math Competency Examinations. Junior level students (Quarters 1-3) must receive a score of 80% or higher on all math examinations. Senior level (Quarters 4-6) students must receive a score of 90% or higher on all math examinations. Quarter 7 students must receive a score of 100% on the math examination. A maximum of three opportunities are allowed to pass the math requirement each quarter. Failure to pass the math requirement will result in course failure and prevent progression in the nursing program.

A student on provisional status who does not satisfactorily complete the requirements for removing provisional status will be dismissed from the nursing program.

All applicants to the BSN Completion program must hold a current and unencumbered license in the state in which they are completing program requirements. Additionally, all BSN and RN-BSN applicants must successfully complete a criminal background check and a drug screening. Clinical affiliation agencies may require additional testing.

If a student fails to achieve the required passing score (90% prediction to pass NCLEX) on the first attempt ATI Predictor, the student must perform intensive remediation using ATI and other resources. The student will be afforded two more attempts at achieving the required passing score. If a student fails to achieve the required passing score (80% prediction to pass NCLEX) on the first attempt ATI Predictor, the student must perform intensive remediation using ATI and other resources. The student will be afforded two more attempts at achieving the required passing score. If the student is not successful after a total of 3 attempts at achieving the required passing score, the course grade for NSG4071 is calculated with a 60% for the ATI Assessment Exam score. If the 60% results in failure of the course, the course must be repeated. The student must meet all other requirements for graduation as listed in the catalog.

*Remediation provides an opportunity for students to review and acquire additional knowledge about an area in which they are weak or lack full understanding of the content and its application to clinical practice. While the means by which students may remediate is optional, remediation itself is mandatory. Students failing to complete their remediation plans may be assigned an Incomplete Grade or a 0 on the assignment. Remediation is intended to help students recover important information that was missed on the initial test. Remediation strategies vary and may include but are not limited to the following:

1. **Small Group Review**
   - A group session for remediation may be held with or without a faculty member present. Students are encouraged to review those topics commonly missed on any one of the tests administered during that quarter. Students may be required to retest at the completion of the group review to ensure that additional learning has occurred.

2. **Online Practice Test Remediation**
   - Non-proctored exams may be taken online to demonstrate mastery of content and the ability to score at or above 90%.

3. **Short Answer Remediation**
   - Individualized attention to those areas missed on a test can be addressed through short essays. To be considered remedial, a student must print out the ATI test results listing those items and topics missed. Using the review manuals provided by ATI, the student must then address each of the areas, writing a short paragraph discussing the essential content, and identifying the appropriate reference area in the book.

4. **Proctored Test Remediation**
   - From the test results, identify those areas in need of remediation. Study and prepare to retake a proctored test in the content area. Schedule with the instructor an appropriate time to repeat the testing.

   All remediation will be time limited and completion of remediation should not be construed as a guarantee of future success in the program or on NCLEX.

5. **ATI on Campus Review**
   - ATI may provide an on campus customized review at the request of the faculty. Reviews may be scheduled for 3 or 4 days for groups of 25 or more students.

6. **Virtual ATI Review**
   - Experienced instructor assigned by ATI and will review all ATI reports, create a study plan, and provide advice on preparing for the NCLEX® as well as a detailed timeline to ensure adequate progress. Additional online practice assessments with customized diagnostic reports are available on completion.

The RN to BSN Degree Completion

The RN to BSN Degree Completion program at South University is designed to enhance the professional knowledge and career scope for the licensed registered nurse. Concepts of nursing research and community health are key components of the curriculum. These educational experiences are designed to prepare professional nurses for practice today and well into the future. Graduates of the South University RN to BSN Degree Completion program meet the same outcome objectives whether in the on ground BSN program or the online RN to BSN Degree Completion program.

Potential students must be comfortable with technology, self-motivated, able to solve problems independently, have good organizational skills, good writing skills, and are prepared to invest time to their studies in both the on ground and online nursing programs. Forty-five quarter hours of nursing credit will be accepted toward the BSN degree based upon graduation from an accredited school of nursing.

Assessment through Standardized Tests.

The following policy describes the use of the Assessment Technologies Inc. (ATI) Comprehensive Assessment and Review Program (CARP) as a component of admission, progression, and graduation in nursing program at South University. This policy has been developed to facilitate the assessment of at-risk students and establish a review and remediation process to enhance their success in the program and on NCLEX-RN after graduation.

1. **Admission**
   - The ATI Test of Essential Academic Skills (TEAS) is used as a component of the admission process. The TEAS is used to determine academic preparedness of entry-level nursing students in Reading, Math, Science, and English and Language Usage. Students’ performance will be ranked according to admission criteria.

   **Rationale:** While ATI does not predict success for students based on their performance on the TEAS, composite scores are computed in each of the four areas. Sub scores are also generated to assess specific content mastery. In concert with ATI scores, the scores are to be used in conjunction with other affective and cognitive measures of performance and are not to be used as the sole criterion for admission decisions.

2. **Progression**
   - The ATI review and remediation Content Master Series is used as a Component of progression in the program. Students must provide documentation of completion of assigned unsecured (non-proctored) ATI Content Mastery and/or Targeted Medical Surgical Assessment Series exams at the Secured Proctored examination. Additionally, students are required to achieve 85% on targeted medical-surgical assessment modules applicable to course content for admission into the course/proctored exams. Students who fail to achieve a Level 2 or Level 3 on the Proctored Exam will be required to complete approved remediation activities. Required nursing courses and related RN ATI content mastery exams are listed below:
Pass NCLEX on the first attempt. ATI Predictor, the student must perform student fails to achieve the required passing score (90% prediction to afford two more attempts at achieving the required passing score. If a opportunity for review and practice with the related course content.

Rationale: The requirement for the non-proctored exams will provide the opportunity for review of content and enhance the potential for doing well on the Secured exams. Scheduling examinations throughout the quarter could potentially reduce students’ stress due to procrastination in preparing for the Secured examination. While the ATI unsecured examinations are not required for certain courses, students will be encouraged to take the exams to take advantage of the opportunity for review and practice with the related course content.

3. Course Credit: Use of Proctored Mastery Exams
The AT proctored exam must be taken as scheduled prior to the course final exam. Students taking ATI RN Content Mastery Assessment exams are expected to achieve a score that equates to a Proficiency Level 2 or higher. Students who score at Level Three or Level Two will be awarded performance points on designated course final examinations. One test attempt is allowed.

Students who achieve:
- Level Three will earn 10 points
- Level Two will earn 5 points

Grading will be based on the achievement of Level 2 Proficiency. The required scores will be indicated on the relevant course syllabus.

Any student who scores at Level 1 or below Level 1 will be required to participate in a remediation* program as prescribed by the instructor.

Rationale: Students must achieve a score at or above Proficiency Level 2 in order to receive performance points in the relevant course. According to ATI (2007), scores meeting proficiency Level 2 standard may be considered to exceed minimum expectations for performance in this content area. Scores at this level were judged by the content expert panel to indicate a student as fairly certain to meet NCLEX standards in this content area. ATI advises these students to engage in continuous review in order to improve their knowledge of this content.

4. Graduation: The proctored ATI RN Comprehensive Predictor Exam is a component of NSG4071. Students must pass the examination within three attempts during this course with a score commensurate with a 90% probability of passing NCLEX-RN on the first attempt. Required scores vary based on the version of the test taken (2.0 or 3.0). Students will be provided with the test score that must be achieved on the first attempt at the beginning of the semester and the scores required for the second attempt as needed. The first and second attempts must be completed by the scheduled deadline date. If student fails on the first attempt, remediation will be required prior to the second attempt. The faculty member/consultant will determine when the student is ready for re-testing. A third attempt will be provided if required. An additional fee to be paid by the student, may be required for the third attempt of the RN Comprehensive Predictor Exam.

If a student fails to achieve the required passing score (90% prediction to pass NCLEX) on the first attempt ATI Predictor, the student must perform intensive remediation using ATI and other resources. The student will be afforded two more attempts at achieving the required passing score. If the student is not successful after a total of 3 attempts at achieving the required passing score, the course grade for NSG4071 is calculated with a 60% for the ATI Assessment Exam score. If the 60% results in failure of the course, the course must be repeated. The student must meet all other requirements for graduation as listed in the catalog.

*Remediation provides an opportunity for students to review and acquire additional knowledge about an area in which they are weak or lack full understanding of the content and its application to clinical practice. While the means by which students may remediate is optional, remediation itself is mandatory. Students failing to complete their remediation plans may be assigned an Incomplete Grade or a 0 on the assignment. Remediation is intended to help students recover important information that was missed on the initial test. Remediation strategies vary and may include but are not limited to the following:

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2. Online Practice Test Remediation
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3. Short Answer Remediation
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RN to BSN Degree Completion Program Objectives
Students graduating from the RN to BSN Completion program receive a Bachelor of Science in Nursing degree and will have demonstrated their acquisition of competencies and proficiencies related to the following:
- Liberal Education for Baccalaureate Generalist Nursing Practice: Synthesize knowledge from nursing, the physical and social sciences, arts, and humanities in the practice of professional nursing practice.
- Basic Organizational and Systems Leadership for Quality Care and Patient Safety: Apply critical thinking skills in establishing priorities, delegating responsibility, formulating decisions, and maintaining accountability in the practice of professional nursing through the application of nursing standards.
- Scholarship for Evidence Based Practice: Integrate care and concern for humanity, with scholarly research and systematic inquiry to
College of Nursing

deliver evidenced based, comprehensive, and holistic nursing care which promotes health and quality of life.

• Information Management and Application of Patient Care Technology: Utilize informatics and technology to adapt to the challenges of nursing practice of today and the future.

• Health Care Policy, Finance, and Regulatory Environments: Demonstrate professionalism by advocating for legal, ethical, financial and political issues involving health care.

• Interprofessional Communication and Collaboration for Improving Patient Health Outcomes: Communicate effectively and collaboratively within nursing and other healthcare disciplines to empower patients experiencing health challenges through education and promotion of health and well-being.

• Clinical Prevention and Population Health: Utilize the nursing process to collaborate with consumers and other health professionals to initiate improvements in healthcare and promote health and well-being in persons, families and communities.

• Professionalism and Professional Values: Demonstrate a self awareness of and commitment to excellence in nursing practice through the pursuit of community, educational, and organizational opportunities to enhance personal and professional growth.

• Baccalaureate Generalist Nursing Practice: Provide holistic caring to diverse patient populations, across the lifespan in a variety of settings with technical proficiency that integrates foundational, discipline-specific and interdisciplinary knowledge essential for professional practice.

Bachelor of Science in Nursing Completion Major Curriculum 180 Credit Hours

<table>
<thead>
<tr>
<th>General education/prerequisites</th>
<th>Nursing (45 transfer + 46 from South University)</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 Credit Hours</td>
<td>90 Credit Hours</td>
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<tr>
<td>NSG3305 Transition into Professional Nursing for RN’s</td>
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<tr>
<td>NSG3016 Caring for a Multicultural Society</td>
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<tr>
<td>NSG3012 Principles of Assessment for RNs</td>
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<tr>
<td>NSG3026 Introduction to Nursing Research</td>
<td>3</td>
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<tr>
<td>NSG3028 Caring for Community</td>
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<tr>
<td>NSG4070 Legal &amp; Ethical Issues for the RN</td>
<td>2</td>
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<tr>
<td>NSG4028 Concepts of Teaching &amp; Learning</td>
<td>4</td>
</tr>
<tr>
<td>NSG4029 Leadership in a Diverse Society</td>
<td>4</td>
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<tr>
<td>NSG4064 Financial Management for Nurses</td>
<td>4</td>
</tr>
<tr>
<td>NSG4095 Illness and Disease Management across the Life Span</td>
<td>4</td>
</tr>
<tr>
<td>NSG4040K Nursing Elective*</td>
<td>4</td>
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<tr>
<td>NSG4075 Holistic Professional Nursing</td>
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</tr>
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</table>

*The Nursing Electives Are:

NSG4045 Health Promotion Across the Life Span | 4 |
NSG4065 Complementary & Alternative Methods in Nursing | 4 |
NSG4066 Palliative Care | 4 |
NSG4067 Gerontological Nursing | 4 |

Clinical Requirements

The capstone course is predominately clinical with facilitator guidance. The criteria for clinical sites are written by the program coordinator. Students are provided with suggestions for the types of sites that have been successful in the past. Each student will choose her/his own sites to complete the learning assignment. These sites will require prior approval from the course facilitator. Each site will enter into an agreement with South University, which states that they know the student is at the site as a student for South University.

Nursing Track

Once admitted to the nursing concentration in the RN to BSN Degree Completion program, successful completion of all courses within each quarter is required for progression to the next quarter. Didactic courses receive letter course grades while lab and practice courses receive a grade of pass or fail. Nursing didactic courses must be passed with a minimum grade of C or better. The student must earn a passing grade in all lab or practice courses. Additionally, students must maintain a term GPA of 2.5 or greater in every quarter of the program. If part time in the RN to BSN Degree Completion program, students must maintain a term GPA of 2.5 or greater in the last 3 courses or 12 credits attempted, whichever is greater.

Students who pass nursing didactic courses with a grade of C or better and who receive a passing grade in practice courses but do not achieve a term GPA of 2.5 or greater in a quarter are placed on academic probation for the next quarter. During the subsequent quarter and in every quarter following until graduation, the student must achieve a term GPA of 2.5 or greater. Failure to obtain a term GPA of 2.5 while on academic probation will result in dismissal from the nursing program. The student may be required to repeat or complete specific courses or conditions for reentry into the program. Reentry will be contingent upon available space and satisfactory completion of all requirements. The student may be placed on academic probation only once in the nursing program.

Note: To graduate with the baccalaureate nursing degree, the student must have a cumulative grade point average of 2.0 or higher for all nursing pre-requisite course work taken at the University, a cumulative grade point average of 2.5 or higher for all didactic course work in the nursing program, and a passing grade in all lab or practice courses.

Program Objectives

The objectives of the RN to BSN Degree Completion program are to graduate knowledgeable practitioners of professional nursing who will:

• Provide nursing care in a multitude of settings with technical proficiency that integrates foundational, discipline specific and interdisciplinary knowledge essential for professional practice.

• Integrate caring and concern for humanity with scientific knowledge to promote health and quality of life.

• Utilize critical thinking skills to adapt to the challenges of nursing practice of today and the future.

• Apply critical thinking skills in establishing priorities, delegating responsibility, and formulating decisions.

• Utilize the nursing process to promote health and well being in persons, families and communities.

• Communicate effectively and collaboratively within nursing and other health care disciplines.

• Provide comprehensive holistic care to persons, families and communities in any healthcare setting.

• Collaborate with consumers and other health professionals to initiate improvements of health care and health promotion.

• Model professional behavior by accepting responsibility and accountability for individual nursing practice, and for commitment to personal and professional growth.

• Empower persons experiencing health challenges by providing education and promoting health and well-being.

• Demonstrate professionalism by advocating for legal, ethical, financial and political issues involving health care.

Graduate Competencies

Students who successfully complete the nursing program will be able to:

• Apply critical thinking to formulate professional practice decisions by utilizing theoretical and empirical knowledge from scientific, humanistic and nursing disciplines.

• Utilize the nursing process, as a problem solving approach, in assessing and analyzing health problems in diverse clinical settings.

• Provide professional wholistic nursing care based on knowledge derived from theory and research.

• Provide technically proficient, competent comprehensive care.

• Communicate effectively and with all persons in need of care and persons who are part of the healthcare delivery system.

• Integrate discipline-specific and interdisciplinary knowledge to nursing practice in a complex highly technical, rapidly changing health care environment.

• Demonstrate professionalism and caring in nursing practice.

• Collaborate with clients, healthcare providers, and members of the public, to build community partnerships that achieve health care goals and promote individual, family and community wellness.

• Demonstrate responsibility and accountability for individual nursing practice, and participate in the supervision of selected personnel in the provision of nursing care.

• Seek opportunities for educational advancement, personal and professional growth, and lifelong learning.

• Engage in professional role behaviors, using leadership and management skills to improve nursing, improve healthcare delivery, and meet the changing needs of society.

• Practice nursing in an ethically and legally responsible manner.
School of Pharmacy & Doctor of Pharmacy Program

South University School of Pharmacy

School of Pharmacy & Doctor of Pharmacy Program

South University’s School of Pharmacy degree program is accredited by the Accreditation Council for Pharmacy Education, - 135 South LaSalle Street, Suite 4100, Chicago, IL 60603. TEL (312) 664-3575, FAX (312) 664-4652, www.acpeaccredit.org. The South University’s School of Pharmacy program is one of four Schools of Pharmacy in the state of Georgia and one of a few ACPE-accredited Doctor of Pharmacy degree programs in the country to offer an accelerated curriculum.

The South University School of Pharmacy has two locations, one in Savannah, Georgia and one in Columbia, South Carolina. The Savannah campus is conveniently located near historic downtown, shopping, the beaches of Tybee Island and many other attractions. The Doctor of Pharmacy degree programs are designed to provide progressive, quality post-graduate education for the profession’s future practitioners.

About the South University Doctor of Pharmacy Degree Program

Accelerated Program:
It is one of only a limited number nationwide and the only one in the Southeastern United States that provides four academic years of study within three calendar years.

Curriculum:
It is one with a carefully structured curriculum that is designed to prepare graduates for both high standards of contemporary pharmacy practice and the evolution of the profession.

Respected Faculty:
It is one with a mixture of seasoned and energetic young faculty with both teaching and practical experience in the field.

Teaching Method:
It is one that interrelates the basic sciences and practice in a setting of collaborative learning and teamwork.

Technology and Facilities:
It is one that offers personalized and technical instructional delivery. In addition, the South University School of Pharmacy features industry-standard equipment and facilities.

The role of pharmacists in the medical field is changing and evolving to meet the demands of the profession and society. The Doctor of Pharmacy degree program’s curriculum at South University is structured to produce graduates who can adapt to the profession’s changes while also maintaining high standards of pharmacy practice. South University’s progressive curriculum is designed to incorporate state of the art technology in addition to a traditional classroom setting.

After being accepted to the South University School of Pharmacy, students begin an accelerated, full-time 12 quarter schedule designed to provide four academic years in three calendar years. This accelerated pace, available only in a handful of institutions in the country, is designed to allow students an earlier entry into the workforce than a conventional four-year program.

School of Pharmacy Mission Statement

The goal of South University School of Pharmacy is to prepare graduates for the practice of pharmaceutical care and life-long learning, and to promote faculty research, scholarship and service. Although the South University School of Pharmacy will prepare pharmacists for all areas of practice, special emphasis is placed on the community environment in which the majority of health care services, medication therapy management and other direct patient care services will be provided in the future.

South University Campus and Affiliations with Health Care Facilities

South University School of Pharmacy in Savannah is a 40,000-square-foot, freestanding, facility designed specifically to house a modern pharmacy school. The building provides excellent instructional, laboratory, and office facilities for pharmacy students, faculty and administrators. This facility also provides two large modern lecture halls and an adequate number of small classrooms to facilitate small group instruction.

A General Purpose Laboratory is located in the building. This laboratory includes rooms for patient counseling practice and teaching physical assessment. All rooms have videotape/playback capabilities. In addition, a sterile products room and a model pharmacy are available. This practice laboratory accommodates up to 32 students per class, and is designed to emulate real practice settings as well as to provide maximum use in the academic program. There is also a 32 station Analytical Chemistry Laboratory that is used for chemistry, pharmaceuticals, and professional laboratory courses. A Drug Information Center on the first floor provides an active learning center in the School of Pharmacy.

Practice sites have been recruited to support the experiential component of the curriculum. Early activity will be focused on the introductory practice experiences. Students will be precepted at sites in all three phases of practice experience: introductory, intermediate and advanced. Experiential sites will include, but not be limited to, chain and independent community pharmacies, teaching and community hospitals, long term care facilities, managed care facilities, pharmaceutical companies, home infusion therapy companies, regulatory agencies, family practice clinics and a veterinary hospital, among others.

On June 14, 2010 South University opened the doors to the second campus offering the Doctor of Pharmacy Program. The School occupies a new building in Columbia, South Carolina on the existing South University campus. The building is complete with a pharmacy practice lab and mock pharmacy affording students the opportunity to develop dispensing, compounding, and intravenous admixture skills. An onsite Drug Information Center provides information to consumers and healthcare professionals as well as serves as an advanced rotation site for students.

The School of Pharmacy in Columbia matriculated 65 students into the Doctor of Pharmacy degree program in June. With 10 full-time and seven part-time faculty positions, we have, in conjunction with our Savannah faculty, a combination of professionals who enable us to utilize Tandberg distance education, and other modern technologies in combination with live instruction, and who provide the pharmacy education required for our students to develop the professional skills to serve patients.

South University has developed a program that is visionary in its approach to educating Pharmacy students, with a carefully structured curriculum designed to prepare graduates for both high standards of contemporary pharmacy practice and the evolution of the profession. At South University, we have integrated Medicinal Chemistry, Pharmacology, and Therapeutics into one combined continuing course sequence developed in full collaboration by science and practice faculty. The resulting efficiency allows a rigorous comprehensive didactic component in a curriculum that contains 12 months of full-time rotations using an accelerated, full-time 12-quarter schedule designed to deliver four academic years in three calendar years.

The South University Doctor of Pharmacy degree program in Columbia, South Carolina is the third Doctor of Pharmacy degree program in South Carolina.

There are 13 accelerated programs in the US, and South University’s program is the only one like it in South Carolina.
**School of Pharmacy**

**Accreditation**
South University’s Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109, TEL (312) 664-3575, FAX (312) 664-4652, www.acpeaccredit.org.

**Doctor of Pharmacy Degree Program**

<table>
<thead>
<tr>
<th>Courses and Cycles</th>
<th>216 Credit Hours</th>
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<tbody>
<tr>
<td><strong>1st Quarter (Summer Quarter)</strong></td>
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<tr>
<td>PHA3101 Biochemistry I</td>
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<tr>
<td>PHA3107 Pharmaceutical Calculations</td>
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<tr>
<td>PHA3113 Pathophysiology I</td>
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<tr>
<td>PHA3115 Pharmaceutical Analysis</td>
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<tr>
<td>PHA3118 Professional Practice &amp; Informatics</td>
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<tr>
<td>PHA3135 Integrated Pharmacy Skills Lab I</td>
<td>1</td>
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<tr>
<td>PHA3150 Health Care Systems</td>
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| **2nd Quarter (Fall Quarter)** |
| PHA3102 Biochemistry II | 3 |
| PHA3114 Pathophysiology II | 4 |
| PHA3116 Pharmacoeconomics I | 4 |
| PHA3136 Integrated Pharmacy Skills II | 2 |
| PHA3152 Communications | 2.5 |
| PHA3159 Introduction to Integrated Sequence | 2.5 |

| **3rd Quarter (Winter Quarter)** |
| PHA3109 Microbiology/Immunology | 5 |
| PHA3110 Molecular Biology | 3 |
| PHA3117 Pharmacoeconomics II | 2 |
| PHA3124 Pharmacotherapy I | 2 |
| PHA3137 Integrated Pharmacy Skills III | 2 |
| PHA3162 Integrated Sequence I | 4 |

| **4th Quarter (Spring Quarter)** |
| PHA4211 Basic Pharmacokinetics/Biopharmaceutics | 4 |
| PHA4225 Pharmacotherapy II | 3 |
| PHA4238 Integrated Pharmacy Skills IV | 1 |
| PHA4246 Integrated Sequence II Infectious Disease | 5 |
| PHA4245 Integrated Sequence III Inflammation | 3 |
| PHA4254 Pharmacy Law and Ethics | 2 |
| PHA4266 Longitudinal Pharmacy Practice Experience through Service Learning, Community Outreach, and Peer Mentoring | 0.5 |

| **5th Quarter (Summer Quarter)** |
| PHA4280 Community Externship | 8 |
| PHS4281 Institutional Externship | 8 |

| **6th Quarter (Fall Quarter)** |
| PHA4227 Clinical Pharmacokinetics/Therapeutic Drug Monitoring | 3 |
| PHA4236 Leadership and Advocacy | 1 |
| PHA4269 Longitudinal Pharmacy Practice Experience through Service Learning, Community Outreach, and Peer Mentoring (LPPE) | 0.5 |
| PHA5335 Clinical Epidemiology And Biostatistics | 3 |
| PHA5367 Integrated Sequence IV Autonomic Agents | 5 |
| PHA5368 Integrated Sequence V GI/Hepatic Therapeutics | 3 |
| Electives | 3 |

| **7th Quarter (Winter Quarter)** |
| PHA5332 Longitudinal Pharmacy Practice Experience through Service Learning, Community Outreach, and Peer Mentoring (LPPE) | 0.5 |
| PHA5333 Drug Information, Literature Evaluation, Research Design & Methods | 3 |
| PHA5333 Pharmacy Practice Management | 3 |
| PHA5369 Integrated Sequence VI Cardiology | 7 |
| PHA5370 Integrated Sequence VII Renal Therapeutics | 3 |

| **8th Quarter (Spring Quarter)** |
| PHA5331 Applied Pharmaceutical Care I: Principles of Physical Assessment | 4 |
| PHA5348 Longitudinal Pharmacy Practice Experience through Service Learning, Community Outreach, and Peer Mentoring (LPPE) | 0.5 |
| PHA5371 Integrated Sequence VIII CNS | 6 |
| PHA5372 Integrated Sequence IX Endocrine-Therapeutics | 4 |
| Electives | 3 |

**10th, 11th, and 12th Quarters (Fall/Winter/Spring Quarters)**

**Advanced Professional Practice Experience Rotations**
- PHA4682 Advanced Professional Practice Experience in Community Practice* | 8 |
- PHA4683 Advanced Professional Practice Experience in Primary/Ambulatory Care | 8 |
- PHA4684 Advanced Professional Practice Experience in Internal Medicine/Acute Care | 8 |
- PHA4685 Advanced Professional Practice Experience in Medicine Specialty | 8 |
- PHA4686 Advanced Professional Practice Experience in Drug Information or Medical Specialty | 8 |
- OR PHA4687 Elective Rotation | 8 |
- PHA4688 Other Approved Rotation | 8 |
- PHA4689 Advanced Professional Practice Experience elective II Rotation | 8 |
- PHA4690 Advanced Professional Practice Experience elective I | 8 |
- PHA5338 Grand Rounds | 1 |

*Includes an Advanced Community Experience based on Pharmaceutical Care

**Doctor of Pharmacy and Master of Business Administration Degree**

South University offers the opportunity to pursue the Master of Business Administration (MBA) degree simultaneously with the Doctor of Pharmacy (Pharm.D) degree. This presents the student with the prospect of earning both degrees with an expected substantial time savings over that required to earn each degree separately.

**Description of MBA**
The South University Master of Business Administration program prepares students for leadership positions in profit and non-profit organizations. These positions require strong competencies in the fundamentals of business and management. The curriculum is designed to provide students a sound foundation in basic business skills followed by a cross-functional core courses covering the best practices for business decisions to deliver goods and services to constituents.

**Admission Requirements**
Doctor of Pharmacy students with a grade point average of 2.70 or higher and not on academic or professional probation may apply to the MBA program upon completion of the equivalent of 120 undergraduate quarter hours which coincides with the end of the fourth quarter of the Pharm. D. program. Students who do not have the 2.70 grade point average may take the Graduate Management Aptitude Test (GMAT). Admission may be granted if the combined GMAT score is at the 50th percentile or higher.

Application for entry into the MBA program later than the fourth quarter will likely result in a decreased time savings and will require special permission from both the Business and Pharmacy Schools.

**Satisfactory Progress**
The guidelines outlined in the School of Pharmacy Handbook will apply to courses taken to fulfill the requirements for the Pharm. D. degree. However, for subsequent courses taken to fulfill the requirements for the MBA degree, the guidelines outlined in the College of Business Handbook will apply.

In addition, students with a grade of 2.00 or less in any course will be required to meet with the Pharm. D/MBA Directors of the Program to discuss their academic progress.
Sequence of Courses
After completion of the equivalent of 120 undergraduate quarter hours and acceptance to the MBA program, students who have taken the prerequisite courses at the undergraduate level, may proceed to the fundamental and core courses. Upon completion of the core courses, students proceed to the specialization courses in the area of Pharmacy Administration. Upon completion of these specialization courses, students proceed to the MBA 6999, Strategic Development and Implementation course. This completes the requirements for the MBA.

MASTER OF BUSINESS ADMINISTRATION PROGRAM

Program Prerequisites
The following courses must have been completed before beginning the foundation courses in quarter 6 of the Doctor of Pharmacy program. They may be exempted if the equivalent work has been completed at an accredited institution.

MAT2058 Statistics (4) or higher, ECO2072 Principals of Macroeconomics (4), and MBA5000 Financial and Management Cost Analysis (4).

The following two courses or equivalent can be substituted for MBA5000: Undergraduate Financial Accounting or Accounting I (4) and Undergraduate Managerial Accounting or Accounting II (4).

<table>
<thead>
<tr>
<th>Master of Business Administration with Pharmacy Administration Specialization</th>
<th>48 Credits</th>
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<tbody>
<tr>
<td>Foundation</td>
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<tr>
<td>MBA5001 Organization Behavior and Communication</td>
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<tr>
<td>MBA5002 Microeconomics and Decision Making</td>
<td>4</td>
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<tr>
<td>MBA5005 Law and Ethics for Managers</td>
<td>4</td>
</tr>
<tr>
<td>MBA5008 Quantitative Analysis and Decision Making</td>
<td>4</td>
</tr>
<tr>
<td>Core</td>
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<tr>
<td>MBA6010 Managerial Finance</td>
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<tr>
<td>MBA6011 Strategic Marketing</td>
<td>4</td>
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<tr>
<td>MBA6012 Operations and Supply Chain Management</td>
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</tr>
<tr>
<td>Pharmacy Administration Specialization</td>
<td>16 Credits</td>
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<tr>
<td>PHA5335 Clinical Epidemiology and Biostatistics</td>
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<tr>
<td>PHA5333 Drug Information Research Design and Methods</td>
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<tr>
<td>PHA5333 Pharmacy Practice Management</td>
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<tr>
<td>PHA5354 Health Economics and Outcomes Assessment</td>
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<tr>
<td>(Choose one course from the two courses listed below)</td>
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</tr>
<tr>
<td>MHC6303 Quality Performance and Management</td>
<td>4</td>
</tr>
<tr>
<td>MHC6304 Health Policy</td>
<td>4</td>
</tr>
</tbody>
</table>

An Administrative Rotation will be required as part of the Pharm. D. course credits

| Capstone | MBA6999 Strategic Development and Implementation | 4 | 13 |

Course Timing
Pharmacy Administration 13 quarters
- Three prerequisite courses completed prior to entry to program or via online offering prior to quarter 6
- Three foundation courses completed as electives during quarters 6, 8, 9
- One foundation and one core course completed in quarters 11 and 12
- Three specialization courses completed during quarters 6, 7 and 8
- Two core, one specialization and capstone course completed in quarter 13
- One rotation must be in Pharmacy Administration

### MBA with Pharmacy Administration Specialization Course Calendar

<table>
<thead>
<tr>
<th>Quarter 1*</th>
<th>Quarter 2</th>
<th>Quarter 3</th>
<th>Quarter 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA5000 Pre-Req (4NC)</td>
<td>MBA6010 Managerial Finance as online class (4)</td>
<td>MBA6011 Strategic Marketing as Core (4)</td>
<td>MBA6012 Operations and Supply Chain Management as Core (4)</td>
</tr>
<tr>
<td>Quarter 5</td>
<td>Quarter 6</td>
<td>Quarter 7</td>
<td>Quarter 8</td>
</tr>
<tr>
<td>ECO2072 Pre-Req (4NC)</td>
<td>MBA5001 Organization Behavior and Communication as SOP Elective (4)</td>
<td>PHA5333 Drug Information Research Design and Methods as Spec and PHA5353 Pharmacy Practice Management (6)</td>
<td>MBA6002 Microeconomics and Decision Making as SOP Elective (4)</td>
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<td>Quarter 9</td>
<td>Quarter 10</td>
<td>Quarter 11</td>
<td>Quarter 12</td>
</tr>
<tr>
<td>MBA5005 Law and Ethics for Managers as SOP Elective (4)</td>
<td>MBA6008 Quantitative Analysis and Decision Making Foundation as online class (4)</td>
<td>MBA6010 Managerial Finance as online class (4)</td>
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<td>Quarter 13</td>
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<tr>
<td>MBA6011 Strategic Marketing as Core (4), MBA6012 Operations and Supply Chain Management as Core</td>
<td>Choose one MHC6303 Quality Performance and Management or MHC6304 Health Policy as Spec (4) and MBA6099 Strategic Development and Implementation as Spec (4)</td>
<td>MBA6011 Strategic Marketing as Core (4)</td>
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</tbody>
</table>

*Quarter 1 for the Pharm D program begins in the 3rd quarter of the calendar year.
**College of Creative Arts and Design**

Culinary Arts Management  
Digital Filmmaking & Video Production  
Fashion Marketing & Management  
Game Art & Design  
Graphic Design  
Interior Design  
Photography  
Web Design & Interactive Media

**Culinary Arts**

**Associate of Applied Science**  
Offered at The Art Institute of Dallas

What can you learn at The Art Institute of Dallas?  
The Culinary Arts program at The Art Institute of Dallas emphasizes classical cooking techniques learned through extensive hands-on experience in a team environment. Students are offered both the practical experience and business management applications required to seek employment in the operations of a commercial kitchen.

**Purpose:**
The purpose of the Culinary Arts program at The Art Institute of Dallas is to prepare students with a broad range of culinary skills based upon classical techniques and sound business principles. This program emphasizes international and regional influences, while promoting current industry trends.

**Career Opportunities:**  
The Associate of Applied Science degree program in Culinary Arts is designed to prepare students with the life skills and technical background needed to seek entry-level positions such as line cook, garde manger, kitchen manager, and line supervisor in the food and beverage industry.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
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</thead>
<tbody>
<tr>
<td>CU1003</td>
<td>Concepts and Theories of Culinary Arts</td>
</tr>
<tr>
<td>CU1016</td>
<td>American Regional</td>
</tr>
<tr>
<td>CU1046</td>
<td>Introduction to Baking and Pastry Techniques</td>
</tr>
<tr>
<td>CU1036</td>
<td>Fundamentals of Classical Techniques</td>
</tr>
<tr>
<td>CU1123</td>
<td>Menu Management</td>
</tr>
<tr>
<td>CU1163</td>
<td>Latin Cuisines</td>
</tr>
<tr>
<td>CU2006</td>
<td>Garde Manger</td>
</tr>
<tr>
<td>CU2013</td>
<td>European Cuisines</td>
</tr>
<tr>
<td>CU2028</td>
<td>A La Carte &amp; Service*</td>
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<td>Capstone</td>
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<tr>
<td>CU2183</td>
<td>Nutritional Cooking</td>
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<tr>
<td>CU2283</td>
<td>Asian Cuisine</td>
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<td>CU2293</td>
<td>Food &amp; Beverage Operations</td>
</tr>
<tr>
<td>CU2403</td>
<td>Sustainable Purchasing &amp; Controlling Costs</td>
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<td>Supervision &amp; Career Development</td>
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<tr>
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<td>World Cuisine</td>
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<tr>
<td>CU2333</td>
<td>Art Culinaire</td>
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**TOTAL REQUIRED CORE CURRICULUM CREDITS**  
**66**

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<td>Introduction to Humanities</td>
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<tr>
<td>GE0124</td>
<td>Writing I</td>
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<tr>
<td>GE0284</td>
<td>Writing II</td>
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**TOTAL GENERAL EDUCATION CREDITS REQUIRED**  
**24**

Requirements for graduation:  
Credit Hours 90  
Contact Hours 1581  
* Minimum of 90 field experience hours for the quarter.  
** 5:1 conversion rate, lab hours: credit hours

**Restaurant & Catering Management**  
Associate of Applied Science  
Offered at The Art Institute of Dallas

What can you learn at The Art Institute of Dallas?  
When you enter the Associate of Applied Science degree program in Restaurant & Catering Management at The Art Institute of Dallas, you will have the opportunity to learn about the real-world responsibilities of culinary managers. Along with fundamental cooking skills, faculty members place an emphasis on ordering ingredients, marketing, quality control, training, staff management, and cost control. You will be offered a taste of your future career as you are exposed to the real-life demands of the food and hospitality industry. In your final quarter, you will have the opportunity to see the culmination of all your hard work as you are taught how to professionally assemble your resume, one of the most important tools you have to show potential employers just how talented you are!

**Purpose:**
The purpose of the Restaurant & Catering Management program at The Art Institute of Dallas is to provide students with the skills needed for success in the hospitality industry. While gaining practical knowledge of the essential business elements, students can also develop basic cooking techniques, which are utilized in commercial operations.

**Career Opportunities:**  
The Associate of Applied Science degree program in Restaurant & Catering Management is designed to prepare students with the life skills and technical background needed to seek entry-level positions such as management trainee, kitchen manager, banquet supervisor, or assistant food and beverage director.

<table>
<thead>
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<tbody>
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<td>Supervision &amp; Career Development</td>
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<td>CU2543</td>
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<td>RM2263</td>
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**TOTAL REQUIRED CORE CURRICULUM CREDITS**  
**66**

**GENERAL EDUCATION REQUIREMENT**

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<tr>
<td>GE0124</td>
<td>Writing I</td>
</tr>
<tr>
<td>GE0284</td>
<td>Writing II</td>
</tr>
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</table>

**TOTAL GENERAL EDUCATION CREDITS REQUIRED**  
**24**
The Bachelor of Science degree in Culinary Management is designed to allow students to expand beyond the traditional culinary positions in the industry and seek entry-level management positions, with a foundation for career advancements.

**Purpose:**
The purpose of the Baking & Pastry program at The Art Institute of Dallas is to provide students with a broad range of culinary skills with special emphasis on the basics. The program will offer hands-on baking, preparation, and instruction. The practical culinary skills and management courses in this program will provide a foundation for the graduate to advance in the Culinary Arts field, as well as preparation for entry-level management positions in the foodservice industry.

**Career Opportunities:**
The cross-functional focus is designed to allow you to expand beyond the traditional culinary positions in the industry and seek entry-level management positions, with a foundation for career advancements.

---

**Total Required Core Curriculum Credits: 132**

**General Education Requirement:**

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<td>GE0024 Oral Communications</td>
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<td>GE0054 Psychology</td>
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**Total Required General Education Credits: 48**

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<td>GE0024 Oral Communication</td>
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<td>GE0114 Introduction to Humanities</td>
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<tr>
<td>GE0124 Writing I</td>
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<tr>
<td>GE3104 Introduction to Chemistry</td>
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<td>Humanities Elective</td>
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<td>Humanities Elective</td>
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<tr>
<td>Math &amp; Science Elective</td>
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<td>Math &amp; Science Elective</td>
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<tr>
<td>Social Science Elective</td>
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</table>
College of Creative Arts and Design

Culinary Arts Certificate
Offered at The Art Institute of Dallas

What can you learn at The Art Institute of Dallas?
Students will have the opportunity to learn the fundamental operating concepts of commercial kitchens in the Culinary Arts Certificate program at The Art Institute of Dallas. You can jump start your Culinary career through the development of classic and contemporary cooking techniques while working in a team environment with other students and Chef Instructors. The program will introduce you to basics of Baking and Pastry while also establishing a foundation in savory cooking techniques. Students will also have the opportunity to learn basic kitchen management skills with courses that focus on effective Purchasing, Menu Management, Nutrition, Cost Controls, and Supervision.

Purpose:
The Culinary Arts Certificate program at The Art Institute of Dallas works with students to further develop their existing culinary skills in kitchen operations through teamwork and reinforcement of proper culinary techniques with frequent critiques by Chef Instructors.

Career Opportunities:
The Culinary Arts Certificate program is designed to prepare students with the technical background to develop their skills to move into entry-level positions as a baker, pastry cook, line cook, garde manger cook, and line supervisory positions.

Culinary students obtain a foundational knowledge and skills in the fundamental techniques and theories of the culinary arts and in industry practices. Through applied coursework and hands-on experiences students will build the necessary skills and abilities to confidently meet the challenges of the food service industry. The curriculum is based on classical principles emphasizing modern techniques and trends in both the classroom and the kitchen. Students are prepared for entry-level employment in the culinary industry such as entry-level prep cooks, line attendants, and entry-level pastry assistants.

The general objectives for the program are:
- Establish and maintain safety and sanitation procedures.
- Prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
- Prepare a variety of recipes utilizing the correct techniques, ingredients and equipment which meet industry quality standards.
- Define and articulate the core values of the culinary professional.
- Seek entry-level positions in commercial and institutional food service settings.

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entry-level position. Students’ knowledge should encompass a combination of visual, manual, and computer skills as well as familiarity with the industry-standard software used to complete assignments. Within this framework, our goal is to instill a sense of self-reliance and to develop confidence and interpersonal team skills while producing quality work with strict adherence to deadlines.

Whether a class is based on hands skills or the correct use of a software product, emphasis is placed on following good design procedures from detailed research to the final on-time, high-quality finished product. Through achieving these educational goals, students can pursue entry-level graphic design jobs with the essential tools necessary for a rewarding career.

Career Opportunities:
The Associate of Applied Arts program in Graphic Design is designed to prepare graduates to seek entry-level employment in the graphic design industry in such positions as printing technician, production artist, or layout artist. Depending upon skill and knowledge levels, opportunities may also be available for entrepreneurial graduates to enter the market as freelance designers.

**CORE Curriculum requirement**

<table>
<thead>
<tr>
<th>COURSE</th>
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<tr>
<td>DSN1013 Traditional Typography</td>
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<tr>
<td>DSN1023 Introduction to Design Applications</td>
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<tr>
<td>DSN1033 Layout Design</td>
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<tr>
<td>DSN1043 Digital Illustration</td>
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<td>DSN1053 Concept Design</td>
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<td>DSN1063 Digital Layout</td>
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<td>DSN1073 Survey of Graphic Design</td>
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<td>DSN2013 Typography Hierarchy</td>
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<td>DSN2023 Digital Grid Systems</td>
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<td>DSN2033 Digital Photography for Designers</td>
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<tr>
<td>DSN2043 Web Scripting</td>
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<td>DSN2053 Digital Layout</td>
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<td>DSN2063 Print Production</td>
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<tr>
<td>DSN2073 Conceptual Imagery</td>
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<td>DSN2093 Package Design</td>
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<td>DSN3003 Portfolio I</td>
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<td>DSN4023 Professional Practices</td>
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<td>FND1033 Perspective Drawing</td>
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<td>FND1013 Design Fundamentals</td>
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<td>FND1023 Observational Drawing</td>
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<td>FND1043 Color Fundamentals</td>
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<td>FND1063 Image Manipulation</td>
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<td>WDM1023 Introduction to Web</td>
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**TOTAL REQUIRED CORE CURRICULUM** 66

**Course Hours** 1232

**General Education Credits Required**

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<tr>
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<td>GE0124 Writing I</td>
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<td>GE2084 Writing II</td>
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<tr>
<td>GE2134 Survey of Art History</td>
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</table>

**TOTAL GENERAL EDUCATION CREDITS REQUIRED** 24

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**College of Creative Arts and Design**

**Purpose:**
The purpose of the Bachelor of Fine Arts degree program in Graphic Design is to prepare students to work in the field of graphic design. Students’ expertise will be developed from a combination of visual, manual, and computer skills as well as application of classroom material and experience gained from projects derived from current industry practices. Within this framework, our goal is to instill a sense of self-reliance and to develop confidence and interpersonal team skills while producing quality work with strict adherence to deadlines. Whether a class is based on hands skills or the correct use of a software product, emphasis is placed on following good design procedures from detailed research to the final on-time, high-quality finished product.

Career Opportunities:
Graduates of the Bachelor of Fine Arts degree program in Graphic Design may pursue entry-level positions on the creative staffs of advertising agencies, design studios, publishing houses, or corporate communications departments as graphic designers, production artists for a design staff, or junior art directors.

**College of Creative Arts and Design**
### College of Creative Arts and Design

**GE0024 Oral Communications** 4  
**GE0054 Psychology** 4  
**GE0114 Introduction to Humanities** 4  
**GE0124 Writing I** 4  
**GE2024 Art History I** 4  
**GE2084 Writing II** 4  
**GE2114 Physics of Light, Sound & Motion or Approved Science Elective** 4  
**GE3004 Art History II** 4  
**GE3014 Perspectives in Global Economics** 4  
**Humanities Elective** 4  
**Psychology Elective** 4  

**TOTAL REQUIRED GENERAL EDUCATION CREDITS** 48

Requirements for graduation:
- **Credit Hours** 180  
- **Contact Hours** 2464  
- **Minimum of 88 internship hours for the quarter (8:1 conversion rate, internship hours: credit hours)**

---

### Advertising Design Bachelor of Fine Arts

**Offered at The Art Institute of Dallas and The Art Institute of Fort Worth**

**What can you learn at The Art Institute of Dallas and The Art Institute of Fort Worth?**

The Bachelor of Fine Arts degree program in Advertising Design at The Art Institute of Dallas and The Art Institute of Fort Worth is meant to bridge the gap between technology, art, marketing, and business. Beginning with the fundamentals of design, color theory, typography, marketing, and business practices as well as advertising, you will have the opportunity to learn how to combine your artistic gifts with a solid background in design for business, marketing, or advertising. Our industry-experienced, academically qualified faculty will provide you with a hands-on, creative and realistic education with an emphasis on both digital and manual design skills. Graduates from the program will be prepared to seek entry-level employment in the advertising industry from the aspects of both advertising and graphic design. Upon completion of the program, your digital skills should include the ability to use the Adobe Creative Suite (Illustrator, Photoshop, InDesign, etc.) as well as other industry-standard software. As you enter your final two quarters, you will have the opportunity to see the culmination of all your hard work as you are taught how to professionally assemble and present your portfolio — the most important tool you have to showcase your talents to prospective employers!

**Purpose:**

The purpose of the Bachelor of Fine Arts program in Advertising Design is not only to prepare students to work in the area of Advertising Design, but also to provide them with a strong background in Graphic Design in order to increase their value to prospective employers. Whether a class is based on hand skills or the correct use of a software product, emphasis is placed on following good design procedures from detailed research to the final on-time, high-quality finished product.

**Career Opportunities:**

Graduates of the Bachelor of Fine Arts program in Advertising Design may seek employment on the creative staffs of advertising agencies, design studios, public relations firms, or corporate communication departments in such entry-level positions as graphic designer, junior art director, assistant account executive, or copywriter.

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### Web Design & Interactive Media

**Associate of Applied Science Offered at The Art Institute of Fort Worth**

**What can you learn at The Art Institute of Fort Worth?**

Your education should be as creative as you are. With that in mind, the Web Design & Interactive Media Associate of Applied Science degree program provides hands-on, real-world education for people who think big and have even bigger plans for their creative futures. You will have the opportunity to study a variety of media, such as basic drawing and techniques used in developing interactive systems. You will have the opportunity to learn several interactive authoring systems, as well as web design skills. As graduation nears, you will be expected to create a portfolio of your work on a DVD that you may take with you, and that will be posted on the World Wide Web. The program is designed to prepare students with the skills needed to pursue entry-level employment in multimedia.
Purpose: The purpose of the Web Design & Interactive Media associate’s degree program is to prepare students to work in the field of Web Design & Interactive Media through focused instruction and application of skills and knowledge.

Students will have the opportunity to solve web design and interactive media problems using current industry standards and processes. Our goal is to instill a sense of self-reliance, confidence, interpersonal team skills, and quality work produced with strict adherence to deadlines.

Career Opportunities: Graduates of the associate’s degree program in Web Design & Interactive Media may seek employment in the rapidly growing and interactive media industry in such entry-level positions as assistant web site designer, multimedia designer, or audio/visual designer.

CORE Curriculum requirement

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<thead>
<tr>
<th>COURSE</th>
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<tbody>
<tr>
<td>DSN1053 Concept Design</td>
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<td>DSN2013 Typography Hierarchy</td>
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CORE Curriculum requirement

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Career Opportunities: Graduates of the Bachelor of Fine Arts in Web Design & Interactive Media may seek employment in the rapidly growing interactive media industry in such entry-level positions as Web site designer, multimedia designer, Web developer, interactive training specialist, information architecture designer, or audio/visual designer.

CORE Curriculum requirement

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College of Creative Arts and Design

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</table>

TOTAL REQUIRED GENERAL EDUCATION CREDITS 48

Requirements for graduation:
Credit Hours 180
Contact Hours 2464

* Minimum of 88 internship hours for the quarter
** Students are required to meet with their Academic Director or Advisor to determine courses that are appropriate to serve as an elective.

Web Design & Development I Certificate
Offered at The Art Institute of Dallas and The Art Institute of Fort Worth

What can you learn at The Art Institute of Dallas and The Art Institute of Fort Worth?
The Web Design & Development certificate program teaches students how to create the look, feel and functionality of World Wide Web pages for client Web sites. This involves developing a design that effectively communicates the ideas being promoted by the Web sites, and focusing on the ways in which the Web sites function for optimum information delivery. The program will also focus on the design and development of mobile device applications.

Students will develop abilities in aspects of Web design, computer languages, and multimedia skills, along with developing a professional portfolio as a formal transition into the workplace. Students will also learn to adapt to industry-utilized programs, techniques and standards in a field that is quickly and continuously changing.

The general objectives for the program are:
- Demonstrate professional visual communication skills through the use of graphic illustrations, photography, and graphics.
- Integrate composition and design in support of concept.
- Demonstrate the ability to program and code to functional requirements of media projects.

Purpose:
The purpose of the certificate Web Design & Development Program is to prepare students to obtain positions in their field and function as trained professionals. Students are primarily focused on the effective design and development of Web sites and mobile device applications in order to best convey the transmission and sharing of information through the Web. The Web Design & Development Program is ideal for a student with developing design skills and includes supportive classes in graphic design.

Career Opportunities:
Knowledge of web design and development helps build a career advantage in a competitive employment market. Graduates will exit the program with enhanced career opportunities in fields of web design, mobile device Web design, web site maintenance, marketing, advertising, public relations, and advertising.

Students accepted into the Web Design & Development program must possess developing web design skills. Candidates will be asked to submit an essay-based critical analysis of a website using the design attributes of line, shape, value, texture, and color.

Web Design & Development II Certificate
Offered at The Art Institute of Dallas and The Art Institute of Fort Worth

What can you learn at The Art Institute of Dallas and The Art Institute of Fort Worth?
The Web Design & Development II certificate program teaches students how to create the look, feel and functionality of World Wide Web pages for client Web sites with a specific emphasis on professional standards and practical deployment. This course of study extends foundation principles in visual communications and interactive media as related to dynamic delivery through multiple channels including mobile technologies. Students will develop abilities in computer languages, usability principles and information architecture in a team oriented environment that prepares them for the professional world. Students will also be trained in current web technologies and in project management on assignments that will enhance their personal portfolio.

The general objectives for the program are:
- Demonstrate the use of appropriate visual elements and visual communication skills for interactive media.
- Create applications that solve specified problems through a variety of scripting techniques.
- Critique and evaluate appropriate design solutions.
- Design and develop media marketing and business plans.

Purpose:
The purpose of the Web Design & Development II certificate program is to prepare students to obtain positions in their field and function as trained professionals. Students are primarily focused on the efficient and effective design, development, and deployment of Web sites and mobile device applications in order to best convey the transmission and sharing of information through the Web. The Web Design & Development II program is for individuals with advanced skills in graphic design, multimedia, and advertising. The ideal student will use the program as a vehicle to extend their design skills to the field of web design and development.

Career Opportunities:
This is a program best suited for the student who already has some technical experience. Knowledge in design and application of the Web and mobile media devices maintains a career advantage in the competitive employment market. Career opportunities in fields of web design, mobile device web design, web site maintenance, marketing, advertising, public relations, and advertising are possible given the graduates technical experience combined with the education provided by this program.

Students accepted into the Web Design & Development II program must possess strong design skills and a working knowledge of website development. Candidates will be asked to submit a portfolio and other material that supports their existing skills with design applications, web scripting, and usability design. Previous coursework, work experience,
and a professional portfolio will be considered by the program acceptance
committee made up of Web Design faculty.

**CORE Curriculum requirement**

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<thead>
<tr>
<th>COURSE</th>
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<tr>
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Requirements for graduation:
- Credit Hours: 48
- Contact Hours: 704

**Related Studies**
- IN 201A Internship (or Approved Elective) 3
- RS 099 Student Success Seminar 0
- RS 100* Computer Applications 3
- RS 202* Career Development 4
- Total Credit Hours Required for A.A.S. Degree: 112

*Classified as General Education for UNC Board of Governors, Classified as Related Studies for ACICS.

**Fashion Design**

**Associate of Applied Arts**

**Offered at The Art Institute of Dallas**

**What can you learn at The Art Institute of Dallas?**

The Associate of Applied Arts in Fashion Design degree program is designed to prepare graduates with basic skills including product sketching, clothing construction, and pattern development. Along with foundational-level technical skills, students advance to textiles, apparel design, concept development, and fashion illustration. Professional faculty, many of whom have industry experience, instruct classes which provide real-life environments that simulate the workplace through course projects, extracurricular activities, industry-related field trips and computer-aided design on industry-related technology. We place major emphasis on the development of a working professional portfolio for every Fashion Design student — one of the most important tools you have to impress potential employers!

**Purpose:**

The purpose of the Fashion Design Program at the associate's degree level is to prepare graduates with the skills in concept development, production, and presentation techniques necessary to seek entry-level employment in the apparel industry. Emphasis is placed on the technical aspect of the Ready-to-Wear industry focusing on design and production while incorporating computer-aided design in an ever-changing field.

**Career Opportunities:**

The Associate of Applied Arts degree program in Fashion Design is designed to prepare students with the creative skills required to seek entry-level employment in apparel design, patternmaking, production management, and computerized technology in the fashion industry.

**CORE Curriculum requirement**

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**Requirements for graduation:**
- Credit Hours: 90
- Contact Hours: 1232

* Minimum of 88 internship hours for the quarter
* 8:1 conversion rate, internship hours: credit hours.
* ** All Fashion Design Associate of Applied Arts degree students must complete two Design Studio courses in order to graduate.

**Fashion Design**

**Bachelor of Fine Arts**

**Offered at The Art Institute of Dallas**

**What can you learn at The Art Institute of Dallas?**

Students are introduced to sewing, flat pattern drafting, and draping to provide a solid foundation in the fundamentals of apparel production. Design courses emphasize the principles and aspects of good design and the drawing and illustration techniques essential for design communication. Advanced course work in design allows students to take ideas from concept to completion.

Students can gain personal satisfaction from building their creative expressions into realities through the development of products, lines, and collections. Computer-aided design plays an important role in the preparation of Fashion Design students. Students have the opportunity to learn computer pattern drafting, grading, and marker making through training on program-specific software and hardware. Students are offered a thorough understanding of all facets of apparel manufacturing to critique their creations from many viewpoints: as art, as fashion statements, and as saleable products. CAD systems are also integrated into course work for printed, woven, and knitted textile design, as well as collateral materials.

Students have the opportunity to study business practices, industry procedures, and client relations to support the creative side of design and provide them with a realistic view of the world of work. The Art Institute of Dallas also produces a quarterly fashion show that highlights the fashion design work of students. We place major emphasis on the development of a working professional portfolio for every Fashion Design student — one of the most important tools you have to impress potential employers!

**Purpose:**

The Fashion Design program is designed to prepare students to seek entry-level positions within the fashion design industry by attaining a fundamental grounding in fashion design, including an introduction to the theory and practice of tailoring, draping, pattern drafting, construction and sewing, and creative design. These skills are enhanced through computerized patternmaking and design hardware and software systems. Advanced courses provide students with the opportunity to focus on surface design and in women’s, men’s, children’s, or specialty design. Upon completion of the program, graduates will be prepared to seek a wide and increasing variety of entry-level positions in the fashion design field.

**Career Opportunities:**

The Bachelor of Fine Arts degree program in Fashion Design is designed to prepare students with the creative skills required to seek entry-level positions such as assistant designer, stylist, visual display artist, and fashion illustrator. More technical career options might include manufacturing production assistant,
College of Creative Arts and Design

computer marking and grading technician, patternmaker, and technical designer. Opportunities are also available working in both wholesale and retail markets.

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Requirements for graduation:
Credit Hours 180
Contact Hours 2618

* Minimum of 88 internship hours for the quarter
(1.1 conversion rate, internship hours: credit hours).
** All Fashion Design Bachelor of Fine Arts degree students must complete five Design Studio courses in order to graduate. Not all courses will be offered every quarter.

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Requirements for graduation:
Credit Hours 48
Contact Hours 704

Fashion Retailing Certificate
Offered at The Art Institute of Dallas and The Art Institute of Fort Worth

What can you learn at The Art Institute of Dallas and The Art Institute of Fort Worth?

The Fashion Retailing certificate program teaches students how to use their combined creative and business skills to display, market, and sell fashion merchandise. The student will be able to effectively understand and meet the customer’s needs, and ultimately encourage sales. This is accomplished by having a keen awareness to the changing needs of the consumer, learning how to identify and predict new style trends, and by being able to conceptualize and promote fashion displays and sales campaigns. Individuals in fashion retailing will learn how to evaluate apparel construction, identify appropriate characteristics and uses of different textiles. They will also gain knowledge of consumer behavior, retail operations, visual merchandising, the larger marketplace, and business skills.

The general objectives for the program are:
- Define retailing, to include “bricks-and-mortar”, “clicks-and-mortar”, direct marketers with clicks-and-mortar retailing operations, and bricks-and-mortar retailers, relate them to the marketing concept with an emphasis on the total retail experience.
- Discuss why customer and channel relationships must be nurtured in today’s highly competitive marketplace.
- Explain the steps in strategic planning for retailers, to include: situation analysis, objectives, and identification of consumers, overall strategy, specific activities, control, and feedback.

Purpose:
The purpose of the certificate program in Fashion Retailing is to prepare students to obtain positions in the field of fashion retailing. The program is intended for students who have a background in fashion and are interested in developing retail management and business skills, or who are preparing for a career in fashion retailing in boutiques, specialty stores, national department stores, and discount chains. Students primarily focus on retail sales, management, operations, fashion trends, and promotion. While students develop a background in the fashion industry they also develop sound retail management and business skills.

Career Opportunities:
This program provides students with the opportunity to obtain entry-level positions in the fashion retailing industry with national retail chains, boutiques, department stores, specialty stores, or with events/promotion companies.

Students accepted into the Fashion Retailing program must possess a rudimentary aesthetic sensitivity and critical analysis capability as applied to fashion retailing. Candidates will be asked to submit an essay-based critical analysis of a corporate fashion retail store that they believe provides a successful buying experience for its customers.

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Fashion & Retail Management
Bachelor of Fine Arts
Offered at The Art Institute of Dallas and The Art Institute of Fort Worth

What can you learn at The Art Institute of Dallas and The Art Institute of Fort Worth?
The Bachelor of Fine Arts degree in Fashion & Retail Management program offers experience across disciplines in business, fashion, and design, covering both soft and hard lines. This cross-functional focus will allow students to expand beyond traditional fashion design positions and choose among options in manufacturing, design, and retailing. The content of the curriculum includes fashion industry trends and manufacturing, general business, management, operations and compliance, retailing, marketing, advertising, and design. Students will have the opportunity to learn how to effectively bridge the gap between designers and the retail market. They will be required to both identify and anticipate fashion trends, as well as to develop the decision-making skills needed to ensure that the preferred consumer goods are in stock at the appropriate time.

Purpose:
The purpose of the Fashion & Retail Management program at the bachelor’s degree level is to prepare graduates with the skills in fashion trends and forecasting, operations and compliance, retailing, marketing, advertising, and design necessary to seek entry-level employment in the manufacturing, design, or retailing sector. Emphasis is placed on using higher cognitive processes to bring about awareness of the fashion and retail merchandising business.

Career Opportunities:
This cross-functional focus will allow students to expand beyond traditional fashion design positions in the industry and seek entry-level positions such as:
- Visual Merchandiser
- Buyer/Assistant Buyer
- POS Designer
- Fashion Coordinator
- Event Promotion
- Retail Sales Management

CORE Curriculum requirement

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College of Creative Arts and Design

Interior Design
Bachelor of Fine Arts
Offered at The Art Institute of Dallas and The Art Institute of Fort Worth

What can you learn at The Art Institute of Dallas and The Art Institute of Fort Worth?
The Bachelor of Fine Arts degree program in Interior Design helps students attain a strong foundation of knowledge and basic skills in multiple areas of interior design. Through a hands-on, real-world approach to education you will expand that base with courses in art history, cultural studies, the decorative arts, materials, textiles, furnishings, lighting, and more. You will be introduced to 2-D and 3-D design, as well as computer-aided drafting techniques while discovering ergonomics, renovation, architecture, psychology, and the business side of this profession. You can also meet great contacts by joining the student chapter of the American Society of Interior Designers (ASID), the largest organization of interior designers in the world. In your final quarter, you will have the opportunity to see your hard work come together in your professionally assembled portfolio, one of the most important tools you have to show potential employers just how talented you are!

Purpose:
The Interior Design program goal for the Bachelor of Fine Arts degree program is to prepare students for creative, professional interior design careers where information is gathered and synthesized to lead to the creation of a well-designed, healthy, and functional environment that supports human interaction and activity.

This goal is achieved through:
- emphasizing interpersonal and time management skills in conjunction with topics of a creative and/or technical nature;
- providing students with realistic expectations of the workplace;
- demonstrating the importance of research through problem-solving scenarios;
- articulating the need for continuing education in a career that is ever-changing due to the evolution of technology and materials, and;
- preparing graduates to work in a variety of interior design environments.
College of Creative Arts and Design

Career Opportunities:
Interior Design graduates are prepared to seek entry-level positions in a variety of interior design environments, such as kitchen and bath design, custom accessory design, in-house design for corporations, restaurant design, in-house hospital design, hospitality design, wall covering design, furniture design, residential design, adaptive re-use, and work place design.

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<td>ID4226 Senior Design II</td>
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TOTAL REQUIRED CORE CURRICULUM CREDITS: 132

Media Arts & Animation
Bachelor of Fine Arts
Offered at The Art Institute of Dallas and The Art Institute of Fort Worth

What can you learn at The Art Institute of Dallas and The Art Institute of Fort Worth?
Your creative education in the Bachelor of Fine Arts program in Media Arts & Animation at The Art Institute of Dallas and The Art Institute of Fort Worth begins with the development of strong foundational skills through courses in drawing, design, color theory, character and object design, and computer graphics. As you proceed through your course of study, you will have the opportunity to further develop and refine your skills in traditional cell animation, development of storyboards and scripts, layout, audio for animation, digital video editing, and special effects composing. You will also have the opportunity to become familiar with software products such as Adobe Photoshop, Adobe After Effects, 3D Studio Max, Maya, and Combustion. Proficiency in these skills and software tools can enhance your creativity and enable you to produce a professional digital portfolio of work – the most important tool you have to showcase your talents to prospective employers!

Purpose:
The purpose of the Bachelor of Fine Arts program in Media Arts & Animation is to prepare students to work in various areas of animation including game design. This highly focused program of study is taught by faculty composed of animation industry professionals with solid academic credentials in related design disciplines who will guide students through the complexities of various types of animation software suites while assisting them in honing their drawing skills to very high levels. The purpose of this effort is to instill a sense of self-reliance and confidence, build interpersonal team skills and produce quality work with strict adherence to deadlines. The use of good design procedures will be continuously emphasized from initial concept and research through the completion of a high quality, on-time finished product. Upon completion of this course of study, students will be ready to seek entry-level employment in any number of areas of animation, from conveying corporate messages to entertainment and gaming.

Career Opportunities:
Graduates of the Bachelor of Fine Arts program in Media Arts & Animation may seek employment on the staffs of network or cable television companies, commercial post-production facilities or interactive game design and film companies in such entry-level positions as animation artist, digital artist, special effects artist, storyboard artist, background artist, or broadcast graphics designer.

<table>
<thead>
<tr>
<th>CORE Curriculum requirement</th>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE1014 College Mathematics</td>
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<td>GE1024 Oral Communications</td>
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<td>GE1034 Psychology</td>
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<td>GE2014 Art History I</td>
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<td>GE2044 Perspectives in Global Economics</td>
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<td>GE2054 Environmental Science</td>
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<td>Humanities Elective</td>
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<tr>
<td>Social/Behavioral Science Elective</td>
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</table>

TOTAL REQUIRED GENERAL EDUCATION CREDITS: 48

Requirements for graduation:
Credit Hours 180
Contact Hours 2552
* Minimum of 88 internship hours for the quarter
** 1 conversion rate, internship hours: credit hours

Offered at The Art Institute of Dallas and The Art Institute of Fort Worth
positions such as production assistant, assistant to an editor, or camera operator.

The Associate of Applied Science degree program in Video Production is designed to prepare students with the life skills and technical background to seek entry-level positions in the areas of pre-production, production, and post-production for digital media. Graduates will be prepared to pursue entry-level employment in the growing digital film and video production industry. It is a comprehensive structure that guides students toward program completion with courses in screenwriting, short form production, aesthetics, history, industry management, protocol, and image and sound production, as well as digital image editing and enhancement.

Purpose:
The purpose of the Video Production program is to offer a learning-centered, market-driven curriculum that encourages students to develop their individual talents and to achieve success in a collaborative environment. Taught by industry professionals, this competency-based program emphasizes the production process from inception through completion. The competencies, which are measured at both the individual course and program levels, are designed to prepare graduates to pursue job entry, career advancement, and ultimately, specialization within the fields of audio for video, broadcast, streaming, and other media outlets.

Career Opportunities:
The Associate of Applied Science degree program in Video Production is designed to prepare students with the life skills and technical background to seek entry-level positions such as production assistant, assistant to an editor, or camera operator.
The Digital Image Management certificate program will prepare students to seek positions in their chosen field and function as assistants for a professional photographer. Students are primarily focused on the creation of digital photography and videos, the development of websites, publishing electronic images for print and the web, and basic business principles.

Students will gain knowledge in the key functions of digital photography and video; this involves the basics of how to produce digital photographs and videos that effectively communicate their ideas, the techniques of digital editing, asset management, and publishing and printing of digital files. Students will be taught business principles including how to keep financial records, market their work, and the basic knowledge of licensing, copyright laws, contracts, and negotiation. Student will develop an online portfolio that demonstrates their skills learned to effectively transition them into the workplace.

The general objectives for the program are:

- Demonstrate knowledge and control of the photographic process, including image manipulation, photo retouching, color management, printing, network use and digital asset management
- Demonstrate knowledge of the workings of a large, multi-functional commercial photographic studio, its business and operations, including key concepts of business plans, competitive business strategies, human resources, database management, and financial principles
- Create advanced market research including branding, competitive analysis, and direct marketing

**Purpose:**

The mission of the diploma program in Digital Image Management is to prepare students to obtain positions in their chosen field and function as assistants for a professional photographer. Students are primarily focused on the creation of digital photographs and videos, the development of websites, publishing electronic images for print and the web, and basic business principles.

**Career Opportunities:**

Students for this program will have an interest in the work of photographers with a primary focus on the business aspects and the digital manipulation and editing of images and video.

Prospective students will be asked to demonstrate their preparation for the program by submitting a college transcript showing relevant courses, by submitting a portfolio, or by writing a focused essay that critically analyzes an advertising photograph for its use of line, shape, value, texture, and color.

**CORE Curriculum requirement**

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMP1003 Principles of Digital Photography</td>
<td>3</td>
</tr>
<tr>
<td>DPH1023 Printing</td>
<td>3</td>
</tr>
<tr>
<td>DPH1113 Digital Image Illustration</td>
<td>3</td>
</tr>
<tr>
<td>DPH2023 Web Photographic Portfolio</td>
<td>3</td>
</tr>
<tr>
<td>DPH2033 Business of Photography</td>
<td>3</td>
</tr>
<tr>
<td>DPH3023 Video for Photography</td>
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<tr>
<td>DPH3063 Color Management</td>
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<td>DPH3103 Digital Publishing</td>
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<td>DPH4013 Multimedia for the Internet</td>
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<td>DPH4033 Portfolio Exploration</td>
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<td>DPH4073 Business Operations &amp; Management</td>
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<td>DPH5063 Digital Asset Management</td>
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<td>DSN2103 Advanced Digital Imaging</td>
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<td>DSN3073 Design Marketing</td>
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<tr>
<td>FND1063 Image Manipulation</td>
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</table>

**TOTAL REQUIRED CORE CURRICULUM CREDITS** 132

**TOTAL REQUIRED GENERAL EDUCATION CREDITS** 48

Requirements for graduation:
Credit Hours 180
Contact Hours 2464
* Minimum of 188 internship hours for the quarter.
  (8:1 conversion rate, internship hours: credit hours)

Digital Image Management Certificate
Offered at The Art Institute of Dallas and The Art Institute of Fort Worth

What can you learn at The Art Institute of Dallas and The Art Institute of Fort Worth?
The Digital Image Management certificate program will prepare students to
start with basic classes in photography and digital imaging, and then move on to lighting skills, color theory, and studio direction. As graduation nears, you will receive guidance in preparing a professional-level portfolio containing your best work—one of the most important tools that you have to impress potential employers.

Purpose:
The purpose of the program is to prepare students for entry-level positions in photography. The curriculum places emphasis on the development of fundamental industry skills needed to produce compelling imagery, as well as communication and business skills appropriate to market needs.

Career Opportunities:
Photography is a major medium of communication. It shapes our perception of the world and impacts our lives in many ways. The program is meant for those with creativity, imagination, and an eye for color, attention to detail, and a degree of selective critical judgment. Graduates of the program who enter the photography field may work with diverse subject matter, and many types of people. They must be able to work as a member of a creative team, have excellent communication skills, and have good business skills. Additionally, a graduate of this program must negotiate, sell, coordinate work with others, operate equipment, use tools, follow directions, plan, make decisions, and create spatial visualization. This degree will prepare graduates for entry-level positions such as photography assistant, freelance assignments, and corporate in-house positions.

### College of Creative Arts and Design

**Purpose:**
The Bachelor of Fine Arts degree in Photography strives to prepare talented students to enter a professional career in the photographic industry by teaching technical skills and through the development of a discerning sense of aesthetics. We foster an academic environment that encourages conceptual thinking and creative problem solving while supporting personal growth. The photography program aims to prepare students for a rewarding career in our ever-changing world.

### Career Opportunities:
Photography is a major medium of communication. It shapes our perception of the world and impacts our lives in many ways. The program is meant for those with creativity, imagination, and an eye for color, attention to detail, and a degree of selective critical judgment. Graduates of the program who enter the photography field may work with diverse subject matter, and many types of people. They must be able to work as a member of a creative team, have excellent communication skills, and have good business skills. Additionally, a graduate of this program must negotiate, sell, coordinate work with others, operate equipment, use tools, follow directions, plan, make decisions, and create spatial visualization. This degree will prepare graduates for entry-level positions such as photography assistant, freelance assignments, and corporate in-house positions.

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<tbody>
<tr>
<td>DMP1023 Principles of Digital Photography</td>
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<td>DPH1003 Survey of Photography</td>
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<td>DPH1023 Printing</td>
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<td>DPH1033 History of Photography I</td>
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<td>DPH1043 Lighting</td>
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<td>DPH1053 Large Format Photography</td>
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<td>DPH1063 Photojournalism I</td>
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<td>DPH1073 Architectural Photography I</td>
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<td>DPH1083 Advanced Lighting</td>
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<td>DPH1103 Portrait Photography</td>
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<td>DPH1113 Digital Image Illustration</td>
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<td>DPH1123 Fashion Photography</td>
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<td>DPH2003 Internship*</td>
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<td>DPH2023 Web Photographic Portfolio</td>
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<td>DPH2033 Business of Photography</td>
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<td>DPH2043 Portfolio Refinement</td>
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<td>DPH3073 Design Marketing</td>
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<td>FND1013 Design Fundamentals</td>
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<td>FND1063 Image Manipulation</td>
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<td>MAA1223 Color for Digital Media</td>
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<td><strong>TOTAL REQUIRED CORE CURRICULUM CREDITS</strong></td>
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### Required General Education Credits

**Core Curriculum Requirement**

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<th>COURSE</th>
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<tr>
<td>DPH1003 Survey of Photography</td>
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<td>DPH1173 Color for Digital Media</td>
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</table>

**Requirements for graduation:**
- Credit Hours: 90
- Contact Hours: 1320

* Minimum of 88 internship hours for the quarter.
  8:1 conversion rate, internship hours: credit hours.

### Photography

#### Bachelor of Fine Arts

**Offered at The Art Institute of Dallas and The Art Institute of Fort Worth**

**What can you learn at The Art Institute of Dallas and The Art Institute of Fort Worth?**

The Bachelor's degree program in Photography reflects the continued impact of technology in the photography industry and the breadth of skills needed by graduates to maintain and increase marketability and upon completion of their degree. Specifically, this program contains:

- Courses focused on the increased level of skill and expertise required in areas such as digital color management, digital asset management, lighting, composition, and image manipulation to provide a strong technical and creative foundation
- Courses that focus on a breadth of related skills in current communications technology, web, and video that supplement and enhance photographic foundations
- Courses in business fundamentals, business operations, and marketing with competencies in communication skills, ethics, and professional behavior needed by photographers, especially those who are self-employed
- An opportunity for an internship related to their chosen profession
- Elective courses on special topics related to students' areas of interest such as Nature Photography, Food Styling, E-Business Solutions, etc.

**Purpose:**
The Bachelor of Fine Arts degree in Photography strives to prepare talented students to enter a professional career in the photographic industry by teaching technical skills and through the development of a discerning sense of aesthetics. We foster an academic environment that encourages conceptual thinking and creative problem solving while supporting personal growth. The photography program aims to prepare students for a rewarding career in our ever-changing world.

**Career Opportunities:**
Photography is a major medium of communication. It shapes our perception of the world and impacts our lives in many ways. The program is meant for those with creativity, imagination, and an eye for color, attention to detail, and a degree of selective critical judgment. Graduates of the program who enter the photography field may work with diverse subject matter, and many types of people. They must be able to work as a member of a creative team, have excellent communication skills, and have good business skills. Additionally, a graduate of this program must negotiate, sell, coordinate work with others, operate equipment, use tools, follow directions, plan, make decisions, and create spatial visualization. This degree will prepare graduates for entry-level positions such as photography assistant, freelance assignments, and corporate in-house positions.

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**Requirements for graduation:**
- Credit Hours: 90
- Contact Hours: 1320

* Minimum of 88 internship hours for the quarter.
  8:1 conversion rate, internship hours: credit hours.
College of Creative Arts and Design

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<td>DSN2113 Media Business Law</td>
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<td><strong>TOTAL REQUIRED CORE CURRICULUM CREDITS</strong></td>
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<td>GE0284 Writing II</td>
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<td>GE3004 Art History II</td>
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<td>GE3014 Perspectives in Global Economics</td>
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<td>GE3024 Environmental Science</td>
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<td>Humanities Elective</td>
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<td>Psychology Elective</td>
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<tr>
<td><strong>TOTAL REQUIRED GENERAL EDUCATION CREDITS</strong></td>
<td><strong>48</strong></td>
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</table>

* Minimum of 88 internship hours for the quarter.
  (8:1 conversion rate, internship hours: credit hours)

Electives - Special Topics:
The student will select five elective courses in special topics related to their area of interest. The suggested special topics areas are listed below. An institution may select the special topics they wish to make available. An institution may not necessarily offer all special topics.

- DPH2223 Fine Art Marketing
- DPH3203 Video Production
- DPH3113 Nature Photography
- DPH2123 Alternative Processes
- DPH3123 Food Styling
- DPH4203 History of Cinema
- DPH4223 Advanced Web Production
- DPH4233 E-Business Solutions
- DPH4333 Documentary Photography

Design & Media Management
Master of Arts
Offered at The Art Institute of Dallas

The Master of Arts in Design & Media Management was created to prepare graduates for professional opportunities in management at a variety of art and design enterprises. The curriculum was developed to address the critical management competencies and challenges of this evolving discipline through the study of theoretical management concepts and the application of professional skills. The program has two areas of specialization: Design Management and Media Arts Management. Both specializations include a common foundation of six courses and four specialization courses. The program culminates in a capstone course for a total of forty-eight quarter hours.

**CORE Curriculum requirement**

<table>
<thead>
<tr>
<th>COURSE</th>
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<tr>
<td>DMM5004 Building &amp; Leading Creative Teams</td>
<td>4</td>
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<tr>
<td>DMM5064 Information Management &amp; new Technologies in Design &amp; Media Arts</td>
<td>4</td>
</tr>
<tr>
<td>DMM5104 Law, Policy &amp; Ethics in Design &amp; Media Arts</td>
<td>4</td>
</tr>
<tr>
<td>DMM5154 Strategic Planning &amp; Management in Creative Organizations</td>
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<tr>
<td>DMM5204 Assessment &amp; Analysis for Managers in Design &amp; Media Arts</td>
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<td>DMM5254 Design &amp; Media Arts Innovation: Marketing, Planning &amp; Strategy</td>
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<tr>
<td><strong>Specialization – Design (select both after foundation courses have been completed):</strong></td>
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<tr>
<td>DMM5454 Entrepreneurship in Design</td>
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<tr>
<td>DMM5654 Planning, Producing &amp; Promoting a Design Venture</td>
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<tr>
<td><strong>TOTAL REQUIRED GENERAL EDUCATION CREDITS</strong></td>
<td><strong>48</strong></td>
</tr>
</tbody>
</table>

Requirements for graduation:
- Credit Hours 48
- Contact Hours 704

* Minimum of 88 internship hours for the quarter.
  (8:1 conversion rate, internship hours: credit hours)
**Student Right to Know Statement**

Information on graduation/completion rates for first time, full time students is available on South University’s Student Consumer Information page or you may obtain a hard copy through the Admissions Office. These rates are calculated according to guidelines in the Student-Right-to-Know Act.

**Accreditation and Affiliations**

South University - Savannah meets the criteria for an exemption from the Georgia Nonpublic Postsecondary Education Commission’s (NPEC) regulations as outlined in O.C.G.A. § 20-3-250.3(a)(15).

South University is accredited by the Commission on Colleges, Southern Association of Colleges and Schools (SACS) to award doctoral, master’s, bachelor’s, and associate degrees. www.sacs.org, 1866 Southern Lane, Decatur, Georgia 30033-4097; 1-404-679-4501.

The Savannah campus is approved for training veterans and other individuals by the State of Georgia Department of Veterans Services, State Approving Agency, Atlanta, Georgia 30334.

South University is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

South University is authorized by the Wisconsin Educational Approval Board (30 West Mifflin Street, 9th floor, Madison, WI 53707-8896; http://eab.state.wi.us/default.aspx).

South University - West Palm Beach is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll free number (888)224-6684.

The West Palm Beach campus is approved for training veterans and other eligible individuals by the State of Florida Department of Veterans’ Affairs, Division of Veterans’ Benefits and Assistance, Bureau of State Approving for Veterans’ Training.

South University, Virginia Beach is approved by the State Council for Higher Education in Virginia (James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219; 804-225-2600) to operate in Virginia.

South University – Austin holds a Certificate of Authorization acknowledging exemption from regulation by the Texas Higher Education Coordinating Board.

The Art Institute of Dallas is licensed by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South University.

The Art Institute of Denver holds a Certificate of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations.

The Art Institute of Dallas is licensed by the Arkansas State Board of Private Career Education.

The Art Institute of Dallas is licensed by the Oklahoma Board of Private Vocational Schools (3700 North Classen Boulevard, Suite 250, Oklahoma City, OK 73118, 1-405.528.3370).

The Art Institute of Fort Worth is a campus of South University. South University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South University.

The Art Institute of Virginia Beach holds a Certificate of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations.

South University, Richmond is certified by The State Council for Higher Education in Virginia (James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219; 804-225-2600) to operate in Virginia.

South University - Tampa is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll free number (888)224-6684.

The South University Novi campus is licensed under the laws of the Michigan Department of Energy, Labor and Economic Growth.

The Tampa campus is approved for training veterans and other eligible individuals by the State of Florida Department of Veterans’ Affairs, Division of Veterans’ Benefits and Assistance, Bureau of State Approving for Veterans’ Training.

South University’s Doctor of Pharmacy program at South University -- Columbia is accredited by the Accreditation Council for Pharmacy Education, 202.887.6791.

South University’s Doctor of Pharmacy program at South University - Savannah is accredited by the Accreditation Council for Pharmacy Education, 1111 North Fairfax Street, Alexandria, VA 22314; 1-703-684-2782.

South University - Montgomery is approved by the State of South Carolina Board of Education and the Master of Science in Nursing programs offered online and at the South University – Columbia, Montgomery, Richmond, Savannah, Tampa and West Palm Beach campus locations are accredited by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle NW, Suite 530, Washington, DC 20036-1120; www.acen.nche.edu; telephone: 202.887.6791.

The Bachelor of Science in Nursing program at South University – Richmond is approved by the Virginia Board of Nursing. The Bachelor of Science in Nursing program at South University – Columbia is authorized to operate by the Virginia Board of Nursing.

The Bachelor of Science in Nursing program at South University – Tampa and South University – West Palm Beach are approved by the Florida Board of Nursing. The Bachelor of Science in Nursing degree program at South University – Columbia is authorized to operate by the South Carolina State Board of Nursing.

The Bachelor of Science in Nursing program at South University – Montgomery is accredited by the South Carolina Commission on Higher Education, 1122 Lady Street, Suite 300, Columbia, SC 29201; 803.737.7608. Licensure indicates only the minimum standards have been met; it is not equal to or synonymous with accreditation by an accrediting agency recognized by the U.S. Department of Education.

The South University Columbia campus is chartered by the State of South Carolina and approved by the South Carolina Commission on Higher Education (Veterans Education Section) for the training of veterans and other eligible persons.

South University – Savannah is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahed.org) upon the recommendation of the Accreditation Review Committee for the Anesthesiologist Assistant (ARC-AA). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-219-2380.

**Legal/Paralegal Studies**

The Bachelor of Science in Legal Studies and the Associate of Science in Paralegal Studies programs in Columbia, SC; Montgomery, AL; Savannah, GA and West Palm Beach, FL are approved by the American Bar Association, 321 North Clark Street, Chicago, IL 60654-7598; 1-800.285.2221.

**Medical Assisting**

The Medical Assisting programs in Savannah, GA; Montgomery, AL; and Columbia, SC are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahed.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB), Commission on Accreditation of Allied Health Education Programs, 1381 Park Street, Clearwater, FL 33756, 727-210-2350.

**Nursing**

The Bachelor of Science in Nursing program and the Master of Science in Nursing programs at South University – Montgomery is authorized to operate by the Alabama Board of Nursing.

The Bachelor of Science in Nursing programs at South University – Dallas and South University – Austin holds a Certificate of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations.

The Bachelor of Science in Nursing program at South University – Richmond is approved by the Virginia Board of Nursing. The Bachelor of Science in Nursing degree program at South University – Columbia is authorized to operate by the South Carolina State Board of Nursing.

The Bachelor of Science in Nursing program at South University – Richmond is approved by the Virginia Board of Nursing. The Bachelor of Science in Nursing program at South University – Columbia is authorized to operate by the South Carolina State Board of Nursing.

The Bachelor of Science in Nursing program at South University – Montgomery is accredited by the Accreditation Council for Pharmacy Education, 20 North Clark Street, Suite 2500, Chicago, IL 60602-5109, TEL (312) 684-3575, FAX (312) 684-4682, URL www.acpeaccredit.org.

**Physical Therapist Assisting**

The Physical Therapist Assisting program at South University – Savannah has been granted initial accreditation status by the Commission on Accreditation of Physical Therapy Education of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314; 1-703-684-2782.

The Physical Therapist Assisting program at South University – Montgomery has been granted initial accreditation status by the Commission on Accreditation of Physical Therapy Education of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314; 1-703-684-2782.

** Pharmacy**

South University’s Doctor of Pharmacy program at South University - Savannah is accredited by the Accreditation Council for Pharmacy Education, 1111 North Fairfax Street, Alexandria, VA 22314; 1-703-684-2782.

**Programmatic Accreditation**

**Anesthesiologist Assistant**

The Anesthesiologist Assistant program at South University – Savannah is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahed.org) upon the recommendation of the Accreditation Review Committee for the Anesthesiologist Assistant (ARC-AA). Commission on Accreditation of Allied Health Education Programs 1361 Park Street Clearwater, FL 33756 727-219-2380.
Admissions

The Physical Therapist Assisting program at South University – Savannah is an expansion program approved by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314; 1-703-684-2782.

The Physical Therapist Assisting program at South University – Montgomery is an expansion program approved by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association, 1111 North Fairfax Street, Alexandria, VA 22314; 1-703-684-2782.

Physician Assistant

The Master of Science in Physician Assistant Studies program on the Savannah campus is accredited by the Accreditation Review Commission on Education for Physician Assistant, Inc., 12000 Findley Road, Ste. 240, Johns Creek, GA 30097, phone: 770.476.1224, fax: 770.476.1738, www.arc-pa.org. This accreditation status qualifies graduating students to take the national certifying examination administered by the National Commission on Certification of Physician Assistants (NCCPA). The Physician Assistant program is a member of the Association of Physician Assistants Programs, the national organization representing Physician Assistant education programs.

The Physician Assistant Studies program offered at South University - Tampa is provisionally accredited by the Accreditation Review Commission on Education for the Physician Assistant, Inc., 1200 Findley Road, Suite 240, Johns Creek, GA 30097, phone: 770.476.1224, www.arc-pa.org.

General Admissions Application Procedure

For South University campus locations, see page 83 for information on the Act Institute campuses.

South University operates on a quarter system, with terms beginning in October, January, April, and June. Also, the University provides classes using compressed class calendars to meet the needs of the students.

To accommodate the experiential requirements of the program, the School of Pharmacy’s quarters begin in June, September, January, and March/April.

The academic calendar for the Anesthesiologist Assistant program is 9 quarters in length, beginning in June of each year, with subsequent terms beginning in September, January, and March. New students may only matriculate in June of each year.

South University – Online Program’s classes operate in a compressed format of 5.5 weeks designed to meet the needs of today’s busy adults.

Applications for general admission to the Columbus campus should be sent to:

Director of Admissions
South University
9 Science Court
Columbia, South Carolina 29063

Applications for general admission to the Montgomery campus should be sent to:

Director of Admissions
South University
5355 Vaughn Road
Montgomery, Alabama 36116

Applications for general admission to the Novi campus should be sent to:

Director of Admissions
South University
41555 Twelve Mile Road
Novi, Michigan 48377

Applications for general admission to the Richmond campus should be sent to:

Director of Admissions
South University
2151 Old Brick Road
Glen Allen, VA 23060

Applications for general admission to the Savannah campus should be sent to:

Director of Admissions
South University
709 Mall Boulevard
Savannah, Georgia 31404-4805

Applications for general admission to the South University online programs should be completed and transmitted online at: http://online.southuniversity.edu.

Applications for general admission to the Tampa campus should be sent to:

Director of Admissions
South University
4401 North Himes Avenue
Tampa, FL 33614

Applications for general admission to the Virginia Beach campus should be sent to:

Director of Admissions
South University
301 Bendix Road, Suite 100
Virginia Beach, VA 23452

Applications for general admission to the West Palm Beach campus should be sent to:

Director of Admissions
South University
9801 Belvedere Road
Royal Palm Beach, FL 33411

An application fee must accompany the application. This fee is not refundable except as provided under the section Financial Information of this catalog.

The following steps must be completed before a final decision for admission may be reached and the student is allowed to register:

1. Submit the application form with appropriate fee.
2. Submit acceptable transcripts (including verifiable facsimile transcripts) from all high schools and colleges attended within ten weeks of the class start date.
3. Complete all tests administered by the University or submit SAT or ACT scores to the registrar’s office.

All documents become the property of South University and will not be returned. After receipt of the application form, the University will schedule a date for the administration of tests and notify the applicant. Upon completion of the above steps, each applicant will receive written notification of the action taken by the admissions office.

Applications for admission to either the Anesthesia Sciences, Physician Assistant Studies, Pharmacy or Nursing programs are directed to those specific programs. Procedures and additional admission requirements related specifically to these programs can be found in the section of the catalog, in the individual handbooks for these programs, and online at www.southuniversity.edu.

Additional admissions requirements related specifically to the anesthesiologist assistant, nursing, pharmacy and physician assistant programs can be found in other sections of this catalog and in the handbooks for these programs.

General Admission Requirements

To be admitted to any of the programs at South University, including online programs, the prospective student must be a high school graduate or the equivalent (e.g., GED) and submit a minimum combined SAT I score of 900, a combined ACT score of 19, or a satisfactory score on the University administered admissions examination (see the Admissions Office) or meet the criteria established for acceptance as a transfer student. South University accepts the International Baccalaureate Program diploma as meeting the requirement for high school graduation.

Students who fail to meet entrance standards within 10 weeks of their start date will:

• Be removed from class.
• Have their enrollment cancelled.
• Not receive final course grades.
• Not receive a transcript.
• Not be responsible for any tuition and related fees.

Acceptable Accredited Collegiate Institution

South University requires that prior coursework taken by transfer students or transfer credit requested for review be taken at an acceptable accredited collegiate institution. An acceptable accredited collegiate institution possesses either regional or national accreditation granted by an agency recognized by the U.S. Department of Education. Individual programs within South University may define additional criteria as to the meaning of acceptable accreditation to meet the requirements of specific programmatic accreditation.

Academic Support Admission

Applicants not meeting the testing standards for general admission can be accepted under academic support admission by submitting a minimum combined SAT I score of 660, a combined ACT score of 14, or a satisfactory score on the University administered admissions examination.

Students submitting the University administered admission test such as the Accuplacer exam must have minimum section scores as well. The Office of Admissions can inform students of those requirements.

Note: Students accepted under academic support admission are limited to 12 credit hours of study during their first quarter. Students enrolled in programs that include UVCC1000, Strategies for Success are required to take the course within their first two quarters of study at the University. Students must be enrolled in the appropriate developmental courses during their
Admissions

Transfer students must take the appropriate placement test(s) if they are not exempt from either MAT0099 and/or ENG0099. Transfer students may be exempted from developmental courses in one of the following ways:

- On the basis of grades earned at a C or better in credit-bearing, non-developmental courses taken at an acceptable accredited institution that are equivalent to (or at a higher level than) the non-developmental courses offered at South University and are considered for transfer to South University.

  - If applicable, students may also be exempted from developmental courses on the basis of SAT or ACT scores as noted above.
  - Students may also take the University administered admissions examination at South University campuses to seek such exemptions.
  - Only original documents (such as transcripts, SAT or ACT scores, etc.) will be considered in final decisions.

Personal Enrichment Enrollment

Enrollment in selected subjects for personal enrichment is available under certain circumstances. Students attempting to enroll under these circumstances are classified as special subject students and are not eligible for Title IV financial aid. This status allows a student to enroll in one class per quarter for no more than three quarters without following the standard admission procedures or meeting standard admission requirements. Individuals participating in a specifically contracted workshop, seminar, or course that is not part of the pursuit of a degree are not required to meet any admissions requirements. Status as a special subject student is not available to veterans receiving G.I. benefits. Students enrolled in classes through South University – Online Programs can take two classes per quarter for a maximum of three quarters and at the end of that period must be fully admitted to continue to enroll in South University classes.

Home-school Students

Home-schooled students are individuals who have completed a secondary school education in a home school setting that is treated as a home school or a private school under state law. The student has either:

- Obtained a secondary school completion credential as provided by state law;
- Completed a secondary school education in a home school setting under state law.

Students must provide evidence that home schooling was conducted in accordance with state laws. A certificate of attendance or completion is not sufficient.

Admission of Transient Students

Transient status means that students are admitted only for a specified period of time, normally one quarter. Applicants for transient status must file a regular application form and submit a statement from their dean or registrar that they are in good standing and have permission to take specific courses at South University for transfer to their own institutions when satisfactorily completed. Since transient students are not admitted as regular students, transcripts of university work completed elsewhere are not usually required of such applicants. Transient students who wish to remain enrolled longer than one quarter must meet all requirements for general admission or transfer students.

Admission of Transfer Students

To be eligible for admission, transfer students must complete the application procedures and satisfy the following criteria:

1. Submit a completed application for admission.
2. Have earned 24 or more quarter credit hours, or the equivalent (e.g., 16 semester hours), with a cumulative GPA of 2.00 from an acceptable accredited college or university.
3. Submit official transcripts from all colleges and universities attended.
4. Submit self-certification of high school graduation or GED completion.

For transfer of credit practices refer to the applicable section under the Academic Information portion of this catalog.

Joint Enrollment for High School Students

Through this program for outstanding high school seniors, students may pursue collegiate course work while completing their high school requirements. Students accepted into this program will be allowed to enroll part-time or full-time at the University, provided that they meet course prerequisites and receive permission from their high school principal or counselor. Students may forfeit the privilege of the program if they receive a grade below a C in their collegiate course work or if their high school average falls below a B. To be considered for this program, a student must satisfy all of the following criteria:

1. Provide a written recommendation from the principal or counselor.
2. Have the written consent of a parent or guardian.
3. Complete the eleventh grade prior to application.
4. Attain a satisfactory score on the ACT or SAT, or on the University entrance exam.
5. Achieve a minimum grade point average of 3.0 in high school work completed.

Further information about this program can be obtained through the admissions office or registrar’s office.

Readmission of Former Students

Students who previously attended South University but who have not been enrolled for one year or longer may be readmitted without retesting for admission, but must apply for readmission and pay a readmission fee of $50. If they were enrolled at other colleges during their absence, transcripts of course work taken must be sent to South University. Applications for readmission should be submitted at least one month before the beginning of the quarter the student plans to return. A candidate for readmission must either demonstrate that they already meet the entrance test requirement for admission in effect at the
Admissions

time of readmission or retest to achieve that mini-

mum entrance score. However, a student seek-
ing readmission whose prior record indicates
entrance scores below the current standard
but who has attempted 36 or more credits, has
a minimum cumulative GPA of 2.50, and has a
completion rate of 65 percent of the hours at-
tempted, will be readmitted on the basis of the
previous enrollment and will not be required to
submit new entrance test scores. Former online
students should submit an application for read-
mission at https://www.southuniversityonline.
com/gettingstarted/readmissions.asp

The University reserves the right to deny
admission to any applicant for re-entry who has
an unacceptable academic or conduct record.
Students with outstanding financial obligations
to the University must make arrangements with
the business office before they will be allowed
to matriculate.

Admission of International Students

All international applicants to South University
must meet the same admissions standards as
all other students. Additionally, international
students must demonstrate competence in the
English language by submission of a mini-
mum score of 550 on the written/80 on the
Internet-based Test of English as a Foreign
Language (TOEFL), the equivalent score from
other approved language tests as determined
by the registrar from current South University
policy, or the following to demonstrate the
equivalent level of English proficiency:

Alternative to TOEFL

Associate/ Bachelor Graduate Programs

<table>
<thead>
<tr>
<th>ACT English</th>
<th>SAT Verbal (Reading)</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
<td>500</td>
</tr>
<tr>
<td>21</td>
<td>540</td>
</tr>
</tbody>
</table>

Undergraduate students may also satisfy the minimum standard of English language proficiency by submitting:

- Proof of successful completion of a
  minimum of two semesters or quarters
  of post secondary coursework in which
  English is the language of instruction—
  minimum term GPA of 2.00 each.
- Satisfactory completion of transferable
  English 101 or 102 courses (or their
  equivalent) at an English speaking col-
  lege or university within the USA.

Admissions Requirements for Nonim-
migrant Students

An international student seeking to enroll at
South University in valid student non-immigrant
status must submit each of the following items:

- A complete and signed Application for
  Admission Form;
- Official scores on the SAT or the ACT or
  the institutionally administered examina-
  tion;
- Original or official copies of all educa-
tional transcripts (high school and, if
  applicable, university-level academic re-
cords) and diplomas. These educational
  transcripts and diplomas must be pre-
  pared in English or include a complete
  and official English translation. Interna-
tional students are expected to have
  successfully completed a minimum of
  the equivalent of a US secondary school
degree. International students seek-
ing transfer credit from postsecondary
non-American institutions must provide
an official evaluation of credit from a
recognized credit evaluation agency (i.e.
World Education Service).

- Proof of English language proficiency
  (See International Admissions Policy for
  acceptable proof);
- A completed and signed Sponsor’s
  Statement of Financial Support (this
  statement is not required if the student
  is self-sponsored);
- Official bank statements. Bank state-
  ments must verify sufficient funds to
  cover the cost of the educational pro-
  gram as well as all living expenses;
- A U.S. $50.00 application fee;
- A photocopy of the student’s passport
to provide proof of birth date and citizen-
ship (students outside the United States
who have not yet acquired a passport
will need to submit a copy of their birth
certificate);
- For all applicants residing in the United
  States at the time of application: a
  photocopy of the visa page contained
  within the student’s passport as well as
  a photocopy of the student’s I-94 arrival
  departure record (both sides);
- For all applicants residing in the United
  States at the time of application in either
  F, M, or J non-immigrant classification:
  written confirmation of non-immigrant
  status at previous school attended be-
  fore transferring to South University;
- Proof of Health Insurance. Students
  who do not possess health insurance
  upon applying to South University
  must be prepared to purchase health
  insurance through an approved provider
  upon commencement of studies.
- Additional fees may also be required for
  international students.

If an international student is transfer-
ring from a college or university in the United
States, the International Student Transfer
Clearance Form is also required.

All documentation must be submitted to
South University’s registration office 30 days
prior to a term’s registration date for acce-
tance for that term. The University reserves
the right to update these admissions require-
ments; subject to current federal regulations
concerning the enrollment of non-immigrant
alien students.

South University is authorized under fed-
eral law to admit non-immigrant alien students.

College Board Advanced
Placement (AP) Examinations

South University supports the College Board’s
Advanced Placement Program, which allows
high school students the opportunity to pursue college
level courses in their own schools and to be taught
the material by their own teachers. After completion
of the AP courses, students take the appropriate
AP test to determine their level of achievement. For
college credit to be awarded, a student must have
official score reports from the College Board sent
directly to the Office of Registrar at South University.
Since there is major overlap in course content
between the two English AP exams, the awarding
of AP credit in English will be treated separately from
that of other disciplines as follows:

1. If a student receives a score of “3” or “4”
on either English AP exam, credit will be
awarded for English 101 or its equivalent
(four quarter-hour credits);
2. If a student receives a score of “3” or “4”
on both English AP exams, or a “3” on
one and a “4” on the other, credit will be
awarded for English 101 and 102 or their
equivalents (eight credits);
3. If a student receives a score of “5” on ei-
ther or on both English AP exams, credit
will be awarded for English 101 and 102
or their equivalent (eight credits).

For additional information concerning the awarding
of AP credit, contact the Registrar at the
appropriate campus.

Credit by Examination

South University offers students an opportunity to
obtain credit in areas of competency through univer-
sity-administered proficiency examinations. South
University does not award credit for life experience.
If CLEP or Dantes examinations do not exist for
the course, the vice president for academic affairs, in
consultation with the Dean of the school overseeing
the course, is the final authority on whether or not a
course may be exempted through the examination
process. Department chairs select the examinations
to be used. To be eligible to earn credit the student
must:

1. Submit a written request to the campus
dean of academic affairs.
2. Verify that he or she has not previously
taken the course at South University.
3. Verify that he or she is not currently en-
rolled in the course at South University.
4. Pay a $300 examination fee (this does
not apply to examinations to exempt the key-
boarding or word processing course).

Students can attempt to earn credit by exami-
nation for a course only once and must score an 85
or better to receive credit. Students scoring below
an 85 must take the course challenged as required
in the curriculum. (Students attempting to exempt
keyboarding courses must score a B or better on all
sections of the examination to earn credit.) Credits
earned by examination are considered in the same
way as transfer credits and are not used in the
computation of the student’s grade point average.
Students may not earn more than 60% of their total
credits and 50% of their major credits through credit
by examination, transfer credit, or a combination
thereof.

CLEP and DANTES certification exams can be
submitted for evaluation for course credit. The guide-
lines for awarding credit are available from the regis-
trar. In general, no score less than 50 on the CLEP
test will be accepted.

College credit may also be awarded for edu-
cation training completed through business and
industry, the armed services or government organi-
izations. South University is guided by the principles
and recommendations of the American Council on
Education (ACE) guidelines when assessing re-
quests for credit earned in this manner. Students
must have ACE transcripts sent directly from the
Center for Adult Learning and Educational Credentials to the Office of Registration and Records at South University.

University Credit for Military Experience and Training
Students who wish to have their military experience and training evaluated for university credit should submit copies of appropriate forms to the registrar’s office. Veterans should submit DD Form 214, and active duty military personnel should submit DD Form 295. Active duty Army personnel and soldiers discharged since October 1, 1986, should also provide the registrar with copies of their Army/ American Council on Education Registry Transcripts.

The university accepts as transfer credit completion of formal military courses as recommended by the American Council on Education (ACE) when verified through official transcripts (Army/ACE Registry Transcript System, Community College of the Air Force, Sailor/Marine/ACE Registry Transcript, Registry of Credit Recommendations, or National Registry for Training Programs). Additionally, credit may also be awarded through review of a student’s certified Department of Defense (DD) Form 214 Armed Forces of the United States Report of Transfer or Discharge in conjunction with the ACE Handbook, Evaluation of Educational Experiences in the Armed Forces.

Credit will be applied to a degree program upon the approval of the Chair of the Department from which the degree is to be awarded.

Transferability of Credits to Other Colleges
South University is accredited by the Commission on Colleges, Southern Association of Colleges and Schools to award doctoral, master’s, bachelor’s, and associate’s degrees. Contact the Commission on Colleges at 1986 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South University.

The Art Institute of Dallas is a campus of South University.

The Art Institute of Dallas holds a Certificate of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations.

The Art Institute of Dallas is licensed by the Arkansas State Board of Private Career Education.

The Art Institute of Dallas is licensed by the Oklahoma Board of Private Vocational Schools 3700 North Classen Boulevard, Suite 250, Oklahoma City, OK 73118, 1405.528.3370.

The Art Institute of Fort Worth is a campus of South University.

The Art Institute of Fort Worth holds a Certificate of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations.

South University – Savannah meets the criteria for an exemption from the Georgia Nonpublic Postsecondary Education Commission’s (GNPEC) regulations as outlined in O.C.G.A § 20-3-250.3a(1)(b).

South University - Tampa is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll free number 888/224-6684.

South University – West Palm Beach is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 W. Gaines St., Suite 1414, Tallahassee, FL 32399-0400, toll free number 888/224-6684.

Admissions

In addition to the general requirements of the University, specific requirements for admission to classified graduate status are:

- A bachelor’s degree from an accredited college or university.
- Completion of application for admission and submission of application fee ($50).
- A 2.7 overall grade point average or higher on completed requirements for the baccalaureate degree, or GRE minimum test scores, 450 verbal, 450 quantitative, and 3.0-5.0 analytical, or Millers Analogies Test (MAT): achieve a minimum overall scaled score of 402.

Transfer of Credit
The majority of credits toward any graduate or post-graduate degree program must be earned at South University. Credit for transfer work will be given if the courses were taken at an accredited collegiate institution, the course is equivalent to courses offered at South University, and the course carries a grade of “B” or better. All transfer credit will be reviewed and approved by the Dean, College of Arts & Sciences, and the Department Chair of the respective academic department. Students may transfer up to three courses.

Procedure for Admission

Professional Counseling Program
Admissions criteria for the Professional Counseling program are consistent with those required in other master’s degree level programs at South University. As the admissions process also takes into consideration the characteristics deemed essential to becoming a professional counselor, material is also required which will enable a determination to be made of the applicant’s personal integrity, maturity, interpersonal skills, and ability to communicate effectively. The criteria used in determining admission to the graduate program include:

1. Completion of a bachelor’s degree from an accredited institution.
2. A grade point average of at least 2.7 on an Admissions scale of 4.0 for the last 60 hours of coursework (including relevant graduate work).
3. Applicants for whom English is a Second Language (ESL) must submit a minimum paper based TOEFL score of 600 or the Internet-based score of 100 to be considered for the program.
4. Interview with the professional counseling department chair/program director or designated faculty member.
5. Approval of the campus program admissions committee.
6. Completion of an application for admission and submission of a $50 application fee.
7. Submission of a personal/professional statement addressing the applicant’s interest in counseling, professional goals, along with a self appraisal of academic and professional qualifications.
8. Submission (within 10 weeks of class start dates) of official transcripts from all postsecondary institutions attended.
9. Current résumé (or career summary).

All required admissions documentation and criteria will be reviewed and evaluated. Applicants will be notified regarding acceptance. Applicants should review the published general graduate requirements listed in the South University catalog. Students who are citizens of countries other than the United States should also refer to the
Admissions

section in the South University catalog entitled Admission of International Students.

College of Business

Procedures for Admission to Doctor of Business Administration

The criteria used in determining admission to the doctoral program include:

1. Completion of a master’s degree or an MBA degree from an acceptable accredited institution. A cumulative grade point average of at least 3.0 (on a scale of 4.0) on graduate coursework. Additional coursework may be required prior to beginning the doctoral program. Refer to section on Required Knowledge Base for further information.

2. Submission of GMAT scores that are no more than five years old. Minimum score of 400 required.

3. Applicants for whom English is a Second Language (ESL) must submit a minimum paper-based TOEFL score of 600 or the electronic-based score of 250 to be considered for the program.

4. Completion of an application for admission and submission of a $50 application fee.

5. Submission of official transcripts from all post-secondary institutions attended.

6. Personal interview with the Program Director (may be conducted over the phone).

7. Submission of the following:
   a. Statement of academic and professional goals. This statement should detail how the applicant will benefit from earning a DBA and how the degree will be integrated into future career goals.
   b. Career résumé or curricula vitae.
   c. Three current academic/professional letters of recommendation submitted directly to South University. These letters should discuss the applicant’s ability to successfully matriculate the program and how the applicant will contribute to the overall quality of the program. Additionally, the recommendation should include an assessment of the student’s ability to be successful as a professional in teaching, service and research.

Once all required admissions documents and information are submitted, the candidate’s application will be reviewed and evaluated. Applications will be reviewed on a weekly basis and applicants will be notified immediately.

Transfer of Credit

Given the unique nature of the courses within the South University DBA program, transfer credit is not accepted.

Required Knowledge Base

Applicants to the DBA degree program must demonstrate a master’s level ability to integrate knowledge across the functional areas within a college of business with an overall minimum master’s-level cumulative GPA of 3.0 on a 4.0 scale. The courses listed below (four quarter hours each) are master’s level prerequisites and must be completed prior to acceptance into the program. All prerequisites must have been taken at an accredited college or university. No grade below a B will be accepted for any course. Students not having prerequisites will be admitted into the program provisionally and will be fully accepted into the program upon successful completion of the necessary courses listed below.

Graduation Requirements

To receive the Doctor of Business Administration degree, a student must satisfy the following requirements:

• Successfully complete the course requirements described in the catalog in effect when the student enrolled in the program. A student who leaves South University longer than three quarters will be required to meet catalog requirements in effect at the time of his/her return.

• Possess a cumulative grade point average of 3.0 or higher.

• Successfully complete the requirements of the required DBA Residencies.

• Successfully complete the requirements (with a Pass or High Pass) of the DBA Preliminary Examination.

• Successfully complete the requirements of the DBA Doctoral Dissertation.

Procedure for Admission

Master of Business Administration (MBA), Accelerated Master of Business Administration(AMBA), Master of Business Administration/Healthcare Administration (MBA/HCA) and Master of Science in Leadership Degree Programs

Admissions criteria for the MBA and MBA/HCA degree programs are:

• Completion of application for admission and submission of application fee ($50),
• Completion of an undergraduate degree from an accredited institution with a GPA of 2.7 or better on a 4.0 scale, or, completion of an undergraduate degree from an accredited institution with a minimum combined GMAT score at or above the 50 percentile.

Admissions criteria for the Accelerated Master of Business Administration and Accelerated Master of Business Administration/Healthcare Administration degree programs are:

• Completion of application for admission and submission of application fee ($50),
• Completion of an undergraduate degree from an accredited institution with a GPA of 2.7 or better on a 4.0 scale, or, a GPA of 2.7 or better on the 4.0 scale for the last 60 quarter credits, or, completion of an undergraduate degree from an accredited institution combined with an acceptable GMAT score.

The majority of credits toward any graduate or post-graduate degree program are earned at South University. Credit for transfer work will be given if the courses were taken at an accredited college, the course is equivalent to courses offered at South University, and the course carries a grade of “B” or better. All transfer credit will be reviewed and approved by the Dean, College of Business, and the Department Chair of the respective academic department. The maximum number of classes to transfer is four courses or 16 quarter hours. Note: Capstone courses may not be transferred in from another institution.

Credits earned at any South University campus will be accepted at all campuses. These credits will not be considered transfer credit; they will be included as credits earned at South University. If a campus should close a program in any state, students in good standing will be accepted at any South University campus having the same or a similar authorized degree program. The credits earned in the students’ original degree program will be applied to the degree program at the new location.

Foundation Courses Required

Students must have successfully completed a Bachelor’s degree from an accredited institution. The following foundation undergraduate courses must have been satisfactorily completed from an accredited institution or be satisfactorily completed (grade of C or better) within the first two quarters after acceptance into the MBA degree program. If the courses are taken at South University, the undergraduate tuition rate will apply to these courses.

• Accounting: two courses (completion of MBA5000 at South University)
• Macroeconomics: one course
• Statistics: one course

Major Field Test

The curriculum contains a Major Field Test as part of the grading within MBA6999, Strategic Development and Implementation, the Capstone Course. The test is designed to assess overall proficiency in eight group reliable areas including accounting, economics, management, quantitative business analysis and information systems, finance, marketing, legal and social environment, and international issues. Students will be tested to demonstrate that they have achieved the goals for learning established by South University and the specific academic department.

Procedure for Admission

Master of Science in Information Systems and Technology Degree Program

• Completion of application for admission and submission of application fee ($50)
• Completion of an undergraduate degree with a GPA of 2.7 or better on a 4.0 scale from an accredited institution, or, completion of an undergraduate degree and GRE scores in the 50th percentile for all three sections or GRE Graduate Subject Test in Computer Science in the 50th percentile or Millers Analogies Test (MAT) minimum raw score of 44.
Procedure for Admission
Master of Public Administration
Degree Program

Admissions criteria for the Master of Public Administration degree program are consistent with those required in other master’s degree-level programs within the College of Business at South University. As the admissions process also takes into consideration the characteristics deemed essential to becoming a professional within the governmental and non-profit sector, material is also required which will enable a determination to be made of the applicant’s personal integrity, maturity, interpersonal skills, and ability to communicate effectively.

The criteria used in determining admission to the graduate program include:

1. Completion of a bachelor’s degree from an accredited institution.
2. A cumulative grade point average of at least 2.70 (on a scale of 4.0) for the last 60 hours of coursework (including relevant graduate work).

Exceptions to the Minimum GPA
Applications with grade point averages lower than the stated program minimum may be considered for admission with significant evidence of academic and professional potential demonstrated by the career and/or personal accomplishments indicated in the personal statement of academic and professional goals, the career resume, academic or professional letters of to matriculation recommendation, and GRE Scores. Although GRE scores are optional, submission of scores may improve an applicant’s application. Exceptions must be recommended by the department chair or program director. Students admitted on an exception basis will be admitted as regular students on a probationary status for the first quarter of enrollment. In order to remain enrolled after the first quarter, the student must achieve a GPA of at least 3.0.

1. Applicants for whom English is a Second Language (ESL) must submit a minimum paper-based TOEFL score of 600 or the Internet-based score of 100 to be considered for the program.
2. Completion of an application for admission and submission of a $50 application fee.
3. Submission (within 10 weeks of class start dates) of official transcripts from all postsecondary institutions attended.

Once all required admissions documents and information are submitted, the criteria will be reviewed and evaluated. Applicants will be notified regarding acceptance within two to three weeks of review and evaluation.

Applicants should review the published general graduate requirements listed in the South University catalog. Students who are citizens of countries other than the United States should also refer to the section in the South University catalog entitled International Admissions Policy.

Transfer of Credit
Students may transfer a total of 12 credit hours into the Master of Public Administration degree program. The specific courses for which transfer credit is available are MPA5001 Foundations of Public Administration, MPA5005 Public and Non-profit Organizational Behavior, and MBA6501 Strategic Human Resources Management. The evaluation of transfer of credit follows South University’s applicable policies and procedures that pertain to accredited institutions. Transfer any four (4) courses with the exception of the capstone (strategy) course.

College of Health Professions
Procedure for Admission
Anesthesiologist Assistant Degree Program

Familiarity with Practice of Anesthesia
Applicants to the program must be familiar with the practice of anesthesia, including related activities in the operating room. Individuals who are not familiar with the practice of anesthesia and have had no exposure to an operating room environment must spend at least 8 hours with an anesthesiologist or an anesthesiologist in an operating room observing the conduct of anesthetics. In addition, the applicant is required to summarize an article of their choice from current anesthesia literature.

Technical Standards
To undertake and successfully complete the Anesthesiologist Assistant program, as well as to function successfully as an Anesthetist Assistant after graduation, requires that an individual meet certain fundamental physical, cognitive, and behavioral standards. The requisite technical skills include, but are not limited to the following:

- Effectively communicating verbally with patients and their family members and with other healthcare professionals.
- Interacting with patients, including obtaining a history and performing a physical examination.
- Effectively communicating in writing, and by record keeping, those data and information essential to the practice of anesthesia and the care of patients.
- Reading and comprehending written parts of the medical record and other patient care documents in order to safely and effectively participate in the practice of anesthesia.
- Having sufficient knowledge, motor skills and coordination to perform diagnostic and therapeutic tasks, including invasive procedures, on patients in a timely manner so as to insure the safety and well-being of the patients. These tasks include but are not limited to peripheral and central venous catheterization, arterial puncture and cannulation, breathing bag and mask ventilation, laryngeal mask airway insertion and management, endotracheal intubation.
- Having sufficient strength, motor skills and coordination to lift, move, and position patients as required for administration of anesthesia and performance of cardiopulmonary resuscitation.
- Having sufficient speed and coordination to quickly and safely react to emergent conditions throughout the hospital in order to assure patient safety.
- Recognizing and differentiating colors of signals displayed on monitors; being able to work in both light and dark conditions as exist in patient care areas (e.g., operating room, radiology suite, endoscopy suite); being able to recognize details of objects both near and far.
- Hearing, processing, and interpreting multiple conversations, monitor signals, alarms, and patient sounds simultaneously in fast-paced patient care settings (e.g., operating room, intensive care unit, emergency room).
- Having no impairment that would preclude continuous performance of all of the above activities or any and all of the other activities that are an integral part of an anesthesiologist assistant’s participation in the anesthesia care team.

General Admission Requirements

Students wishing to enter the Anesthesiologist Assistant program in the College of Health Professions should be aware that a prior felony conviction will eliminate the candidate from consideration unless special circumstances are reported for consideration by the Admissions Committee. A prior felony conviction may restrict an individual’s ability to obtain professional licensure or certification. Acceptance into a South University-Savannah educational program, or its completion, does not imply or guarantee that a student will be able to obtain such licensure or certification.

- Baccalaureate degree from a regionally accredited University, including above average performance in courses required in a premed curriculum. All prerequisite coursework must be taken within seven years from the date of application. The student’s competencies in courses such as physics, chemistry, calculus and biochemistry may cause their progression in the program to slow if students do not recall fundamental principles from prerequisite courses.
- Official transcripts of all undergraduate and graduate course work.
- Graduate Record Examination (GRE) scores from either the written examination or the computer-based examination taken within five years prior to application. The Code for South University is 5157 or.
- Medical College Admission Test (MCAT) scores may be submitted for consideration if completed within five years of the application. The applicant may print official results from the Medical College Admission Testing service website.
- Advanced placement credits for prerequisite coursework that appear in official transcripts may be considered based on courses, scores, and student’s overall undergraduate performance.
- Three letters of recommendation are re-
Admissions

required. Two letters from persons familiar with the applicant's prior academic performance, academic potential, work habits, and suitability for graduate study leading to a career in clinical practice. No more than one letter may be a character reference.

- Completed form attesting to the applicant's familiarity with the practice of anesthesia, including the environment in which day-to-day work occurs.
- In the applicant's own words, he/she must write a summary of an article of his/her choice that appears in a current anesthesia journal.
- Receipt of a certified background check that has been completed within 3 months prior to the date of application.
- Submission of the completed application form and all of its components.
- Interview at the request of the Admissions Committee, on-site at South University-Savannah, Savannah, Georgia. Interviews are held on Saturdays between October and February prior to June matriculation.

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<tr>
<th>REQUIRED</th>
<th>PREFERRED</th>
<th>not required.</th>
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<tbody>
<tr>
<td>English</td>
<td>3 Semester hours or 4-5 Quarter hours</td>
<td>Cell &amp; Molecular Biology Anatomy &amp; Physiology 3 Semester hours or 4-5 Quarter hours</td>
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<tr>
<td>General biology (Full Academic year) Labs preferred but not required</td>
<td>6 Semester hours or 8 Quarter hours</td>
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</tr>
<tr>
<td>Organic chemistry (Sophomore 200 level) Labs are required</td>
<td>3 Semester hours or 4-5 Quarter hours</td>
<td>Full year of Organic chemistry 6 Semester hours or 9 Quarter hours</td>
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<tr>
<td>Biochemistry (Junior 300 level) Labs preferred but not required</td>
<td>3 Semester hours or 4-5 Quarter hours</td>
<td>Tegmen- tocal radiology 6 Semester hours or 9 Quarter hours</td>
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<tr>
<td>Calculus</td>
<td>3 Semester hours or 4-5 Quarter hours</td>
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<tr>
<td>Statistics (Math or Statistics Depth)</td>
<td>3 Semester hours or 4-5 Quarter hours</td>
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Health Requirements

A recent medical history and physical examination must be on file with the South University Department of Anesthesia Sciences prior to registration for the first quarter.

For health and safety of students, patients, and others with whom the student may come in contact, the South University Department of Anesthesia Sciences has established the following immunization, laboratory measurement, and surveillance requirements:

- Tetanus, diphtheria (Td) Initial Immunization Requirement Within 30 days of registration
- Follow-up and Alternatives Vaccination
- Surveillance and Exposure Requirements n/a

Measles, Mumps, Rubella (MMR) Initial Immunization Requirement Vaccine booster (if born after 1987)
- Follow-up and Alternatives Vaccination
- Surveillance and Exposure Requirements n/a

Varicella

- Initial Immunization Requirement History of chicken pox or serology
- Follow-up and Alternatives Serology (Declination forms will be available to students for whom the immunizations are contraindicated)
- Surveillance and Exposure Requirements Follow up protocol for hepatitis B exposure

Insurance Requirements

Students in the South University College of Health Professions are required to have continuous health insurance coverage in force for the duration of their enrollment. Students must purchase through the University at a nominal cost a plan that covers treatment and monitoring for needle stick injuries regardless of the clinical site where they may be rotating. For the personal safety of each student, it is imperative that every student have adequate health plan or the resources to pay for necessary medical care in the event of a needle stick or exposure to pathogenic organisms and the University has arranged for all students in the health professions programs to have coverage at minimal expense.

Payment for all medical and psychiatric services – elective and emergent – are the responsibility of the student no matter what the source of an illness or injury may be. The student is responsible for payment of medical services including all laboratory and other diagnostic and therapeutic services rendered as part of a protocol into which a student is entered in the event of exposure to known or suspected pathogenic organisms. Each clinical site has a specific established protocol for exposure that the student must follow.

Applicants with Disabilities

In accordance with policies of South University, the program does not discriminate against any individual because of disability. Applicants must meet the requirements for technical standards as printed above. Students with disabilities should consult with the Dean of Student Affairs, who coordinates disability services.

Application Process

The application process is open between July 1st and January 1st for admission to the class entering for summer quarter of the following year. Early decision interviews occur in October and November. A completed application must be received by the Program office no later than October 1st, 2011, to be considered for the early decision interview sessions. After the October 1st deadline, the most qualified applicants will be assigned to an interview group based upon when the application was complete. The earlier the application is completed, the earlier interview group applicants will be assigned. Applicants must meet the following deadlines in order to have their application considered for admission:

- Clerical and informational deficiencies in application will be documented in a communication sent within 10 days of receipt of application. The applicant is solely responsible for completion of his/her application. The program is not responsible for deficiencies due to US mail or failure of third parties to complete an applicant's request for transcripts, scores, letters of reference, etc. cetera.

The most qualified candidates for admission will be invited for personal interviews. During the interview process, candidates will have the opportunity to meet faculty and practicing AAs, attend a brief orientation to the university and the program, and receive financial aid information. Interviews are by request of the admission committee only.

Eligible applicants will receive a request for an interview from the program via email and USPS mail. All interviews are scheduled at South University in Savannah between October and February. The interview, which is a mandatory part of the application process, are held on Saturdays and typically begin at 8:00 AM and ending by 5:00 PM. The Program provides information about transportation, lodging, and on-campus parking at the time the interview is scheduled. It is important that the program office have an applicant's current, daytime phone number so that he/she can be contacted in a timely manner about any last-minute interview changes.

Please note that for all components of the application, failure to provide complete and accurate information or to knowingly provide false information will result in (a) during the application process immediate withdrawal of the application and denial of admission to an applicant and (b) following admission immediate dismissal of the student from the program.

Completion of Application

Prior to matriculation, each person accepted into the program must provide an official transcript showing completion of all required course work and must submit official verification of receipt of undergraduate degree. Complete transcripts and an official record of undergraduate degree must be on file with the program before registration will be permitted for the first quarter.

Reaplication to the Program

The program will hold completed applications for one additional application cycle (the following year) in the event that the applicant is denied admission to the program on the first attempt. A request in writing for reaction of application must be
received by the Program Office in order for the application to be reactivated the following year. The applicant must also send a reactivation fee of $50.00. The applicant must furnish two additional references and a short narrative statement describing how the application has been strengthened along with a brief statement concerning activities and employment since the last application. Official transcripts of any course work that was undertaken to strengthen the application must be received at the program office. If the GRE was re-taken those scores must be forwarded directly to South University (use GRE code 5167).

All application materials must be sent to:
Anesthesiologist Assistant Program
South University
College of Health Professions
709 Mall Boulevard
Savannah, GA 31406

NOTE: All applicants should be aware that admission to the Anesthesiologist Assistant program is highly selective and competitive due to the limited number of spaces available in the program. Qualification criteria specified herein are minimum criteria, and no applicants are guaranteed admission to the program, even though they may meet such admission criteria. South University reserves the right to select for admission those applicants it deems best qualified for admission while complying with all applicable laws. South University also reserves the right to determine program size and to cancel the program.

Procedure for Admission

Master of Science Physician Assistant Studies Degree Program

Entrance to the Physician Assistant Studies (PA) program is gained through a formal application review and on campus interview. Application to the program is made through the Central Application Service for Physician Assistants (CASPA).

Additional information on the application process can be obtained through the PA program web site or by calling (912) 201-8025. Because entrance into the program is highly competitive, only applications meeting the admission requirements listed below will be considered for admission.

The application process requires submission of scores from the Graduate Record Examination (GRE). All applications must be complete by September 1st of the calendar year prior to matriculation. (September 1st, 2009 for the class beginning in January 2010.)

Admission Criteria

The following criteria are established for students interested in applying to the South University Master of Science in Physician Assistant Studies degree program.

- Applicants must have earned bachelor’s degree with an overall minimum cumulative GPA of 2.6 (on a 4.0 scale) and a recommended science prerequisite GPA of 3.0 (on a 4.0 scale).
- Applicants must submit scores from the GRE General exam directly to the South University Physician Assistant Studies Program, 709 Mall Blvd., Savannah, Georgia, 31406. The GRE code for South University is 5167.
- Preference will be given to those with GRE scores at the 50th percentile or above.
- Prerequisite courses must be completed at a regionally accredited U.S. college or university prior to matriculation.
- Students for whom English is a second language must submit a Test of English as a Foreign Language (TOEFL) with a minimum paper based score of 600, or an Internet-based score of 100.
- No transfer credit is accepted for the Master of Science in Physician Assistant Studies program. All students must complete each course in the curriculum. The South University PA program accepts credit for Advanced Placement courses. AP courses taken and successfully completed will be counted as one course credit toward completion of the respective prerequisite subject. Grades earned in AP courses are not used in calculation of the applicants overall or prerequisite GPA.
- The South University PA program does not accept College Level Examination Program (CLEP) credit for any prerequisite requirements. South University strongly encourages applicants to participate in patient centered clinical experience prior to application and matriculation. While it is advantageous that entering students have some direct patient contact, it is the policy of the program not to prescribe a minimum number of patient contact hours or fields in which the experience must be gained.

Technical Standards

In order to ensure that patients receive the best medical care possible, the faculty of the South University Physician Assistant program has identified certain skills and professional behaviors that are essential for successful progression of physician assistant students in the program. A student must possess skills and behaviors at a level of capability to perform a variety of duties required of a physician assistant as a health care professional. Students with disabilities who can perform these skills and successfully execute professional behaviors may be eligible for reasonable accommodations. South University will consider such requests on an individual candidate basis after thorough consideration is given to all relevant factors.

An applicant to the South University Physician Assistant Studies Program who may require special accommodation(s) on the basis of a disability will be requested to provide pertinent information for review by the Physician Assistant Studies Admissions Committee and the Dean of Student Affairs. A candidate for admissions must request such information when applying for the program. The admission decision with respect to accommodation will be made by the committee on an individual candidate basis after thorough consideration is given to all relevant factors.

Admission Requirements

Medical Assisting Program

Technical standards describe the physical abilities and behavioral characteristics required of students for full participation, and successful completion of the Medical Assisting program, as well as to function as a fully qualified medical assistant after graduation. Prospective Medical Assisting students should carefully look over these standards and determine if they have any limitations that may interfere with their ability to satisfy any of these requirements. The requisite standards include, but are not limited to:

- Sensory
  The Medical Assisting student must be able to read charts, graphs, instrument scales and medication orders, prepare and maintain medical records, and use their senses of hearing and touch to recognize emergencies and to assess the patient’s physical condition.
Admissions

Communication
The Medical Assisting student must be able to read and write effectively in order to transmit information to all members of the healthcare team. The student must also be able to assess nonverbal communication and respond appropriately. Additional requirements include the ability to interview and record patient histories, provide patient care instructions, use correct telephone technique, collect, prioritize and convey information.

Fine Motor Skills
The Medical Assisting student must manifest all the fine motor skills necessary to safely and accurately use medical instruments and perform diagnostic and clinical procedures (e.g. obtaining the patient’s blood pressure, heart rate and temperature, drawing blood and administering non-intravenous injections). The student must be able to perform basic secretarial skills, including using a keyboard and the operation of common office equipment.

Gross Motor Skills
The Medical Assisting student must be able to support patients when ambulating, assist patients in and out of a wheelchair, and on and off an examination table. Students must be able to reach equipment and supplies, and respond appropriately to emergency situations in a timely manner.

Psychological Stability
The Medical Assisting student must demonstrate the ability to handle difficult interpersonal situations in a calm and tactful manner. The student must also be able to maintain a composed, competent, and confident demeanor during emergency situations.

Admission Requirements Physical Therapist Assisting Program
Students intending to enter the Physical Therapist Assisting program must be admitted to South University as candidates for the Physical Therapist Assisting program. Only after completing prerequisite coursework and achieving the requirements outlined below will students be admitted into advanced standing in the PTA program. Students may transfer prerequisite courses into the program before entering advanced standing if approved by the program director and the registrar.

Admission Requirements:
1. A minimum cumulative GPA of 2.5 in all mandatory prerequisite courses.
2. Minimum grade of C in Medical Terminology, Anatomy and Physiology I and Anatomy and Physiology II, lecture and laboratory. Students may retake courses in order to achieve the minimum required grade of B.
3. Minimum of 25 hours of observation, volunteer, or employment in at least one physical therapy clinic, attested to by a physical therapist on program provided form.

Essential Functions and Technical Standards for Physical Therapist Assisting Students
The following standards reflect expectations of a student in the Physical Therapy Assisting (PTA) Program for the performance of common physical therapy functions. In adopting these standards the PTA Program is mindful of the patient’s right to safe function in a broad variety of clinical situations while administering physical therapy interventions. These standards do not encompass all that may be required for employment of the PTA Program graduate. In order to verify the students’ ability to perform these essential functions, students are required to demonstrate the following technical standards throughout the curriculum. The faculty is the sole judge of a student’s ability to meet these standards through successful completion of the requirements of the program and individual courses.

Essential Functions
1. Critical Thinking/Problem Solving Skills. Ability to collect, interpret and integrate information and use that information to make appropriate decisions.
2. Interpersonal Skills. Ability in collaboratively work with all PTA students and with program faculty and patients in the classroom, lab, and clinical setting.
3. Coping Skills. Ability to respond appropriately to stressful environments or during impending deadlines.
4. Communication Skills. Ability to communicate effectively in English using verbal, nonverbal and written formats with faculty, other students, patients, families, and health care workers.
5. Mobility/Motor Skills. Sufficient motor ability to execute the movement and skills required for safe and effective physical therapy treatment in various clinical settings.
7. Behavioral Skills. Ability to demonstrate professional behaviors and a strong work ethic.

The Physical Therapist Assisting Program fully supports the provision of reasonable accommodations to students with special needs. Program requirements will not be altered. Instead, it is the policy of South University to provide reasonable accommodations to students with special needs who request them so that they can meet the program requirements. It is the students’ responsibility to contact the Department of Student Affairs with documentation to support their need for accommodations. Students are encouraged to contact the department chair or coordinator as early as possible to discuss their particular situation.

Both Section 504 of the Rehabilitation Act, 29 U.S.C.A. Section 794, and the Americans with Disabilities Act prohibit discrimination against “otherwise qualified” persons with a disability. If an applicant can perform the Technical Standards listed above, he or she is “otherwise qualified” under the law and must be treated the same as a person without a disability. A person who cannot perform the Technical Standards is not “otherwise qualified” and may be denied access to the program without discrimination.

College of Nursing

Procedure for Admission
Master of Science in Nursing** (MSN) Degree Program
At the time of application for the MSN degree program, the student must have submitted a complete application for admission and the application fee. In addition, the student must have:
1. A baccalaureate degree in nursing (or be a pending graduate) from an accredited college institution and a GPA of 3.0 or better on a 4.0 scale for the last 60 semester hours (or 90 QH) undertaken.
2. Completion of a three semester credit hour undergraduate course in descriptive and inferential statistics with a grade of C or better.
3. Completion of an undergraduate nursing research course or equivalent with a grade of C or better.
4. Official transcripts from every college or university attended (submission within 12 weeks after initial start date).
5. Holds and maintains a valid unencumbered license as a registered nurse in the US state or territory in which the student completes all assignments for the program. (Note that military, federal and foreign educated nurses must meet this state requirement for nursing licensure.)
6. Submit, along with your packet materials, three references using the Nursing Graduate School Appraisal Form. At least two of your references should hold a Master’s in Nursing degree.
7. Submit an essay (goal statement) of 1-2 pages (typed, double-spaced) explaining your career goals, reasons for your choice of specialization, and why you want to pursue an advanced degree in nursing.
8. Resume describing relevant work, professional, and volunteer experiences.
9. Meet the Core Performance Standards and essential function related to the profession of nursing as described in this catalog.

Provisional admission to the MSN degree program can be granted for any of the following: A GPA of 2.5 to 2.99 on a 4.0 scale for the last 60 semester hours (or 90 Quarter Hours) undertaken
- Completion of the statistics or nursing research requirement.
- Final admission requires completion of two graduate courses with a GPA of 3.0 on a 4.0 scale in those two courses and, if applicable, completion of the undergraduate statistics or undergraduate nursing research course with a grade of C or better. Failure to meet requirements of provisional admission results in dismissal from the graduate program.

Admission Criteria for MSN Post Graduate Certificate
Consistent with the requirement for admission to the MSN program, the requirements for admission to the Post-graduate certificate program are as follows:

** Minnesota residents are ineligible to enroll into the Master of Science in Nursing or the RN to Master of Science in Nursing online programs.
• Completion of application for admission and submission of the application fee ($50.00).
• An official transcript documenting the award of a master’s degree in nursing from an accredited nursing program with a GPA of 3.0 or better on a 4.0 scale.
• Official transcripts from every college or university attended.
• Holds a valid and unencumbered license as a registered nurse in the state in which the student completes all assignments for the program.
• Completion of a graduate nursing course in nursing research or evidence-based practice in nursing.
• Submit, along with your packet materials, three references using the Nursing Graduate School Appraisal Form. At least one of your references should hold a Master’s in Nursing degree.
• Resume describing relevant work, professional, and volunteer experiences.

International Applicants

Students enrolled in the RN to BSN Degree Completion, RN to Master of Science in Nursing and MSN degree programs must have a valid unencumbered license as a registered nurse in the US state or territory in which the student completes all assignments for the program.

Core Performance Standards

Students must demonstrate essential functions related to the profession of nursing, including the ability to perform specific cognitive functions and psychomotor skills in order to work in the profession of nursing. Nursing students must possess the ability to perform all functions that are necessary components of the nursing program.

• Students must be able to reason, analyze, integrate, synthesize, and evaluate in the context of their nursing activities within each course in the program.
• Students must be able to communicate effectively orally and in writing, with faculty, other students, staff, and others relevant to their course of study.
• Expression of ideas and feelings must be clear and appropriate.
• Students must be able to maintain a mature, sensitive, and effective relationship with patients, students, faculty, staff, and other professionals.
• Students must possess good emotional health consistent with the use of intellectual abilities and be able to employ sound judgment.
• Students must demonstrate a willingness and ability to give and receive criticism and positive feedback.
• Students must possess the ability to reason morally and practice nursing in an ethical manner.
• Students must not have any impairment that would preclude continuous performance of all of the above activities, or any and all other activities that are integral to the success of a nursing student.

Admission Requirements for RN to Master of Science in Nursing** Degree Program

At the time of application for the RN to Master of Science in Nursing degree program, the student must have submitted a complete application for admission and the application fee. In addition, the student must have:

• An associate’s degree in nursing from an accredited collegiate institution, or a diploma in nursing from an accredited institution, with a minimum cumulative GPA of 3.0 or better on a 4.0 scale in all completed nursing coursework.
• Official transcripts from every college or university attended (submission within 12 weeks after initial start date).
• Holds and maintains a valid unencumbered license as a registered nurse in the US state or territory in which the student completes all assignments for the program.
• Meet the Core Performance Standards and essential function related to the profession of nursing as described in this catalog.
• An essay (goal statement) of 1-2 pages (typed, double-spaced) explaining your career goals, reasons for your choice of specialization, and why you want to pursue an advanced degree in nursing.
• Resume describing relevant work, professional, and volunteer experiences.

Admission Requirements for Bachelor of Science in Nursing (BSN) Degree Program

At the time of application for the BSN degree program, the student must have:

• Completed 90 quarter hours (QH) of science courses or course sequences: Anatomy & Physiology, Microbiology, Chemistry.
• Entrance test results.
• Completion of the forms required for Application for Admission to the BSN degree program.
• Transcripts of all collegiate work including courses taken at South University.
• Meet the Core Performance Standards and essential function related to the profession of nursing as described in this catalog.

Provisional admission may be granted if the student is completing pre-requisites in the term before matriculation into the nursing program. On the day of matriculation to the nursing major all general education courses required for admission to the BSN program must be completed with a GPA of 2.5 or higher. Failure to meet requirements of provisional admission results in dismissal from the nursing program.

Acceptance to the Nursing Program

Upon acceptance into the Nursing Program, the student must submit:

1. Acceptance fee (nonrefundable one time fee) to business office for student enrolling in the BSN degree program. This fee will be applied to the student’s first quarter tuition payment. Students enrolling in the RN to BSN degree program are not required to pay the registration/acceptance fee.
2. Completed current physical examination record with required immunizations, titers, lab results, and tuberculin assessment.
3. Comprehensive background check.
4. Urine Drug Screen.
5. Evidence of health insurance or signed waiver.

** Minnesota residents are ineligible to enroll into the Master of Science in Nursing or the RN to Master of Science in Nursing online programs.
Admissions

Comprehensive Background Check
Students selected for the nursing program are required to obtain a criminal background investigation. While an arrest record will not keep a student from enrolling in the nursing program, it may affect his/her ability to complete the educational experience, graduate; obtain an RN license, and/or employment.

Admission Requirements for RN to BSN Degree Completion Program
At the time of application for the RN to BSN Degree Completion Program, the student must have submitted a complete application for admission and the application fee. In addition, the student must have:

• An associate’s degree in nursing from an accredited collegiate institution, or a diploma in nursing from an accredited institution, with a cumulative GPA of 2.5 or better on a 4.0 scale in all completed nursing coursework.
• Official transcripts from every college or university attended (submission within 12 weeks after initial start date).
• The applicant holds and maintains a valid unencumbered license as a registered nurse in the US state or territory in which the student completes all assignments for the program. (Note that military, federal and foreign educated nurses must meet this state requirement for nursing licensure.)
• Meet the Core Performance Standards and essential function related to the profession of nursing as described in this catalog.
• All general education prerequisites must be completed before the student takes any professional nursing courses beyond the 3000 level.

Provisional admission may be granted for an overall GPA of 2.0 to 2.49 on a 4.0 scale. Final admission requires completion of the first four courses with a GPA of at least 3.0 on a 4.0 scale in those four courses. Failure to meet requirements of provisional admission results in dismissal from the nursing program.

Transfer of Credit Guidelines
BSN, RN to BSN Degree Completion and RN to Master of Science in Nursing Degree**

Program Guidelines
1. General education courses may be accepted in the generic BSN, RN to BSN Degree Completion, and RN to Master of Science in Nursing Degree programs if the courses meet the requirements in the Undergraduate Transfer policy in the South University Catalog.
   a. All arts and sciences coursework requested for transfer will be evaluated by the local Registrar for equivalency with South University requirements.
   b. Course content must be equivalent and sufficient hours for award of transfer credit.
   c. Any questions raised on appropriateness of equivalency will be directed to the appropriate college dean, program chair or program director for consultation.

2. Science courses are not accepted for transfer if they are older than seven years.
3. No nursing courses may be accepted for transfer credit in the generic BSN, RN to BSN degree completion, or RN to Master of Science in Nursing degree programs.
4. No graduate courses may be accepted for transfer credit in the RN to Master of Science in Nursing Degree program.
5. The final determination on the transferability of any particular course is made by the Dean of the College of Nursing.
6. The majority of the credits toward the degree must be obtained at South University.

MSN Guidelines
1. Graduate credit earned at another institution is evaluated at the written request of the student by the program director for an assessment of currency, equivalency and transfer credit.
2. Such request should include a course description and syllabus and must be received before the student matriculates into the program.
3. The courses must have been completed at an accredited college or university with a grade of B or better.
4. The courses must have been completed within the five year period prior to date of application.
5. The courses must be comparable in content to the South University course, including lab or clinical requirements.
6. Up to 4 courses (with a maximum of 16 quarter hours or 12 semester hours) may be accepted toward the nursing graduate curriculum.
   a. A combination of core and specialization courses may be transferred up to the limits in #2 above, except that only 2 specialization courses may be transferred so that greater than 50% of the specialization coursework is completed at South University.
   b. Transfer credits are limited to the following courses in the graduate curriculum:
      1. Core: NSG5000 Role of the Advanced Practice Nurse; NSG5002 Advanced Theoretical Perspectives; NSG5003 Advanced Pathophysiology; NSG6101 Nursing Research Methods
      2. Specializations (limited to a maximum of 2 courses): NSG6005 Pharmacology; NSG6020 Advanced Health and Physical Health – must include 60 hours of clinical experience; NSG6003 Teaching and Learning Strategies; NSG6102 Evaluation of Educational Outcomes in Nursing; NSG6103 Curriculum Design and Evaluation in Nursing Education
      7. NSG6001, NSG6002, NSG6999 and practicum courses are not eligible for transfer credit.
      8. The final determination on the transferability of any particular course is made by the Dean of the College of Nursing. The majority of the credits toward the degree must be obtained at South University.

School of Pharmacy

Procedure for Admission Doctor of Pharmacy Degree Program
PharmCas
South University School of Pharmacy will only accept applications submitted through PharmCas at: www.pharmcas.org.

Admission Cycle
Students are accepted into the Doctor of Pharmacy degree program once each year for the fall quarter.

General Admission
For optimum consideration during an admissions cycle, prospective students are encouraged to submit a completed application to PharmCas as early as possible. In addition, a supplemental application and fee of $50.00 must be submitted directly to the School of Pharmacy to complete the application process. The supplemental application is available at http://www.southuniversity.edu/pdf/Revised-2011-Supplemental-Application-Final.pdf. Applicants should take the PCAT no later than January of the year of admission. Admission to the program is competitive and will be granted on a rolling basis for applications postmarked no later than February 1 of each year.

Admission Criteria
Consideration for admission will be based on the applicant’s potential for academic and professional achievement and an assessment of written and verbal communication skills, critical thinking skills, integrity, dedication, motivation, character and maturity. To be considered for admission to the Doctor of Pharmacy degree program a prospective student must:

1. Complete or be in the process of completing a minimum of two years of pre-pharmacy course requirements (65-67 semester hours) at a regionally accredited U.S. college or university. The student must earn a grade of C (2.0) or better in each prerequisite course. All pre-pharmacy coursework presented in the table below must be completed prior to matriculation to Doctor of Pharmacy degree program in mid July of the program entrance year.

Pre-pharmacy Requirements*

<table>
<thead>
<tr>
<th>English Composition</th>
<th>3 sem. hrs. (1 sem. or 5 qtr. hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Literature</td>
<td>3 sem. hrs. (1 sem. or 5 qtr. hrs)</td>
</tr>
<tr>
<td>History</td>
<td>3 sem. hrs. (1 sem. or 5 qtr. hrs)</td>
</tr>
<tr>
<td>Psychology</td>
<td>3 sem. hrs. (1 sem. or 5 qtr. hrs)</td>
</tr>
<tr>
<td>Economics (Macro, micro or general)</td>
<td>3 sem. hrs. (1 sem. or 5 qtr. hrs)</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3 sem. hrs. (1 sem. or 5 qtr. hrs)</td>
</tr>
<tr>
<td>Electives</td>
<td>2 sem. hrs. 2.3</td>
</tr>
<tr>
<td>General Biology I</td>
<td>4 sem. hrs. 4 (1 sem. or 6 qtr. hrs)</td>
</tr>
</tbody>
</table>

* Minnesota residents are ineligible to enroll into the Master of Science in Nursing or the RN to Master of Science in Nursing online programs.
General Biology II
4 sem. hrs. (1 sem. or 6 qtr. hrs)

General Chemistry I
4 sem. hrs. (1 sem. or 6 qtr. hrs)

General Chemistry II
4 sem. hrs. (1 sem. or 6 qtr. hrs)

Organic Chemistry I
4 sem. hrs. (1 sem. or 6 qtr. hrs)

Organic Chemistry II
4 sem. hrs. (1 sem. or 6 qtr. hrs)

Human Anatomy/Physiology I
4 sem. hrs. (1 sem. or 6 qtr. hrs)

Human Anatomy/Physiology II
4 sem. hrs. (1 sem. or 6 qtr. hrs)

Physics I
3 sem. hrs. (1 sem. or 5 qtr. hrs)

Calculus I
3 sem. hrs. (1 sem. or 5 qtr. hrs)

1. English American or World Literature is required to fulfill the Literature requirement.

2. One English Composition course is required. A second English Composition will not be accepted in lieu of a Literature course but may count as an elective.

3. A minimum of three semester hours should be in the humanities and the remainder should be in the social sciences, arts, humanities.

4. These courses will include a live laboratory. Students with science courses taken prior to 2004-2005 will be required to retake one modern Biology course and one modern Chemistry course to meet the prerequisite requirements.

5. Five sem. hrs. (5 sem. hrs. or 10 qtr. hrs.)

*It is recommended that the student take two science courses and at least five courses (a minimum of 17 semester hours) in each semester to ensure appropriate preparation for the academic challenge of the School of Pharmacy.

6. Earn a minimum cumulative grade point average of 2.80 on a 4.0 scale. A science GPA of 3.0 or better is recommended. The average cumulative GPA for the class entering in 2011 was 3.34 and the average science GPA was 3.25.

7. Submit a completed PharmCas application through www.pharmcas.org and a completed South University School of Pharmacy supplemental application and $50 fee directly to the School of Pharmacy no later than February 1.

8. Submit scores from the Pharmacy College Admissions Test (PCAT) directly to PharmCas, recipient code 104. (A minimum composite score of 60 is recommended.)

9. Submit three recommendations directly to PharmCas.

10. Submit directly to PharmCas a one page personal statement that outlines characteristics possessed by the applicant that will contribute to his/her success as a Doctor of Pharmacy.

11. Demonstrate the oral and written communication skills required to interact with patients and professional colleagues, and is expected of a professional doctoral level student.

12. Complete the South University School of Pharmacy’s on campus personal interview with members of the Faculty and the Admissions Committee by invitation only.

Admissions

Technical Standards for Doctor of Pharmacy degree program Admission

The educational mission of the South University School of Pharmacy is to educate and graduate competent practitioners to provide pharmaceutical care in a variety of institutional, community and other settings. Students admitted to the Doctor of Pharmacy degree program must also meet the technical standards for admissions. These technical standards outline the essential functions that candidates for the Doctor of Pharmacy degree must be able to perform. These essential functions reside in the following categories: Observation, Communication, Motor, Intellectual, and Behavioral/Social. However, it is recognized that degrees of ability vary among individuals. The South University School of Pharmacy is committed to supporting its students by any reasonable means to complete the course of study leading to the Doctor of Pharmacy degree.

- Observation: A candidate must be able to observe demonstrations and experiments in the basic sciences, including, but not limited to, physiological and pharmacological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. A candidate must be able to observe a patient accurately at a distance and close at hand. In detail, observation necessitates the functional use of the sense of vision and other sensory modalities.

- Communication: A candidate must be able to communicate effectively and sensitively with patients. The focus of this communication is to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. Communication includes speech, reading, writing, and computer literacy. A candidate must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team in a timely manner.

- Sensory/Motor: A candidate must have sufficient motor function to elicit information from patients by physically touching patients, e.g. assessing range of motion of a joint, taking blood pressure readings, and taking a pulse reading. A candidate must be able to execute motor movements to provide general care and emergency treatments to patients, e.g. first aid treatments, cardiopulmonary resuscitation (CPR). A candidate must be able to execute motor movements required in the compounding of medications inclusive of using techniques for preparing sterile solutions, e.g., parenteral or ophthalmic solutions. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

- Intellectual (Conceptual, Integrative, and Quantitative Abilities): A candidate must have the ability to measure, calculate, reason, and analyze. A candidate must be able to synthesize and apply complex information in a timely manner. A candidate must be fully alert and attentive at all times in clinical settings.

- Behavioral/Social Attributes: A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the interaction with patients. A candidate must possess the ability to develop mature, sensitive, and effective relationships with patients. A candidate must be able to tolerate physically taxing workloads and to function effectively under stress. A candidate must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. A candidate must possess compassion, integrity, interpersonal skills, and motivation to excel in pharmacy practice.

Requirements for Matriculation Applicants who have been accepted into the Doctor of Pharmacy Program must fulfill the following before they can officially enter the program:

- Remit the $1,000 acceptance deposit by the date designated in the acceptance agreement. The entire acceptance deposit is credited to the first quarter’s tuition.

- Submit a college transcript after each term completed following acceptance.

- Complete a South University Transcript Request appropriately completed with
Admissions

your high school information and submit it to your high school. South University will then obtain a copy of your high school transcript for your file as required by federal financial aid regulations.

• Submit proof of immunization or for immunity to Measles/Mumps/Rubella (MMR), Varicella (Chickenpox), Tetanus/Diphtheria, and Hepatitis B. In addition, students must complete the annual Tuberculin Test (PTD). An Immunization Clearance Form provided as part of the acceptance package must be completed and returned along with other immunization documentation.

• Present a Basic Adult Life Support certificate on the first day of school.

• Submit proof of medical insurance coverage.

• Complete additional coursework if required by the Admissions Committee and submit additional documents as requested by the Office of Admissions.

Failure to comply with these requirements may result in forfeiture of your acceptance.

Laptop Computer Requirement

Laptop computers are required for use in the multimedia classroom. All students are required to have a laptop computer with Internet access and CD Rom which meets university specifications. Purchase of a new laptop is not recommended until just prior to matriculation into the program so that performance vs. cost can be optimized. Students may buy any laptop that meets the minimum computer specifications which are set by the School in the spring of each year.

The Art Institute Admissions Policies

Admissions Policy

In order to matriculate at The Art Institute of Dallas or The Art Institute of Fort Worth, a student must provide proof of graduation from a high school that is approved by The Art Institute of Dallas and Fort Worth. Proof of graduation can be in one of the following forms:

a) An official high-school transcript from a high school whose accreditation is recognized by the U.S. Department of Education.

b) General Educational Development (GED) test scores

c) or an official transcript from a regionally accredited postsecondary school whose accreditation is recognized by the U.S. Department of Education that demonstrates completion of associate’s**, bachelor’s, master’s, or higher degree

d) An equivalent exam approved in the laws or regulations of a specific state in lieu of the GED

e) High school seniors who apply prior to graduation and who meet all other admission requirements will be accepted conditionally pending submission of a final official transcript following graduation.

Admission to Masters of Arts in Design & Media Management

The following are required for consideration into the MsDMM program:

• Completion of application for admissions and submission of a tuition fee ($50) and an enrollment deposit ($100).

• Completion of an undergraduate degree from an accredited institution with a GPA of 2.7 or better on a 4.0 scale, or, completion of an undergraduate degree from an accredited institution with a minimum combined GMAT score at or above the 50th percentile.

• Non-design majors are considered in light of their resume, portfolio, and essay submissions.

Transfer of Credit

The majority of credits toward any graduate degree program must be earned at The Art Institute of Dallas. Credit for transfer work will be given if the courses were taken at an accredited college or university. The course is equivalent to courses offered at the graduate level at The Art Institute of Dallas, and the course carries a grade of “B” or better. All transfer credit will be reviewed and approved by the Dean of Academic Affairs.

Satisfactory Academic Progress – Graduate Programs

The College of Creative Art and Design reserves the right to modify the Satisfactory Academic Progress Policy at any time.

Minimum Standards for Academic Progress

Students must complete their program within a maximum time frame of 150 percent of the normal published length of the program. Students must maintain a cumulative grade point average of 3.0 or higher.

Academic Probation

A graduate student must maintain a cumulative grade point average of 3.0 or higher. Although a graduate student’s CGPA is 3.0 the student may still be placed on Academic Probation if he/she has any single course grade lower than a “B” or is not progressing appropriately towards the capstone stage of the program. The “capstone stage” is defined as that point in the degree plan where the student’s proposal or “pitch” has been accepted by their Committee and the student has begun work on the project and paper (typically the last twenty-five percent of the program).

Academic Termination

Graduate students must maintain a cumulative grade point average (CGPA) of 3.0 or higher throughout the course of their studies. If at any time the CGPA falls below 3.0, the student will be academically terminated from the college. Notification of academic termination is delivered via registered mail from the Office of the Registrar.

Appeal of Academic Termination

Any appeal of academic termination must be made in writing to the Dean of Academic Affairs. Only those students who are found to have had mitigating circumstances (a death in the family, catastrophic illness, etc.) that led to the unsatisfactory academic progress will be considered for readmission. Students who are readmitted are placed on academic probation and must show significant improvement upon readmission. The Dean of Academic Affairs, after consultation with the student’s major advisor, Academic Director, and other members of the student’s capstone committee, will make a decision regarding readmission. All decisions of the Dean of Academic Affairs regarding academic terminations and their subsequent appeals are final. Students who are reinstated into the college will be placed on academic probation until they have met all requirements for satisfactory academic progress.

Other admissions requirements follow.

Please note that a certificate of attendance or completion, or a diploma based on the passing of a series of tests other than the GED (with the exception of item d. above), is not acceptable. Under certain conditions, a student may begin coursework on a conditional basis with a less formal proof of graduation, and have a defined period of time to produce the documentation noted above.

** Students presenting an associate degree transcript should note that the associate degree must be an “academic” associate, i.e., of the type that will transfer to a bachelor’s program.

Students who are not granted final acceptance within 30 days of matriculation will have their enrollment cancelled. In the case of a fully documented extenuating circumstance, the Director of Admissions or the Dean of Academic Affairs may approve an extension to the 30-day limit; however, that will not extend beyond the student’s first quarter of study. Students requiring F-1 non-immigrant status do not qualify for conditional admission.

Each individual who seeks admission to The Art Institute of Dallas or The Art Institute of Fort Worth is interviewed, either in person or by telephone, by an Assistant Director of Admissions.

The purpose of this interview is to:

• Explore the prospective student’s background and interests as they relate to program offerings.

• Assist prospective students in identifying the appropriate area of study consistent with their background and interests.

• Provide information concerning curricular offerings and support services available at The Art Institute of Dallas and Fort Worth.

Additionally, all applicants to The Art Institute of Dallas or The Art Institute of Fort Worth must submit the following:

• A signed application or online application submission

• $50 application fee

• 150-word written essay

• Signed enrollment agreement

• $100 enrollment fee (due within 10 days of application)

An application must be completed and signed by the applicant, and a financial plan must be completed and signed by the student and by a parent or guardian if the applicant is a minor. The application must be submitted to
Admissions Requirements

A prospective student seeking admission to any bachelor's degree program must be a high school graduate with a minimum high school GPA of 2.0, or hold a General Education Development certificate (GED) with a minimum numeric score equivalent to a 2.0 GPA. A prospective student seeking enrollment to any associate degree programs at The Art Institute must be a high school graduate with a minimum high school GPA of 2.0, or hold a General Education Development certificate (GED) with the numeric score equivalent to at least a 2.0 GPA. A student who holds an associate degree that fully transfers to a bachelor's degree or higher degree from a recognized accredited institution may submit proof of the associate degree to satisfy the high school or GED requirement. Both The Art Institute of Dallas and The Art Institute of Fort Worth reserve the right to request any additional information necessary to evaluate an applicant's potential for academic success. The Dean of Academic Affairs at The Art Institute of Dallas and The Art Institute of Fort Worth must approve all exceptions. The Art Institute of Dallas and Fort Worth utilize a placement test to assess students' preparedness to take college-level English and math. Applicants must complete placement testing prior to acceptance. Minimum scores on the SAT or ACT may be used in lieu of the placement test. Exceptions will be made for the following:

- A minimum SAT score of 500 - Verbal, 500 - Math
- A minimum ACT score of 19 on applicable sections
- An earned associate's or a bachelor's degree
- Transfer credits for 100-level English and math

The schedule for placement testing is as follows:

- Placement testing is available daily.
- All placement tests can be scheduled through the Admissions department.

Students found to need assistance in English or math may be required to enroll in appropriate Developmental Studies courses. Although not applicable to any degree, each course is equivalent to (4) four quarter credits, and credits are charged at the current per-credit charge. Students enrolled in Developmental Studies courses may be required to take from (4) four to (8) eight credits as part of their normal program of study requirements.

- Developmental Studies courses are not calculated in the credits needed for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Developmental Studies courses may be attempted no more than (3) three times and require a grade of C or better to pass the course.

Developmental Studies are in addition to the required curriculum; thus, enrollment in these courses may affect the student's graduation date. Students who are denied admission to The Art Institute of Dallas may be recommended for the College Bound program. Upon successful completion of the College Bound program, applicants may be accepted for admission to The Art Institute of Dallas based on their performance and recommendation of their College Bound instructor. Applicants who do not successfully complete the College Bound program are denied admission to The Art Institute of Dallas. These students may not repeat the course unless documented extenuating circumstances exist and approval is granted by the Dean of Academic Affairs. Class sizes will be limited to a maximum of 12 students. Students must pay their deposit in the form of cash, money order, or credit card (personal checks will not be accepted) by the established deadline to be considered enrolled in the College Bound course. The Art Institute of Dallas reserves the right to cancel College Bound courses at any time to accommodate institutional needs.

Appeal Process for Admissions Denial

All applicants have the right to appeal an academic denial. A written appeal may be submitted to the Admissions Appeal Committee. The Admissions Appeal Committee is comprised of the Admissions Committee Chairperson, Admissions Committee Co-Chairperson and the Dean of Academic Affairs. All appeals are to be reviewed by at least two members of the committee and two must be in agreement for a decision to be reached. The written appeal must provide documentation to support the appeal. Examples of documentation might include:

- Additional standardized test scores
- Certificates of merit
- Diplomas from workshops or special academic programs
- Proof of work experience in the desired field of study

Applicants must submit all written appeals and supporting documentation and must have taken the placement tests within 15 days of being notified of the Admissions Committee's original decision. Upon receipt of the appeal, the Admissions Appeal Committee may overturn or uphold the decision of the Admissions Committee. The committee's options are one of the following:

- Acceptance in the B.A. Program
- Acceptance in the A.A.S. Program
- Deny, but recommend College Bound. (Eligibility for College Bound is not restricted by major or degree program) (AI Dallas only)
- Deny

- There is no opportunity for a second appeal to the Admissions Appeal Committee. An appeal of their decision should be directed to the campus President.

International Students

International Admissions Policy

All international (nonimmigrant) applicants to The Art Institute of Dallas and The Art Institute of Fort Worth must meet the same admissions standards as all other students (Please refer to Admissions Requirements for all students in The Art Institute of Dallas and The Art Institute of Fort Worth Catalog).

English Language Proficiency Policy

The following chart is used for the English Language Proficiency Policy, which states that regardless of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to any EDMC school whose first language is not English must demonstrate competence in the English language before admission to or enrollment in any course or program of study, excepting for admission and enrollment to an approved English as a Second Language (ESL) program or by special agreement between an EDMC and a partner institution relating to collaborative studies. Any such agreement must be approved by the appropriate Academic Affairs office in the EDMC education system. Demonstration that English is an applicant's first language can be satisfied if the applicant submits a diploma from a secondary school or post-secondary school in a system in which English is the official language of instruction. If English is not the applicant's native or first language, the applicant must demonstrate sufficient command of the English Language by providing evidence that he or she meets one of the English language proficiency standards listed below.

<table>
<thead>
<tr>
<th>Test</th>
<th>I.B.I. (Internet based test)</th>
<th>Diploma</th>
<th>AS/BS</th>
<th>Grad.</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOEFL*</td>
<td>54/05</td>
<td>61</td>
<td>79/80</td>
<td></td>
</tr>
</tbody>
</table>

TOEFL Equivalent/Alternate English Language Programs/Test

<table>
<thead>
<tr>
<th>Test</th>
<th>Diploma</th>
<th>AS/BS</th>
<th>Grad.</th>
</tr>
</thead>
<tbody>
<tr>
<td>American College Testing (ACT)/English</td>
<td>17</td>
<td>18</td>
<td>21</td>
</tr>
<tr>
<td>EF International Language Schools</td>
<td>C1</td>
<td>C1</td>
<td>C2</td>
</tr>
<tr>
<td>ELS Language Schools</td>
<td>Level 100</td>
<td>Level 109</td>
<td>Level 112</td>
</tr>
<tr>
<td>IELTS</td>
<td>6.0</td>
<td>6.5</td>
<td>7.0</td>
</tr>
<tr>
<td>Michigan English Language Assessment Battery (Also known as the MELAB or Michigan Test)</td>
<td>73</td>
<td>88</td>
<td>95</td>
</tr>
<tr>
<td>Pearson</td>
<td>42</td>
<td>44</td>
<td>52</td>
</tr>
<tr>
<td>Scholastic Aptitude Test (SAT) Verbal Score**</td>
<td>430</td>
<td>520</td>
<td>572</td>
</tr>
<tr>
<td>Students from Puerto Rico: Prueba Aptitud Academica (PA) English Proficiency Section</td>
<td>462</td>
<td>526</td>
<td>572</td>
</tr>
<tr>
<td>TOEIC (Academic Test)</td>
<td>850</td>
<td>700</td>
<td>750</td>
</tr>
<tr>
<td>TOEFL (Academic Version)</td>
<td>5.5</td>
<td>6.0</td>
<td>6.5</td>
</tr>
</tbody>
</table>

* The scale for The Prueba Aptitud Academica has changed and now closely reflects the SAT. ** As of April 2005, the SAT verbal test is replaced with the SAT critical reading test.
Admissions

2005, the SAT verbal test is replaced with the SAT critical reading test.

Undergraduate (diploma, associate and bachelor level) applicants may also satisfy the minimum standard of English language proficiency by submitting official documentation of one of the following:

- Successful completion of a minimum of two semesters or quarters of post-secondary course work at a regionally accredited college or university or a college or university accredited by an approved national accrediting body in which English is the language of instruction. Successful completion is defined as passing all courses for which the student was registered during the two semesters;
- U.S. High School Diploma or GED administered in English;
- Equivalent of a U.S. High School Diploma from a country in which English is the official language equivalency must be verified by a recognized evaluator of international credits;
- Satisfactory completion of English 101 or 102 at an English speaking college or university within the U.S., achieving a grade of “C” or higher.

Admissions Requirements for Nonimmigrant Students

Applicants seeking to enroll in valid student nonimmigrant status must submit each of the following items:

- A completed and signed Application for Admission Form including required essay;
- A completed and signed Enrollment Agreement;
- Original or official copies of all educational transcripts (secondary school and, if applicable, university-level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;
- Official credential evaluation of non-American educational credentials, if applicable; please note that official credential evaluations must be prepared and submitted by a member organization of the National Association of Credential Evaluation Services (NACES); see www.naces.org
- Proof of English language proficiency (see English language proficiency policy);
- A completed and signed Sponsor’s Statement of Financial Support, (This statement is not required if the student is self-sponsored);
- Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
- A U.S. $50 non-refundable application fee and a U.S. $100 refundable tuition deposit;
- A photocopy of the student’s passport to provide proof of birth date and citizenship (Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate);
- For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student’s passport as well as a photocopy of the student’s I-94 arrival departure record (both sides);
- For all nonimmigrant applicants residing in the United States at the time of application in either F-1, M, or J non-immigrant classification: written confirmation of nonimmigrant status at previous school attended before transferring to The Art Institute of Dallas and the Art Institute of Fort Worth
- Proof of Health Insurance. Students who do not possess health insurance upon applying to The Art Institute of Dallas and the Art Institute of Fort Worth must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an applicant, seeking to enroll in valid student nonimmigrant status, is transferring from a college or university in the United States, the International Student Transfer Clearance Form is also required. If the applicant is accepted, he/she will be sent additional information regarding the student visa application process. The Art Institute of Dallas and the Art Institute of Fort Worth is authorized under federal law to admit nonimmigrant students.

Disability Services Policy

Art Institute of Dallas and the Art Institute of Fort Worth provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations in supporting equal access to services, programs and activities at Art Institute of Dallas and the Art Institute of Fort Worth.

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator at Dean of Student Affairs at 704.357.2544 for Dallas or 888-245-9593 for Fort Worth of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Dean of Student Affairs at 704.357.2544 for Dallas or 888-245-9593 for Fort Worth. Complaints will be handled in accordance with the school’s Internal Grievance Procedure for Complaints of Discrimination and Harassment.

Transfer of Credit

Art Institute of Dallas and the Art Institute of Fort Worth hold Certificates of Authorization acknowledging articulation from Texas Higher Education Coordinating Board regulations and are accredited by the Commission on Colleges, Southern Association of Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The mission of The Art Institute of Dallas and the Art Institute of Fort Worth is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by Art Institute of Dallas and the Art Institute of Fort Worth is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute of Dallas and the Art Institute of Fort Worth will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institute of Dallas and the Art Institute of Fort Worth may be transferable into that school’s program.

If you are considering transferring to either another Art Institute or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute credits. We encourage you to make this determination as early as possible. The Art Institute of Dallas and the Art Institute of Fort Worth does not imply, promise, or guarantee transferability of its credits to any other institution.

Advanced Standing

The Art Institute of Dallas and The Art Institute of Fort Worth recognize that some students, based on their professional experience, may have exceeded certain course requirements. This experience and acquired knowledge may be used to receive advance credit or to participate in the credit-by-examination process.

The Art Institute of Dallas and The Art Institute of Fort Worth will determine credit for advanced standing under the following guidelines:

- Portfolios and other life/work experience must be documented and presented to the Admissions department prior to the end of drop/add week of a student’s first quarter.
- The Dean of Academic Affairs, in consultation with faculty, will review this documentation to determine proficiency and specific course substitution.
- No more than 25 percent of the credits required to graduate may be awarded through advanced standing.

Readmission Procedure

Any student who has withdrawn from The Art Institute of Dallas or The Art Institute of Fort Worth for any time period may formally reapply for admission. To begin the process, the student
must meet with the Assistant Director of Re-
admissions. The Assistant Director of Readmis-
sions will ensure that the student's records are 
reviewed, and the following school personnel 
will indicate approval: The Dean of Academic Af-
fairs or Registrar will review for academic prog-
ress; Student Accounting will review for out-
standing balances, and, if applicable, Financial 
Ad and Housing. If approval is obtained, the As-
sistant Director of Readmissions may proceed 
in the facilitation of the reentering process. Stu-
dents who interrupt their education and return 
to school will be subject to any changes in fees, 
curricula, and graduation requirements that took 
effect during their leave.

Placement Testing
All students applying for B.A. and A.A.S. de-
gree programs must take the placement test. 
Exceptions will be made for the following:
  • A minimum SAT score of 500 - Verbal, 
    500 – Math 
  • A minimum ACT score of 19 on applic-
cable sections 
  • An earned Associate's or a Bachelor's 
    degree 
  • Transfer credits for Eng 104 and Mat 
    100 The schedule for placement testing 
is as follows:
  • Placement testing is available daily. 
    All placement tests can be scheduled 
    through the Admissions department.

Graduation/Completion Rates
Information on graduation/completion rates 
for first-time, full-time students is available 
through the Admissions office. These rates 
are calculated according to guidelines in the 
Student-Right-to-Know Act.
Financial

Tuition Financial Information
Changes in tuition and fees become effective fall term and apply to all students unless otherwise specified. Tuition and fees are subject to change at the end of any term. Unless otherwise stated, the cost of books, lab coats, and other miscellaneous expenses are not included in tuition or fees.

Tuition for the degree programs, excluding Anesthesiologist Assistant, Nursing, Pharmacy, Professional Counseling, Master of Business Administration (Including HCA degree) and Physician Assistant Studies degree programs is as follows: 10-18 credit hours, $5,245 per quarter, 5-9 credit hours, $4,130 per quarter, 1-4 credit hours, $2,155 per quarter. Fulltime status is defined as 8 credit hours; halftime status is defined as 4 credit hours; quarter status is defined as 2 credit hours. Tuition in the program, effective June 2012, will be $10,645.

Students taking 16 hours or more are considered full time students and tuition will be based on the “per quarter” cost. Students taking less than 16 hours will be charged $840 per credit hour. (The maximum total tuition is $10,195 effective June 2011)

Pharmacy students taking 16 hours or more are considered full time students and tuition will be based on the “per quarter” cost. Students taking less than 16 hours will be charged on a per quarter hour cost ($840 per credit hour). Students who are remediating courses will be charged $840 per credit hour. (The maximum total tuition is $10,195 or 10,645 effective June 2012)

Tuition and fees for the Anesthesiologist Assistant Degree Program apply to all students unless otherwise specified. Tuition and fees are subject to change at the end of any term. Tuition for the Anesthesiologist Assistant Program is $8,270 per quarter effective June 2011. Tuition in the program, effective June 2012, will be $8,620. Upon successful completion of the Program, the student will receive a Master of Medical Science degree. The tuition cost is for a fulltime course load and does not include expenses for such required items as lab coats (approximately $30), textbooks (approximately $2,000), stethoscope and chest pieces (approximately $100), laboratory fees ($300), and professional liability insurance (approximately $100 each year). Anesthesiologist Assistant students are not eligible for part-time enrollment. In-state and out-of-state tuition are the same.

Tuition for the Master of Science in Physician Assistant Studies degree program is $7,145 per quarter. Tuition does not include a $300 acceptance fee, which is applied to tuition for the first quarter upon enrollment. Tuition in the program, effective January 2012, will be $7,325. This is for a fulltime course load and does not include expenses for such required items as uniforms (approximately $40), textbooks (approximately $2,800), professional instruments (approximately $900), and professional liability insurance (approximately $75 each year). PA students are not eligible for part-time enrollment. Students pay a $75 lab fee per quarter in the didactic phase. Students are required to purchase a laptop computer (approximately $1500). Students are also required to purchase Typhon Group Health Solutions Physician Assistant Student Tracking software for tracking clinical patient encounters and procedures ($90; $75 per year 1, $15 year 2).

Tuition for the Bachelor of Science in Nursing Degree Program (professional level) is $7,495 per quarter for 10-18 credit hours. Students at this level must be enrolled full time. For students returning from academic suspension who must enroll part-time before returning to fulltime status, tuition rates are as follows: 5-9 credit hours, $5,995 per quarter and 1-4 credit hours is $3,095.00 per quarter. There is a $500 acceptance fee.

Tuition for the Business, Legal Studies, Information Technology, Criminal Justice, Health Sciences, Healthcare Management, Medical Assisting, Physical Therapist Assisting and RN to BSN Degree Completion degree programs is as follows: $5,245 per quarter for 10-18 credit hours, $4,130 per quarter for 5-9 credit hours, $2,155 per quarter for 1-4 credit hours, $400 per credit hour for more than 18 hours.*

Tuition for the Doctor of Pharmacy Degree Program is $10,195 per quarter and does not include textbooks ($650 average per quarter). Tuition in the program, effective June 2012, will be $10,645.

Students taking 16 hours or more are considered full time students and tuition will be based on the “per quarter” cost. Students taking less than 16 hours will be charged $840 per credit hour. (The maximum total tuition is $10,195 effective June 2011)

Tuition for the Accelerated Master of Business Administration Degree program is $9,845 per quarter.

Tuition for the Art Institute of Dallas and Ft. Worth is $488 per credit hour for undergraduate programs, 1-18 credit hours, both online and at the campus.

Tuition for the Art Institute of Charlotte and Raleigh Durham is $473 per credit hour for undergraduate programs, 1-18 credit hours, both online and at the campus.

Tuition for Art Institute Masters programs is $592 per credit hour for 1-18 credit hours, both online and at the campus.

Fees

Acceptance Fee
There is a nonrefundable $300 acceptance fee for those applicants accepted into Anesthesiologist Assistant and Physician Assistant. There is a nonrefundable $500 acceptance fee for those applicants accepted into the BSN degree program. The acceptance fee does not apply to the RN to BSN degree completion program. The non-refundable acceptance deposit for applicants accepted through the General Admissions Procedure into the pharmacy program is $1000. The acceptance deposits will be applied to the student’s first quarter tuition payment. If an applicant accepted into the Pharmacy or Anesthesiologist Assistant programs encounters circumstances that prevent their matriculation, any amount paid by the applicant that is above the nonrefundable application fee and acceptance deposit will be refunded.

Anesthesiologist Assistant Lab Fees
There is a $100 lab fee charged for each quarter of laboratory course work (total of $300).

Application Fee
Individuals seeking admission to any South University program are charged a fee at the time of initial application:
- The application fee for all programs is $50
- The application fee for the professional level BSN degree program is $50. The supplemental application fee for the Master of Science Physician Assistant degree program is $50. The supplemental application fee for the Doctor of Pharmacy degree program is $50.
- The receipt of the application fee does not constitute acceptance of the student. This fee is refundable if a refund is requested within three days of making application. A student paying this fee but not enrolling within one calendar year will be reassessed the fee upon reapplication.

Auditing Fee
Audited courses are subject to the same tuition and fees as courses taken for credit. Refer to the Tuition section. Requirements for auditing are published in the Academic Information section of this catalog.
Credit by Examination Fee
A fee of $400 will be collected for each examination given a student who desires to earn credit as outlined in the Credit by Examination section of this catalog. No fee is charged for keyboarding and word processing examinations.

Graduation Fee
A graduation fee of $125 will be collected from each candidate for graduation and is due and payable the quarter in which the candidate is to graduate. If the candidate is to receive a second degree at the same graduation ceremony, an additional fee of $50 will be charged. The fee will be $95 for a second degree awarded at a subsequent graduation ceremony.

Membership Fees
Students enrolling in the Physician Assistant Studies program will incur a one-time fee for membership in the American Academy of Physician Assistants (AAPA). The fee of $75 is subject to change. Students in the physical therapist assistant program may incur an Association of Physical Therapist Assistants (APTA) membership fee of $80, also subject to change. Students enrolling in the Anesthesiologist Assistant Program are eligible to join the American Society of Anesthesiologists (ASA) as a student member for $25 per year, which includes the monthly journal Anesthesiology, newsletters, and free admission to the annual meeting. Students are also eligible to join the AA professional organization the American Academy of Anesthesiologist Assistants (AAAA) for a fee of $60, which is good for the entire time in the program.

Nonsufficient Funds Fee
For all checks returned due to nonsufficient funds, a fee of $25 will be charged to the student’s account.

Nurse Entrance Examination Fee
Applicants for the Nursing Programs are required to take an entrance examination. The fee for this test is $50 and must be paid upon registration for the test. The fee is nonrefundable once the examination is taken. The fee is refundable if requested in writing for applicants who withdraw their intention of taking the examination and applying to the Nursing Programs.

Physician Assistant Studies Lab Fee
There is a $75 clinical lab fee charged for each quarter of didactic course work ($375 total).

Readmission Fee
Any student who has not been in attendance at South University for one year or longer will be assessed a $50 readmission fee.

Student I.D. Replacement Fee
Photographs for student IDs are taken during orientation and student IDs are issued to new students during their first week of classes. There is no charge for the initial student ID. Students who lose their IDs may obtain a replacement through the office of the dean of student affairs for a charge of $10 per occurrence.

Transcript Fee
Each student is entitled to have one official transcript forwarded to another institution. The charge for additional copies is $5 each. Requests for transcripts should be submitted to the administrative office at the applicable campus.

Academic transcripts will not be issued to any student who has an outstanding balance with the University or is in default on any federal, state, or institutional loans.

Doctor of Pharmacy Degree Program
Application Fee
Individuals seeking admissions to the Doctor of Pharmacy degree program must apply through PharmCas, the organization that processes centralized applications to schools of pharmacy in the U.S. Information on the PharmCas application fee and process can be found at www.pharmcas.org. Each applicant must also complete a School of Pharmacy supplemental application and submit that application and the $50 supplemental application fee directly to the School of Pharmacy. The receipt of the $50 supplemental application fee does not constitute acceptance of the student. Unless a refund is requested within 72 hours of receipt of the application by the University, this fee is nonrefundable. No fee waivers will be granted. Any student who pays this fee but does not enroll within one calendar year will be reassessed the fee upon reaplication.

School of Pharmacy Acceptance Fee
There is a nonrefundable $1,000 acceptance deposit for applicants accepted into the Doctor of Pharmacy degree program. Acceptance deposits are nonrefundable. However, acceptance deposits will be applied to the student’s first quarter tuition payment. If an applicant accepted into the School of Pharmacy encounters circumstances that prevent their matriculation, any amount paid by the applicant that is above the nonrefundable application fee and acceptance deposit will be refunded.

Estimated Student Expenses for the
South University Doctor of Pharmacy Tuition*

<table>
<thead>
<tr>
<th>Fee/Other Expenses</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doctor of Pharmacy Program Tuition</td>
<td>$10,195/quarter</td>
</tr>
<tr>
<td>Supplemental Application fee</td>
<td>$50 (nonrefundable)</td>
</tr>
<tr>
<td>General Acceptance Deposit</td>
<td>$1,000</td>
</tr>
<tr>
<td>Textbooks (estimated cost)</td>
<td>$650/quarter</td>
</tr>
</tbody>
</table>

* Tuition fees are subject to change.

† All acceptance deposits are credited to tuition, but are not refundable if student fails to matriculate.

Refund of Tuition
Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of classes (as listed in the University calendar), regardless of program. Refunds or tuition adjustments will be awarded according to the following guidelines:

1. If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be refunded. The application fee will be refunded only if a refund is requested within three days of application.

2. A tuition adjustment results when a student officially changes from part-time to full-time status (full time to part time, part time to less than part time or part time to full time) during the drop/add period. No adjustment will be made for students dropping individual classes after the drop/add period.

3. Savannah campus: Refunds for students withdrawing from all classes will be based on the following guidelines: [a] students completing no more than five (5) percent of instructional time will receive a ninety-five (95) percent of tuition refund; [b] students completing more than five (5) but no more than ten (10) percent of instructional time will receive a ninety (90) percent of tuition refund; [c] students completing more than ten (10) percent but no more than twenty-five (25) percent of instructional time will receive a seventy-five (75) percent of tuition refund; [d] students completing more than twenty-five (25) percent but no more than fifty (50) percent of instructional time will receive a fifty (50) percent of tuition refund; [e] students completing more than fifty (50) percent of instructional time will receive a no refund of tuition.

4. Richmond and Virginia Beach Virginia campuses only: Rejection: An applicant rejected by South University is entitled to a refund of all monies paid. Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the $50 non-refundable application fee. Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or $100, whichever is less. Withdrawal Procedure: A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Di-
Tuition Refunds will be Determined as Follows:

<table>
<thead>
<tr>
<th>Proportion of Total Course Taught by Withdrawal Date</th>
<th>Tuition Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 25%</td>
<td>75% of course cost</td>
</tr>
<tr>
<td>25% up to but less than 50%</td>
<td>50% of course cost</td>
</tr>
<tr>
<td>50% up to but less than 75%</td>
<td>25% of course cost</td>
</tr>
<tr>
<td>75% or more</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

Students in South University's online programs who drop before the start date of the course will receive a 100% refund of the total cost of tuition for the course. Tuition refunds after the start of a course are based on weekly attendance.

- Students who withdraw from their course after attending week 1 will receive a 75% tuition refund.
- Students who withdraw from their course after attending week 2 will receive a 50% tuition refund.
- Students who withdraw from their course after attending week 3 will receive a 25% tuition refund.
- Students who withdraw from their course during or after the 4th week will receive 0% tuition refund.

Students taking online courses from their home state of Wisconsin will follow the policy below:

Refund Policy

The student will receive a full refund of all money paid if the student cancels within the three-business-day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within 10 business days of cancellation.

Partial Refund

A student who withdraws or is dismissed after the three-business day cancellation period, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of $50 and the enrollment fee of $100.

Pro rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

The school will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

The school will issue refunds within 40 days of the effective date of termination. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities, or submit lessons, without providing an explanation to the school regarding the inactivity for 15 days.

No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Adjustments of the Tuition and Fee Charges Before Attending Any Units of Instruction

100% refund less a one-time application fee of $50 and the enrollment fee of $100.

Adjustment of Charges

After Completing:

<table>
<thead>
<tr>
<th>At Least</th>
<th>But Less Than</th>
<th>Refund of Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 unit/calendar day</td>
<td>10%</td>
<td>90%</td>
</tr>
<tr>
<td>10%</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>20%</td>
<td>30%</td>
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</tr>
<tr>
<td>50%</td>
<td>60%</td>
<td></td>
</tr>
<tr>
<td>75% or more</td>
<td>No Refund</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

As part of this policy, the school may retain a one-time application fee of no more than $50.

5. Austin, West Palm Beach, Tampa, Montgomery, and Columbia** campuses: Students who withdraw from all attended classes during the first week of the quarter are entitled to a refund of 75 percent of the tuition paid for the quarter. A refund of 50 percent will be made if withdrawal occurs during the second week after the scheduled date classes are to begin. Students who withdraw during the third week will be refunded 25 percent. Students who withdraw after three weeks have elapsed from the scheduled beginning of classes will be entitled to no refund of any part of the tuition paid that quarter.

** Columbia campus only: For students attending the University for the first time and who withdraw from the institution, a pro-rate refund calculation shall be applied up to 60 percent point in time of that initial term. Pro-rate refund is a refund for a student of not less than that portion of tuition, fees and other charges assessed the student equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student, rounded downward to the nearest ten percent of that period, less any unpaid charges owed for the period of enrollment for which the student has been charged, and less an administrative fee not to exceed the lesser of five percent or one hundred dollars.

Return of Title IV Funds

(On-campus programs)

For Title IV (federal financial aid recipients who withdraw from attendance, the college is mandated by federal regulation to determine the amount of Title IV funds the student has earned at the time the student ceases attendance. The amount earned is based on the amount of calendar days in the term completed by the student, divided by the number of calendar days in the same term, excluding any scheduled breaks of at least five (5) consecutive days. The amount earned is based on the amount of time the student has spent in attendance and is not related to the student's institutional charges. The amount of Title IV funds earned is based upon a proportional calculation through sixty (60) percent of the term attended. The college will use the following steps in order to determine the amount of Title IV a student who withdraws has earned:

1. Determine the date of withdrawal and determine the percentage of payment period (term) attended by the student.
2. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled.
3. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post withdrawal disbursement can be made if the student is eligible for a “late disbursement.” If the amount disbursed exceeds the amount earned, the excess Title IV aid must be returned.
4. Allocate the responsibility for returning unearned aid between the college and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
5. Distribute the unearned Title IV aid back to the Title IV programs. Examples of Return to Title IV and refund calculations may be obtained through the office of financial aid.

Allocation Order of Refunds:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Perkins Loans
4. Federal PLUS Loans
5. Federal Pell Grants
6. Federal Academic Competitiveness Grant
7. Federal SMART
8. Federal SEOG
9. Federal TEACH Grants
10. Other assistance awarded to the student under programs authorized by Title IV
11. Required refunds to other Federal, State, private, or institutional student financial assistance received by the student
12. To the student

Return of Title IV Funds (Online Programs)

When a student withdraws from the payment period, the amount of federal financial aid assistance the student earned is determined by a specific formula. Generally, a payment period consists of
Financial Aid

Official Withdrawal Procedure
To withdraw officially from the institution, students must contact the office of the registrar to provide notification of their intention to withdraw in writing. The effective date of the withdrawal cannot be earlier than date of the written contact with the registrar’s office. Fully online students must contact their Academic Advisor to officially withdraw from school.

Financial Aid
Financial aid is the economic assistance available to help students meet the difference between what they can afford to pay and what it actually costs them to go to school. This economic assistance may be in the form of scholarships, grants, work-study programs, or loans. A financial aid package is a combination of different forms of financial aid that together make up a student financial aid award. A financial aid package may include grants, loans, or a combination of these two.

A student’s ability to contribute to the cost of his or her education is determined by the use of a needs analysis, which is a consistent, systematic way of measuring the ability of a family to pay for educational costs and its eligibility to receive funds from federal programs. It determines the ability, not the willingness, of a student or family to finance the student’s education. Everyone who applies is treated fairly and equally under this system. In determining how much a student and his or her family can contribute, a number of factors are considered. From these factors, a needs analysis determines how much a student and his or her family can contribute, and how much money will be needed to finance the student’s education.

Application Process for Financial Aid
To apply for any form of financial aid at South University, a student must:
1. Apply for admission to the University.
2. Complete a Free Application for Federal Student Aid (FAFSA). This form is for both in- and out-of-state students.

Student Aid Programs
South University participates in several student aid programs. A brief description of each follows.

Grants
Georgia Tuition Equalization Grant
(Savannah campus only)
The Georgia Tuition Equalization Grant (TEG) entities qualified Georgia residents who are full-time students to a tuition grant without regard to age, income, or academic standing. Applications are available from the financial aid office.

Georgia LEAP Grant Program
(Savannah Campus only)
The Georgia LEAP Grant Program provides additional funds to students with exceptional need. Apply through the financial aid office to determine eligibility. GLPG is a grant and requires no repayment.

Access to Better Learning and Education
(West Palm Beach campus only)
This Florida grant program is available to students who are Florida residents and who are enrolled full-time in a bachelor’s degree program.

Florida State Assistance Grant (FSAG)
(West Palm Beach campus only)
This program is available to full-time students meeting Florida residency requirements and working toward their first degree.

Federal Pell Grant Program
The Pell Grant is a federal aid program providing funds to students enrolled at approved universities, colleges, community and junior colleges, vocational technical schools, and other approved postsecondary educational institutions. Pell Grants are applicable to undergraduate study only and are intended to be the foundation of a student’s financial aid package dependent upon need and eligibility.

Federal Supplemental Educational Opportunity Grant Program (FSEOG)
The FSEOG program provides additional funds to students with exceptional financial need. Federal Academic Competitiveness Grant This is available to Pell Grant recipients who are US citizens and who have completed a rigorous program of high school study as defined by the U.S. Department of Education in 2005 or later.

Loans
Federal Perkins Loan Program
This program provides loans for students whose family income and total assets place a limitation on resources for educational purposes.

Federal Stafford Loan Program
(Subsidized and Unsubsidized)
Through this program, the student may borrow funds to use toward the expenses of a postsecondary education. Money for a Stafford Loan is usually available through a local bank, savings and loan, life insurance company, or credit union. Applications should be made through South University’s Office of Financial Aid.

Federal Parent Loan for Undergraduate Students (PLUS) Loan Program
Parents of dependent students may borrow on behalf of the student under the PLUS program. Money for these loans is available through the same sources as those for the Stafford Loan.

Scholarships
Georgia HOPE Scholarship
(Savannah campus only)
This scholarship is available to qualified Georgia residents who graduated from high school in 1996 or later with a minimum 3.0 grade point average. Additional information about eligibility is available from the financial aid or registrar’s office.

Florida Bright Futures Scholarship Program
(West Palm Beach campus only)
This scholarship program is available to students who have applied prior to their graduation from high school or GED and are currently enrolled at the University and meet the scholarship criteria.
Financial Information

South Carolina HOPE Scholarship (Columbia campus only)
This scholarship is available to qualified South Carolina residents who graduated from high school in 2002 or later with a minimum of a 3.00 grade point average. Additional information about eligibility is available from the financial aid office.

South Carolina LIFE Scholarship* (Columbia campus only)
This scholarship is available to qualified South Carolina residents who meet the eligibility criteria. Information about eligibility requirements is available from the financial aid office.

Veteran Benefits
South University maintains program participation with the Regional Veteran's Affairs office. Veterans must complete VA paperwork and submit a copy of their DD Form 214 for certification of educational benefits. Eligibility depends on the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be arbitrated by the Area Arbitration Administrator mentioned in this handbook and in the catalog. To inform the Student Financial Services Office of address changes, schedule changes, program changes, or any status change(s) that might affect the student's eligibility for financial assistance. To initiate loan and grant renewal applications in advance of the second or third academic years, as applicable. Some students do not initially apply for financial assistance or apply and are determined to be ineligible for assistance. The continuing student should be aware that the federal and state eligibility criteria are periodically reviewed and modified. Therefore, any students whose financial circumstances change or for whom a financial need arises should contact the Student Financial Services Office for assistance.

Arbitration Agreement
Every student and South University agrees that any dispute or claim between the student and South University (or any company affiliated with South University, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at South University whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or South University's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student may select either, JAMS or the National Arbitration Forum (“NAF”) to serve as the arbitration administrator pursuant to its rules of procedure. If South University intends to initiate arbitration, it will notify the student in writing by regular mail at the student's last address on file with South University and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20-day period, South University will select one.

South University agrees that it will not elect to arbitrate any undivisible claim of less than the relevant jurisdictional threshold that a student may bring in small claims court or in a similar court of limited jurisdiction subject to expedited procedures. If that claim is transferred or appealed to a different court, however, or if a student's claim exceeds the relevant jurisdictional threshold South University reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR SOUTH UNIVERSITY CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR’S AWARD. FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR’S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR SOUTH UNIVERSITY WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student's written request, South University will pay the filing fees charged by the arbitration administrator, up to a maximum of $3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administrative fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure. The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student's relationship with South University. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, HYPERLINK "http://www.jamsadr.com/" www.jamsadr.com, www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

The Art Institute of Dallas
The Art Institute of Fort Worth

Financial Information

Student Accounting & Financial Services
The student account will contain applicable, receive periodic tuition and fee payment notices. Payments are due on the dates agreed upon in the financial plan developed with the Student Financial Services Office (SFS).

At the time of initial enrollment, the student works with a Financial Planner and develops a financial plan to assure that he/she will be able to meet the expenses involved in the educational process (tuition, fees, supplies, cost of living, etc.). As the student progresses, the plan is updated as actual eligibility becomes known. The school is sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments. Consequently, the staff offers planning services to all students. Any student who has incurred or anticipates a financial problem is encouraged to meet with the Student Financial Services staff and receive counseling as needed to assure his/her ability to complete the program.

The Art Institute of Dallas and The Art Institute of Fort Worth offer their students the opportunity to apply for a variety of financial assistance programs. These programs include loan, grant, and work-study assistance for qualified applicants. Details of these programs will be made available in the Student Financial Services Office.

Students who receive financial assistance are cautioned to remember the various responsibilities they have under these programs:

To maintain satisfactory academic progress as outlined in this handbook and in the catalog.
To inform the Student Financial Services Office of address changes, schedule changes, program changes, or any other status change(s) that might affect the student's eligibility for financial assistance.

To initiate loan and grant renewal applications in advance of the second or third academic years, as applicable.

Some students do not initially apply for financial assistance or apply and are determined to be ineligible for assistance. The continuing student should be aware that the federal and state eligibility criteria are periodically reviewed and modified. Therefore, any students whose financial circumstances change or for whom a financial need arises should contact the Student Financial Services Office for assistance.

As noted above, the student who receives financial assistance must maintain satisfactory academic progress to remain eligible for such assistance on a continuing basis. Satisfactory academic progress policies and related financial assistance eligibility are outlined in the following paragraphs.

A detailed list of the cost of each program, tuition, fees, and required materials can be found in the enrollment agreement approved by the Admissions Department.

Students in need of purchasing books for their classes will be required to sign an authorization form either approving or not approving the use of excess Title IV funds, if applicable, to cover the cost of books and supplies. If the purchase of books and supplies should exceed the amount of the student's credit balance after all aid pays in, the remaining amount due will be posted to the student's account and the student will be responsible for making alternative payment arrangements.

Students who do not authorize and who have excess Title IV funding due to receiving funds from a Pell Grant will receive the lesser amount of either the amount due or their Pell Grant excess or their full credit balance amount, for
the term in question, within seven days of the start of the term. Students who do not authorize and who are receiving excess Title IV funds but do not have a Pell Grant will receive a stipend within the later of the term begin date or 14 days of the date of their credit balance on their ledger card.

Book Process
Students in need of purchasing books for their classes will need to sign an authorization form either approving or not approving the use of excess Title IV funds, if applicable, to cover the cost of books and supplies. If the purchase of books and supplies should exceed the amount of the student’s credit balance after all aid pays in, the remaining amount due will be posted to the student’s account and the student will be responsible for making alternative payment arrangements.

Students who do not authorize and who have excess Title IV funding due to receiving funds from a Pell Grant will receive the lesser amount of either the amount of their Pell Grant excess or their full credit balance amount, for the term in question, within seven days of the start of the term. Students who do not authorize and who are receiving excess Title IV funds but do not have a Pell Grant will receive a stipend within the later of the term begin date or 14 days of the date of their credit balance on their ledger card.

Digital Bookshelf and eBooks
The Art Institute of Dallas and The Art Institute of Fort Worth is in the process of enhancing the learning experience by converting traditional textbooks to electronic media. Thus eventually most courses will have a digital resource fee associated with them. This mandatory fee is a flat rate per course and allows students access to an Electronic Library and HTML versions of textbook(s), and in some cases, other electronic media, which is integrated into the course. Students are responsible for reading the Digital Bookshelf and eBook User’s Manual publication which describes the media, access to the materials and your rights and responsibilities related to Digital Bookshelf.

Students retaking a course are charged only once for the digital resources fee associated with the same course because students have access to the digital resources materials for five years. Provided the digital resources for the retaken course still uses the same digital books, students do not purchase additional textbook(s) for these courses. On average the price of the digital resource fee is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges and immediate access to the materials. When you register for a course, the course registration will display whether there is a digital resource fee or whether paper textbooks are required for each particular course.

eCollege and Vital Source System and
Hardware Specifications
The Art Institute of Dallas and The Art Institute of Fort Worth uses eCollege and Vital Source to deliver its digital resources. As with any software, the faster the processor, the more RAM, and the larger hard drive space you provide, the better the performance. Users wanting to move their material to their hard drive may need additional space. It is also important that users understand the process and benefits of maintaining their machines in top operating condition by keeping them current with the latest operating system updates, correctly configuring virus control, and other beneficial habits.

Preferred Requirements:
Preferred Software Specifications:
Mac OS X 10.5 or 10.6 - OR - Windows 7 or Vista with Microsoft .Net 3.5 SP1
• Latest version of Safari Browser, Mozilla Firefox, or Internet Explorer

Preferred Hardware Specifications:
• 2.0 GHz Intel processor
• 1 GB of RAM
• Graphics card capable of 1024x768 resolution or larger
• Soundcard & speakers
• High speed internet access

Minimum Requirements:
Minimum Software Specifications:
Apple Mac OS X 10.4 - OR - Microsoft Windows XP SP2 or higher with Microsoft .Net 3.5 SP1
• Safari browser 3.0.4 or higher, Mozilla Firefox 2.0 or higher, Internet Explorer 6 or higher

Minimum Hardware Specifications:
• 1.0 GHz processor
• 512 MB of RAM
• Graphics card capable of 1024x768 screen resolution
• Dial-up internet access is the minimum standard, however, a higher speed is recommended

Recommended Plug-ins or Downloads:
Course instructor may employee technology in the eCollege classroom that requires one of these recommended plug-ins or downloads in order to function properly. If your instructor uses the ClassLive technology, Java will be required. If your instructor provides PDF files, Adobe Reader may be required to open and view those files. You can download these items at the time that they are deemed necessary.
• Java
• If Mac - MacOS Classic Java (MRJ 2.2.5) (http://developer.apple.com/java/index.html)
• If Windows - Sun’s Java 2 SDK (Java 1.5 or Java 1.6) (http://www.java.com)
• Adobe Reader (http://get.adobe.com/reader/)

Recommendation regarding “Netbooks”
Students often see “Netbooks” (small laptop computers primarily designed for web browsing and emailing) as an affordable option when looking to purchase a computer for coursework. However, it is strongly recommend that students do not purchase a Netbook. Purchasing a low-price laptop or desktop computer that meets the system requirements outlined above is a much better solution for coursework. While newer Netbooks may meet resolution and screen-size requirements for reading your eBooks, much like some older laptops, some older Netbooks may not be able to graphically handle these sites. This means that reading e-texts and participating in the classroom could become difficult. It may be challenging to scroll through your readings and effectively and efficiently work through the material.

Student Financial Assistance Eligibility Policy:
Full-time Programs
If you receive federal or state sponsored financial assistance, you must maintain satisfactory academic progress. If you wish to appeal actions taken in compliance with the Satisfactory Academic Progress Policy, you may do so as described in the appeals process outlined in the Students’ Right Policies.

Transcript Fees
Copies of transcripts will be provided to students for a fee of $5.00 per copy. However, transcripts will be withheld if a student has any outstanding financial obligation to The Art Institute of Dallas or The Art Institute of Fort Worth.

Refund Policies
The effective date of termination for refund purposes will be the last day of attendance.

Refund Policy Prior to Matriculation
• Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on the Enrollment Agreement will be considered a student.
• All monies paid by applicants will be refunded if they are not accepted for admission.
• All monies paid by the applicant will be refunded, if request to cancel the application is made by the applicant within five business days after signing the Enrollment Agreement and making an initial payment.
• Applicants requesting cancellation more than five business days after signing this Enrollment Agreement (and making an initial payment) but prior to the beginning of classes will receive a refund of all monies paid, less the $50 enrollment fee.
• All tuition and fee monies paid by applicants will be refunded if requested within five business days after their first tour of the school and inspection of equipment or if requested within five business days of the students’ attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.
• Refunds will be made within 30 calendar days after the applicant/student’s request to cancel application or within 30 calendar days after his/her first scheduled class day.

Refund Policy after Matriculation, All Quarters
In the event of withdrawal by the student or termination by The Art Institute of Dallas or The Art Institute of Fort Worth during any quarter of study:
• Prepaid tuition and fees for any period

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beyond the current quarter will be refunded in full.
• The school shall determine the date of withdrawal within thirty (30) calendar days after the last day of attendance and shall pay the refund within thirty (30) days of making that determination. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
• The student may voluntarily withdraw from classes by notifying the Office of Registrar in person or in writing. The termination date will be the student’s last date of attendance.
• For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) days of the first scheduled day of class in the quarter in which the student was expected to return.
• For students on a written leave of absence (ten [10] days or less) who fail to return to class following conclusion of their leave, refunds will be made within thirty (30) days from their last date of attendance or notification date, whichever is later. For students on extended leaves of absence (beyond ten [10] class days), the refund policy below will be applied.
• In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute of Dallas or The Art Institute of Fort Worth may modify the tuition refund policy as deemed appropriate to the circumstances.
• A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute of Dallas or The Art Institute of Fort Worth. The Art Institute of Dallas and The Art Institute of Fort Worth reserve the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
• Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week of attendance is considered a full week of attendance for refund purposes.
• In the event The Art Institute of Dallas or The Art Institute of Fort Worth cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, The Art Institute of Dallas or The Art Institute of Fort Worth will refund all monies paid by the student for the course or program within thirty (30) days.

Academic quarters are eleven weeks and the mid-quarter is approximately 5-1/2 weeks in duration.

Refund Calculations, All Continuing Students (including VA Students)
In the event of withdrawal by the student or termination by The Art Institute of Dallas or The Art Institute of Fort Worth, the one-time enrollment fee and tuition deposit are retainable in full by The Art Institute of Dallas or The Art Institute of Fort Worth. There is no refund for equipment, text, or supplies. (Refer to the following Kits, Components of the Kits, Books, or Supplies Return Policy.)

Adjustment of Charges:
In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the week after which the student withdraws:
• Week 1 25% of the quarter’s tuition and fees,
• Week 2 50% of the quarter’s tuition and fees,
• Week 3 75% of the quarter’s tuition and fees,
• Week 4 and after 100% of the quarter’s tuition and fees.

Return of Federal Title IV Aid
A percentage of Federal Title IV Aid will be returned if the student withdraws from the institution during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, Federal ACG Grant, Federal SMART Grant, Federal SEOG. If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned. The Art Institute of Dallas and The Art Institute of Fort Worth will first calculate how much needs to be returned under the federal return of Title IV Aid Policy. The amount then will be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid.

The Art Institute of Dallas and The Art Institute of Fort Worth will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or, with the student’s authorization, to the Federal Loans from which funds were received in this order, Unsubsidized Stafford Loan, Subsidized Stafford Loan, and PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under school policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student. All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal.

The Return of Title IV Calculation as described above will apply for the mid-quarter session using the mid-quarter start and end dates.

Refund Policy for Oklahoma Students
1. For first quarter students who terminate within the first week of classes, the school will retain no more than 10% of the contract price of the course plus a $100 administrative fee, but no more than a total of $350.
2. For a student terminating classes after completing the first quarter but within the first 25% of the program, the tuition and fees retained by the school shall not exceed 25% of the contract price of the program plus $150.
3. For a student terminating classes after completing over 25% up through 50% of the program, the tuition and fees retained by the school shall not exceed 50% of the contract price of the program plus $150.
4. A student completing more than 50% of the program is not entitled to a refund of any tuition.
5. In case of a student’s prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make settlement, which is reasonable and fair to both.
6. In all other respects and circumstances, the refund policy set forth above applies to Oklahoma students.

Kits, Components of the Kits, Books, or Supplies Return Policy
1. If kits, components of the kit, books, or supplies, are returned to the bookstore in re-salable condition within 21 days of withdrawal, a credit will be given.
2. All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal.
3. Digital resource fees will be refunded to students who drop a class during the add/drop period. Beyond the add/drop period the digital resource fees will stand.

The Holder In Due Course Rule
Any holder of the consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof, recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

Interest on Outstanding Balances
The student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full. Interest will be
charged at 12% per annum on the student’s adjusted outstanding balance at the end of each month.
The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the school at the end of the prior month, including but not limited to tuition, fees, housing charges, late registration fees, fines, damages, etc., less the total amount paid to the student’s account at the end of the current month including financial aid that the student has been awarded but has not been paid for the quarter provided that the student and/or the student’s parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her payment plan and that the student’s financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.
Student Affairs

The Office of Student Affairs assumes the responsibility of offering programs and services that will augment academic programs by stimulating the personal and professional development of students at South University.

The objectives of the student affairs program are an extension of the philosophy and objectives of the University. They serve to inform, educate, and encourage students in their endeavors.

In order to achieve its goals, the office of student affairs pursues these objectives in particular:

- To provide a fair and sound entrance testing program.
- To provide an orientation that will inform students of university policies, programs, and services.
- To provide support and assistance to students in making realistic decisions about academic and nonacademic concerns.
- To provide career services and resources.
- To provide academic accommodations to students with disabilities in the classroom.
- To provide programs and activities that will encourage student involvement and participation in campus life.

The student development program is designed to enhance student life by offering programs and services that add to the classroom experience and encourage personal and professional development.

Specifically, the Student Affairs staff is responsible for the following: bookstore, testing, orientation, counseling services, disability support services, organizations and activities, graduation, career services, and student conduct.

These student services are described in more detail below. Also included in this section are services offered by the University that do not fall under the supervision of the office of student affairs but are considered to be in the category of student services.

Bookstore

A University bookstore is maintained at each campus for the convenience of the student. All necessary books and some supplies may be obtained at the bookstore. The price of books and supplies is not included in the tuition.

New, unmarked books may be returned by midterm of the quarter of purchase. Credit will be issued, but cash refunds will not be given. The receipt of purchase should accompany returned books.

Consult the bookstore at the individual campus for hours of operation.

Career Services

While the primary focus of the Career Services office is to assist students upon graduation, any enrolled student may seek employment information through this office. Although South University does not guarantee employment, it is vitally important to both the graduate and the University that each student obtains appropriate employment. Therefore, as students approach the final year of their programs, specific and personalized assistance is provided in the preparation of professional resumes and cover letters, as well as in job search strategies and interviewing skills. Career services are provided to South University graduates at no additional charge.

Please see the director of career services or dean of student affairs for assistance or information.

Advising Services

Short-term counseling services are available to assist students in resolving academic, career, and personal problems. University personnel can help students plan their educational programs, as well as adjust to the demands of university level studies. Personal advising is provided for any student who seeks aid in solving and understanding individual problems. Advising services are available at all campuses during the day and in the evening by appointment through the dean of student affairs. Students identified as needing additional counseling resources will be referred to external agencies.

Fully online students should contact their Academic Advisor to obtain advising services information.

Code of Conduct

Each student who enters South University commits, by the act of enrolling, to full acceptance of the University Code of Conduct. For ease of reference, the Student Handbook contains the Code of Conduct, disciplinary procedures, and the appeals process.

Professors are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class. Inappropriate behavior includes disruptive behavior, or other actions that are not considered proper conduct for a University student. The Code of Conduct also applies to inappropriate actions on campus outside of the actual classroom or while participating in University sponsored activities off campus. The Code of Conduct also applies to online activities that occur on South University websites.

Alleged violations of the conduct code will be referred to the dean of student affairs. See the Disciplinary Procedures section of the Student Handbook for specific details. Violations of the code of conduct may result in disciplinary probation, suspension, or dismissal. A full copy of the code of conduct is available in the South University Student Handbook.

Disability Support Services

South University provides accommodations to qualified students with disabilities. The Student Affairs office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at South University.

South University is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Student Affairs office. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. Online students should contact the assistant director for online student affairs.

Grievance Procedures

South University does not discriminate or harass on the basis of race, color, sex, religion, age, national or ethnic origin, sexual orientation, disability, genetic marker, or any other characteristic protected by state, local or federal law.

South University has adopted a grievance procedure for the prompt and equitable resolution of complaints alleging harassment, discrimination, or concerns regarding a requested service, or accommodation on the basis of a disability. A student may express or file a complaint or grievance that alleges discrimination and, after an investigation, receive a fair resolution without fear of reprisal. Complaints should be filed with the Dean of Student Affairs for nonacademic matters or with the Dean of Academic Affairs for academic matters. Fully online students should contact their academic advisor for information on filing a grievance.

The appeal process ends with the campus president on each campus. A full copy of the South University Grievance Procedure for Internal Complaints of Discrimination and Harassment is available in the Student Handbook.

Matters involving general student complaints will be addressed according to the Student Complaint Procedure, also found in the Student Handbook.

For Arizona Residents—If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 6025425709, website address: http://azppsse.state.az.us

For Virginia Residents—Complaints, which cannot be resolved by direct negotiation with the school in accordance to its written 5. grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219.

Health Services

South University does not provide health services. Referrals will be made upon request.

Housing

School sponsored housing is available at the Savannah, Georgia campus only. Interested students should contact the director of student housing and activities or the dean of student affairs. Applications are available in the office
of admissions and the office of student affairs.

There are currently no residence hall facilities available at the other South University campuses. Independent housing brochures are available through the offices of the dean of student affairs or the director of admissions.

Library Services
South University provides a library for its students at each of its campuses. The libraries are easily accessible and house general and reference books, pamphlets, periodicals, multimedia software, online services, and other non-print media to assist students in their studies. Through intercollegiate borrowing agreements, South University libraries are able to expand their patrons’ access to resources outside of their own facilities. In addition, Internet access affords students the opportunity to locate and/or retrieve information from libraries, colleges, governments, and various other institutions throughout the world.

A library manual of policies and procedures is available upon request at the circulation desk. This manual informs students how to use the library at their campus, how the books are arranged, the policy for overdue books, and how to check out materials. Library resources are reserved for use by South University students, faculty and administrative staff.

A library orientation is given each quarter to all students enrolled in UVC1000/Strategies for Success classes. Students are informed of the types of books, periodicals, and multimedia available, how to use the online catalog in locating information, and how to use library resources to the greatest advantage.

The individual campuses post specific library hours.

Organizations
Each student organization must be registered with the office of student affairs, be approved by the dean, and have an approved faculty advisor. The dean of student affairs will assist in obtaining an advisor if necessary. Students who are interested in forming a recognized student organization should see the dean of student affairs for information on how to start a new student organization.

Hazing
Hazing involving South University students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiating or affiliating with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at South University. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through The University's student conduct process if and appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the University community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

Orientation
The University provides an orientation program each term. The program acquaints new students with academic life and university services. All new students are required to attend. The Student Handbook and information regarding alcohol and drug abuse and the campus security report is available electronically. Information sheets that contain the exact URL (electronic address on the web) are distributed to all students at orientation. Students may request a paper copy of these documents from the Dean of Student Affairs.

All new fully online students are required to complete an online orientation course prior to starting classes. This orientation covers the expectations, policies, and procedures associated with online learning at South University and provides students with an opportunity to practice working within the online classroom environment. It is absolutely necessary that students are prepared to begin working within the online classroom environment on the first day of class, as they will not have the time to orient themselves once classes are underway.

University Publications
South University distributes a number of publications during the academic year. All University publications should be approved through the communications or chancellor’s office.

The South University Catalog is an information book and reference guide dealing with almost all aspects of the University. It is published once a year and includes a listing and description of all courses offered by the University.

During orientation, a Student Handbook is distributed to each new student. The handbook contains the Code of Conduct, as well as helpful information about a variety of topics. Copies are available in the office of the dean of student affairs.

A President’s list and a Dean’s List are published at the end of each quarter. These lists may contain names and home addresses for all eligible students.

Please see the section of the catalog entitled Student Examination of Official Records for a full listing of information designated as directory information which may be released without the student’s consent.

Veteran Services
A certifying VA official is available at each campus to assist students with benefit information. The financial aid office can direct students to the appropriate University personnel.

All Veterans are required to have all official transcript evaluations completed for all institutions attended by the end of the third quarter to continue receiving VA Education Benefits without interruption.

South University is a member of Service Members Opportunity Colleges, a consortium of over 1300 institutions pledged to reasonable cooperation with service members and veterans who are trying to earn degrees even while pursuing demanding, transient careers. As a SOC member, the University is committed to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and work experiences. SOC is sponsored by 15 national higher education associations with the military services, the National Guard Bureau, and the Office of the Secretary of Defense serving as cooperating agencies.

ROTC
Reserve Officer Training Corps (ROTC) studies in Aerospace Science (US Air Force) and Military Science (US Army, Navy Marine Corps) are available to South University Tampa students.

Students are responsible for registering for the appropriate courses and maintaining compliance with ROTC regulations.

Student Responsibility
Students are responsible for properly completing their academic programs, being familiar with all requirements of the University catalog under which they intend to graduate, maintaining the required grade point average, and meeting all program and course requirements. They are encouraged to seek counsel from faculty advisors or other staff members, but the final responsibility for fulfilling academic requirements remains that of the student.

Students have a right in an academic environment to preserve judgment about matters of opinion and to express their views in a responsible manner. Orderly procedures are provided to allow students the opportunity to question academic evaluations.

Declaration of Major
A major is an area of focused study in a degree program approved by the board of trustees. A major curriculum leading to a baccalaureate degree requires a minimum of 180 credit hours in specific courses or approved elective courses. A major curriculum leading to an associate’s degree requires a minimum of 90 credit hours in specific courses or approved elective courses.

Students are requested to declare their academic majors prior to initial university enrollment. The appropriate form for this procedure is distributed during the admissions process and must be completed and returned to the registrar no later than registration. Students should then follow the
requirements of their program of study found in the University catalog. The registrar must be informed of any anticipated changes in a student’s academic plans. A student changing a major must complete the Change of Major form (available through the registrar’s office) at the beginning of the term. The decision to change majors should be made as early as possible to avoid taking unnecessary courses and lengthening the time required to complete a program.

Students using veteran benefits must consult with the campus veteran’s affairs officer for advisement before changing their majors.

**Change of Program**

Students will be allowed one change of program. Changing from an associate’s level to a bachelor’s level in the same program is not considered a change of program. Changing from an associate’s level to a bachelor’s level in different programs is considered a change of program. A student may change his or her program at any point of his or her enrollment. Courses that apply to the second program will be recorded as earned credit and will affect the student’s CGPA (Cumulative Grade Point Average). For ICR (Incremental Completion Rate) purposes, earned credit applied to the new program will reduce the total number of credits that must be attempted within the program. Therefore, the maximum allowable credits are one and one-half times the number of credits remaining to complete for graduation. Students who change programs and students who change session times within the same program must sign a new program enrollment form, which must be filed in the student’s academic file.

Fully online students must contact their Academic Advisor to change their program.

**Art Institute Student Affairs, Career Services and Student Policies**

The Student Affairs Department supplements The Art Institute of Dallas and The Art Institute of Fort Worth’s educational goals by providing assistance and services to students in the areas of counseling and housing.

Student Affairs encourages students to participate in activities that stimulate cultural awareness, creativity, and both social and professional development. Student Affairs staff is available to:

- Provide appropriate school-sponsored housing or off-campus apartment referral services that are convenient and suitable to the students’ needs and conducive to their educational goals.
- Provide counseling services, activities, and events that support the educational process by enhancing social and cultural awareness, community involvement, and the active participation of students in these services. The Art Institute of Dallas and The Art Institute of Fort Worth is dedicated to helping students achieve academic, professional, and personal goals. In order to achieve these outcomes, students must be actively involved and committed to the learning process both in and out of the classroom. The Art Institute of Dallas and The Art Institute of Fort Worth employees are ready to support and encourage students in this exciting and demanding endeavor.

**Career Services**

The Art Institute of Dallas and The Art Institute of Fort Worth maintains an employment assistance service for students. Although The Art Institute of Dallas and The Art Institute of Fort Worth offers no guarantee of employment, considerable effort is made to bring graduates to the attention of potential employers. The Career Services Office continually seeks new employment opportunities for students. Research is done on a regular basis by The Art Institute of Dallas and The Art Institute of Fort Worth career advisors to gain knowledge in all areas of business relating to the different programs of study. The career advisors respond to employer needs and give guidance to students on industry trends that relate to their course of study. The employment assistance office helps students secure part-time employment while they attend The Art Institute of Dallas and The Art Institute of Fort Worth. During upper quarters, emphasis is placed on existing students in pursuing field-related part-time jobs, internships, and freelance work.

The Art Institute of Dallas and The Art Institute of Fort Worth maintain graduate employment information in weekly, monthly, and quarterly reports that contain comprehensive statistical data covering all areas of graduate activity. For more information, please see the Director of Career Services.

**Student Housing**

The Student Affairs Department offers school-sponsored housing for The Art Institute of Dallas and The Art Institute of Fort Worth students in units at apartment complexes close to the school. Two professional Residence Life Coordinators live onsite as well as eight student RAs (resident assistants). A shuttle service is provided for those housing students needing transportation to and from school-sponsored housing.

**Orientation**

The Art Institute of Dallas and The Art Institute of Fort Worth provide a comprehensive orientation program for all new students. Orientation is offered as a means of assisting new students’ transition into The Art Institute of Dallas and The Art Institute of Fort Worth. For information on orientation, students may contact the Assistant Director of Admissions.

**Health Care**

The Art Institute of Dallas and The Art Institute of Fort Worth does have healthcare options for its students. Furthermore, the Dean of Student Affairs provides a list of local emergency facilities that is available to students. It is recommended that dependent students continue to be included on the health insurance policies of parents or guardians.

**Student Conduct**

Students whose conduct is detrimental to the educational process or disruptive to The Art Institute of Dallas and The Art Institute of Fort Worth environment may be subject to discipline pursuant to the Student Code of Conduct which is published in the Student Handbook. Instructors as well as students have the right to teach and learn in a safe and productive environment. No one shall infringe upon this right at The Art Institute of Dallas and The Art Institute of Fort Worth. The Art Institute of Dallas and The Art Institute of Fort Worth reserves the right to suspend or permanently terminate any student whose conduct is detrimental to the teaching environment within the classroom or to the well-being of fellow students and/or faculty and staff members, or who causes damage to the appearance or structure of The Art Institute of Dallas and The Art Institute of Fort Worth facility and/or equipment therein; cheats, copies or otherwise plagiarizes the artwork or assignments/projects of other students or professionals; verbally abuses, inflicts, physically or psychologically threatens or intimidates other students, faculty or staff, or who otherwise displays conduct detrimental to his or her own academic progress or ultimate success in the field for which he or she is being educated. Disciplinary issues are handled through the office of the Dean of Student Affairs or through the Dean of Academic Affairs office. See Student Rights and Responsibilities and the Student Code of Conduct in the Student Handbook for a more detailed explanation of this subject.

**Professional Conduct**

The Art Institute of Dallas and The Art Institute of Fort Worth expects its students and employees to conduct themselves in a professional manner at all times. All students and employees are encouraged to report any professional conduct to the Dean of Student Affairs.

**Student Grievance Procedure for Internal Complaints of Discrimination and Harrassment**

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below.

Sexual violence is considered to be a form of sexual harassment, and therefore is also considered a form of sex discrimination. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether The Art Institute of Dallas and the Art Institute of Fort Worth Non-Discrimination Policy has been violated. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether discrimination or harassment has occurred.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination or harassment has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with Dean of Student Affairs, 8080 Park Lane, Suite 100 Dallas, TX 75231-5993 or for academic matters Dean of Academic Affairs, 8080 Park Lane, Suite 100 Dallas, TX 75231-5993. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. The Dean of Student Affairs or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have an opportunity to
For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at http://www.ed.gov/ocr.

No Harrassment Policy

The Art Institute of Dallas and the Art Institute of Fort Worth is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence or other verbal or physical conduct of a sexual nature where:

a. Submission to such conduct is an explicit or implicit term or condition of a person’s status in a course, program or activity or in admission, or in an academic decision;

b. Submission to or rejection of such conduct is used as a basis for an academic decision;

c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol.

Other examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual’s body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestive objects or pictures. The Art Institute of Dallas and the Art Institute of Fort Worth prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Other Forms of Harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, genetic marker or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the “Student Grievance Procedure”). Students who have been subjected to sexual violence should also review the Policy Concerning Sexual Violence and Programs and Procedures Regarding Sexual Assault (available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, The Art Institute of Dallas and the Art Institute of Fort Worth will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against subsequent harassment and school-related retaliation. If an investigation confirms the allegations, The Art Institute of Dallas and the Art Institute of Fort Worth will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

Policy Concerning Sexual Violence

Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by The Art Institute of Dallas and the Art Institute of Fort Worth. Complaints of sexual violence should be made to Dean of Student Affairs, 8880 Park Lane, Suite 100 Dallas, TX 75231-5993.

Upon learning of possible sexual violence involving a student, The Art Institute of Dallas and the Art Institute of Fort Worth will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witnesses as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If The Art Institute of Dallas and the Art Institute of Fort Worth determines that sexual violence may have occurred, The Art Institute of Dallas and the Art Institute of Fort Worth will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

The Art Institute of Dallas and the Art Institute of Fort Worth will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:
Student Affairs

1. Reporting any subsequent harassment or retaliation to the Dean of Student Af-

2. Providing an escort to ensure the alleged victim can move safely between classes and activities

3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes

4. Providing referral to counseling services or providers

5. Providing academic support services, such as tutoring

6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

Disciplinary Actions and Sanctions

On-campus disciplinary procedures against students will be in accordance with The Art Institute of Dallas and the Art Institute of Fort Worth’s published Student Code of Conduct and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. Both the accused and the accuser are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus The Art Institute of Dallas and the Art Institute of Fort Worth’s final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Students who have been subjected to sexual violence are encouraged to review the No Harassment Policy, the Non-Discrimination Policy, the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment and the Programs and Procedures Regarding Sexual Assault (available in the Student Affairs Office).

Non-Fraternization Policy

Because of the unequal status that exists between faculty and students and the possibility of favoritism, social relationships between faculty and students are prohibited. Such relationships are also prohibited between staff and students.

Appeal Procedures

Students wishing to appeal a disciplinary decision may do so in the following manner:

• The student initially must obey the terms of the decision; i.e., a student who has been suspended from the college may not be on college property; a student dismissed from college-sponsored housing must leave according to the directions indicated by the decision.

• The student must write a letter of appeal addressed to the President of The Art Institute of Dallas or her or his delegate. This letter will give the student the opportunity to indicate a position on the decision, and it must be thorough and complete. It must be delivered to the President or his or her delegate within seven calendar days following receipt of the decision.

• The President or his or her designee may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial decision. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

• The committee will report back to the President or her or his delegate with its recommendation following its review of the appeal. The President or his or her delegate will render a written decision on the appeal within 30 calendar days from receipt of the appeal.

• The President has the authority to make the final decision on any appeal. The President may, at his or her sole discretion, deny automatically any appeals without appointing an appeal committee to review the appeal.

General Student Complaint Procedure

If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion with the person most knowledgeable of the issues involved or with immediate decision-making responsibility. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID# and discuss the steps you have taken to remedy the situation.

The Art Institute of Dallas and the Art Institute of Fort Worth staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or the Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue. If you are not satisfied with the results, you may file an appeal with the President’s Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will be notified of the appeal within thirty calendar days from the date the appeal is received.

If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

N.C. Community Colleges System, 200 W. Jones St., Raleigh, NC 27603-1337 (telephone: 919.733.7051) or you may contact:

Accrediting Council for Independent Colleges and Schools, 750 First St, NE, Suite 980, Washington, DC 20002-4241 (telephone: 202.336.6780) or you may contact:

The University of North Carolina Board of Governors, 910 Raleigh Rd, Chapel Hill, NC 27515 (telephone: 919.962.4558)

Please refer to the school’s Arbitration Policy for additional information regarding disputes or claims.

Arbitration

Every student and The Art Institute of Dallas and the Art Institute of Fort Worth agrees that any dispute or claim between the student and The Art Institute of Dallas and the Art Institute of Fort Worth (or any company affiliated with The Art Institute of Dallas and the Art Institute of Fort Worth, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student’s enrollment or attendance at The Art Institute of Dallas and the Art Institute of Fort Worth whether such dispute arises before, during, or after the student’s attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student’s or The Art Institute of Dallas and the Art Institute of Fort Worth’s election, submitted to arbitration by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student’s right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student may select either, JAMS or the National Arbitration Forum (“NAF”) to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute of Dallas and the Art Institute of Fort Worth intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with The Art Institute of Dallas and the Art Institute of Fort Worth and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20-day period, The Art Institute of Dallas and the Art Institute of Fort Worth will select one.

The Art Institute of Dallas and the Art Institute of Fort Worth agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student’s claim exceeds the relevant jurisdictional threshold The Art Institute of Dallas and the Art Institute of Fort Worth reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR THE ART INSTITUTE OF DALLAS AND THE ART INSTITUTE OF FORT WORTH CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATION AGREEMENT). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS...
A REPRESENTATIVE OR MEMBER OF ANY
CLASS OF CLAIMANTS PERTAINING TO ANY
CLAIM SUBJECT TO ARBITRATION. THE AR-}
BITRATOR’S DECISION WILL BE FINAL AND
BINDING. OTHER RIGHTS THAT A STUDENT
OR THE ART INSTITUTE OF DALLAS AND THE
ART INSTITUTE OF FORT WORTH WOULD
HAVE IN COURT ALSO MAY NOT BE AVAIL-
ABLE IN ARBITRATION.

The arbitrator shall have no authority to arbi-
trate claims on a class action basis, and claims
brought by or against a student may not be
joined or consolidated with claims brought by or
against any other person. Any arbitration hearing
shall take place in the federal judicial district in
which the student resides. Upon a student’s writ-
ten request, The Art Institute of Dallas and the
Art Institute of Fort Worth will pay the filing fees
charged by the arbitration administrator, up to
a maximum of $3,500 per claim. Each party will
bear the expense of its own attorneys, experts
and witnesses, regardless of which party pre-
vails under the rules and laws of the state in
which the arbitration is held. A claimant may not
recover any of those fees from the other party. If
the arbitrator determines that any claim or defense is
frivolous or wrongfully intended to oppress the
other party, the arbitrator may award sanctions
in the form of fees and expenses reasonably in-
curred by the other party (including arbitration ad-
ministration fees, arbitrators’ fees, and attorney,
extert and witness fees), to the extent such fees and
expenses could be imposed under Rule 11 of the

The Federal Arbitration Act (FAA), 9 U.S.C.
§§ 1, et seq., shall govern this arbitration provi-
sion. This arbitration provision shall survive the
termination of a student’s relationship with The
Art Institute of Dallas and the Art Institute of
Fort Worth. If a student has a question about the
arbitration administrator mentioned above, the
student can contact them as follows: JAMS,
45 Broadway, 28th Floor, New York, NY, 10006,
jamsadr.com, 8003525287; National Arbitration
Forum, PO Box 9191, Minneapolis, MN, 55405,
www.arbforum.com, 800-474-2371.

Technology Use Policy
The Art Institute of Dallas and Art Institute of
Fort Worth provides students with a variety of
electronic resources including access to the In-
ternet. The primary purpose of providing such
resources is to support the educational goals of
The Art Institute of Dallas and Art Institute of
Fort Worth; other uses are secondary. By using
electronic resources provided by The Art Insti-
tute of Dallas and Art Institute of Fort Worth,
the student accepts personal responsibility for
appropriate use and agrees to comply with this
policy, all other applicable The Art Institute of
Dallas and Art Institute of Fort Worth policies,
and all applicable laws. The Art Institute of Dal-
las and Art Institute of Fort Worth reserves the
right to change its policies including this policy.
The electronic mail system and all communi-
cations and information sent by, received from
or stored on The Art Institute of Dallas and
Art Institute of Fort Worth systems are, and re-
maintain, the property of The Art Institute of Dal-
las and Art Institute of Fort Worth. Electronic
communications and information are not the
private property of students; students should not
have any expectation of privacy or confi-
dentiality regarding messages sent, received,
and stored on The Art Institute of Dallas and Art
Institute of Fort Worth’s systems. Failure to
comply with the following rules for acceptable
use of electronic resources is a violation of the
technology-use policy and may subject a per-
son to disciplinary action, up to and including
expulsion from The Art Institute of Dallas and
Art Institute of Fort Worth. The Art Institute of
Dallas and Art Institute of Fort Worth reserves the
right to suspend access to electronic re-
sources immediately for violations of this poli-
cy or for any other reason deemed necessary
by The Art Institute of Dallas and Art Institute of
Fort Worth. Access to these resources is a
privilege, not an entitlement. The Art Institute of
Dallas and Art Institute of Fort Worth also re-
serves the right to access and monitor all use
and contents of its electronic resources at any
time, in its sole discretion, and without further
notice to users. Therefore, students should not
communicate or store personal or private
information on any The Art Institute of Dallas
and Art Institute of Fort Worth system. No one
can use The Art Institute of Dallas and Art
Institute of Fort Worth’s electronic resources
for unlawful activities, for personal monetary
gain, or for business or commercial purposes.
The following activities, without limitation, are
specifically prohibited. Individual departments
may impose additional prohibitions or restric-
tions as deemed appropriate by department
management.

• The display or transmission of sexually
explicit or otherwise offensive images or
communications, or the use of language
that harasses or disparages another per-
son on the basis of sex, race, color, age,
national origin, ethnicity, religion, disabil-
ity, or sexual orientation

• The use of electronic resources to harass,
imitate, or defame others, or to inter-
fere with the ability of others to work or
study

• Sending, receiving, or downloading cop-
ies of documents, pirated music files or
other materials in violation of copyright
laws

• Sending chain letters or similar communi-
cations

• Solicitations, other than for The Art In-
stitute of Dallas and Art Institute of Fort
Worth approved activities

• Day trading or any personal investment
management

• Sending electronic mail communica-
tion so that it appears to be from some-
one else

• Attempting unauthorized access to elec-
tronic resources or attempting to inter-
cept or access any electronic mail trans-
misions without authorization

• Any use of electronic systems that
threaten the integrity of The Art Institute
of Dallas and Art Institute of Fort Worth's
system or the privacy or safety of others

• Using The Art Institute of Dallas and Art
Institute of Fort Worth’s electronic re-
sources to gain unauthorized access to
computing systems of other organiza-
tions or individuals. The Art Institute of
Dallas and Art Institute of Fort Worth does
not guarantee the privacy or security of
email or users’ files or the anonymity of
any user. Individuals are responsible for
the use of their accounts and must take
reasonable precautions including pass-
word maintenance and file protections to
prevent unauthorized use of accounts. Us-
ers may not use, access, alter, or copy the
accounts, passwords, directories, files,
programs, or the intellectual property of
any other user without that person’s con-
sent. Questions or concerns about the ap-
propriateness of specific uses of The Art
Institute of Dallas and Art Institute of Fort
Worth’s communications technology may
be directed to the Dean of Academic Af-
fairs. Individuals should promptly report to
the Dean any known or suspected uses
prohibited by this policy.

Equipment Check-Out
Equipment provided for student check-out is
subject to use restrictions set forth by The
Art Institute of Dallas and Art Institute of Fort
Worth. Failure to comply with campus check-
out policies may result in a fine and/or loss of
privileges.

Crime Awareness and
Campus Security
The Art Institute of Dallas and Art Institute of
Fort Worth are committed to the safety and security
of all of its employees and students and adheres
to the requirements of the Federal Jeanne Clery
Disclosure of Campus Security Policy and Campus
Crime Statistics Act. Questions about crime aware-
ness or campus security should be addressed to
the Dean of Student Affairs at The Art Institute of
Dallas and Art Institute of Fort Worth. The full copy
of the report can be found in the office of the Dean
of Student Affairs and is distributed to all faculty,
staff, and students on an annual basis.

Firearm Policy
Firearms, including concealed weapons, are not
permitted on The Art Institute premises and/or
at Art Institute events, except that sworn members
of a law enforcement agency acting in performance
of their duties and/or employees of a licensed armored
vehicle service providing contracted
services to The Art Institute or to Art Insti-
tute vendors and contractors (where approved by
The Art Institute) may carry weapons. Firearm
are not permitted in any vehicle while the vehicle
is parked on Art Institute property, whether said
property is owned or leased by The Art Institute
or provided to The Art Institute for its use, except
where otherwise required by law. Any employee
or student who becomes aware of a violation
of this policy should immediately notify Human
Resources, the President or a member of man-
agement or a member of school staff. Violation
of this policy is considered a serious offense that
dangers the safety of anyone on The Art Insti-
tute premises. Any person violating this policy
may be required to leave The Art Institute prem-
ises. Students violating this policy are subject to
suspension or dismissal from school.
South University Academic Affairs

Policy Requirements for a Second Undergraduate Degree Policy

Students may earn a second associate’s degree by fulfilling all of the degree requirements for both degrees including all general education and program requirements. Meeting the requirements for the second associate’s degree includes earning a minimum of 24 quarter hours beyond those required for the first degree, with a minimum of 116 quarter hours total earned for both associate’s degrees. Students are subject to the satisfactory academic progress, graduation requirements, and all other academic policies and procedures of the first associate’s degree until those requirements for the first degree are complete. Once the first associate’s degree is complete, students are subject to the satisfactory academic progress, graduation requirements, and all other academic policies and procedures of the second associate degree until those requirements for the second degree are complete.

Students must declare their intent to seek a second associate’s degree in writing to the registrar and the program director so that they may be properly advised as to the requirements for both associate’s degree programs. Once the requirements for each associate’s degree are successfully completed, the student’s transcript will show the degree’s completion and a diploma will be issued for the degree. Note that South University does not allow double associate’s degree majors.

Students may earn a second specialization or concentration within a degree program by completing the courses required for both specializations or concentrations. However, completion of the courses required for a second specialization or concentration within a degree program does not satisfy the requirements for a second degree.

Transcripted and Non-transcripted Work

Credit for Transcripted and Non-transcripted Work

Acceptance of Transcripted (Transfer) Credit

Credit for undergraduate transfer work will be considered if the potential course meets all of the following conditions:

- The course was taken at an acceptable accredited collegiate institution.
- The course carries a grade of “C” or better.
- A grade of “C-” from colleges that award plus and minus grades is not transferable.
- The course is directly equivalent to a course required by the South University program in which the student is enrolled.

The award of transfer credit may also be considered in the following cases:

- In an area requirement that a South University program does not specify a particular course, a student may submit for transfer of credit consideration a course not offered by South University but directly related in its content to the area requirement.
- For example, if a South University program allows a student to select coursework from an approved list of Arts and Humanities courses to fulfill the Arts and humanities requirement within General Education, a student may submit for transfer of credit consideration an Arts and Humanities course not offered by South University.
- In all cases, the course submitted must also be taken at an acceptable accredited collegiate institution and carry a grade of “C” or better in order to be considered for transfer of credit.

For a specific course requirement in a South University program, a student may submit for transfer of credit consideration a course that directly relates to the course requirement but at a higher content and course level than the specific course requirement.

All coursework will be evaluated for its current relevance and may not transfer if the material in the coursework is deemed to be significantly noncurrent in the subject area. Individual Colleges/Schools and/or programs within South University may place limits on the age of courses eligible for transfer of credit.

In the case of courses evaluated for General Education transfer credit, the submitted courses must meet the criteria established by the Commission on Colleges of the Southern Association of Colleges and Schools for General Education credit (as stated in the current Principles of Accreditation dated 2.10.10). The course must also be specifically classified as General Education (i.e., a survey or introductory course) at the transferring institution to be considered for General Education transfer credit.

Transfer credit will not be given by South University for developmental courses such as basic Mathematics or basic English. Transfer of credit will not be given for English as a Second Language (ESL) coursework. If both a separate laboratory course and the related lecture/didactic course are evaluated for transfer of credit, credit will only be considered for the separate laboratory course if the related lecture/didactic course also received a grade of “C” or better. Students should consult with the Registrar about questions related to acceptance of transfer credit. Credits earned at an accredited technical college may not transfer unless the credit earned is equivalent to courses offered in degree programs including the associate’s degree.

Acceptance of credits earned at other institutions is for any reason deficient or unsatisfactory. The judgment of the University on this question shall be final. The University reserves the right to disallow transfer credit for courses if the student’s subsequent grades in required courses in the same subject fall below average.

Credits Earned at a South University Campus

Credits earned at any South University campus will be accepted at all campuses except as mentioned herein. If accepted, these credits will not be considered transfer credit; they will be included as credits earned at South University. If a campus should close a program in any state, students in good standing will be accepted at any South University campus having the same or a similar authorized degree program. The credits earned in the students’ original degree program will be applied to the degree program at the new location.

Acceptance of Non-transcripted Credit

South University offers students an opportunity to obtain course credit in areas of competency through several non-transcripted means, including AP Examinations, university-administered proficiency examinations, education training, and military experience and training. South University does not award credit for life experience. Acceptance of credits earned at other institutions, through examination, and/or other means described in this catalog is limited to 80% of the total hours required for an undergraduate degree. No more than half the major area course requirements can be earned through transfer credit, through examination, and/or other means described in this catalog. Note that programmatic accreditation and/or specific state requirements may alter these percentages.

Credit by Examination

Students can attempt to earn credit by examination for a course only once and must score an 85 or better to receive credit. Students scoring below an 85 must take the course challenged as required in the curriculum. Students attempting to exempt keyboarding courses must score a B or better on all sections of the examination to earn credit.) Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student’s grade point average. Students may not earn more than 75% of their total credits and 50% of their major credits through credit by examination, transfer credit, or a combination thereof.

Acceptance of Graduate Transfer Credit

Transfer credit may be allowed in some graduate or post baccalaureate degree programs at the discretion of the College/School Dean or Department Chair. However, the majority of credits toward any graduate or post baccalaureate degree program must be earned at South University.

The University reserves the right to reject any or all undergraduate or graduate credits from other institutions, regardless of their accreditation, when the student’s subsequent grades in required courses in the same subject fall below average.

Credits Earning at a South University Campus

Credits earned at any South University campus will be accepted at all campuses except as mentioned herein. If accepted, these credits will not be considered transfer credit; they will be included as credits earned at South University. If a campus should close a program in any state, students in good standing will be accepted at any South University campus having the same or a similar organized degree program. The credits earned in the students’ original degree program will be applied to the degree program at the new location.

College Board Advanced Placement (AP) Examinations

South University supports the College Board’s Advanced Placement Program, which allows high school students the opportunity to pursue college-level courses in their own schools and to be taught the material by their own teachers. Upon completion of the AP courses, students take the appropriate AP test to determine their level of
achievement. For college credit to be awarded, a student must have official score reports from the College Board sent directly to the Office of Registrar at South University.

Since there is major overlap in course content between the two English AP exams, the awarding of AP credit in English will be treated separately from that of other disciplines as follows:

1. If a student receives a score of “3” or “4” on either English AP exam, credit will be awarded for ENG1001 Composition I (four credit hours).
2. If a student receives a score of “3” or “4” on both English AP exams, or a “3” on one and a “4” on the other, credit will be awarded for ENG1001 Composition I and ENG1002 Composition II (Literature eight credit hours).
3. If a student receives a score of “5” on either or on both English AP exams, credit will be awarded for ENG1001 Composition I and ENG1002 Composition II (Literature eight credit hours).

For additional information concerning the awarding of AP credit, contact the Registrar at the appropriate campus.

Credit by Examination
CLEP and DANTES certification exams can be submitted for evaluation for course credit. The guidelines for awarding credit are available from the Registrar at the appropriate campus. In general, no score less than 50 on the CLEP test will be considered for course credit.

If CLEP or DANTES examinations do not exist for the course, the Vice Chancellor for Academic Affairs, in consultation with the Dean of the College/School overseeing the course, is the final authority on whether or not a course may be exempted through the examination process. The Department Chair creates the examination to be used from previously administered final examinations in the course. To be eligible to earn credit the student must:
1. Submit a written request to his/her campus Dean of Academic Affairs and Operations or Director of Online Instruction.
2. Verify that s/he has not previously taken the course at South University.
3. Verify that s/he is not currently enrolled in the course at South University.
4. Pay the applicable examination fee (this does not apply to examinations to exempt the keyboarding or word processing course).

Students can attempt to earn credit by examination for a course only once and must score an 85 or better to receive credit. Students scoring below an 85 must take the course challenged as required in the curriculum. Students attempting to exempt keyboarding courses must score a B or better on all sections of the examination to earn credit. Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student’s grade point average. Students may not earn more than 75% of their total credits and 50% of their major credits through credit by examination, transfer credit, or a combination thereof.

Credit by Education Training
College credit may also be awarded for education training completed through business and industry, the armed services, or government organizations. South University is guided by the principles and recommendations of the American Council on Education (ACE) guidelines for awarding credit to exempted through the examination process. The final determination on whether or not a course may be considered for course credit.

University Credit for Military Experience and Training
Students who wish to have their military experience and training evaluated for university credit should submit copies of appropriate forms to the appropriate campus Registrar at South University.

University Credit for Military Experience and Training
Students who wish to have their military experience and training evaluated for university credit should submit copies of appropriate forms to the appropriate campus Registrar at South University.

The University may also accept as transfer credit completion of formal military courses as recommended by the American Council on Education (ACE) when verified through official transcripts (Army/ACE registry Transcript System, Community College of the Air Force, Sailor/Marine/ACE Registry Transcript, Registry of Credit Recommendations, or National Registry for Training Programs). Additionally, credit may also be awarded through review of a student’s certified Department of Defense (DD) Form 214 (Armed forces of the United States Report of Transfer or Discharge) in conjunction with the ACE Handbook, Evaluation of Educational Experiences in the Armed Forces.

Credit will be applied to a degree program upon the approval of the Department Chair from which the degree is to be awarded.

Timing of Transcribed and Non-transcribed Credit Consideration and Acceptance
South University will accept transcripts for transcribed (transfer) and documentation of non-transcribed credit evaluation at most points during a student’s program of study, provided that limits placed on the total number of credits for the program and components of the program will not be exceeded. During a student’s first quarter enrolled at South University, all official transcripts must be received and evaluated for those courses related to establishing eligibility of admission. No courses will be evaluated for transferred (transfer) or non-transcribed credit during a student’s final quarter or within two courses for students in online programs prior to graduation.

Students are encouraged to submit all transcripts for transfer credit evaluation or documentation for non-transcribed credit as soon as possible upon admission to their program of study to enable accurate scheduling of coursework. Students are also strongly encouraged to discuss with their advisors or registrars the potential transferability of outside coursework being considered.

Transferability of Credits to Other Universities
South University is accredited by an accrediting agency recognized by the United States Department of Education. However the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. For this reason South University does not imply, promise, or guarantee that credits earned at South University will be accepted by another college or university.

Students planning to transfer to other colleges or universities are responsible for consulting with the registrar at those institutions as early as possible concerning the acceptance of credits earned at South University.

Definition of a Credit Hour
South University operations on a quarter system, with each quarter having approximately 10 to 12 weeks. Course credit is awarded on the basis of the number of hours spent in lecture and/or lab situations. One quarter credit hour is equivalent to at least 10 hours of lecture, 20 hours of lab work, 30 hours of externship or clinical practice, or a combination of these 3 equivalencies.

Credit Hour Conversions
Semester credit hours are converted to quarter credit hours by multiplying the number of semester credits by 3 and then dividing the result by 2. For example, a 3 semester credit hour course equals a 4.5 quarter credit hour course (3 semester hours multiplied by 3, with the result divided by 2) while a 2 semester credit hour course equals a 3 quarter credit hour course (2 semester hours multiplied by 3, with the result divided by 2). Credits will be rounded up or down as appropriate (i.e., 2.0 to 2.49 will be rounded down to 2 credit hours, 2.50 to 2.99 will be rounded up to 3 credit hours).

Prerequisite Coursework Policy
The determination of the suitability of particular required prerequisite coursework will be made by the program director in consultation with the Chair of the Department in which the program is based. Coursework will be deemed acceptable if it meets the following criteria:
1. Content and comparability relative to standard college/university coursework in the specific discipline of the required courses as determined by the program Director or designee.
2. Science courses must have been completed within 7 years prior to the date of matriculation.

Course work must be from an acceptable accredited collegiate institution that possesses either regional or national accreditation granted by an agency recognized by the U.S. Department of Education.

a. Course work from Non-U.S. institutions will be considered if the coursework is evaluated by an accredited agency that can provide a statement of equivalency between foreign coursework and standard college/university coursework, including grades (e.g. Educational Credential Evaluators, Inc.), and that is acceptable to South University.
Academic Affairs

Course work must be successfully completed for credit, with an appropriate grade greater than or equal to a C.

Student Course Load Policy

Course Load
To complete program requirements in a timely manner, most on-campus students choose to attend classes full-time and enroll in 4 quarters per year. Course load designations for on-campus students are as follows:

**Undergraduate**
- Half-Time: 6-8 credit hours.
- Three-Quarter Time: 9-11 credit hours.
- Full-Time: 12 or more credit hours.

**Graduate**
- Half-Time: 4 credit hours.
- Three-Quarter Time: 6 credit hours.
- Full-Time: 8 or more credit hours.

Students in online programs participate in a minimum of 30 weeks of instructional time, with a full-time status of 36 (undergraduate) or 32 (graduate) earned credits. All non-term students in online programs who remain continuously enrolled, including breaks of 29 consecutive calendar days or less, are classified as full-time.

Course Overloads
Students may wish to enroll in greater than the full-time number of courses in a particular quarter or academic year. Overloads will only be approved for students who exhibit outstanding academic performance.

On-campus students wishing to enroll in more than 16 credit hours (undergraduate) or more than 8 credit hours (graduate) must have the permission of their Program Director or the campus Dean of Academic Affairs and Operations to receive a course overload.

Students in online programs may wish to enroll in more than one course at a time. Online students may not take more than two courses at any one time. In all cases, online students cannot complete 36 credits in less than 30 weeks of instructional time. Online students must have the permission of their Academic Counselor or Program Director to receive a course overload.

Individual programs may designate the specific courses to be taken each quarter (thus specifying the total number of hours to be taken) or the specific course sequence to be scheduled. In such cases a student need not obtain permission for his/her enrollment unless s/he wishes to enroll in more than the designated number of quarter hours, enroll in a non-specified sequence of courses, or must deviate due to other circumstances.

Auditing Courses
A student wishing to audit a course without receiving credit must obtain permission from the campus academic affairs officer and complete and sign a class audit form before registering for the course. (Policy for some courses forbids auditing.) A student may not change from audit to credit status or from credit to audit status after the registration process has been completed. A grade designation of AU will be recorded on student transcripts for audited courses. The regular schedule of fees applies to auditors. Unauthorized auditing is prohibited. Online courses cannot be audited.

Grade Level Classification (On-Campus Programs)
Students are classified according to the number of credit hours earned toward completion of the program. Students with fewer than 36 credits are considered freshmen; with as many as 37 but fewer than 90, a sophomore; with as many as 91 but fewer than 126, a junior; and with 127 or more, a senior, as illustrated in the following table:


Grade Level Classification (Online Programs)
Undergraduate students are classified according to the number of credit hours earned toward completion of the program. Students with fewer than 36 credits are considered freshmen; with as many as 36 but fewer than 72, a sophomore; with as many as 73 but fewer than 108, a junior; and with 109 or more, a senior, as illustrated in the following table:


Undergraduate Academic Year (Online Programs)
- **Week:** 7 consecutive calendar days.
- **Course:** 5 weeks and 3 days of instructional time (some courses may be 11 weeks of instructional time).
- **Academic Year:** Minimum of 30 weeks of instructional time; 36 earned credits.
- **Full-Time Enrollment:** All non-term students in online programs who remain continuously enrolled, including breaks of 29 consecutive calendar days or less, are classified as full-time.
- **Instructional Week:** Defined as Monday 12:00 a.m. Mountain Time (MT) to 11:59 p.m. MT the following Sunday.

Graduate Academic Year (Online Programs)
- **Week:** 7 consecutive calendar days.
- **Course:** 5 weeks and 3 days of instructional time (some courses may be 11 weeks of instructional time).
- **Academic Year:** Minimum of 30 weeks of instructional time; 32 earned credits.
- **Full-Time Enrollment:** All non-term students in online programs who remain continuously enrolled, including breaks of 29 consecutive calendar days or less, are classified as full-time.
- **Instructional Week:** Defined as Monday 12:00 a.m. Mountain Time (MT) to 11:59 p.m. MT the following Sunday.

University Holidays
A South University course may begin, end, or include an official campus holiday. If such a holiday occurs, the class meeting would not occur on that date and course assignments due on that date would shift as follows:
- **The holiday occurs on the first day of the course term:** Assignments shift to the following day.
- **The holiday occurs during the course term:** Assignments shift to the following day.
- **The holiday occurs on the last day of the course term:** Assignments shift to the previous day.

Students in online programs follow the official Savannah campus holiday schedule. Individual on-campus programs may have specific policies as to effect of holidays on class meetings, course assignments, and program requirements.

Official Withdrawals from the Institution (On-campus Programs)
To withdraw officially from the institution, students must contact the office of the registrar to provide notification of their intention to withdraw. New students who withdraw from the institution prior to the end of the first week of class will have no attempted courses shown on their record. Students officially withdrawing prior to the end of the ninth week of the quarter will receive a grade of W. Students officially withdrawing after the ninth week of the quarter will receive a grade of WF.

Official Withdrawals from the Institution (Online Programs)
Students enrolled in online programs who wish to officially withdraw from school must contact their Academic Counselor. If a student officially withdraws before the 31st day of the 1st week of class, the student will receive a W grade (if after the 31st day of the class, a WF grade is assigned). Students who officially withdraw before the 8th day of an 11 week class will receive a W grade (if after the 8th day, a WF grade is assigned). New students who officially withdraw from the institution prior to the end of the first week of class will have no attempted courses shown on their record, their enrollment will be cancelled, and all tuition and related fees removed.

A student, who is out-of-attendance more than 29 consecutive calendar days, will be administratively withdrawn from the University.

Veterans in either on-ground or online programs should be aware that the Veterans Administration will not pay for a course that a student drops after the first week of class unless extreme circumstances justify course withdrawal. Veterans should consult their Financial Counselor before withdrawing from any class after the first week of the session. Students who are veterans should also contact the Veterans Administration before withdrawing from school.

Administrative Withdrawals (Online Programs)
A student who is out-of-attendance more than 29 consecutive calendar days will be administratively withdrawn from the University.

Dropping and Adding a Course
**Drop/Add**
Students may adjust their schedules without penalty by dropping and/or adding courses during the first week of classes. Specific dates are
reflected on the academic calendar or can be obtained through the Registrar's office. Students are encouraged to consult the professor and/or department chair before dropping any course. All schedule revisions must be made through the registrar's office, where an official Drop/Add Form must be completed. Students should consult with financial aid to ascertain implications of schedule changes. Courses cannot be added after the late registration period indicated on the University calendar.

Dropping Courses
Courses that are dropped after the Drop/Add period but prior to the end of the ninth week of the quarter, or equivalent percentage, will result in a grade of "W".

Courses that are dropped after the Drop/Add period but prior to the end of the ninth week of the quarter, Week 4.5 or 31st day of 5.5 week terms, (Online terms and mid-semester terms on ground), or equivalent percentage will also result in a grade of "W". Courses dropped after this point will result in the grade of a "WF".

Drop/Add (Online Programs)
To add or drop from a course, students must contact their Academic Counselor. Students who officially drop from a course during the add/drop period will have that course removed from their academic transcripts.

Add/Drop period:
- 5 1/2 week course: Days 1, 2, and 3 of the course.
- 11 week course: Days 1, 2, and 3 of the course.

Students wishing to add a course to their schedule should contact their Academic Counselor. Students may not be added to a current course after the defined add/drop period. However, students may add a course that begins in a future session.

Students who officially drop or are administratively dropped from a course after the add/drop period and before the 31st day of 5.5 week will receive a W grade. Students who officially drop or are administratively dropped from an 11 week course after the add/drop period and before the 58th day of an 11 week class will receive a W grade. Students who officially drop after the 58th day of an 11 week class will receive a WF grade.

Students should consult with their Financial Counselor to determine the implications of adding or dropping a course.

Change of Program
Students will be allowed one change of program. Changing from a day program to a bachelor's program in an evening program of the same major is not considered a change in major. Changing from a day program to an evening program of the same major is not considered a change in major. Students will be allowed one change of program.

Change of Program
Students who change programs and students who change session times within the same program must sign a new program enrollment form, which must be filed in the student's academic file.

Students in online programs must contact their Academic Counselor to change their major.

A course required in a student's initial program that is not required in the student's subsequent program must be approved by the Academic Counselor before changing their major.

Associate's and Bachelor's Degrees Graduation Requirements
To receive an associate's or bachelor's degree or certificate, a student must satisfy these four requirements:

1. The student normally must complete the course requirements described in the catalog in effect when the student enrolled. However, academic programs are subject to change at the discretion of the institution. Students who leave the University longer than one calendar year will be required to meet catalog requirements in effect at the time of their return. Students may request department chair/coordinator approval for a course substitution or waiver. The registrar or dean of academic affairs must approve deviation from any program requirements.

2. The student must receive a cumulative grade point average of 2.0 or higher in all courses in the student's major (i.e., those described in Area III in the University's Academic Catalog).

3. The student must have a cumulative grade point average of 2.0 or higher for all course work taken at the University. Students in the bachelor's PA program must have a cumulative grade point average of 2.50. To graduate with the baccalaureate nursing degree, the student must have a cumulative grade point average of 2.0 or higher for all nursing prerequisite course work taken at the University, a cumulative grade point average of 2.5 or higher for all didactic course work in the nursing program, and a passing grade in all lab or practice courses.

4. The student must abide by all University rules and regulations and settle any financial obligations to the University prior to graduation. Students in the baccalaureate degree nursing program must be able to meet the physical and mental demands per the statutory requirements of the State of Florida.

5. Students in online programs will have their graduation date and degree conferred as the last day of the course in which all program requirements were completed.

Grade Reporting and Challenges
Grade reports are made available to students at the end of each class. Students in online programs may request a grade report four days after the completion of each course from the Student Support center at studentsupport@outofuniversity.edu.

Any student wishing to challenge a final course grade must first discuss the grade with the faculty member of the course in question within 14 consecutive calendar days of the end of final week for on ground courses and within 14 consecutive calendar days of the end of the online session in writing. Challenges after that time will not be permitted, and the grade recorded on the official grade sheets will prevail. If the appeal is not resolved to the student's satisfaction by the faculty member it must be appealed to the Department Chair/Program Director (whomever is located on the student's campus) and then the Dean of Academic Affairs and Operations on that campus. If still not resolved to the student's satisfaction the student must appeal to the Dean of the College offering the course.

Students in online programs who have an appeal not resolved to the student's satisfaction by the faculty member should contact their Academic Counselor to complete an appeal form that will be forwarded to the Director of Online Instruction. If still not resolved to the student's satisfaction the student must appeal to the Dean of the College/School offering the course, through the Director of Online Instruction.

Incomplete Policy
Incompletes are given at the discretion of the faculty member to any student who does not complete the course requirements. To receive an incomplete, the student must complete at least one-half of the course requirements; then, it is the student's responsibility to complete the remainder of the required course work.

Incomplete grades must be cleared within 14 consecutive calendar days of the end of session (unless special approval is received from the Vice Chancellor for Academic Affairs, Campus Dean of Academic Affairs and Operations, or College/School Dean) or the incomplete will be changed to the grade earned. The final grade for the course will be designated on the transcript by the appropriate letter grade.

University Attendance Policy
South University maintains an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, and examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and lectured upon in class or laboratory, as well as for mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in the class.

Academic Affairs
For online classes beginning on a Monday, the attendance week is defined as beginning on Monday at 12:00 a.m. Mountain Time (MT) to 11:59 p.m. MT the following Sunday. The last week of a 5 ½ week class begins on Monday at 12:00 a.m. MT and ends on the following Wednesday at 11:59 p.m. MT. For online classes beginning on Thursday, the attendance week is defined as beginning on Thursday at 12:00 am MT to 11:59 p.m. MT the following Wednesday. The last week of a 5 ½ week class begins on Thursday at 12:00 a.m. MT and ends on the following Saturday at 11:59 p.m. MT.

Grading System

<table>
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<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Interpretation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Interpretation: Excellent</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Interpretation: Above Average</td>
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</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Interpretation: Minimum Passing</td>
<td></td>
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<tr>
<td>D</td>
<td>1.0</td>
<td>Interpretation: Failure</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Interpretation: Withdraw/Failure</td>
<td></td>
</tr>
</tbody>
</table>

Calculation of Grade Point Average

The cumulative grade point average (CGPA) is determined by dividing the total number of quality points, calculated by multiplying the numeric equivalents of course grades (e.g., A=4.0) by the number of credit hours assigned to each course (e.g., 4 credit hours x 4.0), by the total number of credit hours attempted. Transfer credits, course exemptions, and non-punitive grades will not be used in determining grade point average.

The following symbols are used on grade reports, but are not used in the determination of a student’s grade point average:

- **EX**: Course exempted
- **PR**: Course credit earned through credit by examination
- **TR**: Course credit earned through transfer
- **P**: Pass
- **AU**: Audit
- **W**: Withdrawal, no grade penalty
- **WP**: Interpretation: Withdraw/Failing
- **WX**: Registered, never attended

Incompletes are given at the discretion of the faculty member to any student who does not complete the course requirements. To receive an incomplete the student must have completed at least one-half (50 percent) of the course requirements. If the incomplete is granted, it is the student’s responsibility to complete the remainder of the required course work.

Incomplete grades must be cleared within 14 consecutive calendar days of the end of session (unless special approval is received from the Vice Chancellor for Academic Affairs, Campus Dean of Academic Affairs and Operations, or College/School Dean) or the incomplete will be changed to the grade earned. The final grade for the course will be designated on the transcript by the appropriate letter grade.

Repeating Courses

Students may repeat course work to meet academic requirements. Only three failed attempts will be allowed for any course at South University. The last grade received replaces any previous course grades in the calculation of the cumulative grade point average for graduation unless the last grade is one of the following: W, WR, AU. When one of these is the last grade, the previous grade continues to be used in the GPA calculation. However, the cumulative grade point average for the calculation of honors at graduation will include all grades earned at South University. Students who are veterans can only receive veteran benefits when repeating courses for which failing grades were earned.

Grade Reporting and Challenges

Grade reports are made available to students at the end of each term. Fully online students may request a grade report from the Student Support center at studentsupport@southuniversity.edu. Any student wishing to challenge a final course grade must first discuss the grade with the instructor of the course in question within fourteen days of the end of final week for on ground courses and within fourteen days of the end of the online session in writing. Challenges after that time will not be permitted, and the grade recorded on the official grade sheets will prevail. If the appeal is not resolved to the student’s satisfaction by the instructor it must be appealed to the department chair / program director (whomever is located on the student’s campus) and then the Dean of Academic Affairs on that campus. If still not resolved to the student’s satisfaction the student must appeal to the Dean of the College offering the course.

University Examinations/ Culture of Assessment

South University seeks to provide an optimal learning experience for each of its students. To provide evidence of learning achievement in the classroom, students are required to participate in university level assessment activities (i.e., Educational Testing Service Proficiency Profile, Standardized Assessment of Information Literacy Skills, course embedded assessment and portfolios) on an ongoing basis throughout their academic studies. Current university level assessment activities are focused on general education learning outcomes (skills in the areas of mathematics, communications, critical thinking,
The policy of academic performance at South University honors students with academic success. Academic honors are awarded to students who demonstrate outstanding academic achievement. These honors reflect students’ success in their academic programs.

### I. Criteria for Honor Designations

- **Cum Laude**: Undergraduate degree program students graduating with a grade point average of 3.70 through 3.89 will be graduated magna cum laude.
- **Magna Cum Laude**: Undergraduate degree program students graduating with a grade point average of 3.90 through 4.00 will be graduated summa cum laude.

### II. Minimum Standards for Academic Performance

- **Academic/Financial Aid Progress**: Students must maintain a cumulative grade point average (CGPA) of 3.0 or above.
- **Non-Developmental Courses**: Only work taken at South University will be considered in computing credit hours.

### III. Minimum Standards for Graduation

- Undergraduate students: 120 credit hours.
- Graduate students: 180 credit hours.

### IV. Procedures for Failing to Meet Minimum Standards

- **Academic Probation**: Undergraduate students with a grade point average below 3.0 or students with lower grades may be placed on academic probation.
- **Financial Aid Probation**: Students failing to maintain the minimum CGPA may be placed on financial aid probation.

### V. Procedures for Appealing Academic/Financial Aid Probation

- Appeals may be made in writing to the Academic Affairs office.

### VI. Explanations of Related Issues

- The academic program provides academic/financial aid warning and reconsideration procedures.

### Academic Affairs

- **Honors during a Student’s Academic Program**: Honors are awarded to students who meet the minimum academic requirements.
- **Honors at Graduation**: Honors are based on the student’s academic record.

### Graduation Honors

- **Summa Cum Laude**: For students with a grade point average greater than or equal to 4.00.
- **Magna Cum Laude**: For students with a grade point average greater than or equal to 3.70 but less than 4.00.
- **Cum Laude**: For students with a grade point average greater than or equal to 3.50 but less than 3.70.

### Undergraduate Honors

- **Cum Laude**: Undergraduate degree program students graduating with a grade point average of 3.70 through 3.89 will be graduated magna cum laude.
- **Magna Cum Laude**: Undergraduate degree program students graduating with a grade point average of 3.90 through 4.00 will be graduated summa cum laude.

### Satisfactory Academic Progress Policy

- **Cum Laude**: Undergraduate students with a grade point average greater than or equal to 3.70.
- **Magna Cum Laude**: Undergraduate students with a grade point average greater than or equal to 3.90.
- **Cum Laude**: Undergraduate students with a grade point average greater than or equal to 3.50.

### Summary

- A student must demonstrate academic/financial aid progress by successfully completing courses attempted. Completing courses with “C” or better grades indicates academic progress. Poor performance such as receiving “D” or lower, withdrawing from a course, and/or being dismissed from a course may put students at risk. Poor performance may lead to an academic/financial aid warning and/or academic dismissal from the University. It is very important that students attend all registered courses and complete them successfully.

- The following criteria are used to determine whether or not a student is making academic/financial aid progress, where a student must be able to:
  - Maintain a minimum acceptable cumulative grade point average (CGPA);
  - Achieve the minimum incremental completion rate (ICR); and
  - Complete the program within a maximum allowable timeframe (MTF).

- Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in academic dismissal from the University, a student may appeal the dismissal. If the appeal is denied, the student will be academically dismissed from the University.

- Periods of attendance when a student does not receive financial aid are included in determining academic/financial aid progress. Periods of non-attendance are not included in determining academic/financial aid progress. While the terms Academic Warning/Financial Aid Warning and Academic Probation/Financial Aid Probation are used, the status applies to all students whether receiving financial aid or not.

After attempting the total number of credit hours specified, the grade point average for a student’s most recently attempted 18 credit hours are evaluated for the grade point average levels as specified for the President’s or Dean’s List. The academic/financial aid progress is evaluated during a student’s academic program for undergraduate students only. Complete students only and after successful completion of their academic program. Only courses taken at South University will be considered in evaluating and computing honors.

For undergraduate students in online programs, the President’s and Dean’s Lists are published quarterly. To be eligible for the President’s List, a student must complete a minimum of 12 credit hours (non developmental courses) during the quarter and earn the appropriate grade point average specified above. To be eligible for the Dean’s List, a student must complete a minimum of 12 credit hours (non developmental courses) during the quarter and earn the appropriate grade point average specified above.

For undergraduate students in online programs, eligibility for the President’s or Dean’s List is considered after attempting the applicable credit hours at the following evaluation points:

- 18 to 35 credit hours
- 36 to 53 credit hours
- 54 to 71 credit hours
- 72 to 89 credit hours
- 90 to 107 credit hours
- 108 to 120 credit hours
- 126 to 143 credit hours
- 144 to 161 credit hours
- 162 to 179 credit hours

- After attempting the total number of credit hours specified, the grade point average for a student’s most recently attempted 18 credit hours are evaluated for the grade point average levels as specified for the President’s or Dean’s List. The student is only evaluated once for periodic outstanding academic achievement at each evaluation point.
Academic Affairs

For students in graduate programs, honors at graduation include:

- Honors: Graduate degree students graduating with a cumulative grade point average of 3.75 through 3.89 will be graduated with Honors.
- High Honors: Graduate degree students graduating with a cumulative grade point average of 3.90 through 4.00 will graduate with High Honors.

II. Minimum Standards for Undergraduate Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards

To maintain academic progress, each undergraduate student must meet the required minimum standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Students in on-campus programs who start or re-enter at mid-quarter will have that mid-quarter count as an entire quarter for satisfactory academic/financial aid purposes.

The following evaluation points and minimum standards are used to assess each undergraduate student's academic performance. The evaluation points are at every quarter (for students in on-campus programs) or at the successful conclusion of every payment period (for students in online programs):

- After attempting his/her first quarter (for on-campus students) or first payment period (for online students), a student must achieve a CGPA of 1.25 and an ICR of 33.33%. A student not achieving these minimum standards of satisfactory academic progress (SAP) will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.
- After attempting his/her second quarter (for on-campus students) or second payment period (for online students), a student must achieve a CGPA of 1.50 and an ICR of 50%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP, his/her academic performance will be denied from the University.
- After attempting his/her third quarter (for on-campus students) or third payment period (for online students), a student must achieve a CGPA of 1.75 and an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP, his/her academic performance will be denied from the University.
- After attempting his/her fourth quarter (for on-campus students) or fourth payment period (for online students), a student must achieve a CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP, his/her academic performance will be denied from the University.

NOTE: If a student is on academic warning/financial aid warning for failing to meet the ICR requirement, it will be very difficult for him/her to meet the ICR standard of 66.67%. In some cases, the student may have to successfully complete all the courses attempted. A student should consult with his/her academic advisor or academic counselor on the exact requirements.

- After attempting each subsequent quarter (for on-campus students) or subsequent payment period (for online students), a student must achieve a CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, his/her academic performance will be denied from the University.

- After attempting each subsequent quarter (for on-campus students) or subsequent payment period (for online students), a student must achieve a CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, his/her academic performance will be denied from the University.

A student in an undergraduate course (including the developmental courses of ENG0099 and MAT0099) must successfully complete the course after three attempts or the student will be academically dismissed from the University.

Students in on-campus programs who start or re-enter at mid-quarter will have that mid-quarter count as an entire quarter for satisfactory academic/financial aid purposes.

a. All Graduate Programs (Except for the Master of Medical Science in Anesthesia Sciences, Master of Science in Physician Assistant Studies, and Doctor of Pharmacy Programs)

For all graduate students (except for those graduate students in the Master of Medical Science in Anesthesia Sciences, Master of Science in Physician Assistant Studies, and Doctor of Pharmacy programs described in b., c., and d., below), the following evaluation points and minimum standards are used to assess each student’s academic performance. The evaluation points are at every quarter (for students in on-campus programs) or at the successful conclusion of every payment period (for students in online programs):

- After attempting his/her first quarter (for on-campus students) or first payment period (for online students), a student must achieve a CGPA of 1.50 and an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP, his/her academic performance will be denied from the University.
- After attempting his/her second quarter (for on-campus students) or second payment period (for online students), a student must achieve a CGPA of 1.50 and an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP, his/her academic performance will be denied from the University.
- After attempting his/her third quarter (for on-campus students) or third payment period (for online students), a student must achieve a CGPA of 1.75 and an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP, his/her academic performance will be denied from the University.
- After attempting his/her fourth quarter (for on-campus students) or fourth payment period (for online students), a student must achieve a CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP, his/her academic performance will be denied from the University.

An undergraduate student may only be placed on academic warning/financial aid warning one time during his/her academic program. If a student is placed on academic warning/financial aid warning, successfully achieves the required CGPA and ICR standards at the end of the next evaluation quarter or payment period (i.e., comes off academic warning/financial aid warning), and subsequently does not achieve the required CGPA or ICR standards at the end of any subsequent evaluation quarter or payment period, the student will be dismissed from the University.

An undergraduate student may be academically dismissed for academic/financial aid reasons without a previous academic warning/financial aid warning. Students will be notified in writing if they are dismissed from the University.

III. Minimum Standards for Graduate Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards

To maintain academic progress, each graduate student must meet the required minimum standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Students in on-campus programs who start or re-enter at mid-quarter will have that mid-quarter count as an entire quarter for satisfactory academic/financial aid purposes.
warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter of academic warning/financial aid warning, s/he will be academically dismissed from the University.

NOTE: If a student in the Master of Science in Anesthesia Sciences program is on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter of academic warning/financial aid warning, s/he will be academically dismissed from the University.

For graduate students in the Master of Medical Science in Physician Assistant Studies program, the following evaluation points and minimum standards are used to assess each student’s academic performance:

- After attempting his/her first quarter, a student in the Master of Medical Science in Physician Assistant Studies program must achieve a CGPA of 2.00, achieve an academic quarter GPA of 2.00, not receive a final grade of “F” for any course taken during the current quarter, achieve satisfactory clinical performance, and receive an ICR of 50.00%. A student not achieving these minimum standards of satisfactory academic progress (SAP) will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.

- After attempting his/her second quarter, a student in the Master of Medical Science in Physician Assistant Studies program must achieve a CGPA of 2.50 and an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.

- After attempting each subsequent quarter, a student in the Master of Medical Science in Physician Assistant Studies program must achieve a CGPA of 2.50 and an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.

For graduate students in the Master of Science in Anesthesia Sciences program, the following evaluation points and minimum standards are used to assess each student’s academic performance:

- After attempting his/her first quarter, a student in the Master of Science in Anesthesia Sciences program must achieve a CGPA of 2.00, achieve an academic quarter GPA of 2.00, not receive a final grade of “F” for any course taken during the current quarter, not receive a final grade of “D” for any two courses taken during the quarter, not receive a final grade of “F” for any course taken during the quarter, achieve satisfactory clinical performance, and receive an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter of academic warning/financial aid warning, s/he will be academically dismissed from the University.

- After attempting each subsequent quarter, a student in the Master of Science in Anesthesia Sciences program must achieve a CGPA of 2.50 and an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter of academic warning/financial aid warning, s/he will be academically dismissed from the University.

NOTE: If a student in the Doctor of Pharmacy program is on academic warning/financial aid warning for failing to meet the ICR requirement, it will be very difficult for him/her to meet the ICR standard of 66.67%. In some cases the student may have to successfully complete all the courses attempted. A student should consult with his/her academic advisor or academic counselor on the exact requirements.
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(i.e., comes off academic warning/financial aid warning), and subsequently does not achieve the required CGPA, ICR, or other applicable SAP standards at the end of any subsequent evaluation quarter or payment period, the student will be dismissed from the University. A graduate student in the Master of Medical Science in Anesthesia Sciences program may be placed on academic warning/financial aid warning not more than two separate times (but not for two consecutive quarters) during his/her academic program. A graduate student in the Doctor of Pharmacy program may be placed on academic warning/financial aid warning not more than three separate times (but not for two consecutive quarters) during his/her academic program. A graduate student may be academically dismissed for academic/financial aid reasons without a previous academic warning/financial aid warning. Students will be notified in writing if they are dismissed from the University.

IV. Procedures for Appealing Academic/Financial Aid Dismissal

Undergraduate and graduate students in on-campus programs wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to their campus Dean of Academic Affairs and Operations. Undergraduate and graduate students in online programs wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to their Academic Counselor. Graduate students in the Master of Medical Science in Anesthesia Sciences program wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to the Student Progress Committee within the Department of Anesthesiologist Assistant Studies. Graduate students in the Master of Science in Physical Assistant Studies program wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to the Student Progress Committee within the Department of Physician Assistant Studies. Graduate students in the Doctor of Pharmacy program wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to the Professional Performance Committee within the School of Pharmacy.

The student’s written appeal must state the mitigating circumstances that contributed to the dismissal. The appeal must be supported with appropriate written documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed that will allow the student to meet academic/financial aid progress. Mitigating circumstances are events that are outside the student’s control and are unavoidable. Following is an example list of events that indicate there may be a mitigating circumstance that has negatively impacted academic/financial aid progress:

- Death of an immediate family member.
- Student illness requiring hospitalization (this includes mental health issues).
- Illness of an immediate family member where the student is a primary caretaker.
- Illness of an immediate family member where the family member is the primary financial support.
- Abusive relationships.
- Divorce proceedings.

- Previously undocumented disability.
- Work-related transfer prior to the evaluation point.
- Change in work schedule prior to the evaluation point.
- Natural disaster.
- Financial hardship such as foreclosure or eviction.
- Loss of transportation where there are no alternative means of transportation.
- Documentation from the Academic Advisor, Academic Counselor, and/or a Professional Counselor.

NOTE: A student’s life issues and the student’s transition to college are not considered mitigating circumstances under this policy since a student has at least two quarters/two payment periods to adjust to college life.

Document from a school or Professional Counselor should not breach the student/counselor relationship. A memorandum or letter on school or organizational letterhead indicating a Professional Counselor’s opinion that student issues are contrary to academic/financial aid progress can be offered as proof of mitigating circumstances.

The campus Dean of Academic Affairs and Operations (for students in on-campus programs), the Appeals Committee (for students in online programs), the Progress and Promotions Committee (for students in the Master of Medical Science in Anesthesia Sciences program), the Student Progress Committee (for students in the Master of Science in Physician Assistant Studies program), or the Professional Performance Committee (for students in the Doctor of Pharmacy program) will review the student’s appeal and related written documentation to determine whether the circumstances and academic status warrant consideration for granting the appeal. Any consideration of mitigating circumstances not specified above should be discussed with relevant College/School Dean. The Vice Chancellor for Academic Affairs is the final authority to which an academic dismissal can be appealed.

A student who submits a written appeal and is granted the appeal will be placed on academic probation/financial aid probation at the start of the quarter or course session in which s/he resumes coursework. During the probationary period (which lasts up to two quarters for a student in an on-campus program or one payment period for a student in an online program), a student may receive (if otherwise eligible) financial aid. Prior to and during the probationary period, the student must agree with and sign a written academic plan developed by the University on how the student will achieve specific minimum CGPA, ICR, and other applicable SAP standards associated with the appropriate evaluation points.

If a student is able to meet the minimum CGPA, ICR, and other applicable SAP standards at the end of the appropriate evaluation points during the probationary period, the student will be permanently dismissed from the University.

A student who submits a written appeal and is denied the appeal cannot reapel for one year after the quarter or course session in which the appeal was denied.

An individual graduate program may have additional specific procedures for appealing an academic dismissal/financial aid dismissal which are more stringent than the above Procedures for Appealing Academic/Financial Aid Dismissal. A student is not allowed to appeal an academic dismissal/financial aid dismissal for violating the 150% MTI.

The result of the appeal (whether granted or denied) will be provided in writing to the student and recorded in the student’s academic file by the University.

V. Procedures for Readmission After Academic/Financial Aid Dismissal

After one year of remaining out of the University, undergraduate and graduate students can submit an additional written appeal for reinstatement. Undergraduate or graduate students in on-campus programs wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to their campus Dean of Academic Affairs and Operations. Undergraduate and graduate students in online programs wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to their Academic/Financial Affairs. Graduate students in the Master of Medical Science in Anesthesia Sciences program and the Master of Science in Physician Assistant Studies programs cannot submit such an appeal for reinstatement. Graduate students in the Doctor of Pharmacy program wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to the Professional Performance Committee within the School of Pharmacy.

The second written appeal must be accompanied by a written discussion (and documentation of accomplishments or changes made in the prior year that will allow the student to meet academic/financial aid progress. In addition they must demonstrate how former mitigating circumstances will no longer impact their academic performance.

A student who submits a second written appeal and is granted the appeal will be placed on academic probation/financial aid probation at the start of the quarter or course session in which s/he resumes coursework. During the probationary period (which lasts up to two quarters for a student in an on-campus program or one payment period for a student in an online program), a student may receive (if otherwise eligible) financial aid. Prior to and during the probationary period, the student must agree with and sign a written academic plan developed by the University on how the student will achieve specific minimum CGPA, ICR, and other applicable SAP standards associated with the appropriate evaluation points.

If a student is able to meet the minimum CGPA, ICR, and other applicable SAP standards at the end of the appropriate evaluation points during the probationary period, the student will be permanently dismissed from the University.

A student who submits a written appeal and is denied the appeal cannot reapel for one year after the quarter or course session in which the appeal was denied.

An individual graduate program may have additional specific procedures for appealing an academic dismissal/financial aid dismissal which are more stringent than the above Procedures for Appealing Academic/Financial Aid Dismissal. A student is not allowed to appeal an academic dismissal/financial aid dismissal for violating the 150% MTI.

The result of the appeal (whether granted or denied) will be provided in writing to the student and recorded in the student’s academic file by the University.
granted), or the next payment period, the student would no longer be on probation. If a student is not able to meet minimum CGPA, ICR, and other applicable SAP standards at the end of the appropriate evaluation points during the probationary period, the student will be permanently dismissed from the University.

Should the student have his/her second appeal denied, the student will be permanently dismissed from the University.

The result of the second appeal (whether granted or denied) will be provided in writing to the student and recorded in the student's academic file by the University.

VI. Explanations of Related Issues

a). Calculation of Cumulative Grade Point Average (CGPA)

A student’s cumulative grade point average (CGPA) is calculated by:

- Multiplying credits for each course by grade points associated with the grade earned;
- Totaling the grade points earned for all the courses; and
- Dividing total grade points earned by the total number of quality credits.

Grades of “A”, “B”, “C”, “D”, “F,” and “WF” in c) below are included in a student’s CGPA.

Grades and symbols of “EX”, “PR”, “TR”, “P”, “AU”, “W”, “WP”, “WX”, “I”, and “^” in c) below are not included in a student’s CGPA.

b). Calculation of Incremental Completion Rate (ICR)

A student’s incremental completion rate (ICR) is calculated by:

- Totaling the number of credit hours attempted;
- Totaling the number of credit hours successfully completed; and
- Dividing the total number of credit hours successfully completed by the total number of credit hours attempted.


Grades and symbols of “EX”, “PR”, “AU”, “WX”, and “^” in c) below are not included in a student’s ICR.

c). Grading System

Grade A

Quality Points 4.0
Range 90-100
Interpretation: Excellent

Grade B

Quality Points 3.0
Range 80-89
Interpretation: Above Average

Grade C

Quality Points 2.0
Range 70-79
Interpretation: Average

Grade D

Quality Points 1.0
Range 60-69

Interpretation: Minimum Passing

Grade F

Quality Points 0.0
Range 0-59
Interpretation: Failure

Grade WF

Quality Points 0.0
Range 0
Interpretation: Withdrawal/Failure

The following symbols are used on grade reports, but are not used in the determination of a student’s grade point average:

EX
Interpretation: Course exempted

PR
Interpretation: Course credit earned through credit by examination

TR
Interpretation: Course credit earned through transfer

P
Interpretation: Pass

AU
Interpretation: Audit

W
Interpretation: Withdrawal, no grade penalty

WP
Interpretation: Withdraw/Passing

WX
Interpretation: Withdrawal, never attended (no course credit or residence credit)

I
Interpretation: Incomplete

^ Interpretation: Caret symbol, which denotes a developmental course grade
d). Course Attempts

A course attempt includes any time a student receives a grade for a course. This includes the letter grades of “A” through “F”; a passing grade of “P”; an incomplete grade of “I”; a withdrawal while passing the course of “WP”; a withdrawal while failing the course of “WF”; and a withdrawal with no grade penalty of “W”. Courses for which a student enrolls but then drops during the add/drop period at the beginning of a quarter or course session is not counted as a course attempt.

e). Maximum Allowable Timeframe (MTF)

A student may not attempt more than 150% of the credits in his/her program; anything in excess of 150% of the credits will result in the student’s academic dismissal from the University. Students are not allowed to appeal academic dismissals for violating the 150% completion rate. The appeal process and related procedures are the same as those described in sections III., IV., and V. above.

f). Developmental Courses

South University requires academic placement tests. Depending on test scores, students may be required to take developmental courses (i.e., ENG0099 and MAT0099). If so required, a student must successfully complete such courses in order to progress within the program. Developmental course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the ICR.

g). Repeated Courses and Grades

Grades achieved in repeated classes will replace withdrawn or failing grades. Withdrawn and failing grades are included in the maximum allowable time frame and ICR. The grade “I” indicates incomplete and is calculated as if it is a “F” for CGPA and ICR purposes until it is changed to another grade. A student may also retake a class in which s/he received a passing grade in order to improve his/her CGPA. A student enrolled in all undergraduate coursework must be able to pass the course after three attempts or the student will be academically dismissed. Note that graduate students enrolled in the Doctor of Pharmacy program will have all course grades (including repeated courses) included in the calculation of the CGPA.

h). Remediation of Academic Deficiencies

It is strongly recommended that any student with withdrawn or failing grades register for the same course(s) in the subsequent quarter or course session to improve his/her academic performance.

i). Transfer Credits

Credits from transfer courses are calculated in the maximum allowable credits or ICR requirements. Grades for credits transferred from any post-secondary institution will be recorded as “TR” and will not affect the student’s CGPA. Grades from courses taken in a program within the same school group, if applicable to a transfer program, will be recorded as earned credit and will affect the student’s CGPA. In cases in which a student has graduated from one program then subsequently begins work in a different program, grades earned in the first program will be recorded as transfer credit (“TR”) and will not be applied to the student’s new program CGPA calculation.

Change of Program

Students are allowed one change of program. Changing from a day offering to an evening offering of the same program is not considered a change of program. Changing from an associate’s degree to a bachelor’s degree in the same program is not considered a change of program. Changing from one specialization or concentration within a program to another specialization or concentration within the same program is not considered a change of program. A student may change his or her program at any point of his or her enrollment provided that s/he is in good satisfactory academic standing. Only then will a student to be allowed the opportunity of changing from one program to another.
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Courses that apply to the second program will be recorded as earned credit and will affect the student’s CGPA. Students who change programs and students who change session times within the same program must sign a new program enrollment form (or the like), which must be filed in the student’s academic file.

Transfers

A student must be in good satisfactory academic standing in order to be allowed the opportunity of transferring from one South University campus to another, from one campus to an online (or partially online) program, or from an EDMC school to a South University campus, online program, or partially online program.

A student who has been terminated from a South University campus, online program, or partially online program and wishes to transfer to another South University campus, online program, or partially online program must appeal his/her standing in order to be allowed the opportunity of transfer credit evaluation based on conduct or referral of conduct issue.

Timing of Transfer Credit Consideration and Acceptance

South University will accept transcripts for transfer credit evaluation at most points during a student’s program of study, provided that limits placed on the total number of credits for the program and components of the program will not be exceeded. Note that transfer credits affect a student’s incremental completion rate (ICR) calculation for purposes of satisfactory academic progress. Within 10 weeks of a student’s enrollment form (or the like), which must be filed in the student’s academic file.

For the pharmacy program, courses are rated at one credit hour for 10 hours of lecture, 20 hours of recitation/small group discussion, or 30 hours of laboratory and/or practice session. A total of 2.0 credit hours will be assigned for each Introductory Practice Experience/Rotation and 1.6 credit hours will be assigned for each week of Advanced Practice Experience/Rotations. A cumulative grade point average will be calculated and posted on the student’s transcript at the end of each academic quarter. Class ranking information is available upon request from the Office of the Associate Dean of Academic Affairs and Assessment of the School of Pharmacy and is based on actual grade percentages earned in each course.

Anesthesiologist Assistant Code of Conduct

The South University-Savannah Student Handbook defines a Code of Conduct that must be followed by all students. Failure to comply with general University policies may result in dismissal from the Program and the University according to defined disciplinary procedures enforced by the Dean of Student Affairs.

Each student who enters South University-Savannah commits, by the act of enrolling, to full acceptance of the University Code of Conduct. For ease of reference, the University Student Handbook contains the Code of Conduct, disciplinary procedures, and the appeals process. Professors are not expected to jeopardize the progress of a class by permitting the continued presence of any student whose behavior in any way could adversely affect the class. Inappropriate behavior includes disruptive behavior, or other actions that are not considered proper conduct for a university student.

The Code of Conduct also applies to inappropriate actions on campus outside of the actual classroom or while participating in university-sponsored activities off campus. The Code of Conduct also applies to online activities that occur on South University-Savannah websites. Alleged violations of the conduct code will be referred to the dean of student affairs. See the Disciplinary Procedures section of the University Student Handbook for specific details. Violations of the code of conduct may result in disciplinary probation, suspension or dismissal. A full copy of the code of conduct is available in the South University-Savannah Student Handbook.

Conduct Probation

Anesthesiologist Assistant students are expected to maintain a professional demeanor, which includes trustworthiness; responsibility to duty; appropriate interaction with patients, patients’ families and other healthcare professionals. A student’s conduct may be reviewed at any time, including receipt of an unsatisfactory evaluation based on conduct or referral of a conduct issue to a Program Director. The Program Director shall take appropriate action based on the type and severity of the student’s misconduct, including referral of the matter to the Progress and Promotions Committee. The Program Director will inform the student of the Program’s receipt of unsatisfactory evaluation or referral of conduct issue.

The Program Director, in consultation with the Vice President of Academic Affairs, will suspend the clinical activity of any student whose conduct is deemed illegal under federal, state, or local laws or in violation of the rules and regulations of South University-Savannah or in violation of the rules and regulations of the facility in which the conduct took place.

Students will be placed on conduct probation for any of the following violations:

- A breach of ethical, moral, or professional conduct
- When the student is attending clinical rotations or as exhibited while participating in program related activities
- Accumulation of more than two unexcused absences

The Progress and Promotions Committee, after review of the conduct issue recommends the action to be taken. Recommendation can be continuation, continuation with warning, suspension, or dismissal.

A student placed on conduct probation will remain on probation until such time that the Progress and Promotions Committee determines that the student may be removed from probationary status. It is assumed that the student will rectify inappropriate behavioral issues immediately. A student who fails to emerge from conduct probation may be dismissed from the program.

If a student faces multiple probationary violations (i.e. academic, clinical, conduct), they may be dismissed immediately from the program at the recommendation of the Progress and Promotions Committee to the Dean of the Student Affairs for review. If the documented event(s) involve a serious offense, the student may be dismissed immediately from South University-Savannah College of Health Professions regardless of academic standing. For a lesser offense, the student may receive a letter of warning and be placed on probation. Repeat misconduct issues may result in dismissal from South University-Savannah College of Health Professions.

Professional Behavior

Standards of professional behavior for Anesthesiologist Assistants include the provision of responsible and ethical patient care. Students are expected to uphold these standards including demonstration of the following behaviors: trustworthiness; reliability; responsibility to duty; appropriate interaction with patients, patients’ families and other healthcare professionals.

In the practice of anesthesia, the safety and well-being of patients is every practitioner’s first and foremost concern. The confidential acquisition and maintenance of patient data are also of paramount importance. To these ends, students must always interact appropriately with patients and patients’ families and maintain the confidentiality of medical record and all patient data. Interacting appropriately with patients and conducting oneself professionally are requisite to continuation in the program. Conduct can be reviewed and the privilege of working with patients can be withdrawn at any time. Inappropriate behavior and/or failure to maintain patient data in an appropriate, confidential manner according to the Health Insurance Portability and Accountability Act (HIPAA) guidelines are grounds for immediate review and for possible dismissal.

School of Pharmacy

Grading and Credit Hours

The School of Pharmacy employs the following grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>90 and above</td>
<td>4.00</td>
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<tr>
<td>89</td>
<td>3.90</td>
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<tr>
<td>88</td>
<td>3.80</td>
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<tr>
<td>87</td>
<td>3.70</td>
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<td>86</td>
<td>3.60</td>
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<td>81</td>
<td>3.10</td>
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<td>80</td>
<td>3.00</td>
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<td>79</td>
<td>2.90</td>
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<td>78</td>
<td>2.80</td>
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<td>77</td>
<td>2.70</td>
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<td>73</td>
<td>2.30</td>
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<td>72</td>
<td>2.20</td>
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<tr>
<td>71</td>
<td>2.10</td>
</tr>
<tr>
<td>70</td>
<td>2.00</td>
</tr>
<tr>
<td>69</td>
<td>1.80</td>
</tr>
</tbody>
</table>

For the pharmacy program, courses are rated at one credit hour for 10 hours of lecture, 20 hours of recitation/small group discussion, or 30 hours of laboratory and/or practice session. A total of 2.0 credit hours will be assigned for each Introductory Practice Experience/Rotation and 1.6 credit hours will be assigned for each week of Advance Practice Experiences/Rotations. A cumulative grade point average will be calculated and posted on the student’s transcript at the end of each academic quarter. Class ranking information is available upon request from the Office of the Associate Dean of Academic Affairs and Assessment of the School of Pharmacy and is based on actual grade percentages earned in each course.
**Academic Affairs**

**Dismissal**  
Students may be dismissed from the program at the recommendation of the progress and promotions committee for any of the following reasons:

- Failing to emerge from academic, clinical, or conduct probation status in a subsequent quarter.
- Failing to improve sufficiently following remediation in classroom, laboratory or clinical activities according to the academic standards/requirements listed above.
- Repeated misconduct issues and/or continued behaviors inconsistent with appropriate professional demeanor.
- A recommendation from the Dean of Student Affairs for violation of the University Code of Conduct.

When the Progress and Promotions Committee recommends that a student be dismissed from the program, the Program Directors meet with the student and inform them of the Committee’s decision in writing.

To appeal a conduct decision:

1. Student must submit their appeal in writing to the Program Directors within 10 calendar days of receipt of the initial decision. The letter must state the reason for the appeal and may include a petition to meet in person with the Progress and Promotions committee.

2. If the decision of the Progress and Promotions committee is upheld, the student may appeal to the Dean of Academic Affairs and Operations. The letter must include the reason for the appeal and be received within 10 calendar days of the receipt of the previous decision by the Progress and Promotions committee.

3. If the decision is upheld by the Dean of Academic Affairs and Operations, the student may appeal to the campus President. The letter of appeal must include the reason for appeal and be received within 5 calendar days of receipt of the previous decision.

**Grading**

The following letter grades, their indication of performance, and assigned quality points are used in the program:

- **A** Excellent: 4 points, 90-100
- **B** Above Average: 3 points, 80-89
- **C** Average: 2 points, 70-79
- **D** Below Average: 1 point, 60-69

This is a marginal grade for which the student may be given credit and continues, or is required to perform remedial work or repeat the course at the discretion of the Program Directors in consultation with the Progress and Promotions Committee.

- **F** Failing: 0 points, 0-59
- **W** Withdraw: 0 points, No course credit or resident credit. Course credit, No quality points restricted to certain courses.

The notation P indicates a passing score in a course designated as Pass/Fail (P/F). A student receives credit hours for a P/F course, but there are no quality points assigned and a passing grade does not contribute to the student’s grade point average. The notation I for incomplete will be submitted when assigned work has not been completed at the time that grades are due in the Registrar’s office at the end of the quarter. If the work is not completed within the following academic quarter, a final grade of F will be assigned.

**Clinical Performance**

Performance during clinical education is based on preceptor evaluations. These evaluations track student performance and skill progression over the course of the program. It is the responsibility of the student to provide an evaluation to their preceptor at the conclusion of each clinical day.

Assessment of students is based on the minimal levels of competency at each distinct level of training. Areas of assessment include:

- Anesthesia knowledge base
- Technical skills
- Ability to multi-task
- Problem solving ability
- Pre-operative preparation for anesthesia delivery
- Post-operative transfer/report
- Desire to learn
- Patient interaction
- Professional Conduct
- Overall Performance

**Transient Students**

Students wishing to take classes at another institution while enrolled with South University should contact their Registrar’s office prior to enrolling in another institution. Students must be in good academic standing with South University. The Registrar’s office can provide guidance on what courses may transfer into South University from the other institution. Without prior approval guarantees are made that courses taken at other universities will be accepted for credit at South University.

**Associate’s and Bachelor’s Degrees Program Graduation Requirements**

To receive an associate’s or bachelor’s degree or certificate, a student must satisfy these four requirements:

1. The student normally must complete the course requirements described in the catalog in effect when the student enrolled. However, students who leave the University longer than one calendar year will be required to meet catalog requirements in effect at the time of their return. Students may request department chair/coordinator approval for a course substitution or waiver. The registrar or dean of academic affairs must approve deviation from any program requirements.

2. The student must receive a cumulative grade point average of 2.00 or higher in all courses in the student’s major (i.e., those described in Area III in the University’s Academic Catalog).

3. The student must have a cumulative grade point average of 2.0 or higher for all course work taken at the University. Students in the bachelor’s degree PA program must have a cumulative grade point average of 2.50. To graduate with the baccalaureate nursing degree, the student must have a cumulative grade point average of 2.0 or higher for all nursing prerequisite course work taken at the University, a cumulative grade point average of 2.5 or higher for all didactic course work in the nursing program, and a passing grade in all lab or practice courses.

4. The student must abide by all University rules and regulations and settle any financial obligations to the University prior to graduation. Students in the baccalaureate degree nursing program must be able to meet the physical and mental demands per the statutory requirements of the State of Florida.

**Master of Arts in Professional Counseling**

In order to graduate from the Master of Arts in Professional Counseling program, a student must:

1. Evidence a cumulative GPA of 3.0 or greater for all academic work required for the degree.

2. Successfully pass the Comprehensive Examination process.

3. Successfully remediate or repeat all courses in which a grade lower than a “C-” was earned.

4. Successfully meet all conditions of a remediation plan(s) as provided by the PPC during periods of probation or suspension.

*Please refer to the Graduate Student Handbook for the Professional Counseling program for additional information regarding the Progress Promotions Policy.

**Master of Science in Physician Assistant Studies Degree Program Graduation Requirements**

To receive a Master of Science in Physician Assistant Studies degree a student must satisfy the following requirements:

1. The student normally must complete the course requirements described in the catalog in effect when the student enrolled. However, students who leave the University longer than one calendar year will be required to meet catalog requirements in effect at the time of their return.

2. The student must receive a minimum grade of C or better in all courses.

3. The student must have a cumulative grade point average of 2.5 or higher for all course work taken while in the South University Physician Assistant Studies Program.

4. The student must successfully complete a summative evaluation prior to program completion to assure that students meet defined program expectations for knowledge, professional, and technical skills.

5. The student must successfully complete all competency and summative examinations.

6. The student must successfully complete the Master’s professional research paper and oral defense as outlined in Research 5003.

**School of Pharmacy Graduation Requirements**

Students who have satisfactorily completed all academic requirements and who have been recommended by the Scholastic Standing Committee and by the School of Pharmacy faculty (as indicated by the successful completion of the School of Pharmacy curriculum) may be awarded the Doctor of Pharmacy degree, provided that they are of good moral character and have met the following standards. They must:
Academic Affairs

1. Have successfully remediated all course scores of 0.00 (F).
2. Have completed the Doctor of Pharmacy curriculum with no less than a 2.00 cumulative grade point average.
3. Have satisfactorily completed four academic years of residence in a school of pharmacy that is either fully ACPE-accredited or has ACPE pre-candidate or candidate status, the final two academic years of which must be completed at South University School of Pharmacy.
4. Have completed all legal and financial requirements of the School of Pharmacy.
5. Have exhibited the ethical, professional, behavioral, and personal characteristics necessary for the practice of pharmacy.
6. Have completed a Clearance Check Form from the office of the registrar.
7. Have completed an exit interview with the office of financial aid if the student is a recipient of any form of financial aid.
8. Attend the Commencement at which the degree is awarded. Only in unusual circumstances, and with approval of the dean, will a degree be awarded in absentia. A student who completes the curriculum is required to meet graduation requirements listed in the catalog of entry and/or any subsequent or additional program requirements. In the event of an extension beyond the three calendar years, the student must meet the requirements for the class with whom the individual graduates, and any other requirements specified by the Scholastic Standing Committee and the dean. Students must complete all requirements for graduation within five calendar years of the date of matriculation.

Anesthesiologist Assistant Program Graduation Requirements

The faculty’s judgment of a student’s suitability and fitness for graduation is based upon more than scholastic achievement, and includes the applicant’s character, physical abilities, and interaction with patients, patients’ families, and other healthcare professionals. Eligibility for the dual-master degree in Anesthesiologist Assistant Studies at South University includes the following:

1. Residence of nine academic quarters.
2. Satisfactory completion of all classwork, or of any rules or policy of the school.
3. Continued demonstration of ethical and moral behavior and appropriate clinical decorum.
4. Adherence to all federal, state, and local laws, especially those pertaining to substance abuse. Adherence to the rules and regulations of South University and of all institutions in which students have clinical rotations, especially those rules and regulations pertaining to patient care and confidentiality of medical records.

Application for Graduation

It is the responsibility of each potential graduate to complete an application for graduation. The application should be submitted during the registration for the two quarters prior to the anticipated graduation date. Fully online students should request and submit the graduation application to their Academic Advisor.

Academic Honesty

Academic dishonesty will not be tolerated. Plagiarism and cheating will result in one of several sanctions, depending on the seriousness of the offense. Infractions of the academic honesty policy may result in receiving a failing grade for the assignment, receiving a failing grade for the course or even expulsion from school. These policies apply to both undergraduates and graduate students.

For a full description of the Academic Honesty Policy and the possible sanctions, please refer to the Student Handbook and Faculty Handbook. Student Handbooks are available in the office of the Dean of Academic Affairs and online.

Graduate student are governed by an Honor Code, the details of which are found in the Student Handbook and Faculty Handbook.

Student Examination of Official Records

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”) sets out requirements designed to afford students certain rights with respect to their education records. In addition, it protects from what information South University may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the registrar. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student’s records.

Certain limitations exist on a student’s right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors. In addition, the term “education record” does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about a student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records

South University generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Where educational records are released pursuant to the request of certain other persons or governmental bodies, such as courts, or other educational institutions in connection with state or federally supported educational programs.

In connection with the student’s request for, or receipt of, financial aid, or certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.

4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense.
11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution’s rules or policies. (The school, in such instances, may only disclose the name of the perpetrator not the name of any other student, including a victim or witness without the prior written consent of the other student(s)).
12. To a parent regarding the student’s violation of any federal, state, or local law or of any rules or policy of the school governing the use of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and
the student is under 21 at the time of the disclosure to the parent.

13. Directory information (see Section IV below).

14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and South University will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran’s status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to South University officials with legitimate educational interests and discloses of directory information (or other exceptions de-legitimate educational interests and disclosures) South University will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student’s education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information 

South University designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student’s consent):

1. Student’s name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reenrollment, leave of absence, etc.)
12. Student honors and awards received.
13. Titles and weight of athletic team members.

Notice of these categories and of the right of an individual in attendance at South University to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by obtaining and completing a “Request to Not Release Directory Information” form. Forms are available in the Office of the Registrar and should be returned to the Office of the Registrar. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above designated categories of personally identifiable directory information.

V. Correction of Educational Records

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. South University may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s privacy rights.
3. Upon request, South University will arrange for a hearing and notify the student reasonably in advance of the date, time, and place of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of South University. The student shall be afforded a forum for the opportunity to present any evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by other people, including an attorney.
4. South University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, South University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, South University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contrary information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education record, under paragraph 6 above, South University will:
   a. maintain the statement with the contested part of the record for as long as the record is maintained;
   b. disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by South University to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

VII. Retention of Student Records

Transcripts and other student records are retained in paper and/or electronic form on each campus. In the event that a campus has changed locations or ceased operations in a geographical area, students should contact the South University central office, 912-201-8134 at the Savannah campus for access to their records.

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner’s permission unless “fair use” or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting, teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within “fair use” or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a “fair use” and therefore may be a violation of the law.

A violation of the institution’s policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution.

Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys’ fees. The government also can file criminal charges that can result in fines and imprisonment.

South University’s policies in regard to copyright infringement via the Internet prohibi illegal downloading and uploading of copyrighted materials using the institution’s information technology system. South University’s policies prohibit use of the university computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission.

The Art Institute Academic Affairs Policies and Procedures

High school graduation or a Graduate Equivalency Diploma (GED) shall be a prerequisite for admission. All Art Institute applicants shall be evaluated on the basis of their previous education, and their background, interest stated demonstrations in animation art and design, graphic design, advertising design, interactive media design, culinary arts, restaurant and catering management, interior design, fashion design, digital filmmaking, or video production. Portfolios may also be requested for evaluation. Applicants who have taken the Scholastic Aptitude Test (SAT), American College Test (ACT), or Texas Assessment of Knowledge and Skills (TAKS) shall be encouraged to submit scores.
to the Admissions Office for evaluation. Students are required to have TAKS scores if they live in Texas and went to a public school.

In order to matriculate at The College of Creative Art and Design at South University, a student must provide proof of graduation from a high school that is approved by The Art Institute of Dallas and The Art Institute of Fort Worth. Requirements are:

a) An official high-school transcript or non-signed high school transcripts received through secure electronic means which the Academic Dean accepts as official transcripts.

b) General Educational Development (GED) test scores.

c) An official transcript from a nationally or regionally accredited — recognized by the U.S. Department of Education — postsecondary school that demonstrates completion of a bachelor's, master's, or higher degree. The transcript shows date of high school graduation.

d) An equivalent exam approved in the laws or regulations of a specific state in lieu of the GED. Other admissions requirements are as follows. Please note that a certificate of attendance or completion, or a diploma based on the passing of a series of tests other than the GED (with the exception of item d above), is not acceptable. Under certain conditions, a student may begin classes on a conditional basis with a less formal proof of graduation, and have a defined period of time to produce the documentation noted above.

Students who are not granted final acceptance within 30 days of matriculation will have their enrollment cancelled. In the case of a fully documented extenuating circumstance, the Director of Admissions or the Academic Dean may approve an extension to the 30-day limit; however, that will not extend beyond the student's first quarter of study. Students requiring F-1 non-immigrant status do not qualify for conditional admission. In addition, any student requesting transfer credit will be required to submit official copies of transcripts from the granting postsecondary college(s), at least three weeks prior to starting school. All students receiving Veterans Administration benefits shall be required to submit official copies of transcripts from all post-secondary schools attended, regardless of credits earned, at least three weeks prior to starting school. Transcripts become part of the student's permanent file, and the property of The Art Institute of Dallas and The Art Institute of Fort Worth.

Special Portfolio Requirements and Cumulative Grade Point

Average Requirements Game Art & Design, Media Arts & Animation, and Web Design & Interactive Communications applicants will be given detailed portfolio guidelines provided by the Admissions Department. Portfolio pieces can be submitted as hard copies, on a portable storage device (CD, DVD, Flash Drive), or through a portfoliopicific URL(s). In the event that the student has neither a sketchbook nor drawings, they must complete exercises outlined in the guidelines and submit those pieces as his/her portfolio. Portfolios will be reviewed by a committee consisting of three faculty members chosen at the discretion of the program Academic Director. The portfolio committee will evaluate the potential success for all applicants. Committee members will regularly review portfolio submissions.

Game Art & Design and Media Arts & Animation applicants must also present a high-school transcript that shows evidence of graduation with a cumulative grade point average (CGPA) of 2.5 or higher on a 4.0 scale. Alternatively, the students must present proof of achieving a minimum 2.5 CGPA in at least eight courses at an accredited college or university.

Students will be notified by their Admissions Representative of the results. Applicants with reject- ed portfolios will be allowed to submit additional work, including a revised portfolio. In the event of a second negative decision, students may the applicant may reapply for the following quarters by providing a new portfolio.

The Art Institutes shall be in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The College shall not discriminate on the basis of race, religion, creed, color, national origin, sex, ancestry, age, sexual orientation, disability or any other characteristic protected by state, local or federal law. Enrollments requiring additional educational or tuition assistance shall be referred to appropriate government agencies or other special educational institutions equipped to handle such situations.

Enrollment Procedure

Each individual who seeks admission to The Art Institutes is interviewed, either in person or by telephone, by an Assistant Director of Admissions. The purpose of this interview is to:

- Explore the prospective student's background and interests as they relate to the program offerings at The Art Institutes.
- Assist prospective students in identifying the appropriate area of study consistent with their background and interests.
- Provide information concerning curricular offerings and support services available at The Art Institutes.
- An Application for Admission and/or an Enrollment Agreement must be completed and signed by the applicant and parent or guardian (if applicable), and sent to either The Art Institute of Dallas or The Art Institute of Fort Worth with a $50 enrollment fee. The Art Institute of Dallas and The Art Institute of Fort Worth require proof of high school graduation or equivalency and payment of a $100 tuition deposit as conditions for acceptance to either The Art Institute of Dallas or The Art Institute of Fort Worth. The tuition deposit of $100 is due within five days after the Enrollment Agreement has been submitted, or the start of class, whichever comes first. Prospective students are encouraged to visit The Art Institute of Dallas or The Art Institute of Fort Worth, although a visit is not a condition for submitting the Application for Admission and/or the Enrollment Agreement. Arrangements for an interview and tour of the The Art Institute of Dallas and The Art Institute of Fort Worth may be made by telephone (214-692-8080 – Dallas; 817-210-0808 – Fort Worth), or by letter addressed to:

Director of Admissions, The Art Institute of Dallas, 8080 Park Lane, Dallas TX 75231 or The Art Institute of Fort Worth, 7000 Calmont Avenue, Suite 150, Fort Worth, TX 76116.

Admission Requirements

A prospective student seeking admission to any bachelor's degree program at The Art Institutes must be a high school graduate with an acceptable high school CGPA, or hold a General Education Development certificate (GED). A prospective student seeking enrollment to any associate degree programs at The Art Institutes must be a high school graduate, or hold a General Education Development certificate (GED).

A student who holds an associate's degree that fully transfers to a bachelor's degree or higher degree from a recognized accredited institution may submit proof of the degree to satisfy the high school or GED requirement. The Art Institutes reserves the right to request any additional information necessary to evaluate an applicant's potential for academic success.

The Academic Dean at the Art Institute Campus the student intends to attend or his or her designate(s) must approve all exceptions. The Art Institutes admissions policy serves to guide the decision-making process concerning which applicants can be successful in the programs of study offered. Students found to need assistance in English or math may be required to enroll in appropriate Developmental Studies courses offered by The Art Institutes. Developmental Studies courses are not calculated in the credits needed for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Developmental Studies courses may be attempted no more than three times and require a grade of C or better to pass the course. Developmental Studies are in addition to the required curriculum; thus, enrollment in these courses may affect the student's graduation date.

The enrollment fee and the application fee are waived for Active Duty and Active and Drilling members of the Reserve and National Guard. The application fee is waived for all veterans who qualify for government military education financial aid and spouses of Active Duty military personnel. The Art Institute offers a special military tuition discount of 18% to eligible Active Duty, Active and Drilling members of the Reserve and National Guard and spouses of Active Duty military personnel.

Assessment

The Art Institutes utilize placement tests, generally the Asset or Accuplacer exams, to assess students' preparedness to take college-level English and math. Applicants must complete placement testing or be ruled exempt from placement testing prior to starting school. Minimum scores on the SAT or ACT may be used in lieu of the placement test. Exceptions will be made for the following:

- A minimum SAT score of 450 - Verbal, 450 - Math
- A minimum ACT score of 19 on applicable sections
- An earned bachelor's, master's, or higher degree
Transfer credits for 100-level English and math Placement testing is available daily. All placement tests can be scheduled through the Admissions department. The Art Institutes will use an admissions evaluation team process to admit prospective students, the Student Acceptance Committee (SAC), employs a holistic philosophy to make its admissions evaluations.

The holistic approach includes examining academic preparedness indicators such as high school transcripts, GED scores, SAT/ACT, ASSET scores, etc., and an essay or essays with a minimum length of 300 words in which the applicants describe why they should be admitted to the program. In some cases where more and/or updated information is required, more recent test scores, letters of recommendation, portfolios, etc., may be required.

Readmissions

Any student who has withdrawn from The Art Institutes for any time period must formally reapply for admission. To begin the process, the student must meet with the Assistant Director of Readmissions. The Assistant Director of Readmissions will ensure that the student’s records are reviewed, and the following school personnel will indicate approval: The Academic Dean or Registrar will review for academic progress; Student Accounting will review for outstanding balances, and, if applicable, Financial Aid and Housing. If approval is obtained, the Assistant Director of Readmissions may proceed in the facilitation of the reentering process.

International Students

International Admissions Policy
All international (nonimmigrant) applicants to The Art Institute of Dallas and the Art Institute of Fort Worth must meet the same admissions standards as all other students (please refer to Admissions Requirements for all students in The Art Institute of Dallas and the Art Institute of Fort Worth Catalog). English Language Proficiency Policy

The following chart is used for the English Language Proficiency Policy, which states that regard less of country of birth or citizenship, immigrant or nonimmigrant status, all applicants to any EDMC school whose first language is not English must demonstrate competence in the English language before admission to or enrollment in any course or program of study, excepting for admission and enrollment to an approved English as a Second Language (ESL) program or by special agreement between an EDMC and a partner institution relating to collaborative studies. Any such agreement must be approved by the appropriate Academic Affairs office in the EDMC education system. Demonstration that English is an applicant’s first language can be satisfied if the applicant submits a diploma from a secondary school or post-secondary school in a system in which English is the official language of instruction. If English is not the applicant’s native or first language, the applicant must demonstrate sufficient command of the English Language by providing evidence that he or she meets one of the English language proficiency standards listed below.

### TOEFL

<table>
<thead>
<tr>
<th><strong>Test</strong></th>
<th><strong>Score</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>IBT (Princeton based test)</td>
<td>54-65</td>
</tr>
</tbody>
</table>

TOEFL Equivalent/Alternative English Language Programs/Test

<table>
<thead>
<tr>
<th>English College Testing ACT <strong>English</strong></th>
<th><strong>17</strong></th>
<th><strong>19</strong></th>
<th><strong>21</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>EF International Language Schools</td>
<td><strong>C1</strong></td>
<td><strong>C1</strong></td>
<td><strong>C2</strong></td>
</tr>
<tr>
<td>IELTS Language Schools</td>
<td><strong>Level 105</strong></td>
<td><strong>Level 109</strong></td>
<td><strong>Level 112</strong></td>
</tr>
<tr>
<td>IELTS</td>
<td>4.0</td>
<td>4.5</td>
<td>5.0</td>
</tr>
<tr>
<td>Michigan English Language Assessment Battery (Also known as the MELAB or Michigan Test)</td>
<td><strong>73</strong></td>
<td><strong>80</strong></td>
<td><strong>95</strong></td>
</tr>
<tr>
<td>Pearson</td>
<td>42</td>
<td>44</td>
<td>53</td>
</tr>
<tr>
<td>Scholastic Aptitude Test (SAT) Verbal Score**</td>
<td><strong>420</strong></td>
<td><strong>526</strong></td>
<td><strong>572</strong></td>
</tr>
<tr>
<td>Students from Puerto Rico: Prueba Aptitud Academica (PAA) English Proficiency Scale</td>
<td><strong>453</strong></td>
<td><strong>526</strong></td>
<td><strong>572</strong></td>
</tr>
<tr>
<td>TOEIC (Academic Test)</td>
<td><strong>650</strong></td>
<td><strong>700</strong></td>
<td><strong>750</strong></td>
</tr>
<tr>
<td>LE.TLS (Cambridge University Exam)</td>
<td><strong>Level 5.5</strong></td>
<td><strong>Level 6</strong></td>
<td><strong>Level 6.5</strong></td>
</tr>
</tbody>
</table>

* The scale for the Prueba Aptitud Academica has changed and now closely reflects the SAT. ** As of April 2005, the SAT verbal test is replaced with the SAT critical reading test. 2005, the SAT verbal test is replaced with the SAT critical reading test. Undergraduate (diploma, associate, and bachelor level) applicants may also satisfy the minimum standard of English language proficiency by submitting official documentation of one of the following:

- Successful completion of a minimum of two semesters or quarters of post-secondary course work at a regionally accredited college or university or a college or university accredited by an approved national accrediting body in which English is the language of instruction. Successful completion is defined as passing all courses for which the student was registered during the two semesters;
- U.S. High School Diploma or GED administered in English;
- Equivalent of a U.S. High School Diploma from a country in which English is the official language equivalency must be verified by a recognized evaluator of international credits; the English language equivalency must be verified by a recognized evaluator of international credits;
- Satisfactory completion of English 101 or 102 at an English speaking college or university within the United States, achieving a grade of “C” or higher.

Admissions Requirements for Nonimmigrant Students

Applicants seeking to enroll in valid student nonimmigrant status must submit each of the following items:

- A completed and signed Application for Admission Form including required essay;
- A completed and signed Enrollment Agreement;
- Original or official copies of all educational transcripts (secondary school and, if applicable, university-level academic records) and diplomas. These educational transcripts and diplomas must be prepared in English or include a complete and official English translation;
- Official credential evaluation of non-American educational credentials, if applicable; please note that official credential evaluations must be prepared and submitted by a member organization of the National Association of Credential Evaluation Services (NACES); see www.naces.org;
- Proof of English language proficiency (see English language proficiency policy);
- A completed and signed Sponsor’s Statement of Financial Support; (This statement is not required if the student is self-sponsored);
- Official Financial Statements. Financial statements (typically provided by a bank) must verify sufficient funds to cover the cost of the educational program as well as all living expenses;
- A U.S. $50 non-refundable application fee and a U.S. $100 refundable tuition deposit;
- A photocopy of the student’s passport to provide proof of birth date and citizenship. Students outside the United States who have not yet acquired a passport will need to submit a copy of their birth certificate;
- For all nonimmigrant applicants residing in the United States at the time of application: a photocopy of the visa page contained within the student’s passport as well as a photocopy of the student’s I-94 arrival departure record (both sides);
- For all nonimmigrant applicants residing in the United States at the time of application in either F, M, or J non-immigrant classification: written confirmation of nonimmigrant status at previous school attended before transferring to The Art Institute of Dallas and the Art Institute of Fort Worth;
- Proof of Health Insurance. Students who do not possess health insurance upon applying to The Art Institute of Dallas and the Art Institute of Fort Worth must be prepared to purchase health insurance through an approved provider upon commencement of studies.

If an applicant, seeking to enroll in valid student nonimmigrant status, is transferring from a college or university in the United States, the International Student Transfer Clearance Form is also required. If the applicant is accepted, he/she will be sent additional information regarding the student visa application process.

The Art Institute of Dallas and the Art Institute of Fort Worth is authorized under federal law to admit nonimmigrant students.

Academic Standing

The student is responsible at all times for knowing his or her scholastic standing and for fulfilling all requirements of The Art Institute of Dallas and The Art Institute of Fort Worth by referring to published academic policies, regulations and standards and by consulting with the appropriate Academic Department Director. It is the student’s responsibility to ascertain and meet course requirements, pre-requisite requirements, graduation requirements, appropriate course sequencing, and any other re-
Academic Affairs

requirements of The Art Institute of Dallas and The Art Institute of Fort Worth.

Academic Grading System
The grading system incorporates letter grades and codes which have the following numeric equivalents and definitions: Letter Grade Equivalent

<table>
<thead>
<tr>
<th>Grade Points</th>
<th>A</th>
<th>B+</th>
<th>B</th>
<th>B-</th>
<th>C+</th>
<th>C</th>
<th>C-</th>
<th>D+</th>
<th>D</th>
<th>D-</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeric Value</td>
<td>4.0</td>
<td>3.3</td>
<td>3.0</td>
<td>2.7</td>
<td>2.4</td>
<td>2.0</td>
<td>1.7</td>
<td>1.4</td>
<td>1.0</td>
<td>0.7</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Additional Letter Codes
I = Incomplete
S = Suspensio
K = External Transfer Credit
P = Proficiency Credit by Exam or Portfolio
T = Termination from course
TR = External Transfer Credit
W = Withdrawal during weeks 1-9
WF = Withdrawal Fail (after 9 weeks)

Academic Appeals Policy
It is the philosophy of The Art Institute of Dallas and The Art Institute of Fort Worth that the student is responsible for initiating any appeals process in a timely manner, and must start with the individual with whom she/he had the conflict. If the student and the instructor, or other individual, are unable to reach a mutually satisfactory solution, the student should talk with the Academic Department Director or the Academic Advisor. If a mutually agreed upon decision cannot be reached at this point, the student then needs to put his/her concerns in the form of a letter addressed to the Academic Dean. At this time, the Academic Dean may attempt to resolve the issues individually, or may appoint an Appeals Committee to hear the student’s concerns. If a student is still not satisfied, he or she may appeal in writing to the President of The Art Institute of Dallas or the Campus Director of the The Art Institute of Fort Worth. Please see the Student Handbook for detailed information on the procedures to be followed. If the student wishes to appeal a final grade, he/she must put the request in writing to the Academic Dean no later than Thursday of Week One of the following quarter.

Academic Performance Measurements
Student academic performance is recorded, reported and monitored each quarter by the following measurements:

• Grade Point Average (GPA): The grade point average for all courses taken or completed during any quarter of study.

• Cumulative Grade Point Average (CGPA): The grade point average for all courses taken or completed for all quarters of study.

• Grade Point Computations: The grade for a four credit hour course has greater value than the grade for a three credit hour course in computing the grade point average. Grade points in a course are determined by multiplying the letter grade equivalent grade points times the credit hours. The total grade points earned are divided by the total credit hours earned to determine the grade point average. Credit hours are a different measure of academic achievement than contact hours of class attendance.

Academic Grading Policies
In addition to letter grades, The Art Institutes uses the following letter codes and policies in its grading system:

• TR – Transfer credit is awarded for credit hours transferred from other accredited post secondary (college-level) institutions. Transfer credits apply toward graduation requirements; however, they are not used to compute a student’s GPA or CGPA, and they do not count as credit attempted.

• P – Proficiency credit is awarded through examination (e.g. articulated credit, CLEP or AP test,) documented previous work experience, or through portfolio review. Proficiency credits apply toward graduation credit requirements; however, they do not count in GPA or CGPA and do not count as credit attempted.

• N – Non-credit is assigned for courses such as Student Success Seminar with 0.0 credits.

• W – Withdrawal is applied when a student withdraws from the total program of study by the end of the ninth week of the quarter or from individual classes after drop/add week but by the end of the ninth week of the quarter. Withdrawals do not compute in the GPA or CGPA but do count as credit attempted.

• WF – Withdrawal Fail is applied when a student withdraws from individual classes or his or her total program of study after the ninth week of classes. Withdrawal Fail does compute in GPA and CGPA as an F and does count as credit attempted.

Every course for which a student receives an “F”, “W”, or “WF” grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade (not the original grade/code) will be computed in the grade point average. Tuition is charged for repeated courses.

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Academic Dean.

Letter Grade Grading Scale
A = 100-93 C = 76-73
A– = 92-91 C– = 72-71
B+ = 89-90 D+ = 69-67
B = 88-89 D = 66-60
B– = 82-87 F = 0.0
C+ = 79-77

Requirements for Graduation
To graduate, students must have successfully passed all course work, have a cumulative grade point average of not less than 2.0, complete the program in no more than 150% of total program credits, participate in graduate Portfolio Show, and have satisfied all financial obligations to The Art Institutes. It is the practice of The Art Institutes to round to the nearest tenth percent GPA and CGPA calculations for the purpose of determining academic progress. No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average. No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average.

Undergraduate Satisfactory Academic Progress (SAP) Policy
The Satisfactory Academic Progress Policy ensures that all students are maintaining satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student’s ability to enroll in and complete courses on a consistent and successful manner. This ability is measured in three ways: cumulative grade-point-average (CGPA) and incremental completion rate (ICR) within a maximum time frame (MTF). Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could result in the loss of Financial aid and Academic termination. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program in no more than 150% of total program credits.

Periods of attendance when a student does not receive Title IV aid are included in determining Satisfactory Academic Progress. Periods of Non-Attendance are not included in determining SAP. While the term Academic Warning/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

Criteria for Honors Designation
To promote academic excellence and to recognize exemplary academic achievement, the following Honors Designations will be issued on a term basis and upon graduation.

Term Honors Designation (at the completion of a quarter) – Students who enroll for and complete 12 credits or more (of courses which are not transitional studies) and meet the following criteria may receive the corresponding designation:

<table>
<thead>
<tr>
<th>Term GPA</th>
<th>Honors Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>President’s Honor Roll</td>
</tr>
<tr>
<td>3.7-3.9</td>
<td>Dean’s Honor Roll</td>
</tr>
<tr>
<td>3.5-3.6</td>
<td>Honor Roll</td>
</tr>
</tbody>
</table>

Honors Designation at Graduation – Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates.

Transitional studies classes are not considered when evaluating Honors Designations.

Milestones and Evaluation Points for Satisfactory Academic Progress
Compliance with SAP is reviewed every quarter for Certificate, Diploma, and Degree Programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.
Certificate/Diploma

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Milestones (CGPA and ICR)</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Quarter</td>
<td>&lt; 1.0 and/or 33.33%</td>
<td>Warning</td>
</tr>
<tr>
<td>End of Second Quarter</td>
<td>&lt; 1.5 and/or 60.00%</td>
<td>Warning (if 1st missed) Dismissal (if on Warning)</td>
</tr>
<tr>
<td>End of Third Quarter</td>
<td>&lt; 2.0 and 66.67%</td>
<td>Warning (if 1st missed)</td>
</tr>
<tr>
<td>Anything in excess of 150% MTR</td>
<td></td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Degree

<table>
<thead>
<tr>
<th>Evaluation Point</th>
<th>Milestones (CGPA and ICR)</th>
<th>Required Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of First Quarter</td>
<td>&lt; 1.0 and/or 33.33%</td>
<td>Warning</td>
</tr>
<tr>
<td>End of Second Quarter</td>
<td>&lt; 1.0 and/or 33.33%</td>
<td>Warning (if 1st missed) Dismissal (if on Warning)</td>
</tr>
<tr>
<td>End of Third Quarter</td>
<td>&lt; 1.25 and 50%</td>
<td>Warning (if 1st missed) Dismissal (if on Warning)</td>
</tr>
<tr>
<td>End of Fourth and Fifth Quarter</td>
<td>&lt; 1.50 and 50%</td>
<td>Warning (if 1st missed)</td>
</tr>
<tr>
<td>End of Sixth Quarter</td>
<td>&lt; 1.50 and 50%</td>
<td>Warning (if 1st missed)</td>
</tr>
<tr>
<td>Anything in excess of 150% MTR</td>
<td></td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Certificate and Diploma Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter.

2. At the end of the second quarter, students must attain a minimum CGPA of 1.5 and an ICR of 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning/Financial Aid Warning, it will be dismissed. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.

3. At the end of the third quarter, students must attain a minimum CGPA of 1.25 and an ICR of 60 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning/Financial Aid Warning, it will be dismissed. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.

4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

5. Students should note that if they are on Academic Warning/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their academic advisor concerning the exact requirements.

6. Students attending certificate or diploma programs may take transitional study courses.

Please note that dismissals can be appealed. Please see the Appeal Process below.

Degree Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% (transitional study courses do not impact GPA or ICR). Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter.

2. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.

3. At the end of the second quarter, students must achieve a minimum CGPA of 1.25 and an ICR of 60%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning/Financial Aid Warning, it will be dismissed. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.

4. At the end of the fourth and at the end of the fifth quarter, students must have a CGPA of at least 1.5, and an ICR above 50%. Anything below these milestones will result in Academic Warning/Financial...
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appeal (appeal granted or appeal denied) must be provided to the student and catalogued in the Student Information System as well as the student’s academic file. As part of the appeal the student must document in writing why he or she did not meet SAP and what in the student’s situation has changed that will allow he or she to meet SAP according to a written academic plan.

If the student’s appeal (see appeal policy below) is granted, he or she will be placed on Academic Probation/Financial Aid Probation for one or two quarters. For students in a certificate/diploma program they will only have one quarter of Academic/Financial Probation due to the shorter length of the program. For associates degree or higher programs, if the student and the institution agrees to a two-term Academic/Financial Aid Probation the student must agree with and sign a written academic plan developed and approved by the institution which documents that he or she will be required to attain CGPA and ICR milestones by the next evaluation point (term) but they must be meeting SAP at the end of the second term. A student not meeting the conditions of their plan at the end of the first quarter will be dismissed. If the student is meeting their academic plan at the end of the first term, they will stay on Academic/Financial Aid Probation. Student is eligible to receive Title IV aid while on Academic Probation/Financial Aid Probation if he or she is otherwise eligible. Failure to meet the minimum CGPA and ICR milestones following the Academic Probation/Financial Aid Probation period(s) will result in a permanent dismissal.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student may then request an additional appeal for reinstatement, but would have to demonstrate academic accomplishments or changes that show a degree of college readiness that reliably predict success. After being out of school, the applicant will have to meet the appeal requirements as stated in the first paragraph including describing why the student failed to meet satisfactory academic progress before and what has changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted. Should the student have his or her appeal denied a second time, the student will be permanently dismissed.

A student who appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student may then request an additional appeal for reinstatement, but would have to demonstrate academic accomplishments or changes that show a degree of college readiness that reliably predict success. After being out of school, the applicant will have to meet the appeal requirements as stated in the first paragraph including describing why the student failed to meet satisfactory academic progress before and what has changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from the Institute.

Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability

Other Grade Codes worth Zero Quality Points:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CR</td>
<td>Credit through examination</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>S</td>
<td>Suspension</td>
</tr>
<tr>
<td>NP</td>
<td>Not passing/Fail</td>
</tr>
<tr>
<td>PA</td>
<td>Pass</td>
</tr>
<tr>
<td>TR</td>
<td>External Transfer Credit</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>WV</td>
<td>Waiver</td>
</tr>
<tr>
<td>WX</td>
<td>Course was registered for but never attended</td>
</tr>
</tbody>
</table>

Students receive grades at the end of each quarter including midquarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses

Grades earned in repeated courses will replace grades of 'F', 'W', or 'WF'. Course credits with grades of 'F', 'W', or 'WF' are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an ‘F’ if a grade change is not submitted by the end of the second week of the follow-
ing term. The grade ‘I’ indicates Incomplete and is calculated as if it is an ‘F’ until it is changed to another grade and the course will be included as course credits attempted, but not earned. Students may also retake classes in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted.

**Changed Grade**

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

**Calculations**

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

\[ A = 4 \text{ grade points} \times 4 \text{ credit hours} = 16 \text{ grade points earned} \]

\[ B = 3 \text{ grade points} \times 3 \text{ credit hours} = 9 \text{ grade points earned} \]

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

In this example:

\[ 16 \text{ grade points} + 9 \text{ grade points} = 25 \text{ total grade points} \]

\[ 25 \text{ grade points earned divided by 7 total hours} \text{ earned} = \text{student’s GPA for the quarter, 3.57} \]

which is rounded to 3.6.

A student’s CGPA is computed in the same way by dividing the student’s total grade points earned from all quarters/semester at The Art Institute by the student’s total credit hours earned from all quarters at The Art Institute. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth if the last digit is less than 5. Example: 1.95 = 2.0, 1.94 = 1.90)

Incremental completion rate is determined as follows (remedial credits do not count in this calculation):

\[ \text{(ATTEMPTED CREDITS at the institution + Transfer Credits Accepted)} \]

**The 150% MTF is determined as follows:**

\[ \text{TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM} \times 1.5 = \text{TOTAL NUMBER OF CREDITS ALLOWED TO ATTEMPT.} \]

**Student Status Changes and SAP**

**Transfer Students**

Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completion rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be 180 X 1.5 = 270 credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as “TR” in the Student Information System and will not affect the student’s CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrollment) at another Art Institute. In order for a student to graduate, the minimum requirements are a CGPA of 3.0, 66.67% ICR, pass the Thesis Committee review, meet portfolio or other requirements as outlined by the student’s degree program, and completion of the program in no more than 150% of total program credits and 5 years beginning with the first day of class.

A student must achieve a grade point average of at least 3.0 and an ICR 66.67%. If a student fails to meet this milestone he/she will be placed on academic warning/financial aid warning.

**Academic Affairs**

**Minimum Standards for Graduate Academic/Final Aid Progress and Consequences for Failing to Meet Minimum Standards**

The Satisfactory Academic Progress Policy ensures that all students are maintaining satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken.

Most critical to this policy is a student’s ability to enroll in and complete courses on a consistent and successful manner. This ability is measured in three ways: cumulative grade-point-average (CGPA) and incremental completion rate (ICR) within a maximum time frame (MTF). Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid and academic dismissal. In order for a student to graduate, the minimum requirements are a CGPA of 3.0, 66.67% ICR, pass the Thesis Committee review, meet portfolio or other requirements as outlined by the student’s degree program, and completion of the program in no more than 150% of total program credits and 5 years beginning with the first day of class.

Periods of attendance when a student does not receive Title IV aid are included in determining Satisfactory Academic Progress. Periods of Non Attendance are not included in determining SAP. While the terms Academic Warning/Financial Aid Warning and Academic Probation/Financial Aid Probation are used, the statuses apply to all students whether receiving financial aid or not.

**Satisfactory Academic Progress Policies in the Pre-Thesis/Capstone stage**

1. At the end of the first quarter, students must achieve a grade point average of at least 3.0 and an ICR 66.67%. If a student fails to meet this milestone he/she will be placed on academic warning/financial aid warning.
Academic Affairs

2. For all quarter evaluations a student must achieve a minimum CGPA of 3.00 and an ICR of 66.67%. A student not achieving these minimum standards (and has not reached the thesis/capstone stage of his or her program) is placed on academic warning/financial aid warning for the next quarter. If a student who is already on academic warning/financial aid warning fails to achieve these milestones, s/he will be academically dismissed from the graduate program.

3. The student has one quarter to improve his or her cumulative grade point average (CGPA) or ICR to the mandatory level of at least 3.0 CGPA or ICR 66.67%. If a student fails to do so, the result is dismissal from the graduate program.

NOTE: If a student is on academic/financial aid warning for failing to meet the ICR and CGPA requirements, it will not be sufficient to merely meet the CGPA and ICR milestones of 3.0 and 66.67%. In some cases the student may have to meet the CGPA and ICR milestones following the Academic Probation/Financial Aid Probation period.

Achieving grades below a “B” during Pre-The/sis/Capstone stage.

1. Students in the pre-thesis stage of their programs who receive a course grade of “B” or less (excluding the grade of “W”), will be placed on Academic Warning/Financial Warning for the next quarter. The student will not be allowed to continue to the thesis/capstone stage of his program until the student retakes the course and passes with a grade of “B” or better in the subsequent term. If the student is unable to achieve a grade of “B” or higher upon re-taking the course, the student will be dismissed.

2. A student may not have more than one instance of a grade less than “B” during the entire program (excluding the grade of “W”). Upon achieving a second course grade that is less than a “B”, the student will be dismissed.

Passing the Mid-program Assessment/Approval to Thesis/Capstone Stage.

1. A midprogram assessment (typically, within the first three quarters of the program) of each student takes place to determine whether they will be accepted into the Thesis/Capstone stage of the program. This assessment is a particular class and involves faculty from throughout the department. Students must successfully complete their mid-program assessments (as determined by the program director) prior to being accepted into the thesis/capstone stage of their programs. Unacceptable assessments will result in academic warning/financial aid warning for the following quarter.

2. The student has one quarter to resubmit and successfully complete the mid-program assessment. If at the second attempt, the student’s assessment is still unacceptable, the result is an immediate dismissal from the graduate program.

Allowable Academic/Financial Aid Probation. Students may be on an academic warning/financial aid warning status once and academic probation/financial aid probation only once, after successful appeal during their enrollment. The student cannot earn a grade below B while on probation or the student will be terminated from the program with no further right to appeal. Students not meeting the minimum SAP requirements will be notified in writing by the campus registrar and a meeting with the Dean of Academic Affairs. Students on academic warning/financial aid warning or academic/financial aid probation status are eligible for financial aid.

Thesis/Capstone Stage.

Thesis/Capstone stage of any graduate program refers to the point at which a graduate student has assembled and is working with an approved thesis committee on the written and/or project portion of his or her thesis. This stage usually commences after the mid-program review but may vary per program.

1. There are no academic appeals for dismissals allowed during the thesis stage.

2. If a student is in the thesis/capstone stage of the program and his or her cumulative grade point average falls below a 3.0 and 66.67% ICR, the result is immediate dismissal from the graduate program.

3. If a student is in the thesis/capstone stage of the program, the student may not receive a grade lower than a “B”. The result of a grade lower than a “B” is immediate dismissal from the graduate program.

4. At the end of the program, each student is required to make a thesis presentation to his or her thesis committee.

5. Students have a maximum time limit of five years to complete their programs from the first day of attendance and 150% of the program length in credit hours whichever is less, to complete their programs.

Appeal Process for Academic Probation/Financial Aid Probation. The process to appeal allows the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided and retained. The result of the appeal (appeal granted or denial) must be documented in writing and recorded in the student’s academic file.

Mitigating Circumstances for Appeal.

Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance which has negatively impacted the student’s progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member
- Change in work schedule during the term
- Student illness requiring hospitalization
- Natural disaster
- Change in work schedule during the term
- Student illness requiring hospitalization
- Loss of transportation where there are no alternative means of transportation
- Documentation from the School Counselor and/or a Professional Counselor

Deans of Academic Affairs are responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student’s ability to avoid the circumstance. Any consideration of conditions outside of the list provided should be discussed with the EDMC VPAA. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from the SAP program or professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor’s opinion that student issues may be mitigated to ensure that the student will be able to meet satisfactory academic progress will suffice as proof of mitigating circumstances as well as a student’s ability to meet satisfactory academic

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The Academic Grading System

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.4</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.4</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0 *</td>
</tr>
</tbody>
</table>

*F does compute in the CGPA and does count as credit attempted.

Other Grade Codes worth Zero Quality Points:

- **CR** = Credit through examination
- **S** = Suspension
- **TP** = Not passing/Fail
- **PA** = Proficiency Credit by Exam or Portfolio
- **SP or SA** = Satisfactory/Pass
- **T** = Termination from course
- **TR** = External Transfer Credit
- **U** = Unsatisfactory
- **WV** = Waiver
- **WX** = Course was registered for but never attended

Students receive grades at the end of each quarter. The grade report contains both the grade point average for the quarter (CGPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

### Repeating Courses, Withdrawals, and Transfer Credits

Grades earned in repeated courses will replace grades of ‘F’, ‘W’, or ‘WF’. Course credits with grades of ‘F’, ‘W’, or ‘WF’ are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Credits from all repeated courses are included as credits attempted. Transfer credits count in the ICR, MTF but not in the CGPA, and count as attempted and earned credits.

### Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

#### Calculations

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

#### Example

- A = 4 grade points x 4 credit hours = 16 grade points earned
- B = 3 grade points x 3 credit hours = 9 grade points earned

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.

#### Example

- 16 grade points earned = student’s GPA for the quarter
- 25 grade points earned divided by 7 total hours earned = student’s GPA for the quarter, 3.57, which is rounded to 3.6.

A student’s CGPA is computed in the same way by dividing the student’s total grade points earned from all quarters/semester at The Art Institute. The student’s CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if the last digit is less than 5. (Example: 1.95 = 2.0, 1.94 = 1.90)

Incremental completion rate is determined as follows (remedial credits do not count in this calculation):

#### Milestones and Evaluation Points for Satisfactory Academic Progress Grid

| Pre-Thesis/ | Evaluation | Milestones | Required Action |
| Capstone/Stage | Point | | |
| Pre-Thesis/Stage | | | |
| Thesis/Capstone Stage | | | |
| End of 1st Quarter | < 3.0 and 66.67% | Warning |
| End of every Quarter | < 3.0 and 66.67% | Warning (1st time)/ Dismissed (1st in Warn-
ing Below) |
| Every Quarter | Achieved a Grade of less than ‘B’ in a course (Excluding VI) | Warning |
| Every Quarter | Failure to achieve a Grade of ‘B’ or higher in a course | Dismissal |
| Every Quarter | Second Course earning less than ‘B’ | Dismissal |
| Mid Program Assessment | | | |
| Failure to Pass a mid program assessment | Warning (1st time)/ Dismissed if second unsuccessful submission |
| Thesis/Capstone Stage | | | |
| Earns a Grade lower than ‘B’ | Dismissal |
| Throughout the entire Program | | | |
| Anything in excess of 50% MTF | Dismissal |

### Note

Graduate students can only be on Academic Affairs Warning/Financial Aid Warning and Academic Affairs Probation/Financial Aid Probation once during their enrollment.

### Quarter Credit Hour Definition

A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty in-
Academic Affairs

struction and a minimum of two hours of out-of-class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

Transfer Credits

Art Institute of Dallas and the Art Institute of Fort Worth hold Certificates of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations and are accredited by the Commission on Colleges, Southern Association of Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The mission of The Art Institute of Dallas and the Art Institute of Fort Worth is to help you to prepare for entry level employment in your chosen field of study. The value of degree programs like those offered by Art Institute of Dallas and the Art Institute of Fort Worth is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute of Dallas and the Art Institute of Fort Worth will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state accreditation and licensing Board regulations and are accredited by the Commission on Colleges, Southern Association of Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The mission of The Art Institute of Dallas and the Art Institute of Fort Worth is to help you to prepare for entry level employment in your chosen field of study. The value of degree programs like those offered by Art Institute of Dallas and the Art Institute of Fort Worth is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute of Dallas and the Art Institute of Fort Worth will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institute of Dallas and the Art Institute of Fort Worth may be transferable into that school's program.

If you are considering transferring to either another Art Institute or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute credits. We encourage you to make this determination as early as possible. The Art Institute of Dallas and the Art Institute of Fort Worth does not imply, promise, or guarantee transferability of its credits to any other institution.

In all cases, new students are responsible for informing their Assistant Director of Admissions and the Admission Coordinator during the application and enrollment process of any educational experiences they may have had which they feel could lead to advanced standing credit at the Art Institutes.

Only courses with grades of “C” or better will be considered for transfer. Courses must be taken for a grade to be considered for transfer of credit. “Pass” and “Satisfactory” grades will only be considered if accompanied by a statement from the college or university that the “P” or “S” is equivalent to a “C” or better grade. The Art Institutes provides an integrated curriculum which includes both the technical and the general education courses needed to prepare students for positions in the modern workplace.

Many students, however, have already undertaken coursework elsewhere which approximates required courses at The Art Institute. In such cases, transfer credit may be awarded according to the following procedures:

- Official transcripts must be received in the Admissions Office before the class start; no coursework will be considered for transfer credit for first-quarter classes after the Drop/Add Period.
- Work must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institutes.
- Only courses with grades of “C” (2.0) or better will be considered for transfer credit.
- No developmental or remedial courses will be considered.
- Applications for transfer credit for other than first-quarter classes must be made within thirty days of enrollment. Applications may not be made after the student has attended a potentially transferable class past add/drop period.
- A student may transfer up to 75% of total program credits, but must meet a minimum of a 50% residency requirement. The percentage of total transfer credits may be altered in those cases in which the institution must meet programmatic accreditation standards. See CIDA Accreditation p4.
- In disputed cases, a course description and/or syllabus may be required in order for credit to be considered. Disputes will be arbitrated by a Transfer Credit Review Committee appointed and headed by the Academic Dean.
- Foreign students will be evaluated on an individual basis.

Proficiency Credit or Credit for Prior Learning

The Art Institutes also recognizes that prospective students may have obtained experience equivalent to certain courses; therefore, proficiency credit may also be awarded under the following condition:

- Students may earn proficiency credit by taking State approved CLEP examinations, or passing a CEEB Advanced Placement examination (not simply passing an advanced placement course in high school). Official CLEP and AP exam scores must Change of Program Students will be allowed only one change of program. Students who change programs will be treated as transfer students. Grades from course equivalents in the old program will transfer to the new program.

Transfers

A student must be in satisfactory academic standing to be allowed the opportunity of transferring from one Art Institutes system school to another.

Art Institutes Merit Award

Students who earn a CGPA of 2.5 or greater are also eligible to apply for the Merit Award. Students interested in applying for the Merit Award should contact their Academic Department Director.

Student Rights and Responsibilities

Students of The Art Institute are members of a special community of artists and scholars and, as such, have the right to take full advantage of the opportunities afforded for inquiry, artistic expression, and professional and personal development. A community, however, must protect those rights for others and provide an orderly environment in order to achieve its academic purpose. There are, therefore, responsibilities and expectations each student accepts when becoming a part of The Art Institute community. The Honor Code and other college regulations form the nucleus of the expectations of an Art Institute student. Infractions of school policy may be categorized as academic and nonacademic although there may be instances where an alleged infraction falls into both categories and may be addressed through academic and non-academic procedures.

Acts of Dishonesty

- The Art Institute of Dallas and The Art Institute of Fort Worth will not tolerate any act of dishonesty or plagiarism. Dishonesty in the classroom, including securing, passing, receiving a test prior to test date, or cheating on examinations is subject to a failing grade and possible suspension or termination from The Art Institute of Dallas and The Art Institute of Fort Worth.
- The same rule applies for detected plagiarism within the classroom. Plagiarism includes any unattributed use of materials from any source, including books, periodicals, CD ROM's, videos, and the World Wide Web, as well as artwork/projects from other students or professionals. All quotations, paraphrases, or other adaptations of others' work must be properly cited and documented.
- All acts of dishonesty are to be brought to the attention of Student Affairs and Academic Affairs officials. Please refer to the Student Conduct Policy in the General Information section of this catalog.

Student Permanent Records

The Registrar's Office complies with the American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines and its own developed guidelines regarding the retention of records. Student records are shredded when the expiration period has been reached. Graduates, former students, and current students may request a copy of their transcript through the Registrar's Office. The Art Institute of Dallas and The Art Institute of Fort Worth will respond to a written request for a transcript within five (5) business days. A student's permanent record will include:

- Signed application, enrollment agreement, and essay
- Acceptance letter
- Proof of graduation (POG) from high school
- Official transcripts from other schools where transfer credit was requested on the Transfer Credit Evaluation form. Note that official
Worth offer the following scholarships and grants to The Art Institute of Dallas and The Art Institute of Fort Worth:

**Scholarships and Grants**

Each quarter the Academic Affairs Department Directors and must be submitted to the Director of General Studies and Academic Services by the end of Week 8.

- **Quarterly Merit Scholarship**
  - This scholarship is awarded to continuing students with a quality education and wants to prepare students for an academic or professional career, or for students in their last two quarters.
  - Students must have a cumulative grade point average of 3.5 or above and have never been on academic warning or probation. Students must maintain a full load of classes, 12 credits or higher. Winners are selected for their academic success, professionalism, service to the college, attendance record, and overall performance and attitude. A maximum of 15 credit hours tuition is awarded. Application packets are available from the Academic Department Directors and must be submitted to the Director of General Studies and Academic Services by the end of Week 8.

- **Academic Competitive Grant (ACG)**
  - The Academic Competitive Grant is available to eligible students who are receiving a Pell Grant, are full time students in their first or second year of college in a degree program, who graduated from high school in 2005 or later, and who took a program of study in high school that was considered to be rigorous. Each eligible student may receive 2 years of ACG. The award is up to $750 for the first year and up to $1,300 for each year. To receive a second year grant, the student must have a 3.0 GPA at the end of the first year.

- **National Science and Mathematics Access to Retain Talent (SMART) Grants**
  - SMART Grants are available to eligible students in the third and fourth years of certain bachelor’s degree programs. Students must be receiving a Pell Grant, be a U.S. Citizen, and have a 3.0 GPA. If transferring from another school, the student must have a 3.0 in classes for which credits are being transferred. The admissions office can provide the student with a list of eligible programs. Awards are up to $4,000 per year.

- **Academic Affairs Administration and Services**
  - The Academic Affairs Department Directors and faculty members have been carefully recruited to assure the excellence of the educational process. Faculty members not only have appropriate academic credentials, but equally important, many have professional experience and backgrounds in the career-related areas they teach. Further, they have been selected because they enjoy communicating and working with new and continuing students.
  - Students come to The Art Institute of Dallas and The Art Institute of Fort Worth to prepare for employment in the career field of their choice. They do not come solely for the purpose of earning credits or degrees. The entire focus of the educational process is devoted to the development of employable skills and professional attitudes so that graduates are truly prepared to enter their career fields. It is very important that the student uses every resource at his or her disposal and gets the maximum benefit from every course undertaken. Academic Advisors, Academic Department Directors, and faculty and staff of the Academic Improvement Center are available for student consultation at any time there is need for additional support services.

- **The Mildred M. Kelley Scholarship**
  - This scholarship is awarded each quarter to one outstanding upper quarter student at The Art Institute of Dallas or The Art Institute of Fort Worth with priority given to students who have completed a minimum of two quarters and have not entered their last quarter at The Art Institute of Dallas or The Art Institute of Fort Worth. Each quarter the Academic Affairs Department award a $500 scholarship to honor outstanding upper quarter students. Students must have a cumulative grade point average of 3.5 or above and have never been on academic warning or probation. Students must maintain a full load of classes, 12 credits or higher. Winners are selected for their academic success, professionalism, service to the college, attendance record, and overall performance and attitude. A maximum of 15 credit hours tuition is awarded. Application packets are available from the Academic Department Directors and must be submitted to the Director of General Studies and Academic Services by the end of Week 8.

- **SMART Grants**
  - SMART Grants are available to eligible students in the third and fourth years of certain bachelor’s degree programs. Students must be receiving a Pell Grant, be a US Citizen, and have a 3.0 GPA. If transferring from another school, the student must have a 3.0 in classes for which credits are being transferred. The admissions office can provide the student with a list of eligible programs. Awards are up to $4,000 per year.

- **Academic Affairs Administration and Services**
  - The Academic Affairs Department Directors and faculty members have been carefully recruited to assure the excellence of the educational process. Faculty members not only have appropriate academic credentials, but equally important, many have professional experience and backgrounds in the career-related areas they teach. Further, they have been selected because they enjoy communicating and working with new and continuing students.
  - Students come to The Art Institute of Dallas and The Art Institute of Fort Worth to prepare for employment in the career field of their choice. They do not come solely for the purpose of earning credits or degrees. The entire focus of the educational process is devoted to the development of employable skills and professional attitudes so that graduates are truly prepared to enter their career fields. It is very important that the student uses every resource at his or her disposal and gets the maximum benefit from every course undertaken. Academic Advisors, Academic Department Directors, and faculty and staff of the Academic Improvement Center are available for student consultation at any time there is need for additional support services.

- **Academic Affairs**
  - An education team committed to providing the students with a quality education is available through the Academic Affairs office at The Art Institute of Fort Worth. Some of the following services are available at The Art Institute of Fort Worth. For more information on the available services, contact the Academic Dean.
  - The education team committed to providing the students with a quality education consists of the following members at The College of Creative Art & Design:
    - Vice President of Academic Affairs, who has the direct management responsibility for all educational programs of study.
    - Associate Dean of Academic Affairs, who works to assist the Vice President of Academic Affairs in the effective management and supervision of the Academic Affairs Department.
    - Director of Institutional Effectiveness and Research, who has the responsibility to ensure that all accreditation guidelines are followed, and to maintain the institutional effectiveness process.
    - Director of General Studies & Academic Services, who has direct management responsibility for the administration of testing, general education faculty and course related activities, admissions criteria, student tutoring, college preparatory courses, and ADA academic issues.
    - Academic Department Directors, who have direct management responsibility for faculty and coordinate student success activities in each particular program of study. They also maintain direct contact with students, advise students on attendance, academic progress and curriculum issues.
    - Registrar who has direct management responsibility for the registrar’s office.
    - Director of Library Services, who has direct management responsibility for maintaining the library according to standards set by the accrediting bodies, and to ensure current and appropriate material is available for students, faculty and staff.
    - Academic Advisors, who work directly with students in a variety of disciplines to identify their needs and implement a plan of action. This individual is responsible for sustaining an environment of academic and professional excellence for students and educational team members. Duties include a mix of instruction and student advising.
    - Lead Instructors/Program Coordinators, who are full time faculty who lead the faculty in curriculum assessment and development and advise students on academic issues.
    - Faculty, who are the specialists in particular areas of instruction and have the primary responsibility for developing the skills of the students. As a team, Academic Affairs Administration is responsible for the following education related services:
      - curriculum that is periodically reviewed and updated to ensure it is current with employers’ needs.
Academic Affairs

- portfolio and academic standards to assure excellence in educational processes;
- exhibits of student art and projects;
- continued development of library and program resource materials;
- selection of appropriate instructional equipment, material and supplies;
- ongoing academic advising;
- tutoring for Art Institute of Dallas students in study skills, reading and writing skills, and mathematics.

Orientation Programs

New students receive an orientation involving all of The Art Institute academic programs at the start of first quarter. At this time, the general services and day-to-day operating policies and procedures are outlined and explained. Further, students are afforded the opportunity to meet the key administrators who will be working closely with them throughout their programs.

Course Schedule

The courses for each program of study are outlined in the catalog (refer to Table of Contents for program specifics). Each course is periodically reviewed for content; relevance to changing industry needs, standards, and equipment upgrades; and review of other necessary supplies and resource material. Some courses within a program are necessarily taught in a particular order. Academic Department Director approval is required for any student wishing to take courses out of sequence. Classes are scheduled at various times during the day and week in order to meet student needs as well as program needs. Monday through Friday classes are available from 8:00 a.m. until 10:00 p.m. For Culinary students, classes are available from 6:30 a.m. until 10:30 p.m. Saturday classes are scheduled on an as-needed basis.

Program & Attendance Status Changes

Once enrolled, a student is assumed to be in continuous enrollment and attendance, and to be making satisfactory academic progress until graduation. The student who alters this academic progress in any manner is considered to be making a “status change” which will require approval in advance of the change. The basic status changes include:

- an enrollment change from one program of study to another program of study (termed “internal transfer”);
- a change of attendance schedule (from part-time to full-time class attendance or vice versa);
- an interruption or termination of studies;
- a return to classes after interruption of studies (termed “re-entry”);
- a course change, addition or deletion (no changes will be made after drop/add period);
- a transfer from one Art Institutes system school to another (termed “external transfer”).

Students who wish to request an academic or registration status change as noted above should see the Registrar’s Office for procedural details. Students wishing to re-enter The Art Institute of Dallas or The Art Institute of Fort Worth after an interruption of studies must first contact the Re-admissions Office.

Add/Drop Period

A student may add or drop a course during the first six days of the quarter. Mid-quarter start students, add/drop is the first three business days of the mid-quarter session. There is no fee or grade associated with this procedure if done during the add/drop period.

While every effort is made by all advisors to assist you in planning your schedule, it is the student's responsibility to know prerequisites as listed in The Art Institutes' catalog. If a student fails a prerequisite to a course for which the student has pre-registered, it is the student's responsibility to have his or her schedule changed prior to the end of the Add/Drop period.

General Academic Performance, Evaluations and Student Online Account

A final grade report is posted to each student's online account at the end of each academic quarter of study for all courses completed during that quarter. Midterm evaluations for the purpose of addressing his or her general performance are posted online in each student's online account during week six of the quarter. The student may consult with Academic Advisors, faculty and Academic Department Directors to facilitate maximum academic and professional performance. For assistance with your online account please contact the Office of the Registrar.

Portfolio Review and Requirements

The portfolio is the visual presentation of the cumulative education, training and job experience for the artist, designer, and animator. An employer will not consider such professionals for employment without first reviewing the applicant's portfolio. Grades, previous work experience, or reference letters are important, but only in conjunction with the portfolio. Consequently, to graduate from an art or design based program, the student must produce an acceptable portfolio in addition to achieving a 2.0 cumulative grade point average for all required courses completed. An outline of portfolio standards, projects, and general criteria are provided separately to students within each program. These portfolio requirements are periodically reviewed and The Art Institute of Dallas and The Art Institute of Fort Worth reserve the right to alter or modify the portfolio requirements they deem to be in the best interests of the graduating students to enhance their employment potential. Culinary students do not have a standard portfolio requirement. All culinary students must successfully pass a cooking practical and an exit test to graduate. The development of the portfolio is a continuing process that begins early in the student's program and must be completed prior to the date of graduation. During the final quarter of study, the student submits the portfolio to the faculty, Academic Department Director, and/or Academic Dean for critique. Any portfolio pieces deemed unsatisfactory must be replaced with acceptable work. Students are also required to have resumes outlining their work experience and related activities.

Class Assignments and Projects

Considerable emphasis is placed on simulated work situations where the student is assigned projects that have scheduled completion dates. Class time is set aside for completing the projects and additional time outside of class hours is expected for meeting the established projects' submission deadlines. In the professional field, there are no acceptable excuses for missing project deadlines; therefore, it is extremely important that the student develop a similar professional discipline.

Each academic department establishes appropriate policies regarding grading procedures and late assignments. The student should be familiar with these policies as they apply to his/her situation.

Registrar's Office

The Registrar and staff are responsible for the following services:

- Maintenance of all student permanent records
- Issuance of grade reports and/or attendance reports
- Issuance of student transcript records: $5.00 each transcript. Requires a minimum of five (5) days' processing time, and all financial obligations with the school must be current to obtain a transcript.
- Supervision of quarterly student registration activities
- Processing of student status changes, including:
  - Course and program withdrawals
  - Requests for program changes
- Transfers to other Art Institutes system schools
- Enrollment verification
- Address changes

The Registrar's Office also handles the processing and evaluation of transfer credits. The following guidelines pertain to how transfer credits are utilized after matriculation and before matriculation. Transfer credit may be awarded for courses taken at other institutions while enrolled as a student at The Art Institute under the following conditions:

After Matriculation

- Students must be enrolled full time at The Art Institute.
- Students must apply in writing to the Academic Dean and receive prior approval before enrolling in the course.
- Coursework must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institute.
- All such course work must be completed by the end of the first academic year (third quarter) of enrollment at The Art Institute.

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Before Matriculation

The Art Institute of Dallas provides an integrated curriculum which includes both the technical and the general education courses needed to prepare students for positions in the modern workplace.

Many students, however, have already undertak-encoursework elsewhere which approximates required courses at The Art Institute of Dallas. In such cases, transfer credit may be awarded according to the following procedures:

- Official transcripts must be received in the Admissions Office before the class start; no coursework will be considered for transfer credit for the first quarter classes after the Drop/Add Period. Receipt of an official electronic transcript, in lieu of a signed official transcript, is an option for Texas high school students who attend schools capable of transmitting through the Texas Records Exchange (TREX) system.
- Coursework must represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to the Art Institute of Dallas.
- Only courses with grades of “C” (2.0) or better will be considered for transfer credit.
- Only courses equivalent to 3 or more quarter hours will be considered.
- No developmental or remedial courses will be considered.
- Applications for transfer credit for other than first-quarter classes must be made within thirty days of enrollment. Applications may not be made after the student has attended a potentially transferable class past the add/drop period.
- A student may transfer up to 75% of total program credits, but must meet a minimum of 50% residency requirement. A maximum of 12 quarter credit hours may be awarded for collegiate credit from prior learning obtained outside a formal degree-granting institution.

This credit will be included in the 75% of total program credits allowable. This includes transfers between Art Institute schools.

- In disputed cases, a course description and/or syllabus may be required in order for credit to be considered. Disputes will be arbitrated by a Transfer Credit Review Committee appointed and headed by the Academic Dean.
- Foreign students will be evaluated on an individual basis.

Registration Procedures

The continuing enrollment registration for in school students takes place during the fifth through tenth weeks of each quarter. Appropriate notices regarding the time and place are posted in advance. Students may pick up clearance forms and official schedules in the Registrar’s Office one day before the start of the upcoming quarter. Every student must present an official schedule to each instructor before they will be admitted to class during the first two weeks of school. If registration, it is the student’s responsibility to consult the schedule of classes and select his/her courses from the schedule. Academic Advisors and Academic Department Directors are available prior to and during the registration process to assist students with their course schedules.

Students are required to contact their Academic Advisor or Director prior to registering.

It is very important that every student register on time. Students who register late may be subject to limited course selection, on a space available basis and late registration fees. Those students who anticipate a problem with registration should contact the Registrar’s Office in advance of the date scheduled for registration.

It is the student’s obligation to add, drop, or withdraw from classes before the deadlines stated in the academic calendar. This applies even if the student has never attended class.

Veterans Information

Students sponsored or assisted by the Veterans “Administration” (VA) may receive assistance in the filing of appropriate forms from the Registrar’s Office. These students must maintain satisfactory attendance and academic progress as outlined in this catalog.

The Art Institute of Dallas and the Art Institute of Fort Worth must evaluate and maintain written record of previous education and training of veterans and eligible persons for purposes of utilizing GI Bill benefits (Title 38 USC 3675 (b)(2)). The Art Institute of Dallas and the Art Institute of Fort Worth requires students to submit official transcripts from all post-secondary schools/traini- ing for evaluation to the school’s certifying official.

Family Educational Rights and Privacy Act

Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”) sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Dallas and the Art Institute of Fort Worth may disclose to third parties without receiving prior written consent from the student.

1. Procedure to Inspect Education Records Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the President of The Art Institute of Dallas or The Art Institute of Fort Worth. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student’s records.

Certain limitations exist on a student’s right to inspect and review his/her own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors. In addition, the term “education record” does not include certain types of records such as, by way of example, records of instructional, supervi-sory, administrative, and certain educational personnel who are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a sub- stitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II. Disclosure of Educational Records The Art Institute of Dallas and The Art Institute of Fort Worth generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student.

Personally identifiable information is disclosed (some items are mandatory, some discretion ary) from the records of a student without that student’s prior written consent to the following individuals or institutions or in the following circumstances:

1. To The Art Institute of Dallas and The Art In- stitute of Fort Worth officials who have been determined by the school to have legitimate educational interests in the records. A school official is (i) a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or (ii) a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

2. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of Dallas and The Art Institute of Fort Worth.

3. To certain officials of the United States De- partment of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.

4. In connection with the student’s request for, or receipt of, financial aid necessary to de- termine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.

5. To organizations conducting certain studies or on behalf of the school.

Academic Affairs
6. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
7. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
8. To comply with a judicial order or lawfully issued subpoena.
9. To appropriate parties in health or safety emergencies.
10. To officials of another school in which a student seeks or intends to enroll.
11. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
12. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or nonforcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution’s rules or policies. (The school, in such instances, may only disclose the name of the perpetrator not the name of any other student, including a victim or witness without the prior written consent of the other student(s)).
13. To a parent regarding the student’s violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
14. Directory information (see Section IV below).
15. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Dallas and The Art Institute of Fort Worth will not provide: social security number, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran’s status, students no longer enrolled.

Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Art Institute of Dallas and the Art Institute of Fort Worth officials with legitimate educational and disclosures of directory information for other exceptions described in the applicable regulations, the Art Institute of Dallas and the Art Institute of Fort Worth will maintain record indicating the parties who have requested or obtained personally identifiable information from a student’s education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

The Art Institute of Dallas and The Art Institute of Fort Worth designate the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student’s consent):

- Student’s name
- Address: Local, email and web site
- Telephone number (local)
- Date and place of birth
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Degrees and certificates awarded
- Most recent previously attended school
- Photograph of the student, if available
- Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
- Student honors and awards received
- The height and weight of athletic team members

Notice of these categories and of the right of a student to request nondisclosure of student directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Dallas, 8880 Park Lane, Suite 100, Dallas Texas 75231 or the Registrar, The Art Institute of Fort Worth, 7000 Calforn Avenue, Suite 150, Fort Worth, TX 76116. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above designated categories of personally identifiable directory information.

V. Correction of Educational Records Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Academic Dean to amend a record. As part of the request, students should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of their privacy rights.
2. The Art Institute of Dallas and the Art Institute of Fort Worth may either amend the record or decline to amend the record. If the Art Institute of Dallas or the Art Institute of Fort Worth decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student’s privacy rights.

3. Upon request, the Art Institute of Dallas and The Art Institute of Fort Worth will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing.

That individual may be an official of The Art Institute of Dallas and The Art Institute of Fort Worth. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student’s education records. The student may be assisted by other people, including an attorney.

4. The Art Institute of Dallas or The Art Institute of Fort Worth will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.

5. If, as a result of the hearing, The Art Institute of Dallas or The Art Institute of Fort Worth decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.

6. If, as a result of the hearing, The Art Institute of Dallas or the Art Institute of Fort Worth decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

7. If a statement is placed in the education records of a student under paragraph six above, the Art Institute of Dallas or the Art Institute of Fort Worth will: (a) maintain the statement with the contested part of the record for as long as the record is maintained; and (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute of Dallas and The Art Institute of Fort Worth to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is: Family Policy Compliance Office United States Department of Education 490 Maryland Avenue, S.W. Washington, DC 20202-4605

General Student Complaint Procedure

The Art Institute of Dallas and The Art Institute of Fort Worth will seek to solve general problems by internal procedures of due process. When necessary, off campus law enforcement and judicial authorities may be involved. Complaints, comments
and suggestions for improvement are welcome. Students should direct their comments to an employee in a supervisory position. The executive committee chair at the back of this catalog may be consulted for persons in supervisory positions. Students who feel that their complaint or comment is not being taken seriously, or acted upon, have the option of asking an additional staff member in higher authority, going up as far as the Art Institute of Dallas President and Art Institute of Fort Worth Campus Director. Students can also provide comments through the Ai Dallas/ Ai Fort Worth Listens Program. Feedback boxes are located in the student lounge, the library, the Campus Director’s office (Fort Worth) and in the Charles Booley building (Dallas campus).

Student Conduct Policy
The Art Institute will not tolerate any act of dishonesty or plagiarism. Dishonesty in the classroom, including securing, passing, receiving a test prior to test date, or cheating on examinations is subject to a failing grade and possible suspension or termination from The Art Institutes. The same rule applies for detected plagiarism within the classroom. Plagiarism includes any unattributed use of materials from any source, including books, periodicals, CD-ROM’s, Videos, and the World Wide Web, as well as artwork/projects from other students or professionals. All quotations, paraphrases, or other adaptations of others’ work must be properly cited and documented. All acts of dishonesty are to be brought to the attention of the Dean of Student Affairs and the Academic Dean.

Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as described in full in the The Art Institute of Dallas and The Art Institute of Fort Worth Student Handbook.

Arbitration
Every student and The Art Institute of Dallas and the Art Institute of Fort Worth agrees that any dispute or claim between the student and The Art Institute of Dallas and the Art Institute of Fort Worth (or any company affiliated with The Art Institute of Dallas and the Art Institute of Fort Worth, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student’s enrollment or attendance at The Art Institute of Dallas and the Art Institute of Fort Worth whether such dispute arises before, during, or after the student’s attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student’s or The Art Institute of Dallas and the Art Institute of Fort Worth’s election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student’s right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student may select either, JAMS or the National Arbitration Forum (“NAF”) to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute of Dallas and the Art Institute of Fort Worth intends to initiate arbitration, it will notify the student by writing through regular mail at the student’s latest address on file with The Art Institute of Dallas and the Art Institute of Fort Worth and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20 day period, The Art Institute of Dallas and the Art Institute of Fort Worth will select one.

The Art Institute of Dallas and the Art Institute of Fort Worth agrees that it will not elect to arbitrate any undeliverable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student’s claim exceeds the relevant jurisdictional threshold, The Art Institute of Dallas and the Art Institute of Fort Worth reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR THE ART INSTITUTE OF DALLAS AND THE ART INSTITUTE OF FORT WORTH CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR’S AWARD. FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR’S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR THE ART INSTITUTE OF DALLAS AND THE ART INSTITUTE OF FORT WORTH WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student’s written request, The Art Institute of Dallas and the Art Institute of Fort Worth will pay the filing fees charged by the arbitration administrator, up to a maximum of $3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators’ fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student’s relationship with The Art Institute of Dallas and the Art Institute of Fort Worth. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, HYPERLINK “http://www.jamsadr.com” www.jamsadr.com, 8003552677; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

Transfer of Credit
Art Institute of Dallas and the Art Institute of Fort Worth hold Certificates of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations and are accredited by the Commission on Colleges, Southern Association of Colleges and Schools, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another institution. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The mission of The Art Institute of Dallas and the Art Institute of Fort Worth is to help you to prepare for entry-level employment in your chosen field of study. The value of degree programs like those offered by Art Institute of Dallas and the Art Institute of Fort Worth is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institute of Dallas and the Art Institute of Fort Worth will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institute of Dallas and the Art Institute of Fort Worth may be transferable into that school’s program.

If you are considering transferring to another Art Institute or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute credits. We encourage you to make this determination as early as possible. The Art Institute of Dallas and the Art Institute of Fort Worth does not imply, promise, or guarantee transferability of its credits to any other institution.

Transfer of Credit, Proficiency Credit, and Credit for Life Experience Transfer of Credit before Matriculation
The Art Institutes provides an integrated curriculum which includes both the technical and the general education courses needed to prepare students for positions in the modern workplace. Many students, however, have already undertaken coursework elsewhere which ap-

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proximates required courses at The Art Institute of Dallas and The Art Institute of Fort Worth. In such cases, transfer credit may be awarded according to the following procedures:

- Official transcripts must be received in the Admissions Office before the class start; no coursework will be considered for transfer credit for first quarter classes after the Drop/Add Period. Receipt of an official electronic transcript, in lieu of a signed official transcript, is an option for Texas high school students who attend schools capable of transmitting through the Texas Records Exchange (TREx) system.
- Coursework must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institute of Dallas and The Art Institute of Fort Worth.
- Only courses with grades of “C” (2.0) or better will be considered for transfer credit.
- Only courses equivalent to 3 or more quarter hours will be considered.
- No developmental or remedial courses will be considered.
- Applications for transfer credit for other than first quarter classes must be made within thirty days of enrollment. Applications may not be made after the student has attended a potentially transferable class past add/drop period.
- A student may transfer up to 75% of total program credits, but must meet a minimum of a 50% residency requirement. A maximum of 23 quarter credit hours may be awarded for collegiate credit for prior learning obtained outside a formal degree granting institution.

This credit will be included in the 50% of total program credits allowable. This includes transfers between Art Institutes system schools.

- In disputed cases, a course description and/or syllabus may be required in order for credit to be considered. Disputes will be arbitrated by a Transfer Credit Review Committee appointed and headed by the Academic Dean.
- Foreign students will be evaluated on an individual basis.

Inter-curricular Coursework:
In order to receive transfer credit for GE0114 (Introduction to Humanities), students must have completed an introductory Humanities course of at least one semester, or have completed a combination of courses that achieve objectives similar to those in place at The Art Institute of Dallas and The Art Institute of Fort Worth.

Proficiency Credit or Credit for Prior Learning
The Art Institutes also recognize that prospective students may have obtained experience equivalent to certain courses; therefore, proficiency credit may also be awarded under the following conditions:

- Students may earn proficiency credit by taking state approved CLEP examinations, or passing a CEEB Advanced Placement examination (not simply passing an advanced placement course in high school). Official CLEP and AP exam scores must be submitted from the examining board and received in the Admissions Office prior to matriculation.
- Students must apply in writing to the Academic Dean by the end of their first quarter at The Art Institute. Demonstrations may consist of a combination of the following elements: certificates, letters, professional licenses, honors and awards, samples of work, test scores, interviews, oral exams, or simulations. Experiential learning must also coincide with the stated objectives of those courses for which it is to be substituted.
- No more than 23 quarter credit hours of a program will be considered for any type of proficiency credit.

Transfer of Credit after Matriculation: Concurrent Enrollment at Other Institutions
Transfer credit may be awarded for courses taken at other institutions while enrolled as a student at The Art Institute under the following conditions:

- Students must be enrolled full-time at The Art Institute.
- Students must apply in writing to the Academic Dean and receive prior approval before enrolling in the course.
- Coursework must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institute.
- All such coursework must be completed by the end of the first academic year (third quarter) of enrollment at The Art Institute.

Transfer of Credit before Matriculation: Prior Enrollment at Other Institutions
The Art Institute provides an integrated curriculum which includes both the technical and general education courses needed to prepare students for positions in the modern workplace. Many students, however, have already undertaken coursework elsewhere which approximates required courses at The Art Institute. In such cases, transfer credit may be awarded according to the following procedures:

- Official transcripts must be received in the Admissions Office before the class start; no coursework will be considered for transfer credit for the first quarter classes after the drop/add period. Receipt of an official electronic transcript, in lieu of a signed official transcript, is an option for Texas high school students who attend schools capable of transmitting through the Texas Records Exchange (TREx) system.
- Coursework must represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student learning outcomes at least equivalent to those of The Art Institute.
- Only courses equivalent to three (3) or more quarter hours will be considered.
- No developmental or remedial courses will be considered.
- Applications for transfer credit for other than first-quarter classes must be made within thirty days of enrollment. Applications may not be made after the student has attended a potentially transferrable class past the add/drop period.
- A student may transfer up to 75% of total program credits, but must meet a minimum 50% residency requirement. A maximum of 23 quarter credit hours may be awarded for collegiate credit from prior learning obtained outside a formal degree granting institution. This credit will be included in 75% of total program credits allowable for transfer. This includes transfers between Art Institute schools.
- In disputed cases, a course description and/or syllabus may be reviewed in order to be considered. Disputes will be arbitrated by a Transfer Credit Review Committee appointed and headed by the Academic Dean.
- Foreign students will be evaluated on an individual basis.

Change of Program within The Art Institute
Students considering transferring from one program to another within The Art Institute system must petition the transfer in writing and submit the request to the appropriate Academic Department Director or Academic Advisor. If the transfer is approved, the Academic Advisor or Academic Department Director will review the new curriculum requirements and ascertain which courses will transfer to the new program. The student is responsible for completing the appropriate paperwork in the Registrar’s Office upon transfer approval. Only one program change is allowed.

Continuing students who wish to change their program to Game Art & Design (GAD) or Media Arts & Animation (MAA) must successfully complete a minimum of two academic quarters with a minimum total of eight (8) courses
at the South University College of Creative Art & Design before they can request a change of program to GAD or MAA. A continuing student’s cumulative grade point average must be 2.5 or greater before a change of program will be approved.

The student must also be in good academic standing for a change of program to be approved. Additionally, continuing students must submit a portfolio of work as described in the Admissions Policies and Procedures section of this document.

Administration of the Transfer of Credit, Proficiency Credit, and Credit for Life Experience Policy and Procedures

• Once official transcripts are received, the evaluation process will be completed within a 72-hour workday period.

• Students transferring within The Art Institutes system will be classified as "a transfer in" and go through the re-entry process at the admitting school.

• Students transferring from another college or university other than an Art Institutes system school will be classified as a new student and will go through the new student admissions process.

• Any transfer credit that is awarded is recorded as a "TR" and any Proficiency credit that is awarded is recorded as a "P." Grades are not recorded and do not count toward The Art Institute of Dallas or The Art Institute of Fort Worth GPA or CGPA.

• Students must arrange for official transcripts to be received in the Admissions Office before the class start; no coursework will be considered for transfer credit for their first quarter of study after the Drop/Add Period. Receipt of an official electronic transcript, in lieu of a signed official transcript, is an option for Texas high school students who attend schools capable of transmitting through the Texas Records Exchange (TREX) system.

• In order to receive proficiency credit through state approved CLEP examinations, or passing a CEEB Advanced Placement examination (not simply passing an advanced placement course in high school), students must arrange for official CLEP and AP exam scores to be submitted from the examining board and received in the Admissions Office prior to matriculation.

• New students must apply for transfer credit for other than currently enrolled classes within thirty days of matriculation. Applications may not be made after the student has attended a potentially transferable class past the add/drop period. Applications must be approved by the Academic Dean.

• Students must request portfolio reviews for proficiency credit purposes at the time of application. They must have demonstrated their abilities to a Proficiency Credit Review Committee appointed by the Academic Dean by the end of their first quarter at The Art Institute of Dallas or The Art Institute of Fort Worth. This committee fills out a Proficiency Credit Approval Form which coincides with the stated objectives of those courses for which credit is being sought.

• Students who wish to enroll concurrently at another institution must receive prior approval in writing from the Academic Dean. Courses to be transferred must represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institute of Dallas or The Art Institute of Fort Worth. All such coursework must be completed by the end of the first academic year (third quarter) of enrollment at The Art Institute of Dallas or The Art Institute of Fort Worth.

• Academic Department Directors or Academic Advisors will review all transfer credit accepted by The Art Institute of Dallas and The Art Institute of Fort Worth with each new student during registration for the first quarter. After that time, students are responsible for initiating further transfers and for confirming the acceptance of additional credit with the Registrar’s Office.

Attendance Policies

Regular class attendance is expected and required. It is the responsibility of each student to monitor his/her attendance.

Attendance information is available through your Academic Department Director, Academic Advisor, and the Registrar’s Office. In the event of a possible attendance discrepancy, it is the student’s responsibility to contact the instructor to resolve the discrepancy in a timely manner.

Instructors are responsible for implementing the attendance policy and must notify students of their attendance requirements in their course syllabus, which is distributed during the first class meeting in the quarter.

Non-Culinary Classes

If a student misses three (3) or more classes or accrues the equivalent of three (3) absences through tardiness in any one course during the quarter, he/she may be dropped for lack of attendance at the discretion of the instructor.

The satisfactory explanation of an absence does not relieve the student from responsibility for the coursework assigned and/or due during his/her absences. A student who does not attend class during the first week of school or starts late without prior documented permission from the Academic Dean is still held responsible for his/her absences. Students are encouraged to make all schedule changes early in the first week of the quarter to minimize absences. Failure to sit in class during the first two weeks of school will result in termination from school for the quarter.

A student who fails to attend all classes on his/her schedule for two (2) consecutive weeks of the quarter will be automatically terminated from school for the remainder of the quarter by the Registrar’s Office. A student who wishes to appeal a drop or termination must appeal to the appropriate Academic Department Director or Academic Advisor within 72 hours of notification.

Culinary Classes

If a student misses three (3) or more classes or accrues the equivalent of three (3) absences through tardiness in any one course during the quarter, he/she may be dropped for lack of attendance at the discretion of the instructor. In the case where the class meets two or more times per week during the quarter, the student may be dropped if five (5) or more classes are missed either by absences or accrued time away from class.

Attendance Procedures

Attendance recording, monitoring, and follow-up procedures are as follows:

• Attendance is recorded in 15 minute increments at the beginning of each class and the entire duration of class by the instructor.

• Attendance records are maintained and monitored by the school’s Registrar and the Academic Department Directors/Academic Advisors.

Attendance Suspension

If a student is suspended from a program for lack of attendance, he/she may apply for readmission. Students who are absent from school for two (2) weeks for failing to attend all classes on his/her schedule for two (2) consecutive weeks of the quarter will be automatically terminated from the school for the remainder of the quarter by the Registrar’s Office.

Readmission is made at the discretion of the Academic Dean and other school officials. A student will be required to repeat the last quarter of attendance upon the Academic Affairs Department’s approval of readmission. If a student is suspended a second time, he/she will be terminated from the program and will not be eligible for readmission to any Art Institutes system school. A student who violates an attendance policy may be dropped in writing to the Academic Department Director within three days of the date of the suspension or termination notice, based upon documentation supporting medical or family emergencies.

Students who have been dismissed due to violation of the consecutive absence policy who are still in good academic standing will be able to return the following quarter through the readmissions process but must provide a reasonable written explanation for the attendance violation, as well as a plan for future success. Students who have been dismissed are in violation of the satisfactory academic progress (SAP) policy and must appeal through the readmissions process and provide documentation for mitigating circumstances beyond the student’s control that resulted in the SAP violation (see Satisfactory Academic Progress Policy).

MAKE-UP Work Policy

It is at the discretion of each Academic Department Director to set the policy for each program. Please refer to each class syllabus as to the makeup policy for that class. Services for Continuing International Students.
Academic Affairs

Library Services
The libraries at both campus locations offer research assistance to students and faculty, as well as books, periodicals, and other media. In addition, they carry a wide array of royalty-free sound effects, music, motion graphics, and photographs for use in student projects. These resources give students the opportunity to familiarize themselves with the same tools used in their future professions.

The size and scope of the Library at both locations may differ slightly in keeping with the size of each student body, however, the Library remains a central resource to each community, with appropriate print and digital media resources, internet and database access, and professional staff.

Mildred M. Kelley Library at The Art Institute of Dallas
The Mildred M. Kelley Library supports the purpose and curriculum of The Art Institute of Dallas and serves the information needs of its faculty, students, and staff. To accomplish this, the Library provides a collection of books, periodicals in print and electronic form, videos, DVDs, electronic databases, and other items supportive of The Art Institute of Dallas’s educational goals. In addition, the Library provides study spaces and an atmosphere that promotes research and academic excellence.

The Library provides reference services and instruction in the use of the Center’s services and facilities, collections, electronic database searching, research techniques, and bibliographic citation. The Library also provides access to Internet computers with word processing capability, a flatbed scanner, and photocopying. Full facilities and services of the Library are open to faculty, currently enrolled students, and staff.

For more information on the policies and procedures, please refer to the Mildred M. Kelley Library Handbook available in the library located on the south side of the fourth floor.

The Library at The Art Institute of Fort Worth
The Library supports the institutional purpose and curriculum of The Art Institute of Fort Worth by collecting, organizing, and providing access to a broad range of curriculum-related materials that foster teaching, learning, and creative activity within academic community.

The Library provides a large collection of books, periodicals in print and electronic form, videos, DVDs, electronic databases, and other items supportive of The Art Institute of Fort Worth educational goals. In addition, the Library provides study areas and an atmosphere that promotes independent research and academic excellence.

The Library provides reference services and instruction in the use of the Center’s services and facilities, collections, electronic database searching, research techniques, and bibliographic citation. The Library also provides access to Internet computers with word processing capability, a flatbed scanner, and photocopying.

Full facilities and services of the Library are open to faculty, currently enrolled students, and staff.

Intellectual Property
1.0 Purpose – Policy Statement
The purpose of this document is to set forth the general policies and guidelines that define the rights and obligations of The Art Institute of Dallas and The Art Institute of Fort Worth faculty, staff, and students with regard to Inventions and other Intellectual Property (as such terms are defined below) that result from their School activities.

2.0 Objectives
The Art Institute of Dallas and The Art Institute of Fort Worth has a responsibility for and an interest in the advancement of scientific knowledge and creative work that will enhance its educational, research and service missions and benefit the public it serves. The objectives of these regulations are fourfold:

2.1 To encourage the development of Intellectual Property for the best interest of the public, the creator of the Intellectual Property, and the School; and

2.2 To provide timely disclosure and protection of Intellectual Property whether by development, commercialization, or publication, or any combination thereof; and

2.3 To allow employees of The Art Institute of Dallas and The Art Institute of Fort Worth maximum scientific and professional freedom with respect to the method of disclosure and publication of their findings, consistent with any contractual obligations of employment or spon- sored research; and

2.4 To provide procedures for the protection of Intellectual Property through patents, copyrights and trademarks, and for the licensing of Intellectual Property for commercial application.

3.0 Definitions
For the purposes of this regulation, the following terms are defined as follows:

3.1 The Art Institute of Dallas and The Art Institute of Fort Worth and any and all of its departments and offices, and any foundation or related entity associated with the school.

3.2 Invention: A process, method, discovery, device, plant, composition of matter, or other invention that reasonably appears to qualify for protection under the United States patent law (utility patent, plant patent, design patent, etc.), whether or not actually patentable. An Invention may be the product of a single inventor or a group of inventors who have collaborated on a project.

3.3 Creator: any faculty, staff, and other persons employed by the Art Institute of Dallas, or The Art Institute of Fort Worth whether full or part time; visiting faculty and researchers; and any other person, including students, who create or discover Intellectual Property at the direction of the school or using school resources.

3.4 Copyrightable Work: An original work of authorship which has been fixed in any tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, journals, software, computer programs, musical works, dramatic works, videos, multimedia products, sound recordings, pictorial and graphical works, etc. A Copyrightable Work may be the product of a single author or a group of authors who have collaborated on a project.

3.5 Trademark (including Service Mark): A distinctive word, design or graphic symbol, or combination and design, that distinguishes and identifies the goods and services of one party from those of another, such as names or symbols used in conjunction with computer programs.

3.6 Tangible Research Property: Tangible items produced in the course of research including such items as biological materials, engineering drawings, integrated circuit chips, computer databases, prototype devices, circuit diagrams, and equipment. Individual items of Tangible Research Property may be associated with one or more intangible properties, such as Inventions, Copyrightable Works and Trademarks. An item of Tangible Research Property may be the product of a single creator or a group of individuals who have collaborated on a project.

3.7 Intellectual Property: Collectively, all forms of intellectual property including but not limited to Inventions, Copyrightable Works, Trademarks, and Tangible Research Property.

3.8 Institutional Works: Works created at the instigation of the school, under specific direction of the school, for the school’s use, by a person acting within the scope of his or her employment or subject to a written contract.

3.9 Policy: This Art Institute of Dallas/Art Institute of Fort Worth Intellectual Property Policy.

4.0 Applicability
This regulation is applicable to (i) all persons employed by The Art Institute of Dallas and The Art Institute of Fort Worth; and (ii) any persons using The Art Institute of Dallas and The Art Institute of Fort Worth facilities under the supervision of School personnel, including but not limited to visiting faculty and adjunct faculty, unless the school negotiates special terms for management of the work of such individuals.

Art Institute of Dallas and The Art Institute of Fort Worth employees should not enter into intellectual property agreements related to outside employment, such as consulting or summer employment agreements, without affirmative notice to the prospective employer that the intellectual property rights of The Art Institute of Dallas and The Art Institute of Fort Worth cannot be subordinated to a third party consulting or employment agreement.

5.0 Copyrightable Works
5.1 Scholarly or Artistic Works. Notwithstanding any use of School resources or the “work made for hire” doctrine, the ownership of textbooks, scholarly monographs, trade publications, maps, charts, articles in popular magazines and newspapers, novels, nonfiction works, supporting materials, artistic works, and like works shall reside with the Creator(s). However, unless these works are Institutional...
Works, any revenue derived from such works will be distributed according to prior agreement with the school. Except for textbooks, the school shall have royalty-free use of the work within the school, unless otherwise agreed in writing.

5.2 Manuscripts for Academic Journals.
5.2.1 Notwithstanding any use of School resources or the “work made for hire” doctrine, the ownership of manuscripts for publication in academic journals shall reside with the Creator(s) and any revenue derived from their work shall belong to the Creator(s) (unless such works are Institutional Works).

5.2.2 If the manuscript is to be published, the Creator(s) shall request the right to provide the School with a royaltyfree right to use the manuscript within the School in its teaching, research, and service programs, but not for external distribution, and, if successful, the creator(s) shall grant such right to the School.

5.3 Student Academic Creations
5.3.1 The ownership of student works submitted in fulfillment of academic requirements shall be with the Creator(s). The student by enrolling in the School gives the School a nonexclusive royaltyfree license to mark on, modify, and/or retain the work as may be required by the process of instruction, or otherwise handle the work as set out in the course syllabus. The School shall not have the right to use the work in any other manner without the written consent of the Creator(s). Where the creation is part of a thesis, dissertation or development project, the involved faculty or staff shall have the right to use and to modify the creation for use within that project and related research projects without additional consent of the Creator(s).

5.3.2 Students working on a project governed by a contract or agreement with which the School is a party shall be bound by the terms of that contract or agreement.

5.3.3 Students who are hired to perform specific tasks that contribute to a Copyrightable Work will ordinarily have no rights to ownership of that work, regardless of the source of funds from which they are paid. In such cases, the party who owns the copyright of the rest of the work will ordinarily retain copyright ownership of the portion contributed by the student.

5.3.4 Students working collaboratively with academic employees on projects that result in a Copyrightable Work may be granted the same rights and obligations of copyright ownership as would another academic employee working collaboratively on the project. Students and academic employees should establish these rights at the outset of their collaboration through authorization from that Academic Dean.

5.4 Institutional Works.

The School shall retain ownership of Institutional Works. Institutional Works include, by way of example on not limitation, (i) work assigned to programmers, (ii) software developed for the School, and (iii) brochures, training programs, CD-ROMs, videos, and manuals for which staff members are hired to develop. The School owns all right, title and interest in such Institutional Works and the Intellectual Property related thereto, except as provided in prior written agreements between the School and Creator(s) of such works.

5.5 Works Developed with Significant Use of School Resources.
CopyrightableWorks that are not Institutional Works but are works that are developed with integral and significant use of funds, space, hardware, or facilities administered by the School, where use was essential and substantial rather than incidental, shall be owned by the School. In addition, CopyrightableWorks that are not Institutional Works but are works that are developed in the course of or resulting from research supported by a grant or contract with the federal government (or an agency thereof) or a nonprofit or for-profit nongovernmental entity, or by a private gift or grant to the School, shall be determined in accordance with the terms of the sponsored grant or contract, or in the absence of such terms and to the extent consistent with copyright law, shall be owned by School. The School recognizes and affirms the traditional academic freedom of its faculty and staff to publish pedagogical, scholarly or artistic works without restriction. In keeping with this philosophy, the School will not construe the provision of offices or library facilities as constituting significant use of School resources, except for those instances where the resources were furnished specifically to support the development of such Copyrightable Works.

5.6 Disclosure, Assignment and Protection
5.6.1 Creators of Copyrightable Works that are not owned by the School under this Policy own the copyrights in their work and are free to publish them, register the copyright, and to receive any revenues which may result there from.

5.6.2 Creators of Copyrightable Works that are not Institutional Works but are works that are owned by the School under paragraph 5.5 shall promptly disclose to the School any work of authorship covered by this Policy (including those made under sponsored research or cooperative arrangements). Disclosure shall be made on a disclosure form prescribed by and available from the School. Such persons shall cooperate with the School to the best of their ability in protecting intellectual property rights in the work of authorship. Furthermore, upon request by the School to perfect intellectual property rights, such persons shall (i) warrant that, to the best of his/her knowledge, the work does not infringe upon any existing copyright or other legal rights, that work not identified as quotations is the expression or creation of the author, and that necessary permission for quotation and the use of third party works has been obtained; and (ii) execute such documents as the School may reasonably require to perfect the School’s rights in such works. Notwithstanding the foregoing, the School will process federal registration for School-owned Copyrightable Works when the School concludes that such School-owned Copyrightable Works should be licensed for commercial exploitation or when registration is required under terms of a sponsored agreement.

5.7 Software. For purposes of this Policy, Software includes computer programs, computer databases, documentation, source code, source code listings, design details, algorithms, processes, flow charts, formulae and any related materials that would enable the software to be reproduced, recreated or recompiled.

5.7.1 School-Supported Efforts. Rights to Software developed by a Creator shall vest in the School, when there was any support of the Creator(s)’ efforts through use of School funds, facilities, personnel or other resources. In this case the Creator(s) will share in School-earned income according to the allocation formula described below.

5.7.2 Sponsor-Supported Efforts. A grant or contract between a sponsor and the School usually contains specific provisions with respect to the disposition of rights to Software, and such prior contractual obligations may define the disposition of Software developed during the project. In the absence of any such provisions, rights to Software developed by a Creator shall vest in the School. In those cases in which Software ownership rights are vested in the School, or in cases in which income is shared between the sponsor and the School, the developers will share in School earned income according to the allocation formula described below.

5.7.3 Software as Patentable Subject Matter. In recent years, the United States Patent and Trademark Office has determined that software which meets certain technical and legal criteria may be patentable. In the case that software originally disclosed as a Copyrightable Work subsequently is determined to be patentable subject matter, and the School component chooses to seek patent protection for the software, then such software shall be managed under this Policy as an Invention.

6.0 Inventions and Patents
6.1 General. All Inventions (i) conceived or reduced to practice in the conduct of School research, (ii) that result from an individual’s employment responsibilities, and/or (iii) that result from support from School-administered funds, facilities or personnel shall be belong to the School. For the purpose of this Policy, School research includes all scholarly research conducted in the course of the Creator(s)’s School employment including performance of research sponsored by the School or an external agency/corporation or with School facilities or resources. The School shall have sole right to determine the disposition of such Inventions. In making such a determination the School will act in a manner, which in the judgment of the School, is in the best interests of the School, its Creators, its research sponsors and the public.

6.2 Disclosure and Assignment. All persons subject to this Policy shall promptly disclose to the School any Invention covered by this
Policy, including those made under sponsored research or cooperative arrangements. Disclosure shall be made on the disclosure form attached to this Policy as Appendix K. Such persons shall cooperate with the School in protecting intellectual property rights in the Invention, to the best of their ability. All Creators shall execute appropriate assignments and other documents required to set forth effectively the ownership and rights to Inventions.

6.3 Ownership.

6.3.1 School-Supported Efforts. Rights to Inventions developed by Creators shall vest in the School when there was support of the Creator(s)’ efforts through use of School funds, facilities, personnel or other resources. In this case the Creator(s) will share in School-earned income according to the allocation formula described below.

6.3.2 Individual Efforts. An Invention unrelated to an individual’s employment responsibilities that is discovered in his or her own time without School support or use of School facilities is not owned by the School. In such cases the School shall make no claim on royalties.

6.3.3 Sponsor-Supported Efforts. Ownership of an Invention developed in the course of or resulting from research supported by a grant or contract with the federal government (or an agency thereof) or a nonprofit or for-profit non-governmental entity, shall be determined in accordance with the terms of the sponsored grant or contract, or in the absence of such terms, shall be owned by the School. In the case of Government-supported research, the Bayh-Dole Act and subsequent amendments and federal regulations provide the basis for current School technology transfer practices. Accordingly, while the School is assigned the rights to Intellectual Property generated during the course of federally-sponsored research activities, the Government retains the option to claim ownership under certain circumstances. In the event that the Government does not exercise its option (the usual circumstance) and regardless of ownership, the Government retains an exclusive, non-transferable, irrevocable, royalty-free, worldwide license to the Invention or to Copyrightable Works produced under Government sponsorship. In those cases in which all patent rights are vested in the School, or in cases in which income is shared between the sponsor and the School, the inventors will share in School-earned income according to the allocation formula described below.

6.4 School Decisions on Disclosed Inventions.

6.4.1 Patent Committee. A Patent Committee, appointed by the Chancellor and whose membership will represent both faculty and administration, will make decisions on behalf of the School as to whether to seek intellectual property protection on disclosed Inventions. This committee will make every effort for prompt decisions, consistent with faculty publication and other obligations; the committee will establish procedures which empower the School to meet time-contingencies through the use of provisional applications or other appropriate measures. The policy recognizes, however, that technology evaluation procedures and prior art assessments can be complicated by a wide variety of factors. The committee shall inform Creators in writing of the status of their disclosure at intervals of no less than 90 days; in no case will the School take longer than one year to make a decision whether to file.

6.4.2 Assignment of Right Ownership to Creator(s). Should the School decide not to pursue patent protection, upon request, the School will assign to the Creator(s) the rights to the Invention, subject only to sponsor restrictions. In all cases in which the Invention is assigned to the inventor, the School will retain the rights to a non-exclusive, non-transferable, irrevocable, royalty-free, worldwide license to the Invention for research and educational purposes.

7 Distribution of Income.

7.1 General. Revenue received by the School generated through income or other exploitation of School-owned Inventions or Software shall be distributed in a manner that recognizes the efforts and contributions of the Creator(s). The School will maintain a detailed accounting for all expenditures and receipts associated with each disclosed Invention or Software and will manage the distribution of income according to this Policy.

7.2 Distribution. Income shall be distributed as follows:

7.2.1 100% to the School until all its out-of-pocket expenses associated with the protection and exploitation of the Invention or Software have been reimbursed; such expenses include fees associated with patent filing and copyright registration and any other continuing costs associated with the licensing or other commercialization of the Intellectual Property.

7.2.2 Thereafter, income received by the School is distributed as follows: 40% to the Creator(s) (or their heirs); 20% to the organizational unit (the department or school listed as the sponsoring unit by the Creator at the time of the invention disclosure); 40% to the School.

7.2.3 In the absence of an agreement to the contrary, income will be split equally among the multiple Creators. However, the Creators may enter into an agreement among themselves that specifies a different distribution formula that takes into account the differential contributions of the individual Creators. This income distribution agreement should be submitted to the School at the time of filing of the invention disclosure to the School. In the absence of such an agreement, the School’s policy will be equal income payments to all Creators.

7.3 Institutional Works. The Creator(s) of Institutional Works shall exercise no rights in such works and shall receive no proceeds from the sale, assignment, licensing, or use of such works, except as provided in prior written agreements between the School and the person(s) who create those works.

7.4 Tangible Results of Research Proceeds. To the extent allowed by law, where any Tangible Results of Research is not within the scope of the claims of a patent, patent application or copyright, each Creator of such Tangible Results of Research shall share in any net proceeds or annual income to the same extent as Creator shares in income pursuant to Section 7.2.

8.0 Trademarks.

In most situations, a Trademark identifies an item of Intellectual Property, such as a computer program or a plant variety. In other situations, a Trademark identifies an educational, service, public relations, research or training program of the School. The School owns all right, title and interest in Trademarks related to an item of Intellectual Property owned by the School, or to a program of education, service, public relations, research or training program of the School. All income from the licensing of a Trademark shall belong to the School.

8.9 Agreement of the Parties.

This Policy constitutes an understanding that it is binding on the School, and its academic and non-academic employees, students and others as a condition for their participation in School research, teaching and service programs or their use of School resources. Furthermore, to avoid any potential for a conflict of interest, members of the School may not enter into a consulting agreement that is in conflict with the policies described here, and must provide affirmative notice to any outside prospective employer that the Intellectual Property rights of the School cannot be subordinated to any third party consulting or employment agreement.


The process to appeal allows the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided and retained. The result of the appeal (appeal granted or appeal denied) must be provided to the student and catalogued in the Student Information System as well as the student’s academic file. As part of the appeal the student must document in writing why he or she did not meet SAP and what in the student’s situation has changed that will allow he or she to meet SAP according to a written academic plan. If the student’s appeal (see appeal policy below) is granted, he or she will be placed on Academic Probation/Financial Aid Probation for one or two quarters. For students in a certificate/diploma program they will only have one quarter of Academic/Financial Probation due to the shorter length of the program. For associate degree or higher programs, if the student and the institution agrees to a two-term Academic/Financial Aid Probation the student must agree with and sign a written academic plan developed and approved by the institution which documents that he or she will be required to attain CGPA and ICR milestones by the next evaluation point (term) but they must be meeting SAP at the end of the second
A student not meeting the conditions of their plan at the end of the first quarter will be dismissed. If the student is meeting their academic plan at the end of the first term, they will stay on Academic/Financial Aid Probation. Student is eligible to receive Title IV aid while on Academic Probation/Financial Aid Probation if he or she is otherwise eligible. Failure to meet the minimum CGPA and ICR milestones following the Academic Probation/Financial Aid Probation period(s) will result in a permanent dismissal.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student may then request an additional appeal for reinstatement, but would have to demonstrate academic accomplishments or changes that show a degree of college readiness that reliably predict success. After being out of school, the applicant will have to meet the appeal requirements as stated in the first paragraph including describing why the student failed to meet satisfactory academic progress before and what has changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from the Institute.

Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from the School Counselor and/or a Professional Counselor

Deans of Academic Affairs are responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student’s ability to avoid the circumstance. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from the SAP program or professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor’s opinion that student issues may be accommodated to ensure that the student will be able to meet satisfactory academic progress will suffice as proof of mitigating circumstances as well as a student’s ability to meet satisfactory academic progress with accommodations from the institution.

A student who attempts but does not pass the same remedial course three times is dismissed and there is not a right to appeal the termination. Students dismissed for failing the transitional courses three times may reapply for reinstatement once these courses and the college level equivalents are completed and are submitted on an official accredited institution transcript as part of the reinstatement appeal.

Student Affairs
Student Affairs Departmental Purpose
Student Affairs assumes a leadership role in supporting the purpose of the institution by providing the necessary resources that assist each student in meeting his or her educational goals, enhancing the learning experience of each student through events, extra and co-curricular activities and programs, and helping each student become a contributing member of society.

- Student Activities
- Student Organizations
- Campus Security
- Disciplinary & Judicial Affairs
- Health Service Referrals
- Orientation
- School Sponsored Housing

(Dallas-campus only)

Housing Services
The Art Institute of Dallas and The Art Institute of Fort Worth offer an apartment and roommate referral service, as well as, general housing assistance and information about the local area. Housing options and services vary by location.

Wellness Services
The Student Assistance program is a confidential and voluntary counseling referral service provided free of charge to students. This service provides four free face-to-face counseling sessions per problem per student. Students can call a 1-800 number to get in contact with someone from Wellness Corporation 24 hours a day, seven days a week. Students should contact Student Affairs at either campus for additional information.

Academic Affairs
Student Organizations
Students are encouraged to participate in extracurricular school organizations as part of their education at The Art Institute of Dallas and The Art Institute of Fort Worth. These organizations allow students to socialize and network with fellow students as well as with employers in their field of study. The Student Council Association promotes the quality of the educational experience and represents the student body. The Student Council provides a channel of communication between students, administration, and faculty. This organization hosts a number of social events every quarter. For more information, please contact Student Affairs. Students are also encouraged and given the opportunity to join local, regional and national organizations representing fields in the different disciplines at The Art Institute of Dallas and The Art Institute of Fort Worth.

Campus Security
The purpose of the Campus Security Office is to promote an environment of safety and security in order to enhance the educational environment at The Art Institute of Dallas and The Art Institute of Fort Worth. The members of this department enforce rules and regulations of the schools. Security officers are under the supervision of the Security Manager, and also serve as liaisons between local and state law enforcement agencies as necessary. A campus security report is distributed annually in the Student Handbook.

Disability Services
Art Institute of Dallas and the Art Institute of Fort Worth provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at Art Institute of Dallas and the Art Institute of Fort Worth.

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator at Dean of Student Affairs at 704.357.2544 for Dallas or 888-245-9593 for Fort Worth of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Dean of Student Affairs at 704-3572544 for Dallas or 888-245-9593 for Fort Worth. Complaints will be handled in accordance with the school’s Internal Grievance Procedure for Complaints of Discrimination and Harassment.
Academic Affairs

**Student Health Insurance**
Information on student health plans can be found at https://secure.visitaci.com/ai or by contacting the Student Affairs or Academic Affairs office.

**Lost and Found**
Lost articles may be turned in and claimed in the Security Office at The Art Institute of Dallas and the library at The Art Institute of Fort Worth. Lost articles are kept for one quarter.

**Career Services**
The Art Institute of Dallas Career Services Department and Student Affairs at The Art Institute of Fort Worth assist students, graduates, and alumni with their job search. Although The Art Institute of Dallas and The Art Institute of Fort Worth do not guarantee employment or a particular level of compensation, the departments will work to identify tools and opportunities to The Art Institute of Dallas and The Art Institute of Fort Worth students, graduates, and alumni in achieving employment.

**Portfolio Show**
Career Services organizes the quarterly graduate portfolio show. This event provides an opportunity for graduates to meet with field related employers and present their portfolio.
South University courses are numbered according to the general level of instruction. Although there are exceptional cases, most courses numbered at the 1000 2000 levels are designed for freshmen and sophomore students; courses numbered at the 3000 4000 levels are intended for junior and senior students. Noncredit developmental courses are designated by a 0099 course number. Courses are assigned letters by the department/major area in which they are taught and are listed in alphabetical order.

Academic offerings are subject to change at the discretion of the institution. Prerequisites can be waived with the permission of the Department Chair or Program Director. If no prerequisite is indicated, none is required.

South University reserves the right to cancel any scheduled class if 10 or fewer students are registered. Not all courses are offered at all campuses. Some courses are offered only through the online programs. Please contact the particular campus for current course availability.

Course descriptions describe the learning opportunities that are provided through the classroom and coursework. It is each student’s responsibility to participate in the activities that will lead to successfully meeting the learning outcomes.

**Accounting**

**ACC1001 Accounting I**
Prerequisites: None
As an introduction to accounting, ACC1001 introduces the student to the basic structures, principles, and practices involved in understanding and completing the accounting cycle. Each individual step of the accounting cycle, from analyzing source documents to the final preparation of financial statements, is covered with an emphasis on accounting for a sole proprietorship service business.
4 quarter hours

**ACC1002 Accounting II**
Prerequisites: ACC1001 with grade of C or better
This course is a continuation of Accounting I and introduces the student to a more detailed analysis of the components and preparation of the balance sheet, income statement, statement of retained earnings, and statement of cash flows for a corporate entity.
4 quarter hours

**ACC1003 Accounting III**
Prerequisites: ACC1002 with grade of C or better
This course is a continuation of Accounting I and II. The student learns to apply the knowledge gained in Accounting I and II to specialized areas of accounting such as financial statement analysis, cost accounting, and managerial accounting.
4 quarter hours

**ACC2000 Cost Accounting**
Prerequisites: ACC1002, MAT0099 or exemption there of
This course is designed to explain the concept of cost accounting, to develop a vocabulary of cost accounting terminology, and to explain and demonstrate routine principles and procedures of cost accounting. It includes application of cost accounting to manufacturing enterprises and problems concerning materials, labor, and manufacturing overhead expenses.
4 quarter hours

**ACC2003 Business Taxation**
Prerequisites: ACC1001
This course introduces the student to many of the common tax issues that normally confront small businesses. Some of the issues addressed include income, employment, sales, and property taxes considerations.
4 quarter hours

**ACC2010 Automated Accounting Systems and Processes I**
Prerequisites: ACC1002 and ITS1000
This course explores how to implement and use automated accounting systems. Topics may include setting up a chart of accounts, journalizing business transactions for sales and expenses, creating receivables and payables schedules, and producing financial statements for small and medium-sized businesses.
4 quarter hours

**ACC2015 Automated Accounting Systems and Processes II**
Prerequisites: ACC2010
This course continues the exploration of how to implement and use automated accounting systems. Topics may include transferring information from different software packages into the accounting system, payroll, inventories, cash budgeting, and financial ratios.
4 quarter hours

**ACC3010 Accounting Information Systems**
Prerequisites: ACC1003
This course provides students with an integrated view of business processes/cycles, information processes, and accounting procedures. Topics may include how business and information processes impact business strategy, with internal controls embedded to mitigate different types of risk. Emphasis is placed on linkages between financial and managerial accounting techniques and business processes.
4 quarter hours

**ACC3020 Intermediate Financial Accounting I**
Prerequisites: ACC1002
This course explores Generally Accepted Accounting Principles (GAAP) associated with preparing and reporting a corporation's balance sheet, income statement, and statement of cash flows. Topics may include the regulatory environment surrounding financial accounting, measurement and reporting of balance sheet assets, and fundamental revenue and expense recognition principles.
4 quarter hours

**ACC3025 Intermediate Financial Accounting II**
Prerequisites: ACC3020
This course continues the exploration of Generally Accepted Accounting Principles (GAAP) associated with preparing and reporting a corporation's balance sheet, income statement, and statement of cash flows. Topics may include the measurement and reporting of balance sheet liabilities and equity, more advanced revenue and expense recognition situations, and accounting corrections and changes.
4 quarter hours

**ACC3028 Intermediate Financial Accounting III**
Prerequisites: ACC3025
This course continues the exploration of Generally Accepted Accounting Principles (GAAP) associated with complex financial transactions that are fundamental to modern corporations. Topics may include asset and/or utility acquisition through leases, accounting for employee pensions and postretirement benefits, accounting for federal income taxes, and financial instruments. Students may also prepare more sophisticated financial statements to report the effect of complex financial transactions.
4 quarter hours

**ACC3040 Cost Accounting**
Prerequisites: ACC3010 I.
This course explores cost accumulation and budgeting systems applicable to manufacturing, service, and informational organizations. Students relate cost accounting information to management planning and decision-making activities. Topics may include job order, process, and activity-based costing systems.
4 quarter hours

**ACC3045 Intermediate Cost Management**
Prerequisites: ACC3040, and BUS4101
This course continues the exploration of cost management techniques and approaches used in manufacturing, service, and information organizations. Topics may include performance measurement and reporting systems, Total Quality Management (TQM), cost allocations, decision support for managerial decision making, theory of constraints, and economic value added.
4 quarter hours

**ACC4010 Federal Taxation I**
Prerequisites: ACC3025
This course explores the U.S. Internal Revenue Code applicable to individual income taxes. Topics may include taxable income, deductions, exemptions, property transactions, filings, and individual tax planning.
4 quarter hours

**ACC4020 Federal Taxation II**
Prerequisites: ACC4010
This course explores the U.S. Internal Revenue Code applicable to corporate income taxes. Topics may include taxable income, expenses, equity transactions, filings, and corporate tax planning.
4 quarter hours

**ACC4035 Governmental and Not-for-profit Accounting**
Prerequisites: ACC3025
This course explores accounting principles applicable to governmental (state and local), health care, educational, and other not-for-profit organizations. Topics may include the regulatory environment (which includes standard setting bodies such as the Governmental Accounting Standards Board [GASB]), fund accounting, reporting requirements, financial management, and budgets.
4 quarter hours
ACC4050 Internal Auditing and Assurance
Prerequisites: ACC3025 and MAT2098.
This course emphasizes fundamental assurance theories, concepts, and techniques associated with internal auditing. Topics may include the regulatory environment applicable to internal auditing, risk assessment, internal controls, evidential matter, audit reporting, and fraud. 4 quarter hours

ACC5005 Financial Accounting and Reporting
This course explores financial accounting (as defined by Generally Accepted Accounting Principles or GAAP) and reporting in a variety of decision and industry contexts. Topics may include preparing and reporting a corporation’s balance sheet, income statement, and statement of cash flows. Topics may include the regulatory environment surrounding financial accounting, measurement and reporting of balance sheet assets, fundamental revenue and expense recognition principles, and analysis of a firm’s financial statements. 4 quarter hours

Allied Health Science

AHS1001 Medical Terminology
Prerequisite: ENG0099.
This course presents a study of basic medical terminology, based on the human body system approach. Prefixes, suffixes, combining forms, plural forms, abbreviations, and symbols are included in the content. Emphasis is placed on spelling, definition, usage, and pronunciation. This course is designed for health profession students who require study in the fundamentals of medical terminology as part of their professional curriculum. 4 quarter hours

AHS2005 Clinical Competencies I
Prerequisites: AHS1001, BIO1015 or concurrent
Clinical Competencies I is designed to furnish the medical assisting student with the theory, rationale and technical application of the medical assisting profession. Theoretical and practical applications are presented, demonstrated and practiced by the student in the areas of hematology and clinical chemistry. Hematological screening and diagnostic procedures include aseptic blood collection (both venous and capillary), blood cell counts, erythrocyte sedimentation rates, and other miscellaneous tests are covered. Also included is the chemical and microscopic evaluation of urine specimens. Practical procedures include venipuncture techniques, the use of a microscope, and the operation of the centrifuge and chemistry analyzer. 4 quarter hours

AHS2087 Medical Office Procedures
Prerequisites: AHS1001, BIO1015, ITS1000
Medical Office Procedures is designed to furnish the Medical Assisting student with basic knowledge of administrative medical office management. Techniques, methods and procedures covered include patient reception, record management, billing, scheduling, and human resource management. Medical law, ethics, and bioethics in the ambulatory health care setting are also the focus of this course. 4 quarter hours

AHS2090 Medical Insurance and Coding
Prerequisites: AHS1001, BIO1015
Medical Insurance and Coding is an introduction to medical insurance and diagnostic and procedural coding. The course is designed to furnish the medical assisting student with the basic knowledge of the types of medical insurance, diagnosis related groups, alternative delivery systems, resourced based relative value scales, and diagnostic and procedural coding.

In accordance with the AAMA’s established Entry-Level Competencies for the Medical Assistant, upon completion of AHS2090, the medical assisting student will be able to perform the following competencies: analyze and employ current third party guidelines for reimbursement; implement current procedural terminology and ICD-9 coding; distinguish among the various types of health insurance; process medical insurance claims; abstract from medical records; recognize the alternate health care delivery systems; process patient billing and collections; and define legal issues affecting insurance claims and medical records.

This course is designed to furnish the student with the beginning competencies in the above stated areas. Terminal performance objectives, tests, and assignments are employed to evaluate the student’s knowledge of these competencies. 4 quarter hours

AHS2092 Computers in the Medical Office
Prerequisites: AHS1001, BIO1015, ITS1000
This course provides Allied Health students with the opportunity to use computers in basic accounting, the application of medical administrative software and the application of simulated electronic health records (EHR) software. Students become familiar with basic accounting concepts and terms, including assets, liabilities, and equity. They learn how to use universal accounting tools such as the general journal, general ledger, and trial balance to develop acceptable accounting practices. Through the use of current medical administrative software, students will learn to input patient information, schedule appointments, record payment transactions, submit electronic claims, and print financial and practice management reports. Students will become familiar with the need for EHRs and the basic practices and components of medical billing. They will learn the role of federal regulations for privacy and security of an electronic health record system. Through the use of simulated EHR software, Practice Partner, they will gain hands-on experience inputting information into an electronic patient record. 4 quarter hours

AHS2095 Medical Assisting Certification Review
Prerequisites: Completion of all AHS course work with a “C” or better. Co-requisites: AHS2098
This course consists of a comprehensive review which will prepare students for the American Association of Medical Assistants (AAMA) national certification examination for Certified Medical Assistant (CMA). Topics will include medical terminology, anatomy and physiology, pathophysiology, pharmacology, and clinical laboratory and administrative procedures. Medicolegal guidelines, communications techniques, and test taking strategies will also be discussed. A written report is submitted upon completion of the course. This report will be a critique of the program and the training received at the assigned site. Students will also be required to complete a questioner from critiquing the medical assisting program. 2 credit hours

Anesthesiology

ANS5001, 5002, 5003, 504, 5050
Clinical Anesthesia
Summer, Fall, Winter, Spring quarter. Foundations of the clinical practice of anesthesia gained through one-on-one supervised instruction in the operating rooms and ancillary anesthetizing locations. Credit varies each quarter, escalating throughout the year as expectations and responsibilities increase with increasing knowledge base. ANS5001 1 quarter hour; ANS5002 4 quarter hours; ANS5003 3 quarter hours; ANS5004 4 quarter hours; ANS5005 6 quarter hours

ANS5020 Medical Terminology
Summer Quarter. This is a pass/fail (satisfactory/unsatisfactory) self paced, self-study course in which the students will complete a programmed learning text and take a final exam
Description of Courses

ANS5040 Introduction to Cardiovascular Anatomy and Physiology
Summer Quarter. Introductory and supplementary coverage of the basic science courses in anatomy and physiology with emphasis on anatomy and physiology of the heart and great vessels as they pertain to the practice of anesthesia. 1 quarter hour

ANS5060 Introduction to Pulmonary Anatomy and Physiology
Summer Quarter. Introductory and supplementary coverage of the basic science courses in anatomy and physiology. Basic pulmonary physiology includes: ventilation, lung volumes, gas exchange, mechanics of breathing, and pulmonary function testing. 1 quarter hour

ANS5081, 5082 Principles of Airway Management
Summer, Fall Quarter. This course will provide an opportunity to learn basic airway management techniques including bag/mask ventilation, simple oral and nasal intubation techniques, oral and nasal airways, application of laryngeal mask airway and the Comitube, lightwands, placement of double lumen tubes, and complications of endotracheal intubation. Basic airway management equipment will be introduced and applied to airway management using teaching aids. ANS5081 2 quarter hours; ANS5082 1 quarter hour

ANS5100 Physics of Anesthesia
Summer Quarter. Basic physical principles and processes applied to the clinical practice of anesthesia. Includes dimensional analysis; work, energy, and power; gas laws; fluid mechanics; heat transfer; vaporization; solubility; diffusion and osmosis; fires and explosions; laser and x-ray radiation; as well as principles of electrical circuit theory used to model anesthesia equipment, physiologic systems and time constants. 2 quarter hours

ANS5120 Introduction to Anesthesia Delivery Systems and Equipment
Summer Quarter. Introduction to the anesthesia delivery system including gas distribution systems, anesthesia machines, breathing circuits, anesthesia ventilators, scavenging waste gases and monitoring, risk management, along with critical incidents in anesthesia, and resuscitation equipment. 2 quarter hours

ANS5140 Preanesthetic Evaluation
Summer Quarter. Techniques for examining patients in the process of the preoperative patient. Evaluation, gathering data by patient interviews and chart reviews, including basic ECG interpretation. Includes recording of relevant laboratory data as well as the summarization of preoperative consultations and special studies. 3 quarter hours

ANS5160 Introduction to Clinical Anesthesia
Summer Quarter. Includes history of anesthesia, hazards, precautions and personal protection, universal precautions and infection control, approaching the patient, the preoperative period, vascular access, obtaining arterial blood samples, types of anesthesia, the anesthesia care team, application of ASA basic monitoring requirements, preparing the operating room for the first case of the day, introduction to patient positioning, introduction to induction, maintenance and emergence from anesthesia, identifying and managing anesthetic emergencies. 3 quarter hours

ANS5181, 5182, 5183, 5184 Anesthesia Laboratory
Summer, Fall, Winter, Spring Quarters. This four quarter sequence starts with the students applying standardized responses, and maternal and other and performing various experiments to explore the proper and improper applications, and to identify rudimentary pitfalls of routine monitoring techniques. The laboratory progresses to detailed study of the anesthesia delivery system and various types of breathing circuits. Experiments are designed to explore dead space, compliance losses, humidification, time constants, fresh gas flow effects, valve malfunction and potential complications of CO2 removal. Many patient modalities are explored, such as capnography and pulse oximetry, permitting investigation of those effects that routinely provide poor quality information and degradation of the monitoring system response, such as invasive blood pressure monitoring systems. Theory of dilutional methods of cardiac output monitoring, along with hemodynamic model experiments to explore relationships between mean circulatory filling pressure and Central Venous pressure and the Frank Starling law of the heart. Physical principles such as resistance affects on infusion of various types of fluids are explored along with catastrophic failure analysis, and the concepts of various forms of mechanical ventilation. ANS5181 1 quarter hour; ANS5182 1 quarter hour; ANS5183 1 quarter hour; ANS5184 1 quarter hour

ANS5201, 5202 Cardiovascular Physiology for Anesthesia Practice
Fall, Winter quarters. Review of hemodynamics, cardiopulmonary transport and exchange, Starling forces, vascular smooth muscle, control of blood vessels, venous return, control of cardiac output, coordinated cardiovascular and pulmonary responses, and maternal and fetal circulations. Also includes cardiovascular and colloid IV fluid therapy, administration of blood products and the management of colloid oncotic pressures. ANS5201 2 quarter hours; ANS5202 3 quarter hours

ANS5221, 5222 Principles of Instrumentation and Patient Monitoring
Fall, Winter quarters. Covers the fundamental principles of measurement, the principles, application and interpretation of various monitoring modalities including: ECG, invasive and noninvasive blood pressure, oximetry, cardiac output, respiratory gas analysis as well as monitoring respiration. Also includes intraoperative neurophysiology monitoring, temperature, renal function, coagulation/hemostasis, and neuromuscular junction. ANS5221 2 quarter hours; ANS5222 2 quarter hours

ANS5300 Pulmonary Physiology for Anesthesia Practice
Prerequisites: ANS5060
This is the second course in a three course sequence that covers the anatomy, function, and processes of the human pulmonary system with particular emphasis on the application of concepts to the clinical practice of anesthesia. 2 quarter hours

ANS5301, 5302 Pulmonary Physiology for Anesthesia Practice
Winter, Spring quarters. Functional anatomy of the respiratory tract, respiratory resistance, control of breathing, mechanisms and work of breathing, pulmonary circulation and non-respiratory functions, pulmonary ventilation/perfusion, diffusion of respiratory gases, oxygen and carbon dioxide transport, respiratory function in pregnancy, neonates and children, respiration during natural sleep, hypoxia and anemia, hyperoxia and oxygen toxicity, effects of smoking, acute lung injury, lung transplantation, and artificial ventilation. ANS5301 3 quarter hours; ANS5302 2 quarter hours

ANS5345, ANS5346, ANS5347, ANS5348 Anesthesia Principles and Practice
Fall, Winter, Spring and Summer Quarters. Principles involved in the formulation of anesthetic plans based upon data obtained during the preoperative evaluation. Includes the formulation of different anesthetic plans and techniques as related to specific surgical procedures and pathophysiology. ANS5345, ANS5346, ANS5347 and ANS5348 3 quarter hours

ANS5340 Renal Physiology for Anesthesia Practice
Spring Quarter. Basic renal processes, excretion of organic molecules, control of sodium and water excretion, regulation of extracellular volume and osmolality, renal hemodynamics, and regulation of potassium and acid-base balance. 1 quarter hour

ANS5421, 5422 Pharmacology in Anesthesia Practice I, II
Spring and Summer Quarters. Emphasizes drugs specifically related to the practice of anesthesia: inhaled anesthetics, opioids, barbiturates, benzodiazepines, anticholinesterase and anticholinergics, neuromuscular blockers, adrenergic agonists and antagonists, nonsteroidal anti-inflammatory drugs, anti-dysrhythmics, calcium channel blockers, diuretics, anti-coagulants, antihistamines and antimicrobials. The first semester is an adjunct to the standard pharmacology course PAS5028. ANS5421 2 quarter hours; ANS5422 2 quarter hours

at the completion of the text. Includes word formulation, association to body systems, standard abbreviations, and various surgical procedures. 1 quarter hour

ANS5181, 5182, 5183, 5184 Anesthesia Laboratory
Summer, Fall, Winter, Spring Quarters. This four quarter sequence starts with the students applying standardized responses, and maternal and other and performing various experiments to explore the proper and improper applications, and to identify rudimentary pitfalls of routine monitoring techniques. The laboratory progresses to detailed study of the anesthesia delivery system and various types of breathing circuits. Experiments are designed to explore dead space, compliance losses, humidification, time constants, fresh gas flow effects, valve malfunction and potential complications of CO2 removal. Many patient modalities are explored, such as capnography and pulse oximetry, permitting investigation of those effects that routinely provide poor quality information and degradation of the monitoring system response, such as invasive blood pressure monitoring systems. Theory of dilutional methods of cardiac output monitoring, along with hemodynamic model experiments to explore relationships between mean circulatory filling pressure and Central Venous pressure and the Frank Starling law of the heart. Physical principles such as resistance affects on infusion of various types of fluids are explored along with catastrophic failure analysis, and the concepts of various forms of mechanical ventilation. ANS5181 1 quarter hour; ANS5182 1 quarter hour; ANS5183 1 quarter hour; ANS5184 1 quarter hour

ANS5201, 5202 Cardiovascular Physiology for Anesthesia Practice
Fall, Winter quarters. Review of hemodynamics, cardiopulmonary transport and exchange, Starling forces, vascular smooth muscle, control of blood vessels, venous return, control of cardiac output, coordinated cardiovascular and pulmonary responses, and maternal and fetal circulations. Also includes cardiovascular and colloid IV fluid therapy, administration of blood products and the management of colloid oncotic pressures. ANS5201 2 quarter hours; ANS5202 3 quarter hours

ANS5221, 5222 Principles of Instrumentation and Patient Monitoring
Fall, Winter quarters. Covers the fundamental principles of measurement, the principles, application and interpretation of various monitoring modalities including: ECG, invasive and noninvasive blood pressure, oximetry, cardiac output, respiratory gas analysis as well as monitoring respiration. Also includes intraoperative neurophysiology monitoring, temperature, renal function, coagulation/hemostasis, and neuromuscular junction. ANS5221 2 quarter hours; ANS5222 2 quarter hours

ANS5300 Pulmonary Physiology for Anesthesia Practice
Prerequisites: ANS5060
This is the second course in a three course sequence that covers the anatomy, function, and processes of the human pulmonary system with particular emphasis on the application of concepts to the clinical practice of anesthesia. 2 quarter hours

ANS5301, 5302 Pulmonary Physiology for Anesthesia Practice
Winter, Spring quarters. Functional anatomy of the respiratory tract, respiratory resistance, control of breathing, mechanisms and work of breathing, pulmonary circulation and non-respiratory functions, pulmonary ventilation/perfusion, diffusion of respiratory gases, oxygen and carbon dioxide transport, respiratory function in pregnancy, neonates and children, respiration during natural sleep, hypoxia and anemia, hyperoxia and oxygen toxicity, effects of smoking, acute lung injury, lung transplantation, and artificial ventilation. ANS5301 3 quarter hours; ANS5302 2 quarter hours

ANS5345, ANS5346, ANS5347, ANS5348 Anesthesia Principles and Practice
Fall, Winter, Spring and Summer Quarters. Principles involved in the formulation of anesthetic plans based upon data obtained during the preoperative evaluation. Includes the formulation of different anesthetic plans and techniques as related to specific surgical procedures and pathophysiology. ANS5345, ANS5346, ANS5347 and ANS5348 3 quarter hours

ANS5400 Renal Physiology for Anesthesia Practice
Spring Quarter. Basic renal processes, excretion of organic molecules, control of sodium and water excretion, regulation of extracellular volume and osmolality, renal hemodynamics, and regulation of potassium and acid-base balance. 1 quarter hour

ANS5421, 5422 Pharmacology in Anesthesia Practice I, II
Spring and Summer Quarters. Emphasizes drugs specifically related to the practice of anesthesia: inhaled anesthetics, opioids, barbiturates, benzodiazepines, anticholinesterase and anticholinergics, neuromuscular blockers, adrenergic agonists and antagonists, nonsteroidal anti-inflammatory drugs, anti-dysrhythmics, calcium channel blockers, diuretics, anti-coagulants, antihistamines and antimicrobials. The first semester is an adjunct to the standard pharmacology course PAS5028. ANS5421 2 quarter hours; ANS5422 2 quarter hours

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ANS5500 Advanced Anesthesia Delivery Systems and Mechanical Ventilation  
Summer Quarter. Examination of newest generation of anesthesia delivery systems and comparisons among manufacturers, investigation of catastrophic failure modes, troubleshooting and resolving problems during anesthesia delivery, and investigation of advanced concepts of mechanical ventilation. 2 quarter hours

ANS5502 Advanced Anesthesia Systems and Monitoring  
Prerequisites: ANS5120, ANS5521 and ANS5522  
Through classroom lectures and personal learning experiences in the anesthesia learning laboratory, students will update their knowledge of current anesthesia delivery systems, mechanical ventilation and patient monitoring including point of care testing (POCT). Students will demonstrate their ability to successfully apply knowledge of anesthesia delivery systems and patient monitoring modalities to manage patients in unfamiliar complex situations. Students will learn about the proper use and interpretation of point of care testing apparatus. Clinical scenarios will be provided for students to apply their knowledge to properly identify a patient's acid base status and demonstrate how to use that information to appropriately manage pulmonary ventilation and renal function. 2 quarter hours

ANS5520 Advanced Airway Management  
Summer Quarter. Covers recognition of the difficult airway, techniques to manage the difficult pediatric and adult airway, the ASA Difficult Airway Algorithm, physiological response to intubation, fiber optic techniques, retrograde techniques, and the surgical airway. 2 quarter hours

ANS5540 Advanced Concepts in Patient Monitoring  
Summer Quarter. Covers advanced concepts of arterial pressure monitoring, ICP monitoring, transesophageal echocardiography, electric and radiation safety, and the hazards and complications of monitoring patients during anesthesia. 2 quarter hours

ANS5601 Regional Anesthesia Practice I  
Prerequisites: None  
Through classroom lectures students will learn about all aspects of the practice of regional anesthesia. Students will gain an understanding of the anatomy specific for each type of regional block as well as techniques for establishing the block and the local anesthetics. Students will also gain an understanding of the use of ultrasound guidance and peripheral nerve stimulation for peripheral nerve blocks. Management of complications associated with these blocks will also be discussed. A skills lab in which students will be instructed and practice the techniques of neuraxial blockade will reinforce concepts taught in the lecture portion of this course. 2 quarter hours

ANS5901 Anatomy  
Fall Quarter. Gross anatomy and histology of human body systems. Anatomical terms, structures, and relationships emphasizing functional significance in problem solving situations. Laboratory provides demonstrations using models and other learning modalities. 4 quarter hours

ANS5921, 5922. Physiology  
Fall and Winter Quarters. Systems approach to normal function of the human body, including relevant information on anatomy. Weekly problem solving sessions, regular laboratory exercises and clinical application to systemic disorders. ANS5921 4 quarter hours; ANS5922 2 quarter hours

ANS5995 Individual Tutorial  
Permits first year students to study a particular problem or area of emphasis in anesthesiology, with more breadth or greater depth than covered in the normal curriculum, under the direction of a faculty member. Variable credit

ANS5996 Individual Directed Study  
Each semester. Permits first year students to study a particular problem or area of emphasis in anesthesiology that is not covered in the program curriculum, under the direction of a faculty member. Variable credit

ANS5998 Remedial Studies  
Each semester. Permits first year students to enroll for review, under the direction of a faculty member, an area of emphasis in anesthesiology for which the student is having difficulty. Variable credit

ANS6001, 6002, 6003, 6004 Clinical Anesthesia  
Fall, Winter, Spring, Summer Quarters. This course encompasses the student’s clinical experience in required rotations through all anesthetizing locations. Clinical practice of anesthesia gained through clinical notes and case studies, student presentations, and tests that correlate with the lecture material of this course. 2 quarter hours

ANS6041, 6042, 6043, 6044 Anesthesia Review  
Fall, Winter, Spring, Summer Quarters. Students are required to read specific chapters in a nationally recognized authoritative textbook during summer and be tested on the contents of those chapters monthly. ANS6041 1 quarter hour; ANS6042 1 quarter hour; ANS6043 1 quarter hour; ANS6044 1 quarter hour

ANS6095 Individual Clinical Practicum  
Each semester. Permits students to enroll for review and participation in, a subspecialty area of clinical anesthesia. Variable credit

ANS6096 Individual Directed Study  
Each semester. Permits senior students to study a particular problem or area of emphasis in anesthesiology that is not covered in the program curriculum, under the direction of a faculty member. Variable credit

BIO1005 Human Physiology  
Prerequisites: None  
BIO1005-Human Physiology is a course for non-science students that emphasizes the unifying principle of homeostasis and its interrelationships in all human body systems function. Using analogies, clinical notes and case studies, this course examines cellular physiology, fluid connective tissue, neural and hormonal organization, the nervous system, muscle physiology, cardiac physiology, the immune system, respiratory system, urinary system, the physiology of energy, digestive function and the reproductive system. 4 quarter hours

BIO1010 Anatomy and Physiology I  
Prerequisites: MAT0099 and ENG0099 or exemption thereof, AHS1001  
Co-requisite: BIO1012  
This course is an introduction to the structures and functions of the human body, including the characteristics of life, homeostasis, organizational levels, basic metabolism, the cell, tissues, organs, organ systems, the organism, integumentary system, skeletal system, muscular system, nervous system, and special senses. 4 quarter hours

BIO1012 Anatomy and Physiology I Lab  
Prerequisite: AHS1001  
Co-requisite: BIO1011  
In this course students perform laboratory exercises, demonstrations, experiments, and tests that correlate with the lecture material of BIO1011. BIO1012 must be taken concurrently with BIO1011. 2 quarter hours

BIO1013 Anatomy and Physiology II  
Prerequisites: AHS1001, BIO1011, and BIO1012 with grades of C or better  
Co-requisite: BIO1014  
Anatomy and Physiology II is a continuation of BIO1011. It includes the endocrine system, digestive system, respiratory system, blood, cardiovascular system, lymphatic and immune systems, urinary system, fluids and electrolytes, reproductive systems, pregnancy, and growth and development. 4 quarter hours
BIO1014 Anatomy and Physiology II Lab
Prerequisites: BIO1011 and BIO1012 with grades of C or better.
In this course students perform laboratory exercises, demonstrations, dissections, and tests that correlate with the lecture material of BIO1013. BIO1014 must be taken concurrently with BIO1013. 2 quarter hours

BIO1015 Pathophysiology
Prerequisites: BIO1013 and BIO1014 with grades of C or better.
Pathophysiology is an introductory study of disease processes in humans. Disease signs, symptoms, complications, as well as physical, clinical and laboratory findings are reviewed by body system. Treatment, medication, prognosis and precautions for health care providers are also presented. 4 quarter hours

BIO1020 Biology I
Prerequisites: MAT0099
Co or prerequisite: ENG1001
This is the first of a two-semester biology sequence. This course introduces biological methods, physical chemistry, and energy for life. This course also exposes students to the organization of humans and plants, basic genetics, and evolutionary concepts. In addition, the student will complete writing assignments that serve to introduce scientific literature. 4 quarter hours

BIO1021 Biology II
Prerequisite: BIO1020 with a grade of C or better
Co or prerequisite: ENG1001
Biology II is the second course in a two semester sequence in biology. This course continues the study of human biology with the role of endocrine and nervous systems in homeostatic regulation. Other topics covered are human reproduction, development, evolution, and advanced genetics. Ecological concepts are also discussed. The student will complete writing assignments that serve to increase knowledge of the scientific literature. 4 quarter hours

BIO2015 HUMAN PATHOPHYSIOLOGY
Prerequisite: BIO1013 and BIO1014 with a minimum of "C-" in both.
Human Pathophysiology is an introductory study of disease processes in humans. Etiology, clinical manifestations, complications, common treatments, and diagnostic findings are examined based on body systems approach. This course emphasizes physiological alterations resulting in disease and illness. 4 quarter hours

BIO2070 Microbiology
Prerequisites: CHM1010, BIO1013 and BIO1014 with grades of C or better
Co-requisite: BIO2071
Microbiology introduces the student to microorganisms, with particular emphasis placed on their role in health, wellness and disease. Economic, social, and cultural issues related to utilization control and research of the manner, protozoa and viruses are also considered. 4 quarter hours

BIO2071 Microbiology Lab
Prerequisites: CHM1010, BIO1013 and BIO1014 with grades of C or better
Co-requisite: BIO2070
In this course, students perform laboratory exercises, demonstrations, experiments and tests that correlate with the lecture material of BIO2070. This course must be taken concurrently with BIO2070. 2 quarter hours

BIO2073 Microbiology Laboratory
Prerequisites: BIO1013, BIO1014, CHM1010 with a grade of "C" or better
Co-requisites: BIO2070
Microbiology introduces the student to microorganisms with particular emphasis on their role in health, wellness and disease. In this course students perform laboratory exercises, experiments and tests that correlate with the lecture material of BIO2070. Emphasis is placed on aseptic technique, proper handling of lab specimens, universal precautions and proper waste disposal. BIO2071 must be taken concurrently with BIO2070. 2 credit hours, 4 lab hours per week

BIO3344 Principles of Genetics
Prerequisites: BIO1013 and BIO1014 with grades of C or better
This class provides an introduction to classic Mendelian genetics, current applications of genetic techniques, and exploration of the human genome project and its implications, along with the genetic components of immunology and cancer. 4 quarter hours

BUS2038 Business Law II
Prerequisites: BUS1038
This course covers the law of business entities, including agencies, partnerships, and corporations. This course will include a discussion of personal real property concepts, and a study of sales, negotiable instruments, agency and employment law. 4 quarter hours

BIO2072 Business Communications
Prerequisites: ENG1001
This course is designed to prepare students to organize and compose effective business correspondence and technical writing. The basic principles of writing and approaches for writing various types of communications are stressed. 4 quarter hours

BUS2023 Business Law I
Prerequisites: BUS1038
This course explores laws and regulations applicable to modern corporate environments. Topics may include agency relationships, creation and operation of contracts, debtor/creditor relationships, regulatory environment as governed by the Federal Securities acts, and transactions under the Uniform Commercial Code (UCC). 4 quarter hours

BIO2073 Introduction to Business
Prerequisites: None
An introduction to business functions and their opportunities. Students will also be given an orientation to resources available to them through a variety of sources, including the University. 4 quarter hours

BUS2021 Spreadsheet and Database Applications
Prerequisite: None
This course provides students the opportunity to obtain basic knowledge and skills in using spreadsheet and database software. A broad range of software applications, concepts, and problems will be covered. 4 quarter hours

BUS2022 Business Communications
Prerequisite: ENG1001
This course is designed to prepare students to organize and compose effective business correspondence and technical writing. The basic principles of writing and approaches for writing various types of communications are stressed. 4 quarter hours

BUS3058 Quantitative Business Analysis
This course is designed to provide students with a sound conceptual understanding of the role that quantitative analysis plays in the decision making process. It emphasizes the application of a variety of techniques to the solution of business and economic problems to help students become effective users and evaluators of quantitative and qualitative information in making decisions. 4 quarter hours

BUS3101 Dynamic Decision Making
Prerequisites: MAT1500, MGT3002
This course provides students with opportunities for analysis, synthesis, prescription, and application of critical thinking and decision making within the organization. Emphasis is placed on preparing managers for decision making in dynamic and rapidly changing environments. This course surveys the basic concept of quantitative approaches to decision making. It is designed to provide students with a sound conceptual understanding of the role that quantitative analysis plays in the decision making process. It emphasizes the application of a variety of quantitative techniques to the solution of business and economic problems. The purpose of the course is to help students become users of statistics to effectively evaluate statistical information in making decisions. 4 quarter hours

BUS4098 Business Simulation (Capstone Course)
Prerequisites: Sr. Standing. Completed all core courses with a grade of "C" or better
In this course, students act as managers of a firm operating in a simulated industry. They are responsible for developing a strategic plan, creating execution plans, monitoring results and modifying execution plans to achieve success in competition with others in the simulated industry. Additionally, students will review busi-
Description of Courses

NESS CONCEPTS FOR ALL AREAS OF THE BUSINESS CURRICULUM AND DEMONSTRATE PROFICIENCY IN KEY COMPETENCIES REQUIRED OF EFFECTIVE BUSINESS MANAGERS AND LEADERS THROUGH THE EDUCATIONAL TESTING SERVICE (ETS) Major Field Test in Business, 4 quarter hours

BUS4099 Business Externship
Pre-requisite: Senior Standing
This course consists of 120 hours of observation and experience on a job in the student’s area of concentration. The externship site will be mutually determined by the University, the student, and the host organization. Students must apply to the Bachelor of Business Administration department chairman or program director at the beginning of the quarter prior to the externship and are responsible for arranging their personal schedules to meet the course requirements. The application shall include a proposal for the externship that outlines the educational and experiential objectives of the externship, a suggested host organization, a tentative schedule of extern hours, and a bibliography of readings pertinent to the proposed educational objectives. Course objectives will be established with the department chairman and host supervisor prior to the beginning of the externship. The student will be required to keep a diary of activities and observations, complete an externship report, have the host supervisor complete a performance appraisal, and satisfactorily pass a written and/or oral final examination that will cover the course objectives. This course is available at the Savannah campus only. 4 quarter hours

BUS4101 Quality Management
Pre-requisites: MGT2027, BUS3058
This course will introduce students to the philosophy and techniques of total quality management applied to business, governmental, and not-for-profit organizations. Students will explore the fundamentals of quality management with emphasis on the best practices of high performing organizations as measured by assessment tools such as the Malcolm Baldrige Award. Students will learn the proper application and use of techniques such as Statistical Process control, Six Sigma, and process management. 4 quarter hours

BUS7000 Introduction to the Professional Doctorate
Pre-requisite: Master’s Prerequisite Courses
This course focuses on student familiarity with the doctoral structure and program resources at South University. The class discusses how the program is appropriate to those seeking to further their careers in higher education and business pursuits. The course sets the stage for students to understand the responsibilities of those who hold a terminal degree to provide teaching, scholarship, and service to the academic and professional communities they serve. Topics include the online library, how to analyze and critique the work of others, an overview of preliminary exams, the dissertation process, and opportunities to serve in academic/professional communities as students and professionals. Additional topics to be covered may include research in business, ethics in business research, thinking like a researcher, and an overview of the research process and style. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

BUS7100 Research Methods I
Pre-requisites: BUS7000
Corequisites: MG7110
Doctoral-level course focusing on the ethics and process of business research. Topics include the research process, clarifying the research question using secondary data, developing the research design, qualitative research, observational studies, surveys, and experiments. Students will test their understanding of these concepts through discussion of how each of these concepts is used in the articles covered in the content area courses. Additionally, students will explore how they can use their research to provide meaningful service to their academic/professional community. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

BUS7105 Research Methods II
Pre-requisites: BUS7100
Corequisites: MG71720
As a continuation of the first Research Methods course, this course is a doctoral-level study in research methods focusing on measurement, scales, questionnaires and instruments, sampling, preparation of the data, descriptive statistics, hypothesis testing, measures of association and multivariate analysis. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

BUS7200 Statistics for Research Methods I
Pre-requisites: BUS7100 and BUS7200 or equivalent course
Corequisites: MG71105
This course focuses on building statistical models for professional research, including distribution assumptions, tests of hypotheses, confidence intervals, collinearity, outliers, transformations, general F test, analysis of variance, and multiple comparisons. Additional topics include generalized linear regression, best model selection, and the linear model approach to analysis of variance and analysis of covariance. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

BUS7205 Statistics for Research Methods II
Pre-requisites: BUS7105 and BUS7200
Corequisites: MG71720
This course focuses on building multivariate models for professional research, and studies topics such as MANOVA, MANCOVA, factor analysis, and discriminant analysis. Additional topics include data mining and predictive modeling for large datasets, with a focus on logistic regression, survival analysis, and classification trees. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

BUS8100 Doctoral Dissertation Research Development
Pre-requisites: BUS7205
Corequisites: Final core curriculum course in the student’s program
The purpose of this course is for students to develop a viable doctoral dissertation research topic that will lead to the creation of the dissertation proposal. Students explore alternative topics and research questions of interest, focusing on those that can be developed into a dissertation that makes an original contribution to the academic literature. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

BUS8105 Doctoral Dissertation Proposal
Pre-requisites: BUS8100
The purpose of this course is for students to refine the work completed in BUS8100 and to develop the methodologies and procedures that will be used in their dissertation. Students refine their draft proposals using student, faculty, and dissertation committee feedback. The course includes an on-ground residency component in which students present their dissertation proposals for student and faculty feedback. This course may be repeated once. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

BUS8110 Independent Research for the Doctoral Dissertation
Pre-requisites: BUS8105, accepted dissertation proposal, and successful completion of the preliminary examination requirements.
The purpose of this course is to provide continuous enrollment for students completing the requirements of their doctoral dissertation. This is a Progressing/Fail Progressing course. The course may be repeated. 4 quarter hours

Chemistry

CHM1010 General Chemistry
Pre-requisites: MAT0099 and math elective
CHM1010 is a survey course of general chemistry, organic chemistry and biochemistry. Fundamental concepts and principles will be presented including atomic theory, bonding, nomenclature, solutions, acids and bases, and an introduction to organic chemistry and biochemistry. Emphasis will be placed on the application of these topics in various health fields. This overview provides the healthcare worker the ability to appreciate physiological and therapeutic processes at the molecular level. The course will also explore the role of chemistry in society today by applying a problem solving approach to understanding chemistry. 4 quarter hours

Mass Communication

COM2005 Introduction to Communication Theory
Pre-requisites: None
This course is an overview of the principles of communication, verbal and nonverbal language, listening, group dynamics, and public speaking are highlighted. Emphasis is on applying communication principles to contemporary problems and preparing various types of oral discourse. 4 quarter hours

COM2010 Introduction to the Electronic Mass Media
Pre-requisites: COM2005
This course introduces the history, structure, function, economics, content, and evolution of radio, television, film and the Internet, including traditional and mature formats and the emerging electronic media delivery systems. The social, political, regulatory, ethical, and oc-
controls, construction bonds and insurance, subcontracting, and resource utilization. Topics estimating, pricing, bidding, contracting and application of project design organization, management, with an extensive discussion on preliminary estimating, material quantity costs of construction projects. Topics may include materials integration, methods of construction, and constructional detailing related to both vertical construction and horizontal construction. 4 quarter hours

CON3010 Construction Materials, Methods, and Equipment
Prerequisites: None
This course introduces students with an analysis of the equipment, materials, methods, processes, and sequences used in vertical (building) and horizontal (heavy) construction. Topics may include materials integration, methods of construction, and constructional detailing related to both vertical construction and horizontal construction. 4 quarter hours

CON3020 Construction Design Communications
Prerequisites: CON3010
This course introduces students to the design process, tools, methods, and techniques used for graphic communication and interpretation of a variety of construction project drawings and documents. Drawings and documents may include architectural, civil engineering, mechanical, electrical, and other related examples. 4 quarter hours

CON4010 Essentials of Construction Cost Estimation
Prerequisites: CON3010, CON3020
This course provides an overview of approximate and precise methods for estimating the costs of construction projects. Topics may include preliminary estimating, material quantity surveying techniques, pricing and bidding of construction works, use of cost/price databases, and computer applications. 4 quarter hours

CON4015 Construction Project Planning and Scheduling
Prerequisites: CON3010, CON4010
This course explores construction project planning and scheduling, including the application of these concepts to managerial decision making, computer applications for scheduling, resource allocation, and time/cost analysis. 4 quarter hours

CON4020 Construction Project Management
Prerequisites: CON3010
This course explores construction project management, with an extensive discussion and application of project design organization, estimating, pricing, bidding, contracting and subcontracting, and resource utilization. Topics may include quality control and safety, project controls, construction bonds and insurance, and the documentation and management of project information. 4 quarter hours

CON4025 Construction Law, Contracts, and Safety
Prerequisites: CON4020
This course introduces the contract and tort issues in U.S. law and their application in the construction industry, including construction contracting, construction contracts, project delivery systems, roles and responsibilities of construction project parties, risk management, labor and employment issues, subcontract management, legal research, reasoning, and dispute resolution methods. The course also serves as an orientation to occupational safety and health for construction workers as covered by OSHA 29 CFR 1926 and required by the Department of Labor's 10-hour OSHA construction safety and health certification. Topics may include an introduction to OSHA, general health and safety provisions, electrical, fall protection, personal protective and lifesaving equipment, materials handling, storage, use and disposal, hand and power tools, and scaffolds. 4 quarter hours

Counseling

CNS6000 Counseling Theory
The basic theory, principles, and techniques of counseling and its application to professional counseling settings are explained. Also considered are the various theories of counseling and issues (e.g., counselor self-evaluation (moral), ethical, and legal) in the practice of professional counseling. 4 quarter hours

CNS6001 Counseling Theory Seminar
Prerequisite: CNS 6000
The basic theory, principles, and techniques of counseling and its application to professional counseling settings are explained. Also considered are the various theories of counseling and issues (e.g., counselor self-evaluation (moral), ethical, and legal) in the practice of professional counseling. This course is a continued examination of CNS 6000 and for students seeking licensure in the state of South Carolina. .5 quarter hours

CNS6002 Counseling Theory
The basic theory, principles, and techniques of counseling and its application to professional counseling settings are explained. Also considered are the various theories of counseling and issues (e.g., counselor self-evaluation (moral), ethical, and legal) in the practice of professional counseling. 4.5 quarter hours

CNS6004 Diagnostics of Psychopathology (DSMIVTR)
Prerequisite: CNS6009 or Program Director Permission
This course provides advanced training in the assessment and diagnosis of more serious mental illnesses as depicted in the standard diagnostic nomenclature of the DSMIVTR or any subsequent revisions/editions. The focus is on description, etiology, and understanding of major diagnostic categories in order to utilize the Axis I through Axis V diagnostic dimensions. Upon completion of this course, the student will have an understanding of the techniques practitioners use in the diagnosis of psychopathology. 4.5 quarter hours

CNS6009 Psychopathology
An introduction to the study of abnormal behaviors in children, adolescents, and adults is provided. Etiology, definition, prevalence rate, and morbidity of disorders in the DSMIVTR are reviewed. Introduction to the science and art of clinical assessment as the foundation of practice in mental health settings and the use of assessment techniques in a professional and ethical manner is reviewed. In part, adjustment disorders and V codes will be studied. Students will primarily concentrate on serious mental disorders in the context of normal lifecycle transitions. The course also reviews various methods of treatment related to the disorders covered. 4.5 quarter hours

CNS6011 Diagnostics for Psychopathology Seminar (DSM)
Prerequisite: CNS 6004
This course provides advanced training in the assessment and diagnosis of more serious mental illnesses as depicted in the standard diagnostic nomenclature of the DSMIVTR or any subsequent revisions/editions. The focus is on description, etiology, and understanding of major diagnostic categories in order to utilize the Axis I through Axis V diagnostic dimensions. Upon completion of this course, the student will have an understanding of the techniques practitioners use in the diagnosis of psychopathology. 4.5 quarter hours

CNS6010 Psychopathology
An introduction to the study of abnormal behaviors in children, adolescents, and adults is provided. Etiology, definition, prevalence rate, and morbidity of disorders in the DSMIVTR are reviewed. Introduction to the science and art of clinical assessment as the foundation of practice in mental health settings and the use of assessment techniques in a professional and ethical manner is reviewed. In part, adjustment disorders and V codes will be studied. Students will primarily concentrate on serious mental disorders in the context of normal lifecycle transitions. The course also reviews various methods of treatment related to the disorders covered. 4.5 quarter hours

CNS6012 Diagnostics for Psychopathology Seminar (DSMIVTR)
Prerequisite: CNS6010 or Program Director Permission
This course provides advanced training in the assessment and diagnosis of more serious mental illnesses as depicted in the standard diagnostic nomenclature of the DSMIVTR or any subsequent revisions/editions. The focus is on description, etiology, and understanding of major diagnostic categories in order to utilize the Axis I through Axis V diagnostic dimensions. Upon completion of this course, the student will have an understanding of the techniques practitioners use in the diagnosis of psychopathology. 4.5 quarter hours
Description of Courses

CNS6017 Psychopathology Seminar (DSM)  
Prerequisite: CNS 6009
An introduction to the study of abnormal behaviors in children, adolescents, and adults is provided. Etiology, definition, prevalence rate, and morbidity of disorders in the DSM-IV-TR are reviewed. Introduction to the science and art of clinical assessment as the foundation of practice in mental health settings and the use of assessment techniques in a professional and ethical manner is reviewed. In part, adjustment disorders and V codes will be studied. Students will primarily concentrate on serious mental disorders in the context of normal lifecycle transitions. The course also reviews various methods of treatment related to the disorders covered. This course is a continued examination of CNS 6009 and for students seeking licensure in the state of South Carolina. .5 quarter hours

CNS6018 Psychopathology (DSM/ICD)  
This course involves an introduction to the study of abnormal behaviors in children, adolescents, and adults. The etiology, definition, prevalence rate, and morbidity of disorders in the DSM-IV-TR are reviewed. The course will focus on an introduction to the science and art of clinical assessment as the foundation of practice in mental health settings and the use of assessment techniques in a professional and ethical manner. In part, adjustment disorders and V codes will be studied. Students will primarily concentrate on serious mental disorders in the context of normal lifecycle transitions. The course also reviews various methods of treatment related to the disorders covered. This course is a continued examination of CNS 6009 and for students seeking licensure in the state of South Carolina. .5 quarter hours

CNS6019 Diagnostics of Psychopathology (DSM-IV/ICD)  
Prerequisite: CNS 6018
This course provides advanced training in the assessment and diagnosis of serious psychological disorders as depicted in the standard nomenclature of the DSM-IV-TR and subsequent revisions/editions. Students will focus on the descriptions, etiology, and major diagnostic categories in order to effectively utilize Axis I through Axis V diagnostic dimensions. In addition, students will learn how to utilize the International Classification of Diseases (ICD) and Clinical Modification System according to the latest version. Upon completing the course, students will have an understanding of the techniques practitioners use in the diagnosis of psychopathology. 4 quarter hours

CNS6020 Psychopathology (DSM/ICD)  
This course involves an introduction to the study of abnormal behaviors in children, adolescents, and adults. The etiology, definition, prevalence rate, and morbidity of disorders in the DSM-IV-TR are reviewed. The course will focus on an introduction to the science and art of clinical assessment as the foundation of practice in mental health settings and the use of assessment techniques in a professional and ethical manner. In part, adjustment disorders, V codes, and the ICD system will be studied. Students will primarily concentrate on serious mental disorders in the context of normal lifecycle transitions and review various methods of treatment related to the disorders covered. The course will make a concerted effort to apply the above to the “real world” of mental health professionals by examining treatment and assessment considerations. 4 quarter hours

CNS6021 Diagnostics of Psychopathology (DSM-IV/ICD)  
Prerequisite: CNS 6020
This course provides advanced training in the assessment and diagnosis of serious psychopathology as depicted in the standard nomenclature of the DSM-IV-TR and subsequent revisions/editions. Students will focus on the descriptions, etiology, and major diagnostic categories in order to effectively utilize Axis I through Axis V diagnostic dimensions. In addition, students will learn how to utilize the International Classification of Diseases (ICD) and Clinical Modification System according to the latest version. Upon completing the course, students will have an understanding of the techniques practitioners use in the diagnosis of psychopathology. 4 quarter hours

CNS6022 Human Growth and Development  
Prerequisite: None
This course includes studies that provide a broad understanding of the nature and needs of individuals at all levels of development: normal and abnormal behavior; personality theory; lifespan theory; and learning theory within cultural contexts. Appropriate strategies for facilitating development over the lifespan are also integrated into the course. 4 quarter hours

CNS6023 Human Growth and Development Seminar  
Prerequisite: CNS 6022
This course includes studies that provide a broad understanding of the nature of the needs of individuals at all levels of development: normal and abnormal behavior; personality theory; lifespan theory; and learning theory within cultural contexts. Appropriate strategies for facilitating development over the lifespan are also integrated into the course. 4 quarter hours

CNS6024 Psychopathology Seminar (DSM)  
Prerequisite: CNS 6018
This course provides advanced training in the assessment and diagnosis of serious psychological disorders as depicted in the standard nomenclature of the DSM-IV-TR and subsequent revisions/editions. Students will focus on the descriptions, etiology, and major diagnostic categories in order to effectively utilize Axis I through Axis V diagnostic dimensions. In addition, students will learn how to utilize the International Classification of Diseases (ICD) and Clinical Modification System according to the latest version. Upon completing the course, students will have an understanding of the techniques practitioners use in the diagnosis of psychopathology. 4 quarter hours

CNS6025 Human Growth and Development Seminar  
Prerequisite: CNS 6024
This course includes studies that provide a broad understanding of the nature and needs of individuals at all levels of development: normal and abnormal behavior; personality theory; lifespan theory; and learning theory within cultural contexts. Appropriate strategies for facilitating development over the lifespan are also integrated into the course. 4 quarter hours

CNS6026 Psychopathology Seminar (DSM)  
Prerequisite: CNS 6018
This course involves an introduction to the study of abnormal behaviors in children, adolescents, and adults. The etiology, definition, prevalence rate, and morbidity of disorders in the DSM-IV-TR are reviewed. The course will focus on an introduction to the science and art of clinical assessment as the foundation of practice in mental health settings and the use of assessment techniques in a professional and ethical manner. In part, adjustment disorders, V codes, and the ICD system will be studied. Students will primarily concentrate on serious mental disorders in the context of normal lifecycle transitions and review various methods of treatment related to the disorders covered. The course will make a concerted effort to apply the above to the “real world” of mental health professionals by examining treatment and assessment considerations. This course is a continued examination of CNS 6010 and is designed to examine the new ICD classification system related to CNS 6018. 1 quarter hour

CN 6031 Diagnostics for Psychopathology Seminar  
Prerequisite: CNS6012
This course provides advanced training in the assessment and diagnosis of serious psychopathology as depicted in the standard nomenclature of the DSM-IV-TR and subsequent revisions/editions. Students will focus on the descriptions, etiology, and major diagnostic categories in order to effectively utilize Axis I through Axis V diagnostic dimensions. In addition, students will learn how to utilize the International Classification of Diseases (ICD) and Clinical Modification System according to the latest version. Upon completing the course, students will have an understanding of the techniques practitioners use in the diagnosis of psychopathology. This course is a continued examination of CNS 6012 and is designed to examine the new ICD classification system related to CNS 6018. 1 quarter hour

CNS6032 Professional and Ethical Issues Seminar  
Prerequisite: CNS6031
This course will provide an in-depth review of the multifaceted aspects (historical, philosophical, societal, cultural, economic, political, professional identity (e.g., roles, functions), and practice issues (e.g., managed care, reimbursement, expert witness status) specific to Clinical Mental Health Counselors. The course also examines ethical and legal standards (ACA and AMHCA Code of Ethics), risk management, and professional credentialing according to the Foundations of Clinical Mental Health Counseling. This course is a continued examination of CNS 6301 and is designed to examine the new Clinical Mental Health Counseling Ethical Standards content related to CNS 6307. 1 quarter hour

CNS6033 Psychopathology Seminar (DSM/ICD)  
Prerequisite: CNS6009
This course involves an introduction to the study of abnormal behaviors in children, adolescents, and adults. The etiology, definition, prevalence rate, and morbidity of disorders in the DSM-IV-TR are reviewed. The course will focus on an introduction to the science and art of clinical assessment as the foundation of practice in mental health settings and the use of assessment techniques in a professional and ethical manner. In part, adjustment disorders, V codes, and the ICD system will be studied. Students will primarily concentrate on serious mental disorders...
in the context of normal lifecycle transitions and review various methods of treatment related to the disorders covered. The course will make a concerted effort to apply the above to the “real world” of mental health professionals by examining treatment and assessment considerations. This course is a continued examination of CNS6009 and is designed to examine the new ICD classification system related to CNS 6020. 1 quarter hour

CNS6034 Diagnostics for Psychopathology Seminar (DSM/ICD) Prerequisite: CNS6004
This course provides advanced training in the assessment and diagnosis of serious psychopathology as depicted in the standard nomenclature of the DSM-IV-TR and subsequent revisions/editions. Students will focus on the descriptions, etiology, and major diagnostic categories at the point of effective utilization. In addition, students will learn to utilize the International Classification of Diseases (ICD) and Clinical Modification System according to the latest version. Upon completing the course, students will have an understanding of the techniques practitioners use in the diagnosis of psychopathology. This course is designed to examine the new ICD classification system content related to CNS 6018 and for students seeking licensure in the state of South Carolina. 1.5 quarter hours

CNS6035 Professional and Ethical Issues Seminar Prerequisite: CNS6000
This course will provide an in-depth review of the multifaceted aspects (historical, philosophical, societal, cultural, economic, political), professional identity (e.g., roles, functions), and practice issues (e.g., managed care, reimbursement, expert witness status) specific to Clinical Mental Health Counselors. The course also examines ethical and legal standards (ACA and AMHCA Code of Ethics), risk management, and professional credentialing according to the Foundations of Clinical Mental Health Counseling. This course is designed to examine the new Clinical Mental Health Counseling Ethical Standards content related to CNS 6307 and for students seeking licensure in the state of South Carolina. 1.5 quarter hours

CNS6038 Psychopathology Seminar Prerequisite: CNS6009
This course involves an introduction to the study of abnormal behaviors in children, adolescents, and adults. The role of the etiology, definition, prevalence rate, and morbidity of disorders in the DSM-IV-TR are reviewed. The course will focus on an introduction to the science and art of clinical assessment as the foundation of practice in mental health settings and the use of assessment techniques in a professional and ethical manner. In part, adjustment disorders, V codes, and the ICD system will be studied. Students will primarily concentrate on serious mental disorders in the context of normal lifecycle transitions and review various methods of treatment related to the disorders covered. The course will make a concerted effort to apply the above to the “real world” of mental health professionals by examining treatment and assessment

CNS6039 Diagnostics for Psychopathology Seminar Prerequisite: CNS6004
This course provides advanced training in the assessment and diagnosis of serious psychopathology as depicted in the standard nomenclature of the DSM-IV-TR and subsequent revisions/editions. Students will focus on the descriptions, etiology, and major diagnostic categories in order to effectively utilize Axis I through Axis V diagnostic dimensions. In addition, students will learn how to utilize the International Classification of Diseases (ICD) and Clinical Modification System according to the latest version. Upon completing the course, students will have an understanding of the techniques practitioners use in the diagnosis of psychopathology. This course is a continued examination of CNS 6009 and is designed to examine the new ICD classification system related to CNS 6021. 1 quarter hour

CNS6040 Professional and Ethical Issues Seminar Prerequisite: CNS6300
This course will provide an in-depth review of the multifaceted aspects (historical, philosophical, societal, cultural, economic, political), professional identity (e.g., roles, functions), and practice issues (e.g., managed care, reimbursement, expert witness status) specific to Clinical Mental Health Counselors. The course also examines ethical and legal standards (ACA and AMHCA Code of Ethics), risk management, and professional credentialing according to the Foundations of Clinical Mental Health Counseling. This course is a continued examination of CNS 6300 and is designed to examine the new Clinical Mental Health Counseling Ethical Standards content related to CNS 6308. 1 quarter hour

CNS6104 Counseling Skills A fundamental study of the helping relationship is provided. The course provides a broad understanding of philosophical bases of helping processes: counseling theories and their application: basic and advanced helping skills; consultation theories and their application: client and helper self-understanding and self-development; and facilitation of client change. 4 quarter hours

CNS6105 Advanced Counseling Skills and Treatment Techniques Prerequisite: CNS6004 (or 6012), 6220, 6511 (or 6513) or Program Director Permission
An advanced study of the helping relationship is provided. Evaluation and treatment methods associated with mental health issues such as sexual abuse, eating disorders, divorce, domestic violence, and depression will be discussed. The course will also focus on community intervention (e.g., inpatient, outpatient, partial, aftercare), the application of treatment modalities (initiation, maintenance, termination), and crisis intervention. 4 quarter hours

CNS6220 Personality Theories and Individual Counseling Prerequisite: CNS6000 (or 6002), 6104, 6300 (or 6301) or Program Director Permission
The major goal of this course is to develop the students’ broad based understanding of working with the individual in a therapeutic setting. Students will examine theories and explanations of the development of normal and abnormal personalities. There is some focus on the treatment of personalities and basic coverage of personality theories in the psychodynamic, humanistic, behavioral, and learning models. This course challenges the professional counselor to understand what is effective and professional in the counseling milieu. 4 quarter hours

CNS6300 Professional and Ethical Issues A careful review of issues exposes students to a broad understanding of professional roles and functions, professional goals and objectives, and professional organizations and associations. The course also examines ethical and legal standards, risk management, professional credentialing, and standards for professional counselors and/or marriage and family therapists. Additional topics include a historical overview, public policy processes, and advocacy. 4 quarter hours

CNS6301 Professional and Ethical Issues A careful review of issues exposes students to a broad understanding of professional roles and functions, professional goals and objectives, and professional organizations and associations. The course also examines ethical and legal standards, risk management, professional credentialing, and standards for professional counselors and/or marriage and family therapists. Additional topics include a historical overview, public policy processes, and advocacy. 4 quarter hours

CNS6302 Professional and Ethical Issues Seminar Prerequisite: CNS6300
A careful review of issues exposes students to a broad understanding of professional roles and functions, professional goals and objectives, and professional organizations and associations. The course also examines ethical and legal standards, risk management, professional credentialing, and standards for professional counselors and/or marriage and family therapists. Additional topics include a historical overview, public policy processes, and advocacy. 4 quarter hours

CNS6305 Professional & Ethical Issues II Prerequisite: CNS6300 (or 6301)
An in depth review of the multifaceted aspects (historical, philosophical, societal, cultural, economic, political), professional identity (e.g., roles, functions), and practice issues (e.g., managed care, reimbursement, expert witness status) specific to the specialty of mental health counselors. The course also introduces an advanced examination of ethical and legal standards (ACA and AMHCA Code of Ethics)
Description of Courses

CNS6307 Professional and Ethical Issues
This course will provide an in-depth review of the multifaceted aspects (historical, philosophical, societal, cultural, economic, political), professional identity (e.g., roles, functions), and practice issues (e.g., managed care, reimbursement, expert witness status) specific to Clinical Mental Health Counselors. The course also examines ethical and legal standards (ACA and AMHCA Code of Ethics), risk management, and professional credentialing according to the Foundations of Clinical Mental Health Counseling. 4 quarter hours

CNS6308 Professional and Ethical Issues
This course will provide an in-depth review of the multifaceted aspects (historical, philosophical, societal, cultural, economic, political), professional identity (e.g., roles, functions), and practice issues (e.g., managed care, reimbursement, expert witness status) specific to Clinical Mental Health Counselors. The course also examines ethical and legal standards (ACA and AMHCA Code of Ethics), risk management, and professional credentialing according to the Foundations of Clinical Mental Health Counseling. 4 quarter hours

CNS6420 Community Mental Health
Prerequisite: CNS6004 (or 6012), 6220, 6511 (or 6513) or Program Director Permission
An examination is conducted of the community mental health system. This course offers ideas for areas of improvement and informs students about the use of the system. The areas for discussion are: regional hospitals, community mental health centers, hospice, social security, and the Department of Family and Children’s services. 4 quarter hours

CNS6425 Clinical Mental Health Counseling
This course will provide an introduction to the field of clinical mental health counseling according to clinical and professional issues. Specifically, students will examine treatment delivery systems and gain an understanding of the dynamic interplay of professionals within these systems. The course will also focus on program analysis via theory and empirical methods. 4 quarter hours

CNS6426 Clinical Mental Health Counseling and Philosophy
This course will provide an introduction to the field of Clinical Mental Health Counseling according to clinical and professional issues. Specifically, students will examine treatment delivery systems and gain an understanding of the dynamic interplay of professionals within these systems. In addition, students will intensively study comprehensive and effective methods for impacting change within clients and provide an opportunity to examine their own system of beliefs regarding client care. The course will also focus on program analysis via theory and empirical methods. 4 quarter hours

CNS6440 Counseling Diverse Populations
The major goal of this course is to present a broad scope of practice for clients over the life span. Issues pertaining to treatment of a variety of populations such as children, adolescents, adults, and the elderly will be addressed. The course will provide students with a basic understanding of the laws and rules for treating certain age specific populations. 4 quarter hours

CNS6505 Group Counseling
Prerequisite: CNS6004, 6220, 6511 or Program Director Permission
A broad understanding of group development, dynamics, and counseling theories is explored. Group leadership styles are discussed in addition to basic and advanced group counseling methods and skills. Different approaches to conducting group counseling are reviewed in addition to the appropriate counselor self-evaluation (e.g., moral), ethical, and legal considerations in the field of professional counseling. 4 quarter hours

CNS6506 Group Counseling Seminar
Prerequisite: CNS 6505
A broad understanding of group development, dynamics, and counseling theories is explored. Group leadership styles are discussed in addition to basic and advanced group counseling methods and skills. Different approaches to conducting group counseling are reviewed in addition to the appropriate counselor self-evaluation (e.g., moral), ethical, and legal considerations in the field of professional counseling. 4 quarter hours

CNS6507 Group Counseling
Prerequisite: CNS6012, 6220, 6513 or Program Director Permission
A broad understanding of group development, dynamics, and counseling theories is explored. Group leadership styles are discussed in addition to basic and advanced group counseling methods and skills. Different approaches to conducting group counseling are reviewed in addition to the appropriate counselor self-evaluation (e.g., moral), ethical, and legal considerations in the field of professional counseling. 4.5 quarter hours

CNS6511 Social and Cultural Foundations
This course includes studies of multicultural and pluralistic trends including characteristics and concerns of diverse groups; attitudes and behavior based on factors such as age, race, religious preference, physical disability, social class, sexual orientation, ethnicity and culture, family patterns, and gender. This course is meant to sensitize students to the impact of culture on the counselor’s understanding of individuals from diverse backgrounds, counselor self-evaluation (e.g., moral), ethical, and legal considerations in the context of professional counseling. This course is a continued examination of CNS 6511 and for students seeking licensure in the state of South Carolina. .5 quarter hours

CNS6513 Social and Cultural Foundations
This course includes studies of multicultural and pluralistic trends including characteristics and concerns of diverse groups; attitudes and behavior based on factors such as age, race, religious preference, physical disability, social class, sexual orientation, ethnicity and culture, family patterns, and gender. This course is meant to sensitize students to the impact of culture on the counselor’s understanding of individuals from diverse backgrounds, counselor self-evaluation (e.g., moral), ethical, and legal considerations in the context of professional counseling. 4.5 quarter hours

CNS6521 Research and Evaluation
Prerequisite: CNS6025, 6525, or Program Director Permission
Studies that provide a basic understanding of types of research are presented: basic statistics; research report development; and research implementation. Other areas studied include program evaluation; needs assessment; publication of research information; parametric and non-parametric statistics; qualitative and quantitative research designs; the use of computers for data management and analysis; including ethical and legal considerations pertinent to the professional counselor. 4 quarter hours

CNS6522 Research and Evaluation Seminar
Prerequisite: CNS 6521
Studies that provide a basic understanding of types of research are presented: basic statistics; research report development; and research implementation. Other areas studied include program evaluation; needs assessment; publication of research information; parametric and non-parametric statistics; qualitative and quantitative research designs; the use of computers for data management and analysis; including ethical and legal considerations pertinent to the professional counselor. This course is a continued examination of CNS 6521 and for students seeking licensure in the state of South Carolina. .5 quarter hours

CNS6512 Social & Cultural Foundations Seminar
Prerequisite: CNS 6511
This course includes studies of multicultural and pluralistic trends including characteristics and
tative research designs; the use of computers for data management and analysis; including ethical and legal considerations pertinent to the professional counselor. 4.5 quarter hours

CNS6525 Individual Assessment
Prerequisite: CNS6004, 6220, 6511 or Program Director Permission
A broad understanding of group and individual educational and psychometric theories, ethical, and legal approaches to appraisal is the goal of this course; also examined are data and information gathering methods; validity and reliability; psychometric statistics; factors influencing appraisals; and use of appraisal results in helping processes. Also, the specific ability to select, administer and interpret tests and inventories to assess abilities, interests, and identify career options is considered. 4 quarter hours

CNS6526 Individual Assessment
Prerequisite: CNS6012, 6220, 6513, or Program Director Permission
A broad understanding of group and individual educational and psychometric theories, ethical, and legal approaches to appraisal is the goal of this course; also examined are data and information gathering methods; validity and reliability; psychometric statistics; factors influencing appraisals; and use of appraisal results in helping processes. Also, the specific ability to select, administer and interpret tests and inventories to assess abilities, interests, and identify career options is considered. 4.5 quarter hours

CNS6527 Individual Assessment Seminar
Prerequisite: CNS6525
A broad understanding of group and individual educational and psychometric theories, ethical, and legal approaches to appraisal is the goal of this course; also examined are data and information gathering methods; validity and reliability; psychometric statistics; factors influencing appraisals; and use of appraisal results in helping processes. Also, the specific ability to select, administer and interpret tests and inventories to assess abilities, interests, and identify career options is considered. This course is a continued examination of CNS 6525 and for students seeking licensure in the state of South Carolina. .5 quarter hours

CNS6528 Assessment II
Prerequisite: CNS6525 (or 6526)
An understanding of biopsychosocial factors involved with the presentation of mental illness. In particular, students will learn the skills necessary for conducting intake interviews, mental status examinations, and treatment planning for mental illnesses for the purpose of assessing, diagnosing, planning treatment intervention, and managing caseloads. 4 quarter hours

CNS6600 Lifestyle and Career Development
Prerequisite: CNS6025, 6525, or Program Director Permission
This course includes studies that provide an understanding of career development theories and decision-making models; occupational and educational information sources and systems; assessment instruments and techniques relevant to career planning and decision-making; career, lifestyle, and leisure counseling, guidance and education; and career development program planning, resources, and effectiveness evaluation. Students also focus on counseling techniques involving special populations, the role of technology, counselor self-evaluation (e.g., moral, ethical, and legal considerations. 4 quarter hours

CNS6601 Lifestyle & Career Development Seminar
Prerequisite: CNS6600
This course includes studies that provide an understanding of career development theories and decision-making models; occupational and educational information sources and systems; assessment instruments and techniques relevant to career planning and decision-making; career, lifestyle, and leisure counseling, guidance and education; and career development program planning, resources, and effectiveness evaluation. Students also focus on counseling techniques involving special populations, the role of technology, counselor self-evaluation (e.g., moral, ethical, and legal considerations. This course is a continued examination of CNS 6600 and for students seeking licensure in the state of South Carolina. 5 quarter hours

CNS6602 Lifestyle and Career Development
Prerequisite: CNS6027, 6526, or Program Director Permission
This course includes studies that provide an understanding of career development theories and decision-making models; occupational and educational information sources and systems; assessment instruments and techniques relevant to career planning and decision-making; career, lifestyle, and leisure counseling, guidance and education; and career development program planning, resources, and effectiveness evaluation. Students also focus on counseling techniques involving special populations, the role of technology, counselor self-evaluation (e.g., moral, ethical, and legal considerations. 4.5 quarter hours

CNS6700 Couples and Family Therapy
Prerequisite: CNS6004 (or 6012), 6220, 6511 (or 6513), or Program Director Permission
A broad theoretical and practical foundation for counseling couples and families is emphasized. It provides a survey of current approaches in family and marital counseling with an emphasis on various systemic models of family functioning and therapeutic intervention. 4 quarter hours

CNS6750 Management, Consultation, & Advocacy
Prerequisite: CNS6420, or Program Director Permission
A study of mental health services and program management involving administration, finance, and budgeting in the private and public sectors, in addition to both individual and group private practice models. Students will be exposed to the foundations and practices of clinical supervision in the context of professional development. The course will also provide knowledge concerning community consultation and strategies for engaging in advocacy for the profession, including public policy and governmental relations. 4 quarter hours

CNS6751 Consultation, Management, and Advocacy
Prerequisites: CNS 6300 (or 6301, 6307, 6308)
The course will provide theoretical and application knowledge concerning psychoeducational consultation regarding individuals, groups and organizations. Students will focus on community consultation and strategies for engaging in advocacy for the profession, including public policy and governmental relations. The course will also examine mental health services and program management involving administration, finance, and budgeting in the private and public sectors, in addition to both individual and group private practice models. Students will be exposed to the foundations and practices of clinical supervision in the context of professional development. 4 quarter hours

CNS6800 Human Sexuality
Prerequisite: CNS6600 (or 6002), 6009 (or 6010), or Program Director Permission
This course is designed for the counseling professional whose work will bring them in contact with client issues associated with human sexuality. Students will: develop their knowledge base in human sexuality, increase understanding of the varied sexuality issues that may be brought up in a counseling session, learn appropriate assessment and intervention skills when working with clients experiencing problems with their sexuality, and increase awareness of their own beliefs and perceptions related to sexuality issues. The goal of this course is to assist students in becoming more effective in identifying, assessing and intervening with human sexuality in the counseling field. 4 quarter hours

CNS6850 Psychopharmacology
Prerequisite: CNS6004 (or 6012), or Program Director Permission
The course is designed to expose students to the taxonomy, side effects, and contraindications of commonly prescribed psychopharmacological medications. It is intended that students will gain an understanding of the contributions of medication regarding mental illness and an awareness of the collaborative relationship with medical personnel in the field of mental health counseling. 4 quarter hours

CNS6900 Substance Abuse Counseling
Prerequisite: CNS6600 (or 6002), 6009 (or 6010), or Program Director Permission
This course addresses the fundamental programs associated with Substance Abuse that address a variety of populations. The 12 Step Programs for both Alcohol and Substances will be reviewed in length. Individuals will learn the evaluation tools for substance abuse, trends in substance use and abuse, and effective treatment strategies with their populations. 4 quarter hours

CNS6901 Diagnosis and Treatment of Addictive Disorders
Prerequisite: CNS6019 or CNS6021
This course will introduce students to the description of courses.
Description of Courses

history, philosophy, and trends in addictions counseling. Students will examine preva-
ience rates, etiology, course, duration, and the diagnostic features of disorders within a bio-
psychosocial context and through use of the DSM. Additionally, multiple treatment modal-
ties will be explored with regard to inpatient, outpatient, residential, and self-help strategies. 4 quarter hours.

CNS6900 Diagnosis and Treatment of Addictive Disorders Seminar
Prerequisite: CNS6800
This course will introduce students to the history, philosophy, and trends in addictions counseling. Students will examine preva-
ience rates, etiology, course, duration, and the diagnostic features of disorders within a bio-
psychosocial context and through use of the DSM. Additionally, multiple treatment modal-
ties will be explored with regard to inpatient, outpatient, residential, and self-help strategies. This course is a continued examination of CNS 6900 and the identified course content for CNS 6901. 1 quarter hour

CNS7000 Practicum (100 hours minimum)
Prerequisite: All 6000 level courses (except CNS6600 or 6602) Lifestyle and Career Development & CNS6800 (or 6523) Research and Evaluation
In this initial, supervised field placement ex-
perience, the student is required to spend a
minimum of 10 hours per week at the field-
placement site and to have a minimum of 40
direct contact (counseling) hours with clients, receive 10 hours of individual supervision, and receive 15 hours of group supervision during the academic term. During the practicum, the student will apply knowledge and skills learned throughout the curriculum in work with actual clients. 4 quarter hours.

CNS7003 Practicum (150 hours)
Prerequisite: All 6000 level courses (except CNS6600 or 6602) Lifestyle and Career Development & CNS6800 (or 6523) Research and Evaluation
In this initial, supervised field placement ex-
perience, the student is required to spend a
minimum of 15 hours per week at the field-
placement site and to have a minimum of 60
direct contact (counseling) hours with clients, receive 10 hours of individual supervision, and receive 15 hours of group supervision during the academic term. During the practicum, the student will apply knowledge and skills learned throughout the curriculum in work with actual clients. This course is taken by students pursuing the advanced training required in the standard diagnostic nomenclature in the state of South Carolina. 2 quarter hours.

CNS7300 Internship I (200 hours)
Prerequisite: CNS7000 or CNS7003
During this first internship experience, the stu-
dent will perform most activities that a regular-
ly employed staff member in the setting would perform and is required to spend a minimum of 20 hours per week at the field placement site and to have a minimum of 90 direct contact hours with clients (9 hours per week), receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is taken by GT students pursuing the completion of the internship on a part-time basis and is the first of two required courses needed to meet the equivalent field experience of the CNS7400 course. 4 quarter hours.

CNS7301 Internship I (300 hours)
Prerequisite: CNS7000 or CNS7003
During this first internship experience, the stu-
dent is expected to perform most activities that a regularly employed staff member in the setting would perform and is required to spend a minimum of 30 hours per week at the field placement site and to have a minimum of 135 direct contact hours with clients (14 hours per week) and receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is taken by students pursuing the completion of the internship requirement on a part-time basis. 6 quarter hours.

CNS7400 Internship II (400 hours)
Prerequisite: CNS7300
During this internship experience, the student is expected to perform all activities a regularly employed staff member would perform and is required to spend a minimum of 40 hours per week at the field placement site and to have a minimum of 180 direct contact (counseling) hours with clients (18 hours per week) and receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is taken by GT students pursuing the completion of the internship on a part-time basis and is the second of two required courses needed to meet the equivalent field experience of the CNS7400 course. 4 quarter hours.

CNS7425 Internship IIA (200 hours)
Prerequisite: CNS7425
During the internship experience, the student is expected to perform most activities a regularly employed staff member would perform and is required to spend a minimum of 20 hours per week at the field placement site and to have a minimum of 90 direct contact (counseling) hours with clients (9 hours per week) and receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is taken by GT students pursuing the completion of the internship on a part-time basis and is the second of two required courses needed to meet the equivalent field experience of the CNS7400 course. 4 quarter hours.

CNS7500 Internship I (200 hours)
Prerequisite: CNS7000 or CNS7003
During this internship experience, the student is expected to perform most activities a regularly employed staff member would perform. Students are required to spend a minimum of 20 hours per week at the field placement site and to have a minimum of 120 direct service hours (minimum of 12 hours/week) with clients, receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is taken by Clinical Mental Health Counseling and Mental Health Counseling students. 4 quarter hours.

CNS7500 Internship II (400 hours)
Prerequisite: CNS7500
During this internship experience, the student is expected to perform all activities a regularly employed staff member would perform. Students are required to spend a minimum of 40 hours per week at the field placement site and to have a minimum of 180 direct contact hours with clients (14 hours per week) and receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is taken by Clinical Mental Health Counseling and Mental
Health Counseling students pursuing the completion of the internship on a full-time basis. 8 quarter hours

CNS7625 Internship IIA (200 hours)
Prerequisite: CNS7500
During this internship experience, the student is expected to perform activities a regularly employed staff member would perform. Students are required to spend a minimum of 20 hours per week at the field placement site and to have a minimum of 90 direct service hours (minimum of 9 hours/week) with clients, receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is taken by Clinical Mental Health Counseling and Mental Health Counseling students pursuing the completion of the third internship on a part-time basis as required for Florida State Licensing Standards. This course is the first of two required courses needed to meet the equivalent field experience of the CNS 7700 course. 4 quarter hours

CNS7750 Internship III (200 hours)
Prerequisite: CNS7625
During this internship experience, the student is expected to perform activities a regularly employed staff member would perform. Students are required to spend a minimum of 20 hours per week at the field placement site and to have a minimum of 90 direct service hours (minimum of 9 hours/week) with clients, receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is the second of two required courses needed to meet the equivalent field experience of the CNS 7600 course. 4 quarter hours

CNS7650 Internship IIB (200 hours)
Prerequisite: CNS7625
During this internship experience, the student is expected to perform activities a regularly employed staff member would perform. Students are required to spend a minimum of 20 hours per week at the field placement site and to have a minimum of 90 direct service hours (minimum of 9 hours/week) with clients, receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is taken by Clinical Mental Health Counseling and Mental Health Counseling students pursuing the completion of the second internship on a part-time basis and is the second of two required courses needed to meet the equivalent field experience of the CNS 7600 course. 4 quarter hours

CNS7700 Internship III (400 hours)
Prerequisite: CNS7600 or CNS7650
During this internship experience, the student is expected to continue performing all activities a regularly employed staff member would perform. Students are required to spend a minimum of 40 hours per week at the field placement site and to have a minimum of 180 direct service hours (minimum of 18 hours/week) with clients, receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is taken by Clinical Mental Health Counseling and Mental Health Counseling students pursuing the completion of the internship on a full-time basis as required for Florida State Licensing Standards. 8 quarter hours

CNS7725 Internship IIIA (200 hours)
Prerequisite: CNS7650 or CNS7600
During this internship experience, the student is expected to perform activities a regularly employed staff member would perform. Students are required to spend a minimum of 20 hours per week at the field placement site and to have a minimum of 90 direct service hours (minimum of 9 hours/week) with clients, receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is taken by Clinical Mental Health Counseling and Mental Health Counseling students pursuing the completion of the third internship on a part-time basis as required for Florida State Licensing Standards. This course is the first of two required courses needed to meet the equivalent field experience of the CNS 7700 course. 4 quarter hours

CNS7750 Internship III (200 hours)
Prerequisite: CNS7725
During this internship experience, the student is expected to perform activities a regularly employed staff member would perform. Students are required to spend a minimum of 20 hours per week at the field placement site and to have a minimum of 90 direct service hours (minimum of 9 hours/week) with clients, receive a minimum of 25 hours of supervision during the academic term of which 10 hours must be individual supervision and 15 hours group supervision. This course is the second of two required courses needed to meet the equivalent field experience of the CNS 7600 course. 4 quarter hours

CNS8000 Comprehensive Examination
Prerequisite: Program Director Permission
This experience is designed to serve as an intensive and formal reexamination of the knowledge and skills obtained/achieved by a student, to date, in the professional counseling program. The bodies of knowledge include Human Growth and Development, Social and Cultural Foundations, Helping Relationships, Group Work, Career and Lifestyle Development, and Professional Practice Issues. The examination is comprised of two major parts including: 1) a multiple-choice exam and, 2) Clinical Case Conceptualizations, which are administered on two consecutive days. Students must pass the failed portion(s) from the first attempt in order to advance in the program. This course is taken by students who did not successfully complete the requirements of the comprehensive examination, CNS8001, on their first attempt and is taken on a pass/fail basis. Those desiring to take the comprehensive examination must have student status (as defined by South University) in order to enroll and sit for the exam. 1 quarter hour

CNS8002 Comprehensive Examination Review
Prerequisite: CNS8001 and Program Director permission
This experience is designed to serve as an intensive and formal reexamination of the knowledge and skills obtained/achieved by a student, to date, in the professional counseling program. The bodies of knowledge include Human Growth and Development, Social and Cultural Foundations, Helping Relationships, Group Work, Career and Lifestyle Development, Appraisal, Research and Program Evaluation, Professional Orientation & Ethics, Fundamentals of Counseling, Assessment and Career Counseling, Group Counseling, Programmatic and Clinical Intervention, and Professional Practice Issues. The examination is comprised of two major parts including: 1) a multiple-choice exam and, 2) Clinical Case Conceptualizations, which are administered on two consecutive days. Students must pass the failed portion(s) from the second attempt in order to advance in the program. This course is taken by students who did not successfully complete the requirements of CNS8001 and is taken on a pass/fail basis. Those desiring to take the comprehensive examination must have student status (as defined by South University) in order to enroll and sit for the exam. 1 quarter hour

Criminal Justice

CRJ1101 Introduction to Criminal Justice and Law Enforcement
This course introduces the criminal justice system and contemporary policing in the United States. 4 quarter hours

CRJ1102 Introduction to the Criminal Courts and Corrections
This course provides a comprehensive look at the criminal court system in the United States and the American correctional system. The course looks at the roles of prosecutors, judges, defense attorneys and the dynamics of their interactions as well as an overview on all aspects of corrections, including probation and parole. 4 quarter hours
Description of Courses

CRJ2002 Criminal Law
(Maybe taken as LGS2004)
Prerequisite: CRJ1101 and CRJ1102
This course introduces students to the fundamental nature of law, giving them an overview of general legal principles and helping them develop an understanding of the historical development of criminal law and its contemporary form and function in today's American society. 4 quarter hours

CRJ2003 Juvenile Justice System
Prerequisites: None
This course takes a comprehensive look at the history, current state and future of the juvenile justice system in America. The course will focus on juvenile justice system programs, processes, and prevention programs and will connect theory to practice. 4 quarter hours

CRJ2004 Ethics in Criminal Justice
This course examines ethical issues faced by actors in the criminal justice system. The focus will be placed on the philosophical and practical approaches to solve ethical dilemmas within the complicated criminal justice system. 4 quarter hours

CRJ2006 Criminal Procedures
This course will cover the legal aspects of police investigatory practices, criminal procedure law, and constitutional cases as they pertain to the criminal justice system. Focus will be on U.S. Supreme Court cases and lower court cases setting out the requirements for arrest, search and seizure, confessions, and pretrial identifications. Students will develop a comprehensive understanding of the legal rights, duties, and liabilities of criminal justice professionals. 4 quarter hours

CRJ2065 Introduction to Police Organizations
Prerequisites: CRJ1101 and CRJ1102
This course covers current research and theory in policing and provides comprehensive presentation of police operations, patrol techniques, cultural diversity, and changes in police administration policy. 4 quarter hours

CRJ3004 Race, Class and Gender in Criminal Justice
This course focuses on theoretical foundations and current research on theories of racial, ethnic, class and gender discrimination within America's criminal justice system. Emphasis will be placed on the most recent research on patterns of criminal behavior and victimization, police practices, court processing and sentencing, the death penalty, and correctional programs as they relate to minority groups. 4 quarter hours

CRJ3005 Criminal Justice Management and Administration
Prerequisite: CRJ1101 and CRJ1102
This course covers modern management theory and the application of management techniques appropriate to each area of the criminal justice system. 4 quarter hour

CRJ3007 Law Enforcement Structure and Process
Prerequisite: CRJ1101
This course provides an introduction to the philosophical, cultural, and historical background of police. The course deals with concepts such as the role of the police in contemporary society, the quasi-military organization of the police, and community issues. 4 quarter hours

CRJ3008 Criminalistics I
Prerequisite: CRJ1101
This course is an introduction to the field of forensic science. Students will learn the scientific techniques used by crime laboratories to process crime scenes, collect evidence, and examine physical evidence. The course will focus on how evidence from a crime scene can aid a criminal investigation. 4 quarter hours

CRJ3009 Theories of Crime and Justice
Prerequisite: CRJ3011
An overview of a variety of criminological theories. Attention will be directed toward the study of the major theoretical schools of thought which have influenced the American system of crime and justice. The basic goal of this course is to help the student develop an understanding of and appreciation for the insights gained by examining crime and criminals through different theoretical frameworks. 4 quarter hours

CRJ3010 Deviant Behaviors
Prerequisite: CRJ3011
This course focuses on the concepts and theories of deviance and how they can be applied in the criminal justice field. 4 quarter hour

CRJ3011 Criminology
Prerequisites: CRJ1101 and CRJ1102
This course focuses on the causes of crime and theories of criminal behavior including biological, psychological and sociological theories. Students will also explore recent developments in criminological theory and current issues in criminology. 4 quarter hours

CRJ3012 Introduction to Juvenile Delinquency
This course integrates sociological theories of delinquency with discussions of what is actually occurring in the social environments, and examines types of delinquent behavior and responses to control, treat and prevent juvenile delinquency. 4 quarter hours

CRJ3014 Criminal Justice and the Media
Criminal Justice and the Media explores the relationship between the mass media, crime and the criminal justice system in the United States. Students will examine the role media plays in the social construction of crime and justice, and the impact of the media on attitudes and perceptions of crime and criminality. Particular attention will be paid to the relationship of the media and crime prevention, and the impact of the media on the operations of the agencies in the criminal justice system from law enforcement to corrections. 4 quarter hours

CRJ3015 White Collar Crime
This course examines the various types of “white-collar” and economic crimes in America. These include corporate crimes such as consumer fraud and stock fraud, environmental crimes, corruption, medical crime, and computer-based crime. Students will learn about pyramid schemes, e-mail and web-based crimes, boiler-room operations, and criminal organizations posing as religions or charities. 4 quarter hours

CRJ3020 Civil Liability
Prerequisite: CRJ2002 or LGS2004
This course is designed as a comprehensive analysis of some of the most important developments in the area of police accountability and focuses on federal lawsuits against the police, consent decrees, citizen oversight of the police, and the civil liability faced by law enforcement. 4 quarter hours

CRJ3021 Probation and Parole
Prerequisite: CRJ1101 and CRJ1102
This course examines the theory and history of probation and parole and their operation in the criminal justice system. 4 quarter hours

CRJ3022 Juvenile Procedures
Prerequisite: CRJ3012
This course places an emphasis on the juvenile system, process, and law and provides a detailed look at the various phases and nuances of juvenile law. 4 quarter hours

CRJ3023 Organized Crime
Prerequisite: CRJ1101 and CRJ1102
Historical review and activities of national and international organized crime groups. Emphasis is placed on the nature and concept of organized crime, both traditional and nontraditional, as well as the rise of the modern street gang. Cultural and social implications of the presence of organized crime and emerging strategies used in the fight against organized crime are examined in depth. 4 quarter hours

CRJ3024 Serial Killers and Mass Murderers
Prerequisite: CRJ1101 and CRJ1102
Exploration into serial killers and mass murderers, and the impact each has on society and individual victims. Examines issues of causation and the social environmental linkage of recent and notorious cases including the mindset of offenders. 4 quarter hours

CRJ3025 Comparative Criminal Justice Systems
Prerequisite: CRJ3011
This course examines systems of law, police, courts, and corrections in different countries to show the various ways policing, adjudication and corrections systems can be organized and operated. 4 quarter hours

CRJ4001 Victimology
Prerequisite: CRJ3011
The course is a comprehensive look at the theories of victimology and the interaction of crime victims with others in the criminal justice system. 4 quarter hours
Description of Courses

CRJ4002 Restorative Justice
Prerequisite: CRJ3007
This course defines restorative justice and its values, explores its foundational underpinnings, and details ways to build restorative justice into policy and practice. The course will expose students to how restorative justice fits into our criminal justice system and how it can be applied effectively. 4 quarter hours

CRJ4003 Critical Issues in Criminal Justice
Prerequisite: CRJ2004 or LGS2004
This course focuses on current controversial issues confronting the criminal justice system. 4 quarter hours

CRJ4004 Family Violence
Prerequisite: CRJ1101 and CRJ1102
This course explores the causes, consequenc- es, and prevalence of domestic violence and the law enforcement response. 4 quarter hours

CRJ4006 Community Policing
Prerequisite: CRJ3007
This course focuses on the dual themes of problem solving and community/policing collaboration and partnerships. A historical perspective is presented that details the community policing philosophy and the course provides practical strategies to implement community policing. 4 quarter hours

CRJ4007 Alcohol, Drugs and Criminal Justice Policy
Prerequisite: CRJ1101 and CRJ1102
This course examines the pharmacological effects and medical uses of drugs and alcohol and the role they play in the U.S. criminal justice system. Topics covered include the history of alcohol and drug prohibition in the U.S.; the types of illegal drugs currently available in the United States; patterns, trends, and scope of illicit drug use; consider- ation of the relationship between drugs and crime; and manifestations and consequences of the criminal justice system response. 4 quarter hour

CRJ4008 Administration and Correctional Facilities
Prerequisite: CRJ1102
This course covers the management and organization of correctional facilities. The course focuses on how organizational culture is related to effective correctional leadership. It highlights the importance of changing trends in corrections, specifically institutional corrections. 4 quarter hours

CRJ4009 Illegal Immigration and the Criminal Justice System
Prerequisite: CRJ1101 and CRJ1102
An overview of the political and legal aspects of illegal immigration in a nation of immigrants. Emphasis on the operational and bureaucratic impediments of the enforcement of immigrant laws. 4 quarter hour

CRJ4010 Law Enforcement Supervision and Management
Prerequisite: CRJ3007
This course focuses on law enforcement managers and supervisors, their jobs, and the complicated interrelationships between members of the law enforcement team and the communities they serve. Topics covered include: leadership, organizational behavior, and new developments in the field. 4 quarter hours

CRJ4011 Terrorism and Homeland Security
Prerequisite: CRJ1101 and CRJ1102
This course focuses on the theories of domestic and international terrorism and the criminal justice response to homeland security. 4 quarter hours

CRJ4012 Criminal Investigation
Prerequisite: CRJ3007
This course is designed to combine the practical and theoretical aspects of criminal investigations and to develop an analytical and practical understanding of the investigative. 4 quarter hours

CRJ4013 Criminalistics II
Prerequisite: CRJ3008
This course will be an in-depth look at specific areas of forensic science. The course will focus on the collection, preservation, and examination of physical evidence, drug analysis, toxicology, biological evidence, firearms, documents, fingerprints, and digital evidence. 4 quarter hour

CRJ4014 Crime Scene Investigation
Prerequisite: CRJ3007
This course covers crime scene investigation and reconstruction. The focus is on effective methodologies and efficient investigation of crime scenes including documentation protocols, fundamental collection and preservation techniques, and laboratory analytical strategies. 4 quarter hours

CRJ4015 Bloodstain Pattern Analysis
Prerequisite: CRJ3008
This course explains the underlying scientific principles involved in bloodstain pattern analysis, which helps in the reconstruction of violent crime scenes. Topics include: the general properties of blood, droplet directionality, documenting bloodstains, and dealing with the risk of blood borne pathogens. 4 quarter hours

CRJ4020 Cyber Crime
Prerequisites: ITS1101, CRJ1101, CRJ1102
This course is designed to introduce the student to the investigation of computer crime and the forensic examination of digital evidence. This course involves intensive study of the history and terminology of computer crime, the types of crimes committed in cyberspace, a behavioral profile of computer offenders, legal issues in cyberspace, the proper collection and preservation of digital evidence and an overview of computer forensics. 4 quarter hours

CRJ4022 Digital Forensics
Prerequisites: ITS1101, CRJ3008
This course is designed to provide the student with the fundamental concepts of digital forensics including the sub-disciplines of computer, audio, and video forensics. Topics include digital imaging, legal restrictions related to personal privacy and electronic communication, examination of FAT and NT based file systems, password cracking, encryption, forensic tools, methodologies, and the proper documentation of forensic examinations. 4 quarter hours

CRJ4995, 4996, 4997 Internship in the Criminal Justice System I, II, III
Prerequisites: All required CRJ courses
This course is designed to provide students practical working experience in some aspect of the criminal justice system and apply what they learn to real life situations. Students will serve as an unpaid intern in a preapproved criminal justice agency for a specified number of hours per week over the course of the school term. 4 quarter hours each

Note: Approval of the department chair and agreement of the respective program director are required to participate in the internship practicum. Students who decide not to participate in one of the internship options will be required to take an appropriate number of four (4) quarter hour upper division criminal justice electives.

CRJ4999 Senior Seminar (Capstone)
Prerequisites: All core required CRJ courses
The senior capstone course is designed to ensure that graduates of the criminal justice program are equipped with the skills necessary to pursue further study in their discipline or obtain responsible positions within criminal justice agencies or related professional organization. 4 quarter hours

Economics

ECO2071 Principles of Microeconomics
Prerequisites: None
Microeconomics is the study of how individuals, households and firms make decisions about consumption and production which affect the supply and demand of goods and services. Other topics include the costs of production, behavior of firms, organization of industries, economics of labor markets, and theories of consumer choice. 4 quarter hours

ECO2072 Principles of Macroeconomics
Prerequisites: None
The study of macroeconomics includes the basic aspects of economic analysis of the business world. Students will develop an understanding of the monetary system, recession, inflation, and the main cycles of business activity. 4 quarter hours

ECO3007 Money and Banking
Prerequisite: ECO2072
This course is the study of the banking system in the American economy: monetary and fiscal policies and the impact of money and funds flows upon business decisions and economic activity. 4 quarter hours

EDM2010 Fundamentals of Emergency and Disaster Management
Prerequisites: None
This course provides students with fundamental knowledge of emergency and disaster management. Students examine the historical contact for emergency and disaster manage-
Description of Courses

ment, then explore topics such as risk assessment, preparedness, mitigation, recovery, and communications. Topics also include emergency disaster management in the international domain as well as approaches to terror threats. 4 quarter hours

**English**

**ENG0099 Principles of Composition**

This course helps students refine their writing skills by focusing on the elements of style and grammar. Students compose paragraphs and essays in preparation for more advanced composition classes. A minimum grade of C is required to pass this course. Note: This course is offered for institutional credit only.

4 quarter hours

**ENG1001 Composition I**

Prerequisites: ENG0099 or exemption thereof. In this course students develop their writing skills through the reading and construction of expository essays. A minimum grade of C is required to pass this course.

4 quarter hours

**ENG1002 Composition II/Literature**

Prerequisite: ENG1001

In this course students write analytical and critical essays about plays, short stories, and poetry. Emphasis is placed on literal and figurative interpretations, structural analysis, and variations in thematic approach. A minimum grade of C is required to pass this course.

4 quarter hours

**ENG2001 Composition III**

Prerequisite: ENG1001

Focusing on the construction of effective written argument, this course refines composition techniques, develops abstract thought processes, and promotes critical thinking. A library paper is included. A minimum grade of C is required to pass this course.

4 quarter hours

**ENG2002 World Literature**

Prerequisite: ENG1002

Organized thematically, this course explores global viewpoints expressed in novels, plays, short fiction, and poetry. A library paper and a number of shorter critical essays are included.

4 quarter hours

**ENG2003 World Literature II**

Prerequisites: ENG1002

Organized by period, genre and theme, this course explores global viewpoints expressed in novels, poems, plays, short fiction, and philosophical and theological works from the late 17th century through to the present day. Parallels and contrasts will be drawn between cultures and across time.

4 quarter hours

**ENG3030 American Literature V: Modernism and Experimentation between World War I and II**

Prerequisite: ENG1001, ENG1002, ENG2001

This course examines selected American authors, major trends, and some marginalized aspects of American prose and poetry from the Modernist Period, 1914-1945. The course is structured thematically, with an exploration of the complex historical, cultural, and critical contexts of the period spanning the three decades between World Wars I and II. Close readings of the texts will provide students with a greater understanding of this important literary era and the disillusioned worldview of “The Lost Generation.”

4 quarter hours

**ENG3130 English Literature V: The Twentieth Century**

Prerequisite: ENG1001, ENG1001, ENG2001

This course exposes the student to a wide range of important issues in managerial and personal finance, including such topics as the role of finance in organizations, principles of financial analysis, forecasting and working capital management, and the basics of analysis and evaluation of investments such as stocks, mutual funds and bonds.

4 quarter hours

**ENG3220 Latin American Literature III: The "Boom" and Beyond**

Prerequisites: ENG1001, ENG1002, ENG2001

This course examines works by selected authors from the “Boom” in Latin American fiction in the 1960s and 1970s as well as later works by authors influenced by the ideas and elements of the “Boom,” including magical realism. Works will be examined in the context of Latin American society and political turmoil following the Cuban Revolution and a move from realism and nationalism toward a collective consciousness and identity, recognizing the shared experiences of the region including language, religion, colonialism, exploitation, and underdevelopment.

4 quarter hours

**Finance**

**FIN2030 Introduction to Finance**

Prerequisite: ACC1001, BUS1101

This course exposes the student to a wide range of important issues in managerial and personal finance, including such topics as the role of finance in organizations, principles of financial analysis, forecasting and working capital management, and the basics of analysis and evaluation of investments such as stocks, mutual funds and bonds.

4 quarter hours

**FIN3030 Corporate Finance**

Prerequisite: FIN2030

This course focuses on the financial management of non-financial organizations with emphasis on corporations. Topics covered include valuation and rates of return, cost of capital, capital budget decision, long-term financing options, mergers and acquisitions and international finance.

4 quarter hours

**FIN3031 International Finance**

Prerequisites: FIN3030, ECO2072

This course focuses on the study of financial institutions in the global economic environment. Among the areas covered are foreign exchange markets, international trade, global regulatory environments, interest rate volatility, and technological advances.

4 quarter hours

**FIN4035 Investments and Portfolio Management**

Prerequisite: FIN3030

An overview of theories and practices of investments including: financial markets, risk and return, securities, and asset allocation. Students will utilize analytical techniques and tools for investment planning and selection in a selected financial environment. Students will apply these financial models and investment strategies to analyze and manage portfolio investments for various types of organizations.

4 quarter hours

**FIN4055 Financial Management for Small Business**

Prerequisite: FIN2030

This course addresses the practices and issues of small business financial management, including the study of financial records, control, and statements. Issues of personal financial management will be covered.

4 quarter hours

**FIN4060 Financial Statement Analysis**

Prerequisite: FIN3030

This course covers the decision-making principles of accounting and finance in an integrated manner. Material includes the recognition and understanding of the estimates and assumptions underlying financial statements.

4 quarter hours

**FIN4101 Enterprise Risk Management**

Prerequisite: FIN2030, MGST2037

ERM is a systematic process for organizing and managing the multitude of possible errors (human, equipment, and external) that threaten the smooth functioning of an organization. This course provides an overview of basic ERM concepts. Students will also be given an opportunity to apply the ERM concepts covered in this course to simulations and case studies. Topics may include: assessing risk to improve decision-making, developing holistic measures to manage organizational risk, and assessing risk levels to optimize planning.

4 quarter hours

**Graphic Design**

**GRA1000 Drawing and Perspective**

Prerequisites: none

Through observation and application of one, two, and multiple point perspective techniques, the student will render three-dimensional forms; the class will study the fundamentals of drawing — light and shadow, line, form, and values — and use various media, including pencil, charcoal, brush and ink and marker.

4 quarter hours

**GRA1001 Color Fundamentals**

Prerequisites: none

This fundamental course will provide an introduction to the principles of color, and an exploration of color theory as it relates to design. Students will learn about the nature of color and its interaction through demonstrations and applications. The psychological and cultural aspects of color will be explored as well as their role in the design process.

4 quarter hours
GRA1004 Design Fundamentals
Prerequisites: none
This course explores the realm of visual communication with a concerned focus on the elements that form the basics of two-dimensional design. It will focus on developing these concepts as a means of expressing ideas, as well as the terminology used in describing them. 4 quarter hours

GRA1005 Graphic Design Studio
Prerequisite: ITS1000
An introduction to standard graphic design studio procedures, the course is designed to give students a baseline overview of the tools used by designers worldwide; the class studies the Macintosh OS and hardware, graphic design applications for illustration, page layout and photo editing, operating scanners and digital peripheral equipment, as well as troubleshooting software and hardware problems. 4 quarter hours

GRA1011 Typography I
Prerequisites: ITS1000, GRA1005
This course is an introduction to the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms, are also studied. Students will be introduced to contemporary typesetting technology and the role of type as an important visual element in graphic design. 4 quarter hours

GRA1160 Digital Imaging
Prerequisites: ITS1000, GRA1005
This course explores the realm of digital image manipulation. Students learn to manipulate photographic and other images to create concise advertising and graphics; the class will discuss publication standards for print and web graphics. The focus includes scanning, photo restoration, working in layers, and application of special effects. 4 quarter hours

GRA1170 Observational Drawing
Prerequisite: GRA1000
This course continues the exploration of drawing skills and the use of different media to render volume, light and shade, and perspective. The course will promote the understanding of the creative process and developing concepts into concrete images, as well as sharpening eye hand coordination. 4 quarter hours

GRA1195 Digital Layout
Prerequisites: ITS1000, GRA1005
This course will explore various means of indicating, placing and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display and text type will be developed using page composition software. 4 quarter hours

GRA2010 3D Design Fundamentals
Prerequisite: GRA1004
A studio course exploring three-dimensional form and space. This course introduces students to the materials, techniques, and ideas that comprise the three-dimensional world of natural and “manmade” objects. Point, line, plane, mass, volume, density and form are discussed. Students learn to create and discuss 3D situations using basic hand tools and readily available materials. 4 quarter hours

GRA2110 Digital Illustration
Prerequisites: GRA1005, GRA1160
This course helps students communicate and design with the computer as a professional tool. Using different software applications, the student will demonstrate an understanding of electronic illustration. The course will explore design applications that are considered to be industry standard. 4 quarter hours

GRA2290 Concept Design
Prerequisite: GRA1160
This course identifies and explains the components of the creative process. Problem identification and research methods will be explored. Design solutions appropriate to problem solving will be emphasized. The course will include generating exercises and a concentration on design purpose and function. 4 quarter hours

GRA2292 Print Production
Prerequisites: GRA1011, GRA1195
This course discusses traditional film and electronic prepress systems and the printing industry and its association with designers, art directors and print brokers. Image reproduction, color specification, file preparation procedures, and binding and finishing techniques will be explored. Discussion of various printing processes and paper selections are covered in this class. Students will produce print work for production. 4 quarter hours

GRA2800 Web Design I
Prerequisites: GRA1160, GRA1195, GRA1011
This course introduces some of the techniques, tools, and technologies associated with web development. By identifying, interpreting, and implementing the roles and responsibilities of web industry team members students will define, design, and develop an HTML-based website using standard authoring tools. 4 quarter hours

GRA2900 Portfolio I
Prerequisites: GRA2290, GRA2292
This course focuses on the completion of the associate’s level portfolio. The final portfolio should focus on the graphic artist’s individual strengths. This work should reflect the artist’s uniqueness and ability to meet demanding industry standards; students will participate in a gallery display of their work on campus. 2 quarter hours

GRA3000 Graphic Symbolism
Prerequisites: GRA1011
This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual symbolic designs and compositions. 4 quarter hours

GRA3010 History of Graphic Design
Prerequisite: ENG1002
This course will examine the influences of social trends, historical events, technological developments, and the fine arts on contemporary graphic design, illustration, typographic design, architectural design, photography and fashionable trends in general. Through lectures, supplied visual examples, independent research and design assessments, the student will gain insight into a variety of major design influences. The student will learn how to research and utilize a wide variety of design styles. 4 quarter hours

GRA3011 Typography II
Prerequisite: GRA1011, GRA1195
Emphasis is placed on the hierarchy and expressive potential of typography. How the form of the written word(s) affects the meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools. 4 quarter hours

GRA3060 Multimedia I
Prerequisite: GRA2800
Interactive computer programs combine animation with facilities for integrating text, sound, images, and full motion video into interactive products such as games, edutainment, computer based training, and the Internet. This course will allow the student to develop interfaces and 2D animation for interactive projects. Students will fine-tune their conceptual skills, and they will design an animated prototype using interactive multimedia software. 4 quarter hours

GRA3090 Digital Photography for Designers
Prerequisite: GRA1160
This course introduces students to the fundamental terminology, concepts, and techniques of digital photography. It focuses on the principles of using color, composition, lighting, and other techniques for overall thematic and visual effects of photographic images; effects and editing software will be used to enhance and montage digital images. 4 quarter hours

GRA3101 Package Design
Prerequisites: GRA2010, GRA2110, GRA3011
Students will receive a broad overview that covers essential package design basics, including materials and production methods, structures and surfaces, product positioning and environmental concerns. 4 quarter hours

GRA3120 Digital Prepress
Prerequisite: GRA2292
Students complete multiple page documents that include scanned and edited images, object defined graphics and text through the integration of a variety of file types. Digital page makeup in modern print production is studied. 4 quarter hours

GRA3870 Corporate ID & Branding
Prerequisites: GRA1160, GRA2110, GRA3000
Students will conduct an in depth study of the creation of a corporate identity. Problem solving, information gathering, system develop-
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ment and application standards are discussed. Students will focus on color, logotypes, symbols, and branding. 4 quarter hours

GRA3810 Collateral Design
Prerequisites: GRA1195, GRA2290, GRA2292
The role of graphic design in collateral materials will be introduced and explored with a focus on brochures, billboards, posters, point of sale materials, direct mail pieces, sales promotion materials, etc. The process of developing integrated collateral materials from concept through production will be emphasized. 4 quarter hours

GRA3820 Advertising Design
Prerequisites: GRA1195, GRA2290, GRA3011
The course focuses on print advertising and its role as part of integrated campaigns; image, brand, history, and the role of the art director are a few of the many subjects studied. A comprehensive overview of advertising's impact on modern society. Students will research, concept and develop several print ad campaigns for targeted audiences, and will consider the role the Web plays in interactive and viral campaigns. 4 quarter hours

GRA3850 Web Design II
Prerequisites: GRA2800, GRA3060
Students will continue to design and develop HTML-based website using standard authoring tools, as well as interactive features, forms, audio, video and animation. Ecommerce sites with dynamic databases will be studied. Students will also consider current and future trends in Web media and research topics regarding Web design and technology. 4 quarter hours

GRA3900 Design Marketing
Prerequisites: GRA2900, GRA3810
This course explores theories, methods, and strategies for effectively selling a product. Provides concepts of product, price, promotion, distribution and benefit as they relate to advertising and graphic design. Lectures include a review of the target audiences, budgets, strategy and the company vision. Examines various management styles, techniques and trends in the industry. 4 quarter hours

GRA4000 Multimedia II
Prerequisite: GRA3850
Further refinement of interactive computer based programs that combine animation with facilities for integrating text, sound, images, and full-motion video. Using interactive multimedia software, students will think "out of the box" by creating new concepts for their programming presented on the Web or in a standalone environment. 4 quarter hours

GRA4100 Professional Development for Designers
Prerequisite: Must be taken in last three quarters
This course prepares students for the business environment and the transition into an applied arts profession. It emphasizes the concepts of professionalism and an overall understanding of self-promotion in the field. Professional development tools are presented, including resume and cover letter writing, networking and interviewing skills. This course includes the multiple facets of media business law, including intellectual property, copyright and additional legal and ethical business issues, as it impacts design professionals. Freelance business operating practices such as negotiation of contracts, pricing and estimation of services, ethical guidelines, and pertinent tax laws will be addressed. 4 quarter hours

GRA4440 Art Direction
Prerequisites: GRA3820, GRA3810, GRA3011
This course will examine the role of the art director in producing multifaceted design projects. Working in teams, students will coordinate their creative efforts, from concept to finished output. By encouraging a team approach, the course will further enhance students' leadership, communications and negotiation skills. 4 quarter hours

GRA4620 Mass Media Law
Prerequisite: GRA4100
This course covers the multiple facets of media business law. Topics include: an overview of the legal system, contracts, personal property, intellectual property, copyright and additional legal and ethical business issues as it impacts media and design professionals. 4 quarter hours

GRA4670 Digital Portfolio
Prerequisite: Must be taken in last three quarters of the program
This course will guide students through the process of compiling their work into a final interactive portfolio. This course will also stress the importance of professional development and help the student obtain the necessary completion of the initial job search requirements. 4 quarter hours

GRA4801 Graphic Design Capstone
Prerequisite: Must be taken in last three quarters of the program
Students in this course present a comprehensive understanding of their academic experience. Students will develop an independent project. Proficiency will be demonstrated in both studio and general education courses through a written, oral, and visual presentation. Developing a long-term assignment, providing a research and presentation document, and extending the skills learned in previous studio classes are emphasized. 4 quarter hours

GRA4910 Portfolio II
Prerequisite: Must be taken in last three quarters of the program
This course focuses on the completion of the bachelor level portfolio. The final portfolio should focus on the graphic artist's individual strengths. This work should reflect the artist's uniqueness and ability to meet demanding industry standards; students will participate in a gallery display of their work on campus. 2 quarter hours

Health Science

HSC2010 Medical Sociology
Prerequisites: BIO1015
This course introduces students to the field of medical sociology which addresses the social causes and consequences of health and illness. 4 quarter hours

HSC3000 Ethics in Healthcare
Prerequisite: HCM2005
This course introduces the student to ethical issues and thinking with a special focus on ethical considerations in the practice of the health professions. 4 quarter hours

HSC 3002 Environmental Health
Pre-requisites: BIO1015, CHM1010
This course explores the relationship and impact of the environment to health and illness in human populations. An exploration of man-made and natural environmental hazards will be discussed. Environmental health and risk assessment will be discussed as well as interventions. Environmental policy and practices will be viewed from the public health perspective and include the study of energy, waste, environmental justice and regulation. 4 quarter hour

HSC 3004 Complementary and Alternative Health
Pre-requisites: BIO1015, NTR2050
This course reviews and compares traditional medicine to complementary or alternative health measures. Examination of current trends will focus on the business practices and practitioners involved in these alternative healing therapies. Various types of Alternative and Complementary medicine will be evaluated based on scientific research, including Systematized Practices, such as traditional Chinese and Ayurvedic medicine; Botanical Healing, such as herbs, nutritional supplements and homeopathy; Manual Healing Methods, including chiropractic, massage, and pressure point therapies; and Mind-Body Techniques, such as yoga, meditation, hypnotherapy, and biofeedback. 4 quarter hour

HSC3010 Long-Term Care
Prerequisites: HCM2005
This course reviews the major issues and trends impacting the long-term care industry and discusses the business and clinical environment of various types of long-term care organizations including accreditation standards, reimbursement and patient care issues. 4 quarter hour

HSC3015 Behavioral Health
Prerequisites: HSC2010
This course reviews the major issues and trends impacting the behavioral health industry and discusses the business and clinical environment of various types of behavioral health organizations including accreditation standards, reimbursement and patient care issues. 4 quarter hours

HSC3020 Managed Care
Prerequisites: HCM2005
This course reviews the major issues and trends impacting the managed care industry and provides an overview of different types of
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HSC3030 Federal and State Healthcare Programs
Prerequisites: HCM2005
This course reviews the organization and delivery of federal and state healthcare programs and the impact these programs have on the financing, regulation and quality of the overall healthcare delivery system. Special focus is provided on the mechanisms and impact of federal and state reimbursement of healthcare services. 4 quarter hours

HSC3070 Medical Informatics
Prerequisites: ITS1101, BIO1015, HSC2010, HCM2005
Details the history of medical information and biomedical communication. Studies information resources and services related to the transfer of information in the health sciences and integral computer applications to health sciences libraries including the organizational structure of medical knowledge. Familiarizes students with the concept of information management and the application of information technology to health care. Analyzes current issues in the health care field and the relationship to health sciences libraries and information centers. 4 quarter hours

HSC4000 Contemporary Issues in Aging
Prerequisites: HSC2010
This course reviews current issues facing the elderly as they relate to physical changes, health concerns, social adjustments, economic pressures and public policy for this growing segment of the US population. Discussion will also include comparison of these issues within the international community and research in the field of gerontology. 4 quarter hours

HSC4010 Epidemiology and Disease Control
Prerequisites: BIO1015, HSC2010
This course introduces the history and development of epidemiology in healthcare with a focus on disease identification and control. A special section is devoted to the detection and response to bioterrorism and pandemics. 4 quarter hours

HSC4021 Health Promotion and Wellness
Prerequisites: HSC2010
This course reviews the major issues and trends impacting the field of health prevention and wellness, including the business and professional considerations in various delivery settings. 4 quarter hours

HSC4030 Women and Minority Health Issues
Prerequisites: HSC2010
This course explores the health problems and issues unique to women and minorities, including access to healthcare resources and the delivery of quality healthcare services. 4 quarter hours

HSC4040 Emergency and Disaster Management
Prerequisites: HSC2010, HSC3030
This course explores the organization and delivery of emergency and disaster management services, from local first responders, to hospital emergency rooms to state and federal emergency and disaster relief. 4 quarter hours

HSC4060 Working with Healthcare Professionals
Prerequisites: HSC2010, HSC4021
This course explores the unique working environment, professional culture and job requirements of physicians, nurses, and physician extenders and offers tools for effectively working with and managing these professionals. 4 quarter hours

Healthcare Management

HCM2001 Issues in Public Health
Prerequisites: AHS1001, ENG1001, BIO1020
This course explores the societal context of health, illness and health care system in American Society. We examine determinants and measurement of health and disease and develop an understanding of epidemiology and public health. 4 quarter hours

HCM2004 - Introduction to Healthcare Management
Prerequisites: AHS1001, ENG1002 or ENG2001, BUS1101
This course provides an introduction of traditional management concepts needed in managing healthcare organizations. Students learn about general challenges and complexities of managing in the healthcare setting, focusing on the unique characteristics of health care delivery in the U.S. 4 quarter hours

HCM2005 - Healthcare Delivery and Organization
Prerequisites: AHS1001, ENG1002 or ENG2001, EC02071 or EC02072
This course is an introduction to the healthcare delivery system. It provides an overview of the various forces and elements that shape the way healthcare is delivered and received in the United States. It covers the structure and function of the health organizations, professions, and delivery systems across the continuum of care. 4 quarter hours

HCM3002 Economics of Healthcare
Prerequisites: EC02071, ECO2072, HCM2001, HCM2005, HCM2004 (HCM2004 waived for BSHS students)
This course examines the application of both micro and macroeconomic principles to the healthcare industry. 4 quarter hours

HCM3004 Ethics and Law for Administrators
Prerequisites: HCM2001, HCM2004, HCM2005
This course examines health law and ethics from an administrative perspective. Students learn to integrate ethical and legal aspects into administrative decision-making. 4 quarter hours

HCM3008 Risk Management in Health Settings
Prerequisites: HCM 3004
In this course, we examine various risk factors and methods of managing risk in healthcare organizations. 4 quarter hours

HCM4004 Research Methods in Health Administration
Prerequisites: MAT2058, HCM3004
In this course, we examine various research methods that are used to gather data, evaluate needs and develop strategies and programs. Students learn to be discriminating users of healthcare research studies in managerial decision-making. 4 quarter hours

HCM4007 Leadership in Healthcare Organizations
Prerequisites: HCM3005, HCM3006, HCM3008, MGT3002, BUS3041
This course is designed to prepare students with leadership fundamentals in healthcare organizations. This includes content in interpersonal skills, leadership, ongoing professional development, and strategic management. This course is normally taught in conjunction with HCM4008 Leadership in Healthcare Organizations–Internship. 4 quarter hours

HCM4008 Leadership in Healthcare Organization.—Internship
Prerequisites: HCM4007 (or Co-requisite)
This course is a faculty supervised and evaluated field experience in health services management. This is an applied field course with a major research paper as an end product. 4 quarter hours
Description of Courses

HCM4012 Case Studies in Health Administration 4
Prerequisites: HCM3005, HCM3006, HCM3008, MGT3002, BUS3041
This is one of two capstone courses which provide students with the opportunity to integrate the skills and knowledge learned in the liberal arts foundation with their learned conceptual and technical competencies, through case studies. 4 quarter hours

HCM4025 Strategic Management in Healthcare Organizations
Prerequisites: HCM3005, HCM3006, HCM3008, MGT3002, BUS3041
This is the second capstone course. Students have the opportunity to integrate the knowledge and skills learned through the courses in leadership, marketing and strategy, managerial communication and research methods, through case studies on strategic management. 4 quarter hours

History

HIS1101 U.S. History I: (Colonial to 1865) Co or Pre requisite: ENG1001
This course covers main themes of American history from the country’s beginnings until the beginning of the reconstruction period following the Civil War. The concepts, chief actors, and major events of this period of time will be studied, and the student will analyze the historic concepts of cultural expansion and development found in the history of America. The process of national growth required by foreign and domestic influences will also be examined. 4 quarter hours

HIS1102 U.S. History II: (1865 to Present) Co or Pre requisite: ENG1001
This course covers main themes of American history from reconstruction to the present day. The concepts, chief actors, and major events of this period of time will be studied, and the student will analyze the historic concepts of cultural expansion and development found in the history of America. The process of national growth required by foreign and domestic influences will also be examined. 4 quarter hours

HIS2101 Latin American History I Prerequisites: None
This course provides both a chronological and thematic examination of Latin American history from Pre-Columbian civilizations through the wars for independence from Spain and Brazil. Topics of study include major indigenous civilizations (Maya, Aztec, and Inca), the Spanish character and motivations for exploration, discovery and exploration of the Americas, conquest of the Aztecs and Incas, colonial life-institutions, government, economy and the motivations for the wars of independence. 4 quarter hours

HIS2102 Latin American History II Prerequisites: None
This course presents both a chronological and thematic examination of Latin American History after independence from Spain and Portugal to modern day Latin America. Topics may include the Mexican and Cuban Revolutions, ongoing wars in Central America, military governments and military dictatorships, the move toward democracy, economic development, NAFTA, the role of Latin American countries in the world today, and relations between Latin America and the United States. 4 quarter hours

HSM1100 Introduction to the Hospitality Industry Prerequisites: None
This introductory course provides students with an overview of the hospitality industry which includes various operational segments, career opportunities, historical perspectives on tourism and hospitality, and a comprehensive look at each department within the foodservice and lodging industry. 4 quarter hours

HSM1200 Service Quality Management
This course focuses on service delivery and methods for implementation and improvement within the service delivery process. Special emphasis will be placed on management and supervision techniques in service quality along with steps in critically evaluating and implementing a quality service plan within hospitality based establishment. 4 quarter hours

HSM1500 Purchasing and Cost Control Prerequisites: HSM1100
This course is designed to introduce students to the principals of effective product identification and the cost controls necessary to support a hospitality operation, namely within the foodservice segment. Topics may include the process of procurement of goods, understanding various forms of product distribution, product identification, costing procedures, inventory management, value analysis, and proper record keeping. 4 quarter hours

HSM2100 Foodservice Operations Management Prerequisites: HSM1100
This course focuses on the management of a variety of foodservice concepts which will include the understanding and the management of foodservice segments based on level of service, menu, theme, and price points. Topics may include how to manage each type of operating segment and how to maximize profitability based on specific management techniques within each foodservice segment. 4 quarter hours

HSM2200 Lodging Operations Management Prerequisites: HSM1100
This course will explore the different service levels contained within the lodging industry as a whole. Students will first learn about lodging service levels based upon price points and amenities offerings in determining the lodging concept. Topics may include lodging operations and how to manage them within the multiple departments, including front desk, housekeeping, marketing and sales, food and beverage, and engineering. 4 quarter hours

HSM2001 Principles of Hospitality Management Prerequisites: None. Not available for credit to students who completed HSM1100 and HSM1200
This course focuses on the essentials of management practices and applications in the hospitality industry. Topics may include competing within the hospitality environment, supervisory skills, marketing to the hospitality customer, utilizing technology within the industry, and crisis management within hospitality. 4 quarter hours

HSM3005 Hospitality Management Operation Prerequisites: HSM3001. Not available for credit to students who completed HSM1500, HSM2100, and HSM2200
This course provides the tools and techniques to manage hospitality based operations across multiple industry segments. Students will understand the similarities and differences in managing across various hospitality-based operations, with an emphasis on the basic management functions within various hospitality-based operations. Topics may include strategies and tactics for managing various multiple units within the hospitality industry. 4 quarter hours

HSM3100 Hospitality Law Prerequisites: HSM1100 and BUS1038
This course examines legal precedents and cases related to specific situations encountered by managers in the hospitality industry. Topics may include government licensing and record keeping requirements, taxation regulations, franchising and management contracts, tort law and liability, and public health and safety requirements as it pertains to the physical plant itself. 4 quarter hours

HSM3200 Managing Employee Relations in the Hospitality Industry Prerequisites: HSM1100
This course focuses on human resource practices as it relates to employees within the hospitality industry. Special emphasis will be placed on employment law compliance and employee conflict resolution. Other topics may include recruitment, training, and retention of employees along with compensation and motivation techniques. 4 quarter hours

HSM3300 Hospitality Facilities Planning Prerequisites: HSM1100, HSM2100, HSM2200, MGT3058
This course provides advanced study of facilities management. Subjects include facility layout and design, maintenance, and the following systems: water and waste water, electrical, lighting, HVAC, and telecommunications. Managing the building, parking areas and exterior facilities will also be covered. Additional topics may include managing equipment for foodservice, housekeeping, laundry operations, recreation, recycling, energy management, and incorporating safety and security concerns. 4 quarter hours
This course covers the meeting and convention planners' points of view to help students identify various market segments and their marketing requirements. Topics may include the organization and planning of a convention, understanding the various forms of meetings, and integrating technology and service into the meeting and/or convention functions. Students will also learn about emerging trends and current events within the meetings and conventions sector. 4 quarter hours

HSM4400 Hospitality Strategic Management
Prerequisites: Completion of all required and elective Hospitality Management courses
This is a senior-level capstone course designed to give students insight into policy formulation and strategic decision-making within the hospitality industry. Students will comprehend the appropriate forms of analyzing internal and external forces that a typical organization facing when operating within their respected environment. Students will also learn how to achieve and sustain competitive methods in operating a business unit within the hospitality industry. 4 quarter hours

Human Resources Management

HRM4100 Employment Law
Prerequisites: BUS3065 and MGT3045
This course explores laws and regulations applicable to modern employment environments. Topics may include public policy applicable to employment, employee-employer relationships, compensation and wages, privacy, medical leave, discharge and termination, and occupational and safety regulations. 4 quarter hours

HRM4200 Workforce Staffing, Recruitment, and Placement
Prerequisites: MGT3045
This course explores how an organization plans for and executes on its human resource needs in order to achieve its strategic and operational goals. Topics may include HR planning and analysis, recruitment methodologies, evaluation and selection of candidates, and exit planning. 4 quarter hours

HRM4300 Workforce Compensation and Benefits
Prerequisites: MGT3045
This course explores strategic and operational aspects of executive and employee compensation. Students learn about direct and indirect components (hardware) and basic network design. This course introduces students to the study of computer technology in a non-programming context to provide students with a solid foundation in information literacy skills.

HRM4400 Workforce Training and Development
Prerequisites: MGT3045
This course explores strategic and operational aspects of executive and employee training and development. Students learn how training and development span the entire workforce lifecycle from initial orientation to post-retirement learning opportunities. Topics may include the linkage between training and performance, adult learning theories, development of training content, administration of training and development activities, and evaluation of training and development activities. 4 quarter hours

HRM4500 Employee and Labor Relations
Prerequisites: MGT3045
This course explores employee management relationships in a variety of organizational situations. Topics may include unit determination and election, representation, labor contracts, performance management, employee retention and awards, workplace behavior and grievance systems, code of ethics, and collective bargaining and arbitration. 4 quarter hours

Humanities

HUM1001 History of Art through the Middle Ages
Co or Pre requisite: ENG1001
This course surveys the history of art beginning with the Prehistoric/Tribal period and continuing through the Middle Ages. The concepts, artists, motifs, works, and styles of the periods will be studied. The course introduces students to elements of art and design, and fosters an appreciation for the world of art. 4 quarter hours

HUM1002 History of Art from the Middle Ages to Modern Times
Co- or Prerequisite: ENG1001
This course surveys the history of art from the Middle Ages to the present. The concepts, artists, motifs, works, and styles of the periods will be studied. The course introduces students to elements of art and design, and fosters an appreciation for the world of art. 4 quarter hours

HUM2101 World Civilization I (Prehistory – 1500 C.E.)
Co or Pre requisite: ENG1002 or ENG2001
This course covers the major themes and events in world history from 1500 to the present. The course will focus on history from a variety of perspectives: social, cultural interactions, environmental, political, economic, and the people and events that shaped our world's history. Various themes that appear across time will be explored from the perspective that all cultures and all events are influenced by the interactions with other peoples, geography, and the environment; and in turn these events influence and shape future events. 4 quarter hours

HUM2102 World Civilization II (1500 – Present)
Co or Pre requisite: ENG1002 or ENG2001
This course covers the major themes and events in world history from 1500 to the present. The course will focus on history from a variety of perspectives: social, cultural interactions, environmental, political, economic, and the people and events that shaped our world's history. Various themes that appear across time will be explored from the perspective that all cultures and all events are influenced by the interactions with other peoples, geography, and the environment; and in turn these events influence and shape future events. 4 quarter hours

Information Technology

ITS1000 Computer and Internet Literacy
Prerequisites: None
This course is for students to obtain basic knowledge and skills in using computer office production software and internet features. A broad range of software applications, such as word processing, spreadsheets, presentation software, and internet usage concepts will be covered. Students will also use computer and communications technology to develop information literacy skills. 4 quarter hours

ITS1101 Foundations of Information Technology
Prerequisites: None
This course introduces students to Information Technology in a non-programming context to provide students with a solid foundation in computer organization, computer systems, operating systems, safety issues and technologies. 4 quarter hours

ITS1102 Ethics and Information Technology
Prerequisites: None
This course examines ethical dilemmas specific to the IT industry through a systematic approach of the basic principles of ethics and the relationship of these principles to a technological and global society. Ethical decision-making and practical applications of ethics in a contemporary society is also explored. 4 quarter hours

ITS1103 Human Computer Interface
Prerequisite: ITS1101
This course introduces Interaction Design, a broad scope of issues, topics and paradigms, which has traditionally been the scope of Human Computer Interaction (HCI) and Interaction Design (ID). Students will formulate a design project, using interactive designs appropriate for the client and/or target audience. 4 quarter hours

ITS1105 Theory of Computation
Prerequisites: ITS1101, ENG1002
This course introduces students to the foundations of computational theory. Topics include truth tables, Boolean logic, state-based computing, logic, computability, algorithms and computational complexity. This course delivers the foundation for further study of computer architecture and software engineering.

ITS2103 Networking Fundamentals
Prerequisite: ITS1101
This course introduces students to the study of basic networking terminology, concepts, components (hardware) and basic network design.
Description of Courses

Investigation of functions required to operate computer communications networks will also be addressed. 4 quarter hours

**ITS2104 Programming Logic**  
Prerequisites: ITS105  
This course introduces the beginning programmer to structured program logic without focusing on any particular language. Much emphasis is placed on developing sound programming techniques including flowcharting and naming conventions. 4 quarter hours

**ITS2105 Programming I**  
Prerequisite: ITS2104  
This course builds on the foundation developed in Programming Logic. Students are introduced to the elements of structured programming related components such as overall program design, constraints, variables, functions, procedures logic and code control, error trapping, error handling, interactive coding techniques etc. 4 quarter hours

**ITS2106 Programming II**  
Prerequisite: ITS2105  
This course provides a more in-depth use of tools introduced in Programming I and introduces object-oriented programming (OOP), GUI classes, libraries, overloading, and inheritance. Introduction to OOP techniques: elementary data structures including lists, stacks, and queues. Dynamic storage allocation concepts, interactive debugging techniques, and use of recursion are also addressed. 4 quarter hours

**ITS2108 Human Computer Interface**  
Prerequisites: ITS101  
This course introduces Interaction Design and Usability Design, a broad scope of issues, topics and paradigms, which has traditionally been the scope of Human-Computer Interaction (HCI) and Usability Design. Students will formulate a design project, using interactive designs appropriate for the client and/or target audience. 4 quarter hours

**ITS2110 Database Design and Development**  
Prerequisites: ITS2108, ITS2104  
This course introduces students to database basic concepts, conceptual data models with case studies, common data manipulation languages, logical data models, database design, facilities for database security/integrity, and applications. 4 quarter hours

**ITS2111 Multimedia and Web Development**  
Prerequisite: ITS1101  
This course will provide a basic understanding of the methods and techniques of developing a simple to moderately complex website. Using the current standard web page language, students will be instructed on creating and maintaining a website. After the foundation language has been established, the aid of an Internet editor will be introduced. A second web-based language will be included to further enhance the websites. 4 quarter hours

**ITS3100 Software Engineering Fundamentals**  
Prerequisite: ITS2105  
This course introduces the principles of software development, addressing both procedural and object-oriented development. Topics include: requirements, analysis, design, coding, testing, verification, and maintenance. Students will design and implement a project. 4 quarter hours

**ITS3101 Advanced Operating Systems and Architecture**  
Prerequisite: ITS1101  
This course serves as a survey of the structure and functions of operating systems, process communication techniques, high-level concurrent programming, virtual memory systems, elementary queuing theory, security, and distributed systems using case studies. 4 quarter hours

**ITS3102 SQL Development**  
Prerequisites: ITS2110, ITS3100  
This course continues the concepts introduced in ITS2103 and introduces students to advanced database design concepts and further mastery of the SQL language, including advanced querying, SQL database creation, and SQL database updates. Throughout this course, the student will gain practical experience in database creation, updating, management, and optimization in the SQL language. 4 quarter hours

**ITS3103 Advanced Networking**  
Prerequisites: ITS2103, ITS3100  
This course continues the concepts introduced in ITS2103 and introduces students to advanced networking topics and protocols for widespread and global networks. 4 quarter hours

**ITS3104 IT Security: Access and Protection**  
Prerequisite: ITS2103, ITS2105  
This course addresses computer security issues in five key areas: (1) threats, vulnerabilities and controls, (2) encryption, (3) code, (4) management and (5) law, privacy and ethics. 4 quarter hours

**ITS3105 Programming II**  
Prerequisites: ITS2105, ITS3100  
This course provides a more in-depth use of tools introduced in Programming I and introduces object-oriented programming (OOP), GUI classes, libraries, overloading, and inheritance. Introduction to OOP techniques: elementary data structures including lists, stacks, and queues. Dynamic storage allocation concepts, interactive debugging techniques, and use of recursion are also addressed. 4 quarter hours

**ITS3107 Technology Industry Assessment: Tools and Products**  
Prerequisites: ITS2103, ITS2110  
This course will provide you with varied opportunities to research, evaluate, and recommend IT products, tools and services used by various industries. 4 quarter hours

**ITS3110 Applied Systems Analysis I**  
Prerequisites: ITS3100  
This course introduces students to System Development Life Cycle (SDLC) containing system analysis, design, development and implementation. The course will explain about conventional and current approach for SDLC and explain the role of Computer Aided Systems Engineering (CASE) tools, software, communications and data base technology in practicing various steps of SDLC. This is the first of two courses addressing the issues of requirements analysis, competing designs, current trends, and incorporating existing tools. 4 quarter hours

**ITS3112 Information Technology Project Management**  
Prerequisites: MG7203, FIN2205  
This course focuses on the information technology project management process and development of the project team as key to the successful achievement of IT projects. The process examines the main elements required in every proposal: time frame and budget. Key areas of IT project teams serve to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively. 4 quarter hours

**ITS4090 Applied Systems Analysis II**  
Prerequisites: ITS3110  
This is the second course covering the in-depth process of the System Development Life Cycle (SDLC). This course focuses on development strategies, validation and verification testing, deployment, maintenance, and revision. Additional topics include quality management, fault tolerance, requirements feedback, and system assessment. 4 quarter hours

**ITS4091 Project Management**  
Prerequisites: ITS4010  
This course focuses on the information technology project management process and development of the project team as key to the successful achievement of IT projects. The process examines the main elements required in every proposal: time frame and budget. Key areas of IT project teams serve to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively. This course includes topics in managing multiple projects and team scheduling to address the development of multiple systems. 4 quarter hours

**ITS4099 IT Research**  
Prerequisites: ITS4011  
This course focuses on teaching the research methods for conducting an academic investigation into information technology concepts. This course is intended to be taken concurrently with the elective track to prepare students to successfully research topics for the capstone project. Students will learn to evaluate source credibility, locate academic material on a topic, summarize contributions, and successfully review subject literature. 4 quarter hours

**ITS4100 Quality Management**  
Prerequisites: MAT2058, recommend ITS3112  
This course introduces students to CASE Tools, Project Management, Project Planning and Control, Software Quality, Total Quality Management (TQM), Quality Assurance (QA), Legal Requirements, ISO9000, Department
of Defense 5000.51G, TOM guidelines and the six-sigma improvement methodology. Students team to analyze QM concepts and techniques in a TQM case study. 4 quarter hours

ITS4101 Fault Tolerance
Prerequisite: ITS2103, ITS3104
This course focuses on the study and application of the principles of fault tolerant systems (failsafe) and networks. Topics include: hardware, software and redundancy techniques, performance and reliability evaluation techniques, system diagnosis, disaster recovery planning, backup strategies for data and hardware, virus monitoring and associated security and administration issues. 4 quarter hours

ITS4102 Emerging Technologies
Prerequisite: ITS4101
In this course you will address technology research, projects, implementation and trends in the information technology industry. Products relating to networking, database, or website administration will be the primary focus. 4 quarter hours

ITS4103 Information Technology Capstone I
Prerequisite: Senior standing and completion of all core and elective courses. This course centers on the evaluation and augmentation of selected projects completed by the student during prior courses. The purpose is for each student to refine project work associated with his/her area of emphasis. The finished project(s) will highlight the skills and industry interest of the student and form the basis of an individualized ePortfolio. 4 quarter hours

ITS4104 Information Technology Capstone II
Prerequisite: ITS4103
This course is a virtual internship. Each student will develop a deliverable for an organization of their choice. The project deliverable will exhibit the student’s skills in evaluating system requirements, project management, personal interaction with a client, and other skills associated with their particular emphasis area which is the focus of the deliverable. 4 quarter hours

ITS4105 Network Administration I
Prerequisite: ITS2103
This course provides an overview of implementing LAN network management tools through the study of TCP/IP, hardware routers and client/server architecture related to configuring network services, e.g. DHCP scope and policies. Routing, ICMP, troubleshooting, non-broadcast IP networks and subnet/supernet and connectivity will also be addressed. 4 quarter hours

ITS4106 Network Administration II
Prerequisite: ITS2103
This course provides an in depth study and comparison of the two primary networking paradigms, Internet broadcast and switched, using two technologies, IPv6 and ATM, as representative examples. The course is implementation oriented, focusing on issues such as routing, broadcast, multicast, mobility, network configuration, and quality of service. Students will be introduced to network related areas of project management, vendor management, network inventory management, security management, etc., that are related to the day-to-day job of network administration. 4 quarter hours

ITS4107 Designing and Maintaining Network Implementation
Prerequisite: ITS3106
This course provides an in-depth knowledge of data communications and networking requirements including networking and telecommunications technologies, hardware, and software. Emphasis is on the analysis and design of networking applications in organizations. 4 quarter hours

ITS4108 Network Programming
Prerequisite: ITS4106
This course is designed to prepare students to write programs that operate across network connecting TCP/IP protocols. Utilization of programming general client/server applications in Perl and interacting with a variety of common servers will be addressed. 4 quarter hours

ITS4109 Server Technology
Prerequisites: ITS2103, ITS3101
This course integrates different aspects of server-based technologies and the practical requirements and implementations of secure communication. Topics will include password authentication in a PGP scripting for both Internet and Intranet applications; administering user accounts through database operation; and, using email to validate/confirm user account information. 4 quarter hours

ITS4110 Digital Audio and Imaging for Multimedia & Web
Prerequisite: ITS2111
This course examines the use of audio, video and other digital media as corporate, educational and personal communication. You will configure and apply a number of compression techniques and file formats to different media, and evaluate the effective use of digital media. You will also publish your course project to the Web. 4 quarter hours

ITS4111 Web Authoring Tools
Prerequisite: ITS2111
Students learn and practice the principles of multimedia authoring using software similar to Flash as a development tool and XML based web multimedia approaches such as SMIL and SVG. Students develop presentations targeted to the various media players/browsers, integrating video clips, rolling text documents with hyperlinks, background music, animation sequences, and slideshows of still and moving images with narration. 4 quarter hours

ITS4112 Web Programming
Prerequisite: ITS2104
This course will introduce industry standard programming languages including HTML and Java to develop or manage web applications. Error and exception handling techniques, stored procedures and functions, concurrency issues, etc will be addressed. 4 quarter hours

ITS4113 Database Systems for Website Applications
Prerequisites: ITS2110, recommended ITS2111
This course examines how databases are used to support websites and organizations using case studies. Students will develop dynamic websites with web applications that link databases to websites, pull web data and content in and out of databases and integrate a variety of coding and scripting technologies to enhance the functionality and flexibility of websites. Emphasis is placed on web performance tuning, and the application and maintenance of databases to web development. 4 quarter hours

ITS4114 Advanced Database Design and Development
Prerequisite: ITS2110
This course represents the practical and demanding challenges of creating web applications for commerce, with an emphasis on the SQL queries necessary to build complex relationships. In creating the “shopping cart” project for this course, the students will design a normalized database. This course will review PHP code structures as well as provide basic instructions in Object-Oriented techniques. Also, this course will show students how to document and evaluate their work, within codified goals and test protocols. 4 quarter hours

ITS4115 Database Administration
Prerequisite: ITS2114
This course provides students with an in-depth coverage of tasks an administrator performs which include, but are not limited to creating and managing database users, implementing a security system, designing a backup strategy, performing recovery, tuning databases to optimize performance and troubleshooting. 4 quarter hours

ITS4116 Database Programming
Prerequisite: ITS2105
In this course, students will be introduced to the Data Access Object (DAO) hierarchy which provides the background for the development of sophisticated relational database applications using the control based methods and object programming methods for data. Remote Data Objects (RDO), Active Data Objects (ADO), structured query language (SQL) and how to combine SQL with Visual Basic controls will also be covered. 4 quarter hours

ITS4119 IT Internship
Prerequisites: ITS4103
This course is intended for students taking a qualified internship in the IT field. Students must have permission from their Program Director or Chair to take this course. This course focuses the contributions to the student’s learning from the tasks performed in the actual internship. Part of this course is documentation of contributions, weekly activity tracking, successful networking, and experience marketing. 4 quarter hours

ITS4199 IT Specialization Capstone
Prerequisites: ITS4103
This course is a continuation of the IT Capstone project in which students will complete an independent project based on the chosen specializa-
Description of Courses

IST5020 Information Systems Fundamentals
Prerequisites: None
Real-world projects dealing with issues related to development, management and maintenance of medium-size and large-scaled information systems with emphasis on business information systems for a distributed environment. The identification of vulnerabilities and risks inherent in the operation of information systems are also explored. 4 quarter hours

IST6000 Principles of System Development
Prerequisites: IST5010 and IST5020
System development and design and software engineering methodologies, with emphasis on object-oriented analysis, design and implementation of information systems, distributed information systems, information systems life cycle models, and platforms with discussions of requirements specification and management, modeling quality assurance and development environments. 4 quarter hours

IST6010 Project Management
Prerequisites: IST6000
Tools and techniques for the successful management of IT projects, project selection and approval, planning, estimation techniques, scheduling methods, budgeting, IT project organizations, and project control and assessment. Students explore each of the nine domains of project management including project planning, scheduling, risk management, cost management, and effective project control, as well as the associated pre-project and post-project activities that need to be performed for a project. 4 quarter hours

IST6020 Corporate Information Systems Management
Prerequisites: Foundation Courses
This course is an overview and case studies of contemporary information systems management in a digital enterprise. It focuses on the relevant issues of effective management of information services activities and highlights the areas of greatest potential application of the technology. The course emphasizes the skills and knowledge to identify and communicate business system needs, select the right information systems and integrate these systems into organizations to improve business performance. 4 quarter hours

IST6101 Web Technologies
Prerequisites: IST5010 and IST5020
Design and implementation of distributed information systems involving the technologies developed for the World Wide Web. Client/server architectures, graphical user interfaces, concurrent and distributed programming, distributed information systems server architectures, database connectivity and standard enterprise development packages. 4 quarter hours

IST6102 Computer Security and Forensics
Prerequisites: IST5010 and IST5020
Computer and network forensics, computer security incident response process, computer criminal evidence collection, analysis and handling, email investigation, malicious code investigation, network traffic analysis and router investigation, hacker tools analysis, and computer/network forensic report writing. The course identifies and examines information security threats, information security methods, and current implementation approaches. 4 quarter hours

IST6160 Information Design and Usability
Prerequisites: Specialization courses
Design elements, methods and software metrics for usability assessment and improvement of interface design and architecture. This course emphasizes the critical need for site design for efficient user navigation to needed materials from the information services of large organizations. 4 quarter hours

IST6161 Human Computer Interaction
Prerequisites: Program specialization courses
This course is a study of effective and productive interfaces. Topics may include design and evaluation of interactive computer systems, input and output devices, screen layouts, machine design, health issues and ergonomics, and organizational impacts. 4 quarter hours

IST6260 Network Architectures and Protocols
Prerequisites: Specialization courses
Computer networking concepts and technologies: fundamentals of network technology and protocols, internet protocols, multicasting, subnet and supernet addressing, routing algorithms, client-server, socket interface, bootstrap and auto configuration, file transfer, email, and internet security. Real world projects dealing with the development, installation, and management of application systems or a variety of networks environment with emphasis on distributed applications for LAN, WAN, Internet and intranet are addressed. 4 quarter hours

IST6261 Network Security
Prerequisites: Specialization courses
Planning and designing a network infrastructure for an enterprise, including domain architecture design. Issues relating to choosing appropriate networking technologies and management tools for an enterprise, planning and strategizing servers for a given network infrastructure, and designing a business continuity plan are addressed, with an emphasis on planning and delivering network services to support business objectives of the organization including monitoring, reporting, troubleshooting, and automating response capabilities. 4 quarter hours

IST6262 Network Operations Management
Planning and designing a network infrastructure for an enterprise, including domain architecture design. Issues relating to choosing appropriate networking technologies and management tools for an enterprise, planning and
practicing servers for a given network infrastructure, and designing a business continuity plan are addressed, with an emphasis on planning and delivering network services to support business objectives of the organization, including monitoring, reporting, troubleshooting, and automating response capabilities. 4 quarter hours

**IST6302 Internet Algorithms Security**
Prerequisites: Specialization courses
This course provides a comprehensive discussion of Internet protocols, algorithms, and security concepts required in operating systems. It examines the security issues in current operating systems and discusses the existing tools and technologies for setting up a secure system. 4 quarter hours

**IST6360 System Software Security**
Prerequisites: Program specialization courses
This course provides an in-depth discussion of security concepts in operating systems. It examines the security issues in current operating systems and discusses the existing tools and technologies for setting up a secure system. 4 quarter hours

**IST6361 Application Software Security**
Prerequisites: Specialization courses
This course focuses on the security of specific system software, with particular emphasis on the implementation and auditing protocols for discovering vulnerabilities of existing application software, including the security issues in current programming and scripting languages, database systems and web servers. 4 quarter hours

**IST6995 Information Systems Capstone**
Prerequisites: Specialization courses
This course provides an opportunity for students to demonstrate their professional competencies and capabilities covered in the IST curriculum by conducting a study in an advanced IT or IS related topic or undertaking research in a related field. 4 quarter hours

**Instruction**

**INS7115 College Teaching**
Prerequisites: Enrollment in doctoral program
This course provides students with the essential concepts and skills for successful college teaching. Beginning with an exploration of today’s higher education environment and a problem-solving skill framework for college teaching and learning, students then work toward practical solutions to learning, proactive planning, self-awareness, and self-assessment. The course guides students to develop teaching skills that capitalize on their individual personality and talents. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

**INS7200 Instructional Design**
Prerequisites: INS7115
This course provides students with an in-depth exploration of the instructional design process in higher education. From analysis through evaluation and implementation, the course includes practice in all phases. The course focuses on design issues including course planning, selection of instructional strategies, assessment of instruction, and course evaluation and revision. Students practice the design of effective instruction based on principles from instructional design theory. This course contains an on-ground residency that occurs near or during Week 8 of the course. During the course, students will design an undergraduate course based upon one of the content courses they have completed. The group will present the course for critique in a professional format. As result of the critiques, the group will make appropriate revisions to the course. The revised course design will be turned in as a final project. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

**INS7205 Measurement and Assessment in Education**
Prerequisites: INS7200
This course provides an examination of measurement as it applies to higher education student performance, as well as a review of current practices and trends in assessment in the schools. Topics may include quantitative and qualitative measures such as standardized testing, criterion-referenced tests, teacher-made tests, rubrics, and portfolios. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

**Leadership**

**LEA5100 Leadership, Organization Theory and Change**
Prerequisites: None
Leading organization wide structural and cultural change is a significant challenge facing today’s organizations. This course will explore the nature of these changes, the basis for their adoption, and both the management and leadership of organizational change in the 21st century, including issues of managing growth, resistance to change, intervention phases, crisis management, inter and intra-group conflict/power. 4 quarter hours

**LEA5125 Leadership, Ethics, Culture, and Politics**
Prerequisites: None
This course compares and contrasts the disciplines of leadership and management with an emphasis on fostering organization culture and personal ethics. Topics may include historical and contemporary leadership and management theories, current leadership management strategies employed across a variety of organizational contexts. 4 quarter hours

**LEA5130 Team Building and Group Dynamics**
Prerequisites: Completion of the MSL foundation courses
This course focuses on the theories and applications of team building and group dynamics, with an emphasis on leadership opportunities in small and large groups. 4 quarter hours

**LEA5140 Emotional Intelligence and Leadership**
Prerequisites: Completion of the MSL foundation courses
This course explores a variety of leadership approaches, with a special emphasis on leading with emotional intelligence. Topics include the roles and functions of messages and messaging activities, empathy and self-awareness, and emotional intelligence used in the practice and outcomes of leadership. 4 quarter hours

**LEA6150 Coaching and Professional Development**
Prerequisites: Completion of the MSL foundation courses
This course explores the theories and applications of coaching and professional development by a leader with individuals on his/her staff. Topics may include coaching strategies employed across a variety of situational contexts and organizational and professional development employed by leaders. 4 quarter hours

**LEA6175 International Leadership**
Prerequisites: Completion of the MSL foundation courses
This course examines international issues and challenges the leaders face. Topics may include historical and contemporary perspectives of international leadership and the influence of international cultures and politics on the practice and outcomes of leadership. 4 quarter hours

**LEA6180 Strategic Negotiations**
Prerequisites: Completion of the MSL foundation courses
This course explores the theories and applications of single and multiparty negotiations in a wide variety of organizational contexts. Topics may include the exploration of negotiation as an art and science, consideration of negotiating behaviors and characteristics, and strategies to achieve negotiation success for the stakeholders involved. 4 quarter hours

**LEA6185 International Negotiations**
Prerequisites: LEA6180
This course continues to develop applications of single and multiparty negotiations in international organizational contexts. Topics may include advanced role playing among different stakeholders, and the impact of culture and political differences, and coalition building strategies for the negotiations. 4 quarter hours

**LEA6999 Strategic Leadership and Implementation**
Prerequisites: Completion of all other courses
This course explores the methods of providing leadership in a firm, or a significant division thereof in an internationally competitive environment. Students will develop an understanding of the way in which general managers integrate leadership and strategy in today’s market economy. 4 quarter hours

**Legal Studies**

**LGS1001 Introduction to Paralegalism**
This course examines the American legal system with emphasis on the methods and institutions of the law. The rights and responsibilities of paralegals, both professional and ethical, are described. Duties and opportunities for paralegals are discussed. Law office
Description of Courses

management procedures are introduced to the student. 4 quarter hours

LGS1004 Torts and Remedies
Prerequisite: LGS1001
This course familiarizes the student with the substantive law of torts. Concentration will be in three main areas—intentional torts, strict liability torts, and negligence law. The course will also examine various equitable remedies. 4 quarter hours

LGS1005 Legal Research and Writing I
Prerequisite: LGS1001
Co-requisite or Prerequisite: ENG1001
This course is designed to familiarize the student with primary and secondary sources of law, judicial reports, statutes, citedigers, digests, annotated law reports, and legal treatises and periodicals. It enables the student to undertake, under the supervision of a lawyer, legal research and preparation of memoranda and briefs. 4 quarter hours

LGS1006 Legal Research and Writing II
Prerequisite: LGS1001, LGS1005
LGS1006 continues the study of legal research and writing, giving special emphasis to computer research in online legal research databases. Students will be required to present conclusions from their research in well-reasoned memoranda and briefs. 4 quarter hours

LGS2001 Civil Litigation
Prerequisite: LGS1001
This course examines civil procedures and the court system, including the role of judges, attorneys, and juries. Venue, jurisdiction, and ethical considerations are studied. The course enables students, under the supervision and control of an attorney, to assist in pretrial practice including drafting complaints, answers, and pretrial motions; preparing pretrial witnesses, conducting preliminary investigations; and assisting the attorney in the preparation of the case for trial. 4 quarter hours

LGS2002 Family Law
Prerequisite: LGS1001
Examination of the subjects and preparation of documents for adoption, legal separation, divorce, marriage, annulments, and child visitation and custody will be made in this course. The student will be prepared to assist in the interviewing of clients and the drafting of petitions and agreements. 4 quarter hours

LGS2003 Estate Planning and Probate
Prerequisite: LGS1001
In this course, students examine the transferring of assets, trusts, wills, gifts, administration of decedents’ estates, federal and state taxes, and administrator’s responsibilities. Students will receive hands-on experience drafting legal documents and using related computer software. 4 quarter hours

LGS2004 Criminal Law
Prerequisite: LGS1001
This course familiarizes the student with substantive criminal law and criminal procedures. It enables the student, under the supervision of a lawyer, to prepare pretrial pleadings, interview witnesses, and conduct trial and post trial proceedings. 4 quarter hours

LGS2005 Real Estate Law
Prerequisite: LGS1001
This course develops the student’s understanding of ownership, deeds, mortgages, easements, landlord/tenant relations, liens, and eviction procedures. An examination is made of the mechanics of transferring interest in real property. 4 quarter hours

LGS2007 Computers in the Legal Office
Prerequisites: LGS1001, ITS1000
This course introduces paralegal students to several of the uses of computer software in the law office, including the following: drafting legal documents; legal timekeeping and billing; docket control; and litigation support. Other specialized legal software is introduced as appropriate. 4 quarter hours

LGS2008 Worker’s Compensation
Prerequisite: LGS1001
This course provides a detailed study of worker’s compensation law covering the procedures used to initiate and process worker’s compensation claims. Students will have the opportunity to draft relevant forms, as well as study employer responsibility, risk management, and litigation. 4 quarter hours

LGS2010 Bankruptcy Law
Prerequisite: LGS1001
This course provides an overview of the federal bankruptcy law and the rights of creditors and debtors. Emphasis is placed on bankruptcy procedures in Chapter 7, 11, 12, and 13 of the U.S. Bankruptcy Code. Upon completion of the course, students under the supervision of an attorney should be able to prepare and file bankruptcy forms, collection letters, UCC search, and post judgment collection such as garnishment. 4 quarter hours

LGS2030 Administrative Law
Prerequisite: LGS1001
This course presents basic concepts of administrative law and procedure in federal and state agencies. Topics include representing clients before administrative bodies, agency operations, adjudication, constitutional questions, statutory issues, and appeals. 4 quarter hours

LGS2099 Paralegal Externship
Prerequisites: All required paralegal courses or co-completion thereof.
In this course, students are given the opportunity to validate their skills through a 120-hour supervised, unpaid externship experience. Students are assigned to private legal offices, government legal departments, or corporate legal departments where they perform the various responsibilities of the paralegal. Students must contact the Paralegal Department Chairman the quarter before enrolling in this course regarding approval of site selection and schedule. There will be a mandatory outcome assessment exam given in this course. 4 quarter hours

LGS3009 International Law
Prerequisite: LGS1001
This course acquaints the student with the principles, laws, and organizations that impact on the management of an international business transaction. Topics include basic principles governing relations between nations, such as human rights, treaties, sovereign immunity, and dispute resolution. At the end of this course, students should be able to analyze the risks involved in international trade and create an import/export business. 4 quarter hours

LGS3040 Constitutional Law
Prerequisite: LGS1001
This course is designed to give the student a basic understanding of constitutional law. The course will provide an overview of the Constitution itself, coupled with the beliefs and purpose of its framers. The ongoing controversies over jurisprudence of original intent versus the evolutionary interpretation of the Constitution will also be examined. Topics covered will include separation of powers in the national government, regulation of commerce, taxing and spending powers, war and national defense, conduct of foreign relations, state and local powers, limitation on the exercise of government powers, and the Bill of Rights. 4 quarter hours

LGS3050 Immigration Law
Prerequisite: LGS1001
This is a practical course on immigration law and procedures and includes the history and administration of U.S. immigration law. Topics include citizenship, admission to the United States, refugees, and political asylum. Students will gain experience in completing numerous immigration forms, including applications for naturalization and applications for employment authorization. 4 quarter hours

LGS3060 Contract Law for Paralegals
Prerequisites: LGS1001 and BUS1038
This course is designed to provide students with a strong foundation in basic concepts of contract law from formation of contracts (offer, acceptance, consideration, capacity, intent and mistake) to more complex issues presented by advancements in technology in business and the law. Students will learn to analyze a variety of contracts, develop defenses to breach of contract claims and handle “bad faith” claims that paralegals face in modern legal or business offices. Upon completion of the course students will be able to draft a contract, identify various defenses and identify ways of voiding a contract. 4 quarter hours

LGS3065 Criminal Procedure
Prerequisites: LGS1001 and LGS2004
This course mixes the study of our constitution and common law in regard to the procedural steps in a criminal prosecution from arrest through trial. Pre-Trial through Post-trial motions and remedies are also covered. The primary focus is based on criminal defense since the cases studied apply equally to the defense and prosecution. Students will review at least one pivotal US Supreme Court case in each chapter and apply the law to hypothetical situations presented in the text. Discussion Questions and Hypothetical Questions are presented in each chapter to sharpen student’s critical thinking skills so they will understand the procedural safeguards that stem from the federal constitution. 4 quarter hours

LGS4005 Advanced Legal Research and Writing
Prerequisite: LGS1006
This course is a comprehensive examination
of legal resources and references. It allows the student to apply analytical and logical skills when drafting legal documents such as memoranda of law and an appellate court brief. 4 quarter hours

LGS4008 Environmental Law
Prerequisite: LGS1001
LGS4008 provides a thorough overview of the government systems that form environmental policy. This course covers the federal statutes on environmental law, including, but not limited to, the Clean Air Act, Clean Water Act, and Toxic Substances Control Act, as well as administrative procedures used to enforce the various laws. International environmental law will be explored, also. 4 quarter hours

LGS4010 Evidence
Prerequisite: LGS1001, LGS2001
This course is designed to provide a thorough study of the rules of evidence. Emphasis will be placed on application of the rules in preparing and presenting cases for trial. The course emphasizes the role evidence plays in the legal system and the paralegal’s responsibility in finding, collecting, handling, labeling, and preparing evidence for litigation will be examined. Since evidence is one of the most critical parts of civil and criminal legal actions, this course will present the essential skills necessary for students using evidence law, and allow for students to apply and practice what they learn. 4 quarter hours

LGS4020 Advanced Real Estate Law
Prerequisite: LGS1001, LGS2005
This course is an advanced study of real property law relating to title examination, enclosures, and preparation of commercial closing documents. Emphasis will be placed on practical work, including examination of titles by obtaining information from the public records and drafting title insurance forms. 4 quarter hours

LGS4030 Employment Law
Prerequisite: LGS1001
Employment Law is designed to provide students with an overview of the legal relationship between employer and employee. Areas covered include federal and state laws governing discrimination, wrongful termination, and privacy. Students will get practical experience in drafting an employment policy manual that addresses sexual harassment, Americans with Disabilities Act, and other employment issues. Other topics studied include pre-employment concerns, employee benefits, and other ethical issues in employment law. 4 quarter hours

LGS4045 Advanced Technology for Paralegals
Prerequisites: LGS1001, LGS2007
This course is designed to explore electronically stored information (ESI) with an emphasis on managing ESI. Students will analyze electronically stored information (ESI) with an understanding of the architecture and usability of popular litigation support and trial presentation software used currently in law offices. Students will be given different client scenarios and generate associated legal content. 4 quarter hours

LGS4050 Environmental Law
Prerequisite: LGS1001
LGS4050 provides a thorough overview of the government systems that form environmental policy. This course covers the federal statutes on environmental law, including, but not limited to, the Clean Air Act, Clean Water Act, and Toxic Substances Control Act, as well as administrative procedures used to enforce the various laws. International environmental law will be explored, also. 4 quarter hours

LGS4051 Cyberlaw
Prerequisite: LGS1001
This course introduces paralegal students to the legal environment of cyberlaw in law firms, businesses and governmental agencies. Cyberlaw transcends many areas of legal practice. Responsibility for managing digital data is increasingly being delegated to paralegals working under the supervision of licensed attorneys. In the twenty-first century attorneys, businesses, and governmental agencies frequently utilize electronic communications to transmit documents. On-line aspects of business include contract formation and signing, intellectual property protections, tort law and invasions of privacy, security and encryption and the proper creation, protection and use of software. This course covers topics that para-legals employed in such firms would benefit from in the digital age. 4 quarter hours

LGS4055 Intellectual Property
Prerequisite: LGS1001
This course explores the areas of patent, trademark, and copyright and how they are bound up with anti-trust law and government regulations. Topics include competition among businesses and protection of intellectual property in the global market place. Students will apply substantive legal concepts to protection of intellectual property including poetry, lyrics, advertising, inventions, and product names. 4 quarter hours

LGS4060 Legal Externship II
Prerequisite: All legal courses or concurrent, or approval of PD. Legal Externship II is a 120-hour supervised practical experience in a law firm, corporate legal department, or government entity. It provides students with an opportunity to make the transition from classroom knowledge and theory to practical applications. This course is strongly recommended for students who have never worked in a legal setting. 4 quarter hours

LGS4075 Legal Topics Seminar
Prerequisite: LGS1001
Legal Topics Seminar is a seminar format where students can apply their broad knowledge of the paralegal profession through specific projects integrating work related competencies with academic information. Students will review the various skills learned in the legal studies curriculum and take a comprehensive outcome assessment exam. The major objective of this course is successful completion of the capstone project. 4 quarter hours

Math

MAT0099 Principles of Algebra
Principles of Algebra is designed to develop basic concepts in algebra needed in more advanced coursework. The approach emphasizes the relationship between arithmetic and algebra, using graphs and applications to motivate students and to provide real world examples. The course begins with signed numbers, proceeds to solving linear equations, introduces the Rectangular Coordinate System and graphs, and concludes with the arithmetic of polynomials. A minimum grade of C is required to pass this course. 4 quarter hours

MAT1001 Intermediate Algebra
Prerequisite: MAT0099 or exemption thereof.
Co or Prerequisite: ENG1001
Intermediate Algebra is a continuation of MAT0099 exploring the arithmetic of polynomials, factoring, systems of linear equations, solving quadratic equations, and applying algebra techniques to problem solving and applications. 4 quarter hours

MAT1005 College Algebra
Prerequisites: MAT1001
College Algebra provides students with lecture and extensive practice in the concepts required as background for Pre-Calculus and Calculus. The course emphasizes the graphs and properties of functions in general, with emphasis on linear, quadratic, polynomial, rational, exponential, and logarithmic functions. 4 quarter hours

MAT1500 College Mathematics
Prerequisites: MAT0099
College Mathematics covers the fundamentals of several areas of mathematics, including set theory, logic, geometry, graph theory, probability, and statistics. 4 credit hours

MAT2000 Pre-Calculus
Prerequisites: MAT1001, MAT1005
Precalculus provides students with lecture and extensive practice in the concepts required as background for Calculus. The course begins with trigonometric functions, proceeds to analytic trigonometry and applications, polar coordinates, and ends with conic sections. 4 quarter hours

MAT2101 Calculus I
Prerequisites: MAT2000
Calculus I provides students with lecture and extensive practice in the basic concepts of differential and integral calculus. The course emphasizes the area definition of the inte-
Description of Courses

gical, definite integrals, functions of several variables, the differentiation and integration of trigonometric functions, techniques of integra-
tion, and first order differential equations. 4 quarter hours

MAT2058 Statistics
Prerequisite: MAT 1005, OR MAT 1001 AND MAT 1500
Statistics introduces the student to the terminolo-
y and techniques of Statistics including levels of measurement, measures of central tendency and variance, random variables, linear correlation and regression, normal probability distributions, sam-
ping distributions, the Central Limit Theorem, and hypothesis testing. 4 quarter hours

MAT5001 Introductory Statistics for Graduate Studies
Prerequisites: MAT1001 or equivalent undergraduate course
This course emphasizes practical knowledge and skills of data analysis and predictive modeling for decision making. It begins with examining data and relationships graphically and numerically, proceeds to data collection and stat quality, intro-
duces probability theory and statistical inference, and concludes with proportion inference and two-table inference. Students will utilize statisti-
cal software to perform analyses. This course is not available for programmatic credit for students who took MAT2058 or an equivalent undergradu-
ate course. 4 quarter hours

Master of Business Administration

MBA5000 Financial and Management Cost Analysis
Prerequisite: None
An integrated approach to the study of financial and management cost analysis that describes the appropriate usage of reported information to support external and internal stakeholders’ decision-making activities. This is an option only for MBA students who have not completed the required courses in financial and managerial accounting (foundation courses). 4 quarter hours

MBA5001 Organization Behavior and Communication
Prerequisite: Completion of prerequisite courses
This course addresses the issues of motiva-
tion, leadership, and communications. Included are negotiation, conflict resolution, and leadership. 4 quarter hours

MBA 5002 Microeconomics and Decision Making
Prerequisite: Program prerequisites
Topics include the theory of the firm, wage and labor theory, and market structures. Decision tools include time value of money, expected value, and decision trees. 4 quarter hours

MBA5003 Strategic Environment
Prerequisite: Undergraduate foundations
This course provides students with the foun-
dational perspectives needed to understand the managerial challenges in today’s competi-
tive market economy. Students will develop analytical tools and techniques for evaluating a firm’s external environment and its internal capabilities. These perspectives will give the student fundamental insights into the nature of competitive markets and the basis of firm level competitive advantage. This course includes an emphasis on the examination of frame-
works that students use to assess the relevant economic, ethical, and legal implications and requirements of today’s business environment with particular emphasis on the legal responsi-
bilities of firms and managers. 4 quarter hours

MBA5004 Managerial Economics
Prerequisite: Program prerequisites
This course provides an overview of microeco-
nomic concepts and applications to common business problems. Topics include supply and demand analysis, cost analysis, economics of scale, basic market types and their character-
istics, pricing, risk analysis and the role of gov-
ernment in economic affairs. 4 quarter hours

MBA5005 Law and Ethics for Managers
This course provides a framework for manag-
ers to understand and assess the ethical and legal responsibilities of managers and the im-
plications of their decisions. The course intro-
duces an ethical framework for managers and explores the constitutional foundation for laws and regulations that affect business, the cur-
rent legal environment, employment and civil rights law, major regulations, corporate gover-
nance, securities and financial transactions and international law. 4 quarter hours

MBA5008 Quantitative Analysis and Decision Making
Prerequisites: Completion of the Foundation courses
This course presents students with quantita-
tive tools for effective business analysis and decision-making. In addition to a review of basic inferential statistics, the course includes tools such as chi-squared tests, nonparametric statistics, correlation and regression analysis, time-series analysis and forecasting, and deci-
sion analysis. 4 quarter hours

MBA5009 Managerial Environment
This course develops important quantitative skills needed for graduate business course work and for success in the practice of man-
agement. Critical thinking and analytical skills will be developed. Business cases will be used to develop oral and written communication skills, presentation skills, analytical skills and team building skills. 4 quarter hours

MBA5710 Contemporary Issues in Global Hospitality Management
Prerequisites: Completion of the Core courses
This course provides an in-depth understand-
ing of international business practices as it relates to the hospitality industry. Globaliza-
tion represents an important business practice within the hospitality and tourism industry and is a sustainable economic function for the majority of countries around the world. Critical analyses of the current global business practic-
es will be undertaken during this course. Each student will be expected to study a selected region targeted for global development and report on the challenges and opportunities asso-
ciated with global expansion as it relates to a selected organization within the hospitality and tourism industry. Special readings from current literature, case studies, and research work will form an integral part of this course. 4 quarter hours

MBA6001 Business Analysis
Prerequisites: Fundamental Courses
This course is designed to apply theory and tools to assess domestic and global markets, establish sources of capital, assess risks, and analyze processes. This analysis and assess-
ment will provide the organization with the foundation to begin addressing market needs. 4 quarter hours

MBA6002 Firm and Market Development
Prerequisites: Fundamental Courses
Firm and Market Development address the issues of developing and designing products and services. Also addressed are the means by which resources are acquired to facilitate the design of products/services and the required facilities and support systems. 4 quarter hours

MBA6003 Managing Firm Operations
Prerequisites: Fundamental Courses
Managing Firm Operations examines the activities required to manage the ongoing or-
ganizational activities required to satisfy con-
sistent needs. Integration of the management of cash, securities, and debt to support the inventory and scheduling is addressed. This in turn, supports the delivery of products and ser-
voices to the user through market channels. The course also addresses the support systems required for these activities. 4 quarter hours

MBA6004 Managing the Supply Chain
Prerequisites: Fundamental Courses
This course develops the concepts of linking the customer/provider relationships. Such top-
ics as strategic alliances, contract negotiation, network configuration, enterprise resource planning, and performance measurement are addressed. 4 quarter hours

MBA6010 Managerial Finance
Prerequisites: Completion of MBA prereq-
quisite courses, (Evening MBA) MBA 5009 (AMBA)
In this course students learn to apply analyti-
cal tools to making strategic financial decisions that add value to the shareholder. Students will learn to use financial statement analy-
sis tools, value long-term securities, relate risk and return, perform financial forecasting, evaluate assets and portfolios, determine the firm’s cost of capital and design an optimal fi-
nancial structure. 4 quarter hours

MBA6011 Strategic Marketing
Prerequisites: Completion of MBA prereq-
quisite courses, (Evening MBA) MBA 5009 (AMBA)
This course provides a framework for examining key strategic marketing issues faced by modern organizations and helps students to develop an
understanding of the marketing environment, customer and their buying behavior, the marketing research process, new product development, marketing channels, and marketing communication and advertising. 4 quarter hours

MBA6012 Operations and Supply Chain Management
Prerequisites: Completion of MBA prerequisite courses, (Evening MBA) MBA 5009 (AMBA)
This course introduces students to the management activities involved in operating organizations within a global supply chain context. Students will learn how business functions (such as marketing, operations, and finance) interact to support decisions for successful execution of the organization's strategic plan. 4 quarter hours

MBA6101 Global Financial Management
Prerequisites: Core courses
This course introduces the students to the issues facing financial managers of multinational firms. Major topics include an overview of global capital markets, exchange rate determination, foreign exchange risk and hedging, international tax and legal considerations, and cross border valuation. 4 quarter hours

MBA6102 Entrepreneurial Finance, Venture Capital, and Initial Public Offerings
Prerequisites: Core courses
This course focuses on the major issues confronting the financial manager in an emerging/developing firm. These issues range from raising capital through private sources to structuring an initial public offering. Topics include valuation, short term capital management, risk management, private equity financing, how and when to go public and financial strategies for selling/dissolution. 4 quarter hours

MBA6103 Financial Instruments and Markets
Prerequisites: Core courses
This course introduces students to the workings of the major types of securities markets including debt, equity, and derivatives markets. The emphasis is on the workings and risks associated with each. 4 quarter hours

MBA6104 Mergers, Acquisitions, and Corporate Restructuring
Prerequisites: Core Courses
This course examines the motives and accomplishment of mergers, acquisitions, leveraged buyouts, and other forms of restructuring. Topics include legal and regulatory issues, negotiation and terms restructuring, valuation, and due diligence. 4 quarter hours

MBA6105 Investment and Portfolio Management
Prerequisites: Core Courses
This course introduces the major issues associated with developing and managing a portfolio of debt, equity, and derivative securities. Topics include portfolio and efficient markets theory, financial markets, and investment selection and management. 4 quarter hours

MBA6120 Hospitality Finance and Revenue Management
Prerequisites: Completion of the Core courses
This course provides students with an applied understanding of the fundamental investment and financing decisions within the hospitality industry, including the theories and tools related to each of these activities. Special emphasis will be placed on the practice and application of revenue management as it relates to the hospitality industry. 4 quarter hours

MBA6201 Consumer Behavior
Prerequisites: Core Courses
This course examines the psychological, social, and managerial interactions that motivate buyers to purchase goods and services. 4 quarter hours

MBA6202 Market Research
Prerequisites: Core Courses
This course details the research process, sources and collection of data, and the analysis and presentation of the research results. 4 quarter hours

MBA6203 Advertising and Promotion
Prerequisites: Core Courses
This course examines the major marketing media alternatives and the means to integrate efforts to develop and maintain long-term profitable customer relationships. 4 quarter hours

MBA6204 Global Marketing
Prerequisites: Core Courses
This course examines the means by which products are developed to address the needs of differing local markets and to determine markets for existing products. An emphasis is placed on the legal, regulatory, political, and cultural issues that must be considered. 4 quarter hours

MBA6205 E-Commerce
Prerequisites: Core Courses
This course presents the ecommerce enterprise business strategy model. Also developed are the customer interfaces, communications, and branding required of this approach to marketing. 4 quarter hours

MBA6210 Marketing in Entrepreneurial Organizations and Small Businesses
Prerequisites: MBA6710
This course focuses on fundamental marketing concepts and applications in entrepreneurial organizations and small businesses, with emphasis on the marketing needs of both new and existing entities. Topics may include market research and assessment, creation of products and/or services, distribution, relationships, advertising, segmentation, and pricing. 4 quarter hours

MBA6220 Franchising and Chain Management within the Hospitality Industry
Prerequisites: Completion of the Core courses
This course focuses on the study of multi-unit and franchise operations within the hospitality and tourism industries. The major focus will be on the understanding of the research concepts, functioning, and critical reviews of the franchising operations. Topics may include franchising pros and cons, understanding the franchise package, franchisee-franchisor relationship, trends in franchising, international franchising, franchising contracts, training in franchising, marketing of franchises, and legal aspects of franchising. 4 quarter hours

MBA6225 Consumer Behavior and Marketing within the Hospitality Industry
Prerequisites: Completion of the Core courses
This course focuses on the purchasing and selection behavior of the hospitality consumer. Special emphasis will be placed on the principles of Customer Relationship Management (CRM) as it relates to strengthening the pre and post purchase decision of the consumer as it pertains to the hospitality brand. This course will also concentrate on how to market to current and future consumers utilizing contemporary marketing strategies. 4 quarter hours

MBA6230 Hospitality Systems and Policy Formulation
Prerequisites: Completion of Core courses and all required and elective Hospitality Management courses
This course focuses on the decision making and policy formulation related to internal and external factors in the hospitality and tourism industries, including the evaluation of strategic competitive methods. Discussions will include an analysis of journal readings, case studies, and discussions of established theories within the discipline. 4 quarter hours

MBA6301 External Auditing and Assurance
Prerequisites: Completion of the MBA Core Courses and ACC4050 (or equivalent graduate coursework).
This course explores assurance concepts associated with external auditing. Topics may include the regulatory environment applicable to external auditing, Generally Accepted Auditing Standards (GAAS), audit tools and techniques, audit reporting, professional conduct and ethics, statistical sampling, and information systems auditing. 4 quarter hours

MBA6302 Advanced Financial Accounting
Prerequisites: Completion of the MBA Core Courses and ACC3028 and ACC4035 (or equivalent graduate coursework).
This course explores Generally Accepted Accounting Principles (GAAP) associated with a corporation's merger, acquisition, and foreign transactions and operations. Topics may include partnership transactions, International Financial Reporting Standards (IFRS), and advanced tools and techniques for governmental and not-for-profit entities. 4 quarter hours

MBA6303 Advanced Financial Reporting
Prerequisites: Completion of the MBA Core Courses and ACC3028 (or equivalent graduate coursework) and MBA6302.
This course explores reporting as specified by the Securities and Exchange Commission (SEC) under a variety of business and corporate circumstances. Topics may include the regulatory environment applicable to corporate entities (which includes reporting requirements under Sarbanes Oxley), accounting restatements, forecasts, and projections. 4 quarter hours

MBA6304 Advanced Taxation
Prerequisites: Completion of the MBA Core Courses and ACC4020 (or equivalent graduate coursework).
This course explores the U.S. Internal Revenue
Description of Courses

Code applicable to estates, trusts, gifts, partnerships, and other corporate entities. Topics may include advanced tax planning, tax research, and tax implications of management decisions. 4 quarter hours

MBA6305 Advanced Accounting Information Systems
Prerequisites: Completion of the MBA Core Courses and ACC3010 (or equivalent graduate coursework).
This course continues the exploration of accounting information systems by examining the impact industry models and paradigms have on accounting information systems. Industries may include healthcare, financial services, information technology and software, manufacturing, and hospitality services. 4 quarter hours

MBA6306 Forensic and Fraud Auditing
Prerequisites: Completion of the MBA Core Courses and ACC3010, ACC4050, and MBA6301 (or equivalent graduate coursework).
This course explores the historical and current fraud environment faced by business organizations. Topics may include investigation, loss calculation, asset valuation, fraud risks, and control policies and procedures controls. 4 quarter hours

MBA6307 Corporate Controllership
Prerequisites: Completion of the MBA Core Courses and MBA6303, MBA6302 (or equivalent graduate coursework).
This course explores the knowledge, skills, abilities, and professional experience needed to become a successful corporate controller of a U.S. business organization. Topics may include strategic alignment of operating and financial systems, systems implementation, corporate reporting, budgetary control, and risk analysis. 4 quarter hours

MBA6308 Accounting Services Consulting
Prerequisites: Completion of the MBA Core Courses.
This course explores the potential consulting models, policies, and procedures associated with other professional accounting services. Topics may include client marketing, engagement management, consulting categories, scope of services, risk mitigation, and custom service. 4 quarter hours

MBA6401 Global Importing and Exporting
Prerequisites: Core courses.
This course explores how an organization conducts its importing and exporting operations to achieve its strategic goals. Topics may include integrating import/export processes into strategic organizational initiatives, management of third-party service providers and intermediaries across divergent industries, national/international/trading block regulations, tariffs and fee systems, trade zones, information flows, and financing arrangements (including letters of credit). 4 quarter hours

MBA6405 Global Human Resources
Prerequisites: Core courses.
This course explores how human resources management within a national or international organization is affected by the global business environment. Topics may include recruitment, staffing, training, compensation, supervision, employment law, and performance within an international context. 4 quarter hours

MBA6410 Ports Management and Shipping Administration
Prerequisite: Core courses.
This course explores tactical and strategic issues involved in the successful operation of transportation ports and shipping in the international supply chain. Topics may include examination of unique features among port facilities (across all transportation method), physical facilities and operations, staffing, risk assessment, and relevant local, national, and international laws and regulations. 4 quarter hours

MBA6501 Strategic Human Resources Management
Prerequisites: Completion of the MSL foundation Courses.
This course explores human resources from a strategic perspective to help an organization achieve its goals. Topics may include investments in human resources, workforce demographic trends, theories of human resource management, workforce training and development, workforce utilization and assessment, and performance management systems. 4 quarter hours

MBA6502 Legal Environment of Employment Relationships
Prerequisites: Completion of the MBA Core Courses and MBA6501.
This course explores the legal environment of modern employment relationships. Topics may include the theory and practices surrounding public policy applicable to employment, labor law, compensation and wages, privacy, medical leave, termination, occupational and safety regulations. 4 quarter hours

MBA6503 Organizational Staffing and Development
Prerequisites: Completion of the MBA Core Courses and MBA6501.
This course explores the theory and practices involved in acquiring and developing an organization’s workforce. Topics may include HR planning and analysis, execution and evaluation of recruitment methodologies, adult learning theories, development of training content, and execution and evaluation of development activities. 4 quarter hours

MBA6504 Organizational Compensation and Benefits
Prerequisites: Completion of the MBA Core Courses and MBA6501.
This course explores the theory and practices of compensation and benefits. Topics may include individual and group compensation and benefits, selection and evaluation of compensation and benefit plans, performance and incentive plans, and linkage of compensation to strategic goals. 4 quarter hours

MBA6505 Organizational Development and Change Management
Prerequisites: Completion of the MSL foundation Courses.
This course explores the theoretical grounding and practical approaches necessary to effectively diagnose organizational problems, develop intervention approaches, and implement organizational solutions. Topics may include entering and contracting, organizational diagnostic models, organizational surveys, change impediments, managing the change process, organizational/interpersonal/group interventions, and evaluation approaches. 4 quarter hours

MBA6710 Entrepreneurial Organizations and Small Businesses
Prerequisites: Core courses.
This course focuses on the unique characteristics, needs, and implications of entrepreneurial organizations and small businesses in the U.S. and global economies. Topics may include the life cycle of entrepreneurial organizations and small businesses, entrepreneurial leadership and the role of the entrepreneur, functional needs of these enterprises, and evaluation of recent new ventures. 4 quarter hours

MBA6720 New Venture Creation
Prerequisites: MBA6710.
This course focuses on creating and presenting a successful, comprehensive business and implementation plan for a new venture, with a special emphasis on evaluating business opportunities. Topics include developing and writing a coherent and effective business plan, persuasively describing the venture’s innovative products and/or services, examining the necessary production/creation process, creating a financing model and budget for the new venture, managing the risks to new venture creation, and establishing a strong project plan for implementing the new venture. 4 quarter hours

MBA6730 Legal Environment of Entrepreneurship and Small Business
Prerequisites: MBA6710.
This course focuses on the legal issues commonly faced by entrepreneurial organizations and small businesses and how to reduce the risks created by such issues. Topics may include the choice of business form, employment law (including confidentiality and restrictive covenants in employment agreements), federal taxation and securities law, legal aspects of financing, letters of intent, and intellectual property law. 4 quarter hours

MBA6740 Growing Entrepreneurial Organizations and Small Businesses
Prerequisites: MBA6710.
This course focuses on the tools and techniques to foster continued growth and innovation in entrepreneurial organizations and small businesses. Topics may include product and service innovation, process improvement, succession planning, short- and long-term resource needs, and customer service. 4 quarter hours
MBA6810 Introduction to Sustainability for Businesses
Prerequisites: Core courses
This course is an introduction into business sustainability. Sustainability is defined in terms of business objectives to create win-win propositions for companies, society, and the environment. Topics may include an overview of the triple bottom-line, eco-efficiency and environmental strategies, corporate social responsibility, Base of the Pyramid economies, product stewardship, supply chain management, stakeholder engagement, disruptive innovation, climate change, and management systems. 4 quarter credits

MBA6815 Product Stewardship and Sustainability
Prerequisites: MBA6810
This course covers elements related to the development and stewardship of products associated with product stewardship as demonstrated through current events. These elements impact salability, product and stakeholder risk, competitive advantage, and sustainability. Topics may include risk assessment and management, product safety and regulatory/non-regulatory considerations, opportunities for growth and competitive advantage through product stewardship, and product stewardship management systems. 4 quarter credits

MBA6820 Climate Change Strategies for Business Sustainability
Prerequisites: MBA6810
This course surveys the public debate and range of potential climate-related impacts and explores several scenarios which examine health, economic, and security issues as well as those which address mitigating actions. Students explore the regulatory landscape and political history of greenhouse gas emissions. Recent developments and the status of the cap-and-trade programs, both regulatory and voluntary, will be part of the discussion on the costs of implementation. Topics may include a review of carbon credits and mitigating factors, potential resource constraints which parallel climate change implications, and influencing factors on current and future business strategies. 4 quarter credits

MBA6825 Sustainability Strategies in Developing Economies
Prerequisites: MBA6810
This course explores how businesses can contribute to economic prosperity, environmental quality, and social equality (often referred to as the Triple Bottom Line) through sustainability initiatives and strategies. Topics may include assessment of developing and newly developed economies, social responsibility, joint ventures, independent monitoring groups, and success metrics. 4 quarter credits

MBA6830 Innovation and Sustainability
Prerequisites: MBA6810
This course explores a wide variety of methods to develop and commercialize innovations that enable businesses to promote greater sustainability in relation to society and the environment. Topics may include innovations in products and services, production methods, business processes, and exploration of how environmental, political, economic, and end consumer demand factors affect innovation. 4 quarter credits

MBA6899 Strategic Development and Implementation
Prerequisites: Core Courses and Specialization
This course explores the methods of directing a firm, or a significant division thereof in an internationally competitive environment. Students will develop an understanding of the way in which general managers formulate and implement business level strategy and corporate level strategy in today’s market economy. These techniques will incorporate tools and perspectives for international and cooperative strategy. In this course students will also develop skills and perspectives in corporate leadership, corporate parenting, and corporate entrepreneurship. 4 quarter hours

Master of Criminal Justice

MCJ5001 Foundations in Criminal Justice
Prerequisites: None
This course provides a comprehensive overview of the process and relationships between the components of the criminal justice system. Topics will include an evaluation of theoretical and applied criminal justice models, interactions between practitioners, defendants, victims, witnesses, the media and the public. Discussions also include a critical examination of the myths and misconceptions that surround the criminal justice system and the controversial issues and trends it produces. 4 quarter hours

MCJ5002 Advanced Techniques of Basic and Applied Research in Criminal Justice
Prerequisite: PSY2060, PSY2061 or equivalent-
This course focuses on the application of advanced scientific methods used as a means for inquiry, description, and analysis of crime and the behavior of the criminal justice system. 4 quarter hours

MCJ5003 Ethics and Moral Behavior in the Criminal Justice System
Prerequisites: None
This advanced course in ethics and moral behavior discusses, examines, considers, and critiques the various facets of justice, crime, and ethics within the criminal justice system. A major emphasis will be placed on the theoretical foundations of ethics as they apply to the fields of criminal justice practice. Students will examine the diverse values and ethical dilemmas that arise in law enforcement, the courts and corrections. In addition, we will explore the same concerns in the formulation of crime control policies at the federal, state, and local levels. 4 quarter hours

MCJ6001 Criminal Justice Administration
Prerequisites: None
A critical examination of theories, concepts, and principles concerned with organizational behavior and functions of personnel administration with special attention paid to criminal justice applications. More specifically, how these concepts may be practically applied to administrative and managerial practices in criminal justice organizations. 4 quarter hours

MCJ6002 Juvenile Justice Administration
Prerequisite: CRJ 3012 or equivalent
This class will provide an assessment of the current policies and practices of agencies that process youthful offenders. Students will examine, discuss and critique the underlying philosophy, procedures, and administration of the juvenile justice system. Major concerns will center on the effectiveness of the contemporary juvenile court, including an assessment of the policies and practices of agencies involved in processing youthful offenders through the juvenile court system. Student discussions will relate these issues to current and developing public policy. 4 quarter hours

MCJ6003 Criminological Theory
Prerequisites: None
This course provides a comprehensive analysis of major classical and current criminological perspectives including social, behavioral and biochemical theories of crime. Particular attention is given to sociological constructions of criminality. 4 quarter hours

MCJ6004 Criminal Justice Planning and Innovation
Prerequisites: None
This course discusses the application of planning theory and techniques to the criminal justice system as well as to agency specific problems. The class emphasizes problem identification, goal setting, forecasting, and the selection of alternative courses of action. Students become familiar with computerized data analysis and case study simulation in order to illustrate suitable planning techniques as well as pitfalls that can be avoided by implementing such techniques. 4 quarter hours

MCJ6401 Critical/Controversial Issues: Law Enforcement
Prerequisites: None
This course focuses upon contemporary critical and controversial issues confronting law enforcement organizations. Discussions may include such topics as police functions; discovery of crime; evidence; crime and race; gender issues; and the challenges of the police; police training and abuse of authority; local, state and federal interagency relations; domestic terrorism; police/media relations; police/community relations; civil liability; hazards of policing; and, progressive changes in law enforcement. 4 quarter hours

MCJ6402 Critical/Controversial Issues: Corrections
Prerequisites: None
This course presents an incisive discussion of diverse issues in corrections today by examining contemporary challenges facing corrections, such as the realities of prison life, the courts and corrections, the rehabilitation debate, and corrections in the community. Discussions will also include a critical overview of problems and issues confronting contem-
Description of Courses

The course provides students the opportunity to recognize, classify, and manage a wide variety of emergency situations initiated through electronic, biological, nuclear, political, or other means. Topics may include emergency response planning, incident readiness documentation and testing, and communications strategies. 4 quarter hours

MCJ6601 Resource and Agency Coordination
Prerequisites: None
This course exposes students to large-scale coordination challenges involved in responding to critical incidents when dealing with the wide variety of resources and agencies involved. Topics may include identification, prioritization, and assessment of resources (including financial, human, information, and physical) and agencies (including local, state, national, and international). 4 quarter hours

MCJ6620 Special Topics in Homeland Security
Prerequisites: None
This course exposes students to contemporary topics in homeland security and explores pressing national and international issues within the profession. 4 quarter hours

MCJ6705 Theory and Practice of Institutional Corrections
Prerequisites: None
This course will examine the theory, structure, functions, and effectiveness of community corrections programs. The course will focus particular attention on institutionalization of offenders, community-based treatment centers, community service agencies, work-release programs, re-entry and current trends in community corrections. 4 quarter hours

MCJ6707 Theory and Practice of Community Corrections and Re-Entry Programs
Prerequisites: None
This course will examine the theory, structure, functions, and effectiveness of community corrections programs. The course will focus particular attention on institutionalization of offenders, community-based treatment centers, community service agencies, work-release programs, re-entry and current trends in community corrections. 4 quarter hours

MCJ6710 Penology
Prerequisites: None
This course examines correctional practice and reform in the United States and the correctional component of the criminal justice system as a means of social control. A variety of political, social, and legal contexts will be explored. 4 quarter hours

MCJ6725 Capital Punishment
Prerequisites: None
This course presents an in-depth analysis of capital punishment in the U.S. The course emphasizes capital punishment theories, policies, and effectiveness. Discussions will challenge current and prospective practitioners to come face to face with critical issues in the current corrections environment. 4 quarter hours

MCJ6810 Advanced Digital Forensics
Prerequisites: IST5070
This course presents an in-depth analysis of digital forensics techniques and their applications to cyber crime and information security. Topics may include data collection and manipulation, data analysis and reporting, forensic tools and methodologies, applicable laws governing digital forensics, and documentation of forensic examinations. 4 quarter hours

MCJ6820 International Cyber Crime and Information Systems Security
Prerequisites: IST5070
This course examines the international implications of cyber crime, risk assessment, and information security for a wide variety of organizations. Topics may include international security standards and practices, risk assessment in international organizations, and evolving technologies used to perpetrate international cyber crimes. 4 quarter hours

MCJ6996 Applied Research Project: Part I
Prerequisites: None
The applied research project will consider a problem in a criminal justice agency familiar to the student. The course presents an overview of the characteristics and causes of terrorism emerging in the 21st century. Students are exposed to the emergence of modern terrorism from several different areas of the world as well as an analysis from a criminal justice perspective of terror movements affecting the United States. Relevant issues include domestic terrorism undertaken for political purposes in liberal states, state sponsored international and domestic terrorism, and the dilemmas of counterterrorism in a democracy. 4 quarter hours

MCJ6996 Applied Research Project: Part II
Prerequisites: MCJ5002
The applied research project will consider a problem in a criminal justice agency familiar to the student. The course examines correctional practice and reform in the United States and the correctional component of the criminal justice system as a means of social control. A variety of political, social, and legal contexts will be explored. 4 quarter hours

MCJ6997 Applied Research Project: Part III
Prerequisites: MCJ5002
The applied research project will consider a problem in a criminal justice agency familiar to the student. The course examines correctional practice and reform in the United States and the correctional component of the criminal justice system as a means of social control. A variety of political, social, and legal contexts will be explored. 4 quarter hours

MCJ7400 Organizational Leadership
Prerequisites: None
This course provides a survey overview of the major theories and research on leadership and managerial effectiveness in formal organizations with practical suggestions for improving leadership skills. Students will focus on the practical and theoretical applications of charismatic and transformational leadership, creating and communicating vision and values, inspiring others to act, risk management, empowerment, building trust and teamwork, mentoring, managing change, and converting crisis into opportunity. 4 quarter hours

MCJ7405 Penology
Prerequisites: None
This course presents an overview of the characteristics and causes of terrorism emerging in the 21st century. Students are exposed to the emergence of modern terrorism from several different areas of the world as well as an analysis from a criminal justice perspective of terror movements affecting the United States. Relevant issues include domestic terrorism undertaken for political purposes in liberal states, state sponsored international and domestic terrorism, and the dilemmas of counterterrorism in a democracy. 4 quarter hours

MCJ7410 Legal Issues in Criminal Justice
Prerequisites: None
Using case law, this course examines a variety of legal issues critical to a thorough understanding of the various aspects of the criminal justice system. Case briefs in this course provide accurate and concise coverage of topics of vital importance to criminal justice managers and personnel including: law enforcement, prison law, probation, parole, the death penalty, juvenile justice, and sentencing mandates. 4 quarter hours

MCJ7450 Management of Critical Incidents
Prerequisites: None
This course provides students the opportunity to recognize, classify, and manage a wide variety of emergency situations initiated through electronic, biological, nuclear, political, or other means. Topics may include emergency response planning, incident readiness documentation and testing, and communications strategies. 4 quarter hours

MCJ7460 Special Topics in Criminal Justice Organizational Management
Prerequisites: MCJ 6001 & MCJ 5002
This course presents an in-depth analysis of the latest professional literature in criminal justice organizational management. The course emphasizes interrelationships among law enforcement, law/courts, corrections and juvenile justice components of the criminal justice system. Discussions will challenge current and prospective practitioners to come face-to-face with critical issues confronting today’s criminal justice agency administrators and staffs. 4 quarter hours

MCJ7460 Organizational Leadership
Prerequisites: None
This course provides a survey overview of the major theories and research on leadership and managerial effectiveness in formal organizations with practical suggestions for improving leadership skills. Students will focus on the practical and theoretical applications of charismatic and transformational leadership, creating and communicating vision and values, inspiring others to act, risk management, empowerment, building trust and teamwork, mentoring, managing change, and converting crisis into opportunity. 4 quarter hours

MCJ7465 Penology
Prerequisites: None
This course presents an overview of the characteristics and causes of terrorism emerging in the 21st century. Students are exposed to the emergence of modern terrorism from several different areas of the world as well as an analysis from a criminal justice perspective of terror movements affecting the United States. Relevant issues include domestic terrorism undertaken for political purposes in liberal states, state sponsored international and domestic terrorism, and the dilemmas of counterterrorism in a democracy. 4 quarter hours

MCJ7470 Penology
Prerequisites: None
This course examines correctional practice and reform in the United States and the correctional component of the criminal justice system as a means of social control. A variety of political, social, and legal contexts will be explored. 4 quarter hours

MCJ7475 Penology
Prerequisites: None
This course presents an in-depth analysis of capital punishment in the U.S. The course emphasizes capital punishment theories, policies, and effectiveness. Discussions will challenge current and prospective practitioners to come face to face with critical issues in the current corrections environment. 4 quarter hours

MCJ7480 Penology
Prerequisites: IST5070
This course presents an in-depth analysis of digital forensics techniques and their applications to cyber crime and information security. Topics may include data collection and manipulation, data analysis and reporting, forensic tools and methodologies, applicable laws governing digital forensics, and documentation of forensic examinations. 4 quarter hours

MCJ7485 Penology
Prerequisites: IST5070
This course examines the international implications of cyber crime, risk assessment, and information security for a wide variety of organizations. Topics may include international security standards and practices, risk assessment in international organizations, and evolving technologies used to perpetrate international cyber crimes. 4 quarter hours

MCJ7490 Penology
Prerequisites: IST5070
The applied research project will consider a problem in a criminal justice agency familiar to the student. The course exposes students to large-scale coordination challenges involved in responding to critical incidents when dealing with the wide variety of resources and agencies involved. Topics may include identification, prioritization, and assessment of resources (including financial, human, information, and physical) and agencies (including local, state, national, and international). 4 quarter hours
agency in the jurisdictional area where the student lives. The project will culminate in a comprehensive analysis of a significant case problem, incident, or policy dilemma identified by the agency. By the end of MCJ5002, students developed a proposal identifying the problem, the data to be collected and analyzed, a list of viable alternatives and a set of evaluation criteria used in selecting the best course of action to resolve a problem. The objective of the four (4) course sequence (MCJ6996, MCJ6997, MCJ6998, and MCJ6999) is to produce a comprehensive analytical report of the students' research, suitable for submission to an academic journal. Part III (MCJ6998) will introduce the student to writing the methods and results section of the papers. 1 quarter hour

MCJ6999 Applied Research Project: Part IV
Prerequisites: MCJ6998
The applied research project will consider a problem in a criminal justice agency familiar to the student. The student will be expected to develop a relationship with a criminal justice agency in the jurisdictional area where the student lives. The project will culminate in a comprehensive analysis of a significant case problem, incident, or policy dilemma identified by the agency. By the end of MCJ5002, students developed a proposal identifying the problem, the data to be collected and analyzed, a list of viable alternatives and a set of evaluation criteria used in selecting the best course of action to resolve a problem. The objective of the four (4) course sequence (MCJ6996, MCJ6997, MCJ6998, and MCJ6999) is to produce a comprehensive analytical report of the students' research, suitable for submission to an academic journal. Part IV (MCJ6999) will introduce the student to writing the Discussion and Conclusions section of their paper, an abstract, as well as some of the “book end” requirements (e.g., Table of Contents, Reference List, etc.). Students will be required to turn in their final product by the end of this class. 1 quarter hour.

Description of Courses

Management

MGTo04 Human Resources Management
Prerequisites: MGT2037, ECO2071, ECO2072
This course introduces decision modeling approaches for supply chain management. Topics may include optimization, simulation, and decision analysis, with a focus on general purpose and specialized software tools. 4 quarter hours

MGTo05 Supply Chain and Logistic Modeling and Simulation
Prerequisites: MGT4210, ITS1000
This course introduces planning models and practical tools for inventory and materials management, distribution and logistics management, and supply chain coordination. Topics may include requisitioning processes, managing inventories across the supply chain, risk pooling, purchasing and outsourcing strategies, warehousing, logistics networks, transportation systems, and distribution strategies. 4 quarter hours

MGTo06 Stock Management
Prerequisites: MGT2037, MKT3010, FIN2030
This course represents a realistic study of the principles and practices of personnel management, major factors in personnel problems and labor relations, and the organization of personnel work. Attention is also given to the task of procuring, developing, maintaining, and using an effective team. 4 quarter hours

MGTo07 Leadership in Action
Prerequisites: MGT3002
This course examines the art and science of leadership in complex organizations. The roles of leaders and managers at different levels of the organizational structure are analyzed. Students are given opportunities to apply personal characteristics of effective leaders and to examine the five primary forces that drive contemporary businesses. Through experiential activities, students discover the implications of collaborative management and effective leadership on the organization’s performance. 4 quarter hours

MGTo08 Purchasing and Vendor Management
Prerequisites: MGT4070
This course provides an analysis of supply chain and operations management for products and services and the dynamic interaction of companies along an integrated supply chain. Topics include supply chain strategy, outsourcing, inventory management, aggregate planning, MRP and ERP, scheduling, advanced production planning and maintenance and reliability. 4 quarter hours

MGTo09 Strategic Management
(Capstone Course)
Prerequisites: Sr. Standing, All Core courses successfully completed with a grade of “C” or better. This capstone course is intended to integrate subject matter from more specialized business courses and related areas of study to help students develop conceptual skills needed in management. Major topics include the development of organizational strategy, decision making within a strategic framework, the planning process, formulation of objectives and policies, and the management of change. Use of the case method will draw significantly on students’ prior management study and experience. 4 quarter hour
Description of Courses

MGT7100 Seminar in Organizational Behavior
Prerequisites: BUS7000
Co-requirements: BUS7100

Doctoral level course focusing on topics related to individual behavior including individual personality, decision making, motivation, satisfaction, positive and negative reactions at work, conflict, and impression management. Students will be exposed to literature reviews of weekly topics and will discuss how to develop appropriate literature reviews for peer reviewed journals. The class will also begin to examine the basic design of research articles and analyze the research paradigms employed at the individual level of analysis. This course will incorporate research concepts being covered in the first research methods course. Students will also develop resources to be used in teaching the course topics. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

MGT7105 Seminar in Group and Team Behavior
Prerequisites: MGT7100
Corequisites: BUS7200

Doctoral-level course focusing on topics related to groups and teams. Topics covered include team dynamics, team alignment, coaching teams, team management, motivation through team management, integrating teams into business strategy and evaluating teams. The study of multi-level analysis will be an important part of this course. This course will incorporate statistical concepts being covered in the first statistics for research methods course. Students will also develop resources to be used in teaching the course topics. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

MGT7110 Seminar in Organizational Theory
Prerequisites: MGT7105

Doctoral level course focusing on theoretical and pragmatic topics related to organizational theory. Topics include organizational design, strategy, environment, structure, process, people, coordination, context, partnerships, and diagnosticians. Students will be exposed to literature reviews of weekly topics and will discuss how to develop appropriate literature reviews for peer reviewed journals. Research paradigms at the organizational level of analysis will be explored. Students will develop a research proposal up to the point of data collection and will discuss how they would collect and analyze the data. This course will incorporate research concepts being covered in the first research methods course and first statistics for research methods course. Students will also develop resources to be used in teaching the course topics. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

MGT7115 Seminar in Leadership
Prerequisites: BUS7000
Corequisites: BUS7105

Doctoral-level course focused on effective organizational leadership. Topics include leader attributes and behaviors, leader/follower interaction, approaches to leadership, theories of leadership, leading change, strategic leadership, and global leadership. The focus will start with the leader as individuals, followed by leading others and leading organizations. Students will develop a research proposal up to the point of data collection and will discuss how they would collect and analyze the data. This course will incorporate research concepts being covered in the second research methods course. Students will also develop resources to be used in teaching the course topics. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

MGT7200 Seminar in Organizational Development and Change
Prerequisites: BUS7000
Corequisites: BUS7205

Doctoral-level course focusing on topics related to organizational development and change within organizations. Topics covered include the history of organizational development, strategies for change, transforming organizations, organizational learning, implementation issues, and challenges and opportunities for organizational development. Students will develop a research proposal up to the point of data collection and will discuss how they would collect and analyze the data. This course will incorporate research concepts being covered in the second statistics for research methods course. Students will also develop resources to be used in teaching the course topics. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

MGT7205 Seminar in Ethics and Social Responsibility
Prerequisites: BUS7000, BUS7105, and BUS7205

Doctoral level course focusing on topics related to business ethics including corporate social responsibility, stakeholder relationships, ethical leadership, trust and trustworthiness, moral responsibility, stakeholder relationships, ethical leadership, and global leadership. The focus will start with the leader as individuals, followed by leading others and leading organizations. Students will develop a research proposal up to the point of data collection and will discuss how they would collect and analyze the data. This course will incorporate research concepts being covered in the second statistics for research methods course. Students will also develop resources to be used in teaching the course topics. A minimum grade of B or better is required of DBA students to pass this course. 4 quarter hours

Master of Business Administration, Healthcare Administration

MHC6301 Healthcare Structure, Organization, and Governance
Prerequisites for MBA/HCA Students - Core Courses
Prerequisites for AMBA/HCA Students - MBA5009

This course examines the way healthcare organizations are structured, organized, and governed to achieve optimum performance. Explores the various subsystems of healthcare delivery and the way in which these interrelate in the marketplace. 4 quarter hours

MHC6302 Public Health Organization and Management
Prerequisites: for MBA/HCA Students - Core Courses
Prerequisites for AMBA/HCA Students - MBA5009

This course examines the assessment and understanding of the health status of populations, determinants of health and illness, and health risks and behaviors in diverse populations. It also reviews federal and state emergency management procedures and services with lessons learned from recent national and foreign disasters. 4 quarter hours

MHC6303 Performance and Management
Prerequisites: for MBA/HCA Students - Core Courses
Prerequisites for AMBA/HCA Students - MBA5009

This course examines the quality assessment of both business practices and healthcare delivery focusing on outcome measurements, process/outcome relationships, and methods for process improvement. Quality management tools and techniques are reviewed with a focus on patient safety, clinical quality, care outcomes, and cost benefit analysis in patient care. 4 quarter hours

MHC6304 Health Policy
Prerequisites: for MBA/HCA Students - Core Courses
Prerequisites for AMBA/HCA Students - MBA5009

This course examines the formulation, implementation, and evaluation of government health policy both at the state and federal levels, and the manner in which public, private, and social forces influence the politics of healthcare, shape the system, and impact healthcare providers. 4 quarter hours

MHC6305 Financial Management
Prerequisites: for MBA/HCA Students - Core Courses
Prerequisites for AMBA/HCA Students - MBA5009

This course examines budgeting, reimbursement, financial planning, capital planning, financial statement analysis, and financial decision-making in healthcare organizations. 4 quarter hours

MHC6306 Human Resource Management in Healthcare Organizations
Prerequisites for MBA/HCA Students - Core Courses
Prerequisites for AMBA/HCA Students - MBA5009

Prerequisite for MSN Students: None

Presentation of human resource management principles as applied in healthcare organizations. Examines the unique aspects of managing healthcare professionals including re-
in an organization, such as management of issues and management techniques involved.

MIS4530 Information Systems Management
4 quarter hours

MHC6999 Case Studies in Healthcare Administration
Prerequisites: Core Courses
Through the application of cases in health care administration, students are provided an opportunity to draw upon and apply material covered throughout the program of study and to demonstrate skills in continuous learning through information access, synthesis and use in critical thinking.

4 quarter hours

Management Information Systems
MIS3101 Applications of Management Information Systems
Prerequisite: ITS1101
The course provides an introduction to applications of business modeling such as entity relationship diagrams and dataflow diagrams. This course emphasizes application of management information system tools to support modeling.
4 quarter hours

MIS3112 Business Project Management
Course Description: This course focuses on the business project management process and development of the project team as key to the successful achievement of IT projects. The process examines the main elements required in every proposal/plan: time frame and budget. Key areas of IT project teams serve to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively.
4 quarter hours

MIS4240 ADVANCED TOPICS IN SUPPLY CHAIN MANAGEMENT
Course Description: This course explores advanced topics and challenges faced by global organizations in their supply chains. Topics may include the role of information and information technology within the supply chain, financing, international perspectives, and integrating supply chain considerations in organizational strategic planning.
4 quarter hours

MIS4510 Introduction to Management Information Systems
Prerequisites: ITS1000, ITS1101
This course is an overview of the technical foundation for understanding information systems. The role of information systems is explained with emphasis on business processes, distribution of organizational knowledge to enhance management decision-making, and the impacts of ethical and social issues. An examination of electronic commerce and global business is included.
4 quarter hours

MIS4530 Information Systems Management
Issues and management techniques involved in administering the activities of resources in an organization, such as management of professionals, development of project management systems, acquisition of hardware/software, organizational structure, planning processes and management control of information technology (IT) resources.
4 quarter hours

Marketing
MKT2100 Principles of Marketing
Prerequisites: BUS1101
This is an introductory course in the primary activities and related considerations in organizational strategic planning. Real-world projects dealing with issues related to development, management and maintenance of large-scale information systems; emphasis is on business information systems for a distributed environment.
4 quarter hours

MKT2010 Marketing Management
Prerequisites: MKT2100, BUS4101, MIS4510
This course studies the marketing process and the business environment in which it operates. Key areas of IT project teams serve to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively.

4 quarter hours

MKT4102 Consumer Behavior and Marketing Research
This course examines the psychological and sociological factors that influence consumption and decision-making. Studies the practical implications of consumer attitudes and behavior for such marketing activities as merchandising, market research, distribution, product development, pricing, branding, and e-commerce. Students are also exposed to applications of traditional and electronic media procedures and theories involved in solving marketing problems related to customer and competitive intelligence and marketing information systems.
4 quarter hours

MKT4103 Marketing, Sales, and Channel Management
Prerequisite: MKT3010
Develops an understanding of the marketing, sales and channel management functions in organizations. An awareness of the interrelated nature of these functions is developed. Students are given an opportunity to examine the nature of this interdependency through simulations, case studies, and experiments. Through these activities, students will explore the strategic and operational aspects of marketing, sales, and channel functions. Students will also explore methods of maintaining relationships between firms and their channel partners including, strategic channel design, channel evaluation, and managing marketing, sales and channels for competitive advantage.
4 quarter hours

MKT4104 Retail Marketing
Prerequisite: MKT3010
Designed to present and integrate basic principles in decision areas such as location, layout, organization, personnel, merchandise control, pricing, sales promotion, traditional and e-commerce marketing strategies and channel development considerations. Focuses on strategic management and marketing perspective of retail merchandising.
4 credit hours

MKT4105 Services Marketing
Prerequisite: MKT3010
The applications of marketing principles are applied to the service sector. This course focuses on customer demand for assessment of services, the employee/customer interface, service operations, services marketing mix, and development of marketing plans for service organizations. Students will also develop service quality measures, analyze cross function issues between marketing and operations.
4 quarter hours

MKT4106 Advertising and Promotion
Prerequisite: MKT3010
This course helps students understand how to plan, develop and execute integrated marketing communications programs using the tools of advertising, direct marketing, sales promotion, public relations, internet advertising, and personal selling.
4 quarter hours

MKT4110 Global Promotional Practices
Prerequisites: MKT3009, MGT4027
This course explores marketing promotion to highlight successful practices and sensitivities in the global business environment. Topics may include international and localized advertising, public relations and publicity, and personal sales techniques. Students may take this course to become more familiar with aspects of International Marketing.
4 quarter hours

MKT4113 Global Channel Management
Prerequisites: MGT4027, MKT4103
This course explores how globalization affects marketing channels and channel management across a wide variety of organizations and industries. Topics may include international production and logistical coordination, information flows via the Internet and/or private networks, transportation and distribution across international boundaries and/or within trading blocks, and national/international/trading block regulations. Students may take this course to become more familiar with aspects of International Marketing.
4 quarter hours

Nursing
NSG3001 Introduction to the Profession of Nursing
Prerequisite: Admission to the Nursing Program
This course introduces professional nursing as a discipline based profession, centered in the art of caring and integrating principles of holism in its foundation of service. Topics discussed include evolution and philosophy of nursing, theoretical foundations of practice, legal and ethical issues, healthcare delivery systems, finance and healthcare policy. Students are introduced to critical thinking, the nursing
Description of Courses

process and documentation. Students learn the unique contribution of nursing to society. The health illness continuum, health promotion, basic human needs, therapeutic communication and nurse client interactions are explored, including the interdisciplinary team approach. 4 quarter hours

NSG3005 Transition into Professional Nursing for RN's
Prerequisite: Admission to the BSN Completion Program
This course introduces the student to baccalaureate nursing practice, centered in the art of caring and integrating of holistic in its foundation of professional service. Students utilize critical thinking and communication skills as they explore issues related to the evolution and philosophy of nursing, theoretical foundations of practice, legal and ethical issues, health care delivery systems, finance and health care policy. 4 quarter hours

NSG3006 Professional Nursing Practice
Prerequisites: Admission into the nursing program.
This course provides an introduction to the theories, concepts, and knowledge necessary in professional nursing practice. Emphases are on professional role development; the value of life-long learning; and the trends, issue, values, and standards for advanced nursing practice. The student explores the application of five integral components of the nursing profession: Caring, Communication, Critical Thinking, Professionalism and Holism in the professional practice role. 2 quarter hours

NSG3009 Principles of Assessment
Prerequisite: Admission to the BSN Program
This course introduces the beginning level nursing student to a systems approach to physical assessment. Each physiological system will be studied with inclusion of normal or expected findings as well as abnormal or pathological findings. A lifespan approach and an end of course integration toward a comprehensive holistic assessment of person will be included. Therapeutic communication skills and cultural diversity issues are integrated. 3 quarter hours

NSG3011 Principles of Assessment Lab
Prerequisite: Admission to the Nursing Program
This laboratory course is designed to provide the student with practical application of NSG3009. Students will be expected to integrate all components of assessment to perform comprehensive holistic assessments. Students practice interviewing skills, obtain health histories, and perform physical assessments. Satisfactory performance of all assessments is necessary for successful completion of the course. 4 quarter hours

NSG3012 Principles of Assessment for the Registered Nurse
Prerequisite: NSG3006
This course builds on the physical assessment skills of the registered nurse. The course takes a systems approach to physical assessment and includes both normal and abnormal findings. 4 quarter hours

NSG3014 Critical Reading, Studying and Thinking in Nursing
Prerequisite: Admission to the Nursing Program; Co-Requisites: NSG3001, NSG3009, NSG3011
Designed to equip nursing students with the active learning skills needed to excel in the nursing education program, emphasis will be on critical reading, self management and complex knowledge acquisition as well as development and application of critical thinking to actual material students will be studying. Concrete strategies for preparing for and taking tests will be included. 2 quarter hours

NSG3016 Caring for a Multicultural Society
Prerequisite: Admission to the Nursing Program (BSN and RN to BSN)
Co-Requisite: NSG3001, NSG3009, NSG3011, NSG3014
This course focuses on ways to assist the nurse to provide holistic care in a multicultural society. Theories related to culture and caring, holism and spirituality are used as a foundation for understanding our multicultural world. Specific cultural practices, beliefs and issues affecting the health of persons and communities are studied. 2 quarter hours

NSG3022 Pharmacotherapeutics I
Prerequisite: NSG3001, NSG3009, NSG3011, NSG3014
Co-Requisite: NSG3023, NSG3024, NSG3027
This course addresses the basic principles of pharmacology and studies drugs using a pharmacotherapeutics approach. The course focuses on the major pharmacological classifications and utilizes a prototype approach. Current pharmacological principles, therapeutic effect, drug interactions, and side effects are emphasized. Drugs that affect neurological, cardiovascular, fluid and electrolyte, and hemato logical balance are included. 3 quarter hours

NSG3023 Fundamentals of Nursing
Prerequisite: NSG3001, NSG3009, NSG3011, NSG3014
Co-Requisite: NSG3022, NSG3024, NSG3027
This course focuses on holistic caring for basic human needs. Strategies to promote health and well-being are identified for inclusion into the care of the person. Also included is the care of persons with special needs including clients with immobility problems, skin integrity and wound problems, sensory alterations, the surgical client, elders and those requiring extended care. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout the course to enable student to integrate theory and practice. 3 quarter hours

NSG3024 Fundamentals of Nursing Skills Lab
Prerequisite: None
This laboratory course is designed to provide the student with practical application of NSG3023. Students are expected to prepare for each class session by reading or completing all assigned materials in advance. This class concentrates on psychomotor performance. Students will practice skills until proficient. Practice sessions may involve class partners and laboratory manikins and a variety of supplied equipment. Students must satisfactorily perform all assigned skills to successfully complete the course. 4 quarter hours

NSG3027 Fundamentals of Nursing Practice
Prerequisite: NSG3001, NSG3009, NSG3011, NSG3014
Co-Requisite: NSG3022, NSG3023, NSG3024
This first clinical course is designed to provide the student with practical application of NSG3023 and NSG3024 and to assist the beginning level student to become grounded in caring for elders and person requiring long-term care. This course is conducted in extended care facilities where student focus on the skills of communication, assessment, and assisting residents with personal hygiene, feeding and mobility. Skills requiring sterile technique such as wound care and catheterization are integrated after these skills have been successfully completed in NSG3023. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable student to integrate theory and practice. 2 quarter hours

NSG3028 Caring for the Community
Prerequisites: NSG3009 Principles of Assessment, NSG3011 Principles of Assessment Lab, or NSG3012 Principles of Assessment for the Registered Nurse, NSG3014 Critical Reading, Studying and Thinking in Nursing
This course focuses on the role of the nurse in the community and public health. The community and public health focus includes caring for people in the home, school, workplace, health department, as well as various agencies. Content focuses on the environment, epidemiological issues, and vulnerable populations across the lifespan, communicable disease, and health promotion. Perspectives on health care and community oriented nursing, influences on healthcare delivery, and conceptual and scientific approach applied to community oriented nursing are also emphasized. The principles of professional nursing care to culturally diverse individuals, families, and groups are integrated throughout the health-illness continuum. 4 quarter hours

NSG3032 Pharmacotherapeutics II
Prerequisite: NSG3022, NSG3023, NSG3024, NSG3027
Co-Requisite: NSG3033, NSG3034, NSG3036
A continuation of NSG3022, this course addresses the basic principles of pharmacology and uses a pharmacotherapeutic focus to study drugs. The course will focus on the major pharmacological classifications and will utilize a prototype approach. Current pharmacological principles, therapeutic effect, drug interactions, and side effects are emphasized. Content includes drugs that are used in the treatment of endocrine, reproductive, respiratory, gastrointestinal, bone and joint, cancer, immunologic, inflammatory and infectious disorders. 3 quarter hours

NSG3033 Caring for Adults I
Prerequisite: NSG3022, NSG3023, NSG3024, NSG3027
Co-Requisite: NSG3032, NSG3034, NSG3036
This course serves as the foundational course in caring for adults with health alterations. This unit of study will concentrate on adults experiencing cardio-
VG0343 Caring for Women and Neonates – Practice
Prerequisite: NSG3032, NSG3033, NSG3034, NSG3036
Co-Prerequisites: NSG3043, NSG3044, NSG3045
This course is designed to provide the student with clinical application of NSG3042. Clinical experiences are provided in acute care settings including maternity services and newborn nursery and neonatal intensive care settings. Selected community experiences will also be included. Students utilize critical thinking skills in application of the nursing process in the care of neonates and women. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. 5 quarter hours

VG0344 Caring for Adults II
Prerequisite: NSG3032, NSG3033, NSG3034, NSG3036
Co-Prerequisites: NSG3042, NSG3043, NSG3045
This course concentrates on caring for adults with sensory and neurological disorders. Concepts of pathophysiology, pharmacotherapeutics, and holistic assessment are integrated throughout the course to promote critical thinking and assimilation of learning. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. 2 quarter hours

VG0345 Caring for Adults II – Practice
Prerequisite: NSG3032, NSG3033, NSG3034, NSG3036
Co-Prerequisites: NSG3042, NSG3043, NSG3044
This clinical practice course is designed to provide the student with application of theoretical content from NSG3044. Utilizing supervised acute, rehabilitative and community based clinical experiences provides nursing care practice for adults and geriatric adults experiencing health problems primarily in the areas of neurology and sensory disorders. Emphasis is placed on the utilizing the nursing process to provide holistic care for a culturally diverse population. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. 4 quarter hours

VG0369 Caring for Diverse & Vulnerable Populations I
Prerequisites: NSG3001, NSG3009, NSG3011, NSG3014
Co-Prerequisites: NSG3023, NSG3024, NSG3027
This course focuses on caring for aggregates, particularly vulnerable populations. Concepts related to community and public health nursing are addressed. Among these are environment, epidemiological issues, and communicable disease. The nursing process is applied to groups and students are introduced to community-based care settings through observational experiences. Offered on the Columbia Campus only. 4 quarter hours

VG0402 Concepts of Teaching and Learning
Prerequisite: NSG3005
This course gives the registered nurse the opportunity to enhance his/her patient teaching skills and develop skills for staff education. Principles of learning, teaching strategies, communication and preparation of continuing education programs will be included. Considerations for teaching and learning with a diverse population will be explored. 4 quarter hours

VG0409 Leadership in a Diverse Society
Prerequisite: NSG3005
This course prepares the student to practice holistic health promotion across the life span. Content includes assessment and planning care for individuals, families and aggregates. Special emphasis will be given to diverse and vulnerable populations. 4 quarter hours

VG0405 Caring for Children
Co-Prerequisites: NSG4050, NSG4051, NSG4052, NSG4053
This course provides an understanding of the health care needs of children from birth to adolescence. Caring for the child and the family are addressed using the framework of holism. Health promotion, acute and chronic health concerns and injury prevention are addressed with integration of child growth and development issues. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. 4 quarter hours

VG0405 Caring for Children – Practice
Prerequisites: NSG4052, NSG4053, NSG4054, NSG4055
Co-Prerequisites: NSG4050, NSG4052, NSG4053
This course is designed to provide the student with the clinical application of NSG4050. Supervised clinical experience takes place with children of various ages both in acute care and community settings. Students will learn to care for children within the framework of holism and caring. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. 4 quarter hours

VG0406 Caring for Adults III
Co-Prerequisites: NSG4050, NSG4051, NSG4052, NSG4053
This course will concentrate on caring for adults with male reproductive, renal and urological, hematologic and musculoskeletal disorders. Concepts of pathophysiology, pharmacotherapeutics, and ho-
Description of Courses

Critical thinking is incorporated throughout the course to enable students to integrate theory and practice. 2 quarter hours

NSG4053 Caring for Adults III – Practice
Prerequisite: NSG3042, NSG3043, NSG3044, NSG3045
Co-Requisites: NSG4050, NSG4051, NSG4052
This course is designed to provide the student with clinical application of theoretical content from NSG4052. This practicum offers students opportunities to provide supervised care for a culturally diverse adult population in acute care and home health settings with health care problems related to movement and coordination, urinary function and male reproductive disorders. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. 3 quarter hours

NSG4055 Illness and Disease Management Across the Life Span
Prerequisite: NSG3005, NSG3028
This course focuses on the experience of illness and chronicity. The student will apply concepts of health maintenance and restoration to individuals, families and aggregates. Strategies to increase the quality of life and minimize complications will be addressed. 4 quarter hours

NSG4060 Caring for Adults IV
Prerequisite: NSG4050, NSG4051, NSG4052, NSG4053
Co-Requisites: NSG4061, NSG4062, NSG4063
This course concentrates on caring for critically ill adults. Content includes caring for patients with multiple trauma, shock, dysrhythmias, respiratory failure, multiple organ failure, emergency and critical care. The challenge of holistic caring in high technologic environments is addressed. Concepts of pathophysiology, pharmacotherapeutics, and holistic assessment are integrated throughout the course to promote assimilation of learning. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. 2 quarter hours

NSG4061 Caring for Adults IV – Practice
Prerequisite: NSG4050, NSG4051, NSG4052, NSG4053
Co-Requisites: NSG4060, NSG4062, NSG4063
This course is designed to provide the student with clinical application of theoretical content from NSG4060. This clinical practice offers students opportunities to provide supervised care for a culturally diverse adult population in critical/emergency acute care and home health hospice settings with health care problems related to multiple system failures. Experiences include providing supervised nursing care within the critical care units, emergency room, PACU, and home Hospice visits. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. 3 quarter hours

NSG4062 Caring for Persons with Psychiatric/Mental Health Problems
Prerequisite: NSG4060, NSG4061, NSG4052, NSG4053
Co-Requisites: NSG4060, NSG4061, NSG4063
This course provides the essential theoretical content for the performance of the professional mental health/psychiatric nurse. The conceptual framework of mental health/mental disorders is integrated in caring for culturally diverse individuals, families, and groups throughout the health illness continuum. Students will be introduced to psychiatric disorders, treatment modalities, and contemporary issues that affect persons with mental health/psychiatric problems. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. Emphasis will be placed on therapeutic communication. 4 quarter hours

NSG4063 Caring for Persons with Psychiatric/Mental Health Problems – Practice
Prerequisite: NSG4060, NSG4061, NSG4052, NSG4053
Co-Requisites: NSG4060, NSG4061, NSG4062
Designed to provide the student with application of NSG4062, this clinical practice takes place in both inpatient psychiatric facilities and outpatient community settings utilizing the nursing process as well as critical thinking in caring for individuals experiencing specific psychiatric disorders. Group dynamics, treatment modalities, and strategies for prevention of mental illness are practiced. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. 5 quarter hours

NSG4064 Financial Management for Nurses
Prerequisite: NSG3005
This course explores nursing finance and budgeting issues. The course includes an overview of the healthcare system, ethics, leadership and budgeting strategies. The use of information technology is examined. 4 quarter hours

NSG4065 Complementary and Alternative Methods in Nursing
Prerequisite: NSG3005
This course explores complementary and alternative methods of healing. Principles of psychophysiology of healing are discussed. Alternative therapies such as energy healing, imagery and music therapy are examined. 4 quarter hours

NSG4066 Palliative Care
Prerequisite: NSG3005
In this course the student explores concepts and issues in end of life care. Students learn strategies to give optimum end of life care to the individual and the family. Symptom management, legal/ethical consideration, grief and death are covered. 4 quarter hours

NSG4067 Gerontological Nursing
Prerequisite: NSG3005
This course focuses on the care of the older adult. Pathophysiology of normal aging and common ailments will be discussed. The course examines the older adult in the community, long-term care and acute care. 4 quarter hours

NSG4068 Caring for Diverse & Vulnerable Populations II
Prerequisite: All Nursing courses except Co-Requisites
Co-Requisites: NSG4070, NSG4071, NSG4072
This clinical course focuses on caring for aggregates, particularly vulnerable populations and applying the concepts related to community and public health nursing, such as environment, epidemiological issues, and communicable disease. The nursing process is applied to groups and communities under the supervision of their clinical instructor with an approved clinical preceptor. A seminar provides discussion of relevant topics linked to actual practice situations. Offered on the Columbia Campus only. 2 quarter hours

NSG4070 Legal and Ethical Issues in Nursing
Prerequisite: NSG4068, NSG4061, NSG4062, NSG4063
Co-Requisites: NSG4070, NSG4071, NSG4072
This course analyzes professional ethical and legal issues with the ensuing nursing dilemmas integrating the factors of professional laws/standards, personal ethical stance, social, spiritual, transcultural, economic, institutional and political climate. Legal and ethical practice issues will be reviewed. Emphasis is given to the resolution of ethical dilemmas through ethical reasoning and ethical and legal obligations in professional patient relationships. 2 quarter hours

NSG4071 Transition into Professional Nursing
Prerequisite: NSG4068, NSG4061, NSG4062, NSG4063
Co-Requisites: NSG4070, NSG4072
This course is designed to assist the student in making the transition into professional practice. Students select, research, analyze and evaluate current issues affecting the nursing profession. The course explores selected topics involving socioeconomics of the healthcare environment, organizational structure and culture, healthcare delivery systems and the impact of political issues on the profession of nursing. Professional roles & responsibilities in leadership, management, consumer advocacy and a commitment to lifelong learning and professional growth are reinforced. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. 3 quarter hours
Description of Courses

**NSG4072 Transition into Professional Nursing Preceptorship**
Prerequisite: NSG4060, NSG4061, NSG4062, NSG4063
Co-Requisites: NSG4070, NSG4071
This course is designed to provide the student, under the direction of the clinical faculty, with a concentrated select clinical nursing practice experience in a preceptorship arrangement with a designated Registered Nurse Preceptor. Students receive 150 hours (a minimum of 11.12 hour shifts or 16 8-hour shifts) in the clinical setting. Students gradually assume increased levels of clinical responsibilities in the transition toward entry into practice. Components of Professionalism (competency, legal, ethical, political and economic issues) and Critical Thinking are incorporated throughout this course to enable students to integrate theory and practice. 6 quarter hours

**NSG4075 Holistic Professional Nursing**
Prerequisite: All Nursing courses
This course allows the student to develop and initiate a plan of care for aggregates in the community. The plan will include concepts discussed throughout the curriculum. The student will practice roles of provider of care, designer/manager/coordinator of care and member of a profession. 6 quarter hours

**NSG5000 Role of the Advanced Practice Nurse: Transformational Leadership in Advanced Practice**
Prerequisite: None
This course examines the role of the advanced practice nurse in the clinical, primary care, education, administration, health policy, and research arenas. The historical role of the nurse, change theory and leadership models are emphasized. Self-reflection, self-mastery, professional integrity, empowerment, and ethical decision-making will be discussed to help the student transition from clinical nurse to the role of advance practice nurse. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG5002 Advanced Theoretical Perspectives for Nursing**
Prerequisite: Admission to the Master of Science in Nursing Program
This course explores theories related to nursing, health care and learning. Students will have the opportunity to analyze and critique various theories. Students will demonstrate how theory is applied to research. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG5003 Advanced Pathophysiology**
Prerequisite: None
This course will examine common pathologic conditions of the human. Pharmacologic, medical, and nursing interventions will be included. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG6001 Advanced Nursing Practice I**
Prerequisites: NSG6001, NSG6002, NSG6003
In this course, the learner will synthesize content from physiology, pharmacology and nursing treatment modalities in order to develop expertise in nursing and collaborative practice. This course will focus on common health problems across the life span. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG6002 Advanced Nursing Practice II**
Prerequisites: NSG5001, NSG5002, NSG5003
In this course, the learner will synthesize content from pathophysiology, pharmacology, genetics and genomics, and nursing treatment modalities in order to develop advanced practice skills in health promotion and disease prevention using national guidelines. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG6003 Teaching and Learning Strategies in Nursing**
Prerequisites: NSG5001, NSG5002, NSG5003
This course provides content to assess and motivate learners. Classroom, clinical, simulation and other methodology methods will be addressed. The emphasis is on developing the creativity of the nurse educator. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG6005 Pharmacology**
Prerequisites: NSG6002
In this course the student reviews and comprehends the principles of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics of drugs commonly used in the management of acute and chronic illnesses of the adult. Emphasis is on the therapeutic decision-making in drug selection and monitoring therapeutic responses for culturally diverse patients. Patient education, legal, ethical and economic issues are reviewed. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG6020 Advanced Health and Physical Assessment**
Prerequisite: NSG6002
This course is designed to apply holistic health concepts by performing culturally sensitivity comprehensive history taking, physical and psychological assessment of client's signs and symptoms, pathophysiologic changes, and psychosocial variations of the client including the individual, family, and community. The purpose of this comprehensive assessment is for the student to develop a thorough understanding of the client's health status in order to determine appropriate and effective health care strategies that include health promotion and illness prevention across the life span. Taking into consideration client's diverse needs, a major focus is on symptom/health problem assessment, client teaching using a culturally appropriate approach and the selection and interpretation of screening and diagnostic tests in order to formulate and effectively communicate differential diagnoses. A minimum grade of B is required to pass this course. 6 quarter hours

**NSG6101 Nursing Research Methods**
Prerequisites: NSG6000, NSG6002, NSG6003
This course prepares the student to critique research studies, identify researchable problems within the clinical setting, and design research projects to generate and apply new knowledge. Both quantitative and qualitative research designs will be addressed. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG6102 Evaluation of Educational Outcomes in Nursing**
Prerequisites: NSG6000, NSG6002, NSG6003
This course covers content relevant to testing and evaluating learners in classrooms, skills labs, and clinical practice settings. Content includes test construction and design; performance based assessment, assessment of critical thinking and standardized testing. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG6103 Curriculum Design & Evaluation in Nursing Education**
Prerequisites: NSG6000, NSG6002, NSG6003
This course prepares the learner to design, examine, revise, and evaluate nursing curriculum. Connecting nursing curricula content to philosophy, objectives, and outcomes will be analyzed. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG6201 Practicum in Nursing Education I**
Prerequisites: All nursing courses, except Practicum in Nursing Education 2, and Research Project.
In this course, the learner enacts the role of the nurse educator. The focus of this course is health across the life span. Content will include both didactic and clinical teaching experiences. This course involves obtaining a local mentor and practicing the role of the nurse educator. The learner will synthesize caring and holism into teaching experiences. The majority of course time will be spent in an educational setting mutually agreed upon by the instructor and the student. Online time will be used to analyze and evaluate this experience. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG6202 Practicum in Nursing Education II**
Prerequisites: All nursing courses, except Research Project.
This course gives the learner the opportunity to choose an area of nursing education. The learner will obtain a local mentor and enact the role of the chosen nurse educator. The learner will synthesize the conceptual framework pillars of caring, communication, critical thinking, professionalism, and holism into clinical teaching experience. This course will run concurrent with NSG6999. A minimum grade of B is required to pass this course. 4 quarter hours

**NSG6310 Advanced Health and Physical Assessment: Adult Health**
Prerequisites: NSG6002
This course is designed to apply holistic health concepts by performing culturally sensitivity comprehensive history taking, physical and economic issues and Critical Review designs will be addressed. A minimum grade of B is required to pass this course. 4 quarter hours
NGS6320 Practicum I: Adult Health – Adults & Gerontology
Prerequisites: NSG6005, NSG6310
In this course the student analyzes and provides in depth care of alterations in adult health in acute care, correctional institutions, hospice and/or women's health settings. Students may acquire experience in two areas with faculty approval. Patient management will focus on evidence based practice and the nursing process of acutely ill adults. This is an advanced nursing practice experience for continuing beginning level adult ARNP students. Mentoring, coaching and precepting are provided by approved currently licensed physicians or ARNPs. A minimum grade of B is required to pass this course. 6 quarter hours

NGS6330 Practicum II Adult Health: Women's Health
Prerequisites: NSG6005, NSG6020.
In this course the Nurse Practitioner student will learn how to manage the primary health care of women from menarche to senescence. Focus is on health promotion, disease prevention, and the clinical management and referral of common, recurring health problems of women. The student will identify normal physiologic alterations associated with reproductive health which is addressed with emphasis on health promotion behaviors. This is an advanced nursing practice experience for continuing beginning level adult ARNP students. Mentoring, coaching and precepting are provided by approved currently licensed physicians or ARNP. A minimum grade of B is required to pass this course. The student must also complete 180 precepted hours to complete this course. 6 quarter hours

NGS6340 Practicum III: Adult Health – Primary Care
Prerequisites: NSG6330
This course culminates the student’s role as the Adult Health Advanced Practice Nurse through didactic and clinical experiences. The student continues to work with his/her approved local mentor and refines his/her practice of the Adult Health Advanced Practice Nurse role. Emphasis is placed on specialized clinical experiences to build the student's knowledge base. Clinical experiences may include practice with specialty practices. The student's level of function becomes more independent in practice. Classroom time is used to analyze and evaluate these experiences. A minimum grade of B is required to pass this course. 6 quarter hours

NGS6420 Practicum I: Family Health – Adult & Geriatric
Prerequisite: NSG6005, NSG6020
In this course the student enacts the role of the FNP Advanced Practice Nurse through didactic and clinical experiences. The student obtains and collaborates with an approved local preceptor and performs the role of a Family Nurse Practitioner in a clinical setting. The student creates a caring and holistic environment in their clinical experiences. During a weekly seminar, the students and faculty analyze and evaluate these experiences. A minimum grade of B is required to pass this course. 6 quarter hours

NGS6430 Practicum II: Family Health–Women's Health
Prerequisites: NSG6005, NSG6020, NSG6420, NSG6430
This course continues the student's role as the FNP Advanced Practice Nurse through didactic and clinical experiences. Students continue to work with their mentor to advance their FNP Advanced Practice Nurse role with more complex health disorders and disease states. The student may begin to use additional approved practice sites to augment their clinical experience. Using a seminar approach, students and faculty will analyze and evaluate these experiences based upon human diversity and social issues. A minimum grade of B is required to pass this course. 6 quarter hours

NGS6435 Practicum III: Family Health – Pediatrics
Prerequisites: NSG6005, NSG6020, NSG6420, NSG6430
The focus of this course is on advanced nursing and healthcare management of children and adolescents in Primary care. Course content includes developmental, psychosocial and health promotion behaviors. This is an advanced nursing practice experience for continuing beginning level adult ARNP students. Mentoring, coaching and precepting are provided by approved currently licensed physicians or ARNP. A minimum grade of B is required to pass this course. The student must also complete 180 precepted hours to complete this course. 6 quarter hours

NGS6440 Practicum III: Family Health - Primary Care
Prerequisites: NSG6430
This course culminates the student's role as the FNP Advanced Practice nurse through didactic and clinical experiences. Students continue to work with their local mentor and refine their practice of the FNP Advanced Practice Nurse role. Emphasis is placed on diverse clinical experiences that build upon the student’s knowledge base. Clinical experiences may include practice with specialty practices in addition to those on the family's primary care. The student's level of function becomes more independent in practice. Using a seminar approach, students and faculty will analyze and evaluate these experiences based upon human diversity and social issues. A minimum grade of B is required to pass this course. 6 quarter hours

NGS6999 Graduate Project in Nursing
Prerequisite: NSG6101 and successful completion of at least one graduate practicum in Nursing Co-Requisite: Final practicum in Master's specialty. The capstone project is a synthesis and application of advanced nursing knowledge, scholarship, and research in the area of specialization. The student's inquiry is focused in the area of the specialty concentration. The student develops a scholarly project that will either demonstrate an application of evidence to practice for a substantive change, or generate a proposal for new nursing knowledge. Emphasis is placed on application of evidence-based research methodology, scholarly writing, and critical thinking. These scholarly projects are presented in both written and oral form. A minimum grade of B is required to pass this course. 4 quarter hours

NGS6601 Managing Complex Healthcare Systems
Prerequisites: Completion of core courses. This course examines the role of the nurse executive within complex health care environments, focusing on the conceptual frameworks of systems theory and complex adaptive inquiry and organizational learning theory, as well as nursing administration models of organizational management. 4 quarter hours

NGS6605 Quality Outcomes and Financial Management in Healthcare Organizations
Prerequisites: Completion of core courses. This course provides an overview of quality, safety and performance improvement, including an analysis of care processes through evidence based practice, research and translation of innovation. In addition, this course provides an overview of healthcare financing and financial management for the nurse executive. Topics may include financial accounting, cost accounting, budgeting, capital expenditures, and reimbursement systems. 4 quarter hours

NGS6620 Practicum I: Quantitative Skills in Nursing Administration
Prerequisites: NGS6601 and NGS6605
This course is the first course in a two-course series which synthesizes content from the specialty administrative courses into a culminating “clinical” nursing administrative experience. In both courses the learner enacts the role of the nurse administrator. Content will include didactic and clinical administrative experiences. The course involves obtaining a local mentor and practicing the administrative role under guided mentorship. The majority of didactic course work includes practical experience with budgets, developing and honing leadership style and expertise, initiating collaborative practice and teambuilding, as well as working with change and motivational theories. The learner will incorporate the five pillars of the complex adaptive inquiry and organizational learning theory into administrative experiences. The majority of clinical time will be spent in an administrative organizational setting. The practicum course will consist of 120 hours in the clinical setting. Online time will be used to analyze and evaluate this experience. A minimum grade of B is required to pass this course. 4 quarter hours

NGS6630 Practicum II: Qualitative Skills in Nursing Administration
Prerequisites: NGS6620
This course is the second in the set of two culminating administrative curricular experiences.
It expands on previous didactic and clinical coursework, through didactic work in management areas such as quality management, patient care outcomes, and measurement of health care outcomes. Emphasis is placed on long-term and strategic planning, incorporating personnel management tactics such as performance. 4 quarter hours

**Nutrition Science**

NTR2050 Nutrition
Prerequisites: CHM1010, BIO1013 and BIO1014 with grades of C or better
This course surveys the principles necessary to promote optimum nutrition throughout the life cycle. Consideration is given to informed evaluation of areas of controversy, as well as influences of socioeconomic factors and culture on nutritional practices. 4 quarter hours

**Physician Assistant**

PAS5102 Medical Interviewing and Documentation
This course is designed to introduce students to the art of medical communication. This encompasses the skills of medical interview and other forms of communication with patients, their families, and their caregivers. Students will learn the components of a complete medical history. In addition, they will learn interviewing skills that will allow them to efficiently elicit a patient history in an accurate and empathetic manner. Students will be exposed to some of the most common theoretical models that explain and guide medical communication. Students will also learn how to properly document medical interviews and other patient encounters. 2 quarter hours

PAS5105 Epidemiology and Biostatistics
This course provides a broad overview to familiarize Physician Assistant students with the basic concepts of public health and preventative medicine. Epidemiological concepts include the distribution, prevalence, causation, mode of transmission, dissemination, control, and preventative countermeasures of infectious and non-communicable diseases; and environmental occupational, behavioral, and chronic disabling conditions. Students are introduced to approaches to evaluate the validity of research data and the content of articles that appear in the medical literature. 3 quarter hours

PAS5110 Physical Assessment I
Prerequisite: Admission to the PA Program
This introductory course on physical assessment focuses on patient communication skills, techniques of interviewing and performance of complete physical examination, development of critical thinking and decision-making skills needed to assess adult patients' mental and physical status. Assessment of common and important symptoms is also covered. This course also includes presentation of patient data in both oral and written form. This course explores the comprehensive physical examination of the relevant regions and systems of the chest, heart, musculoskeletal system, abdominal exam and genitourinary systems. Demonstrations and practical laboratory application reinforce the PAs ability to perform a comprehensive physical examination. 3 quarter hours

PAS5111 Physical Assessment II
Prerequisite: Admission to the PA Program, PAS5110, PAS5210
This course on physical assessment focuses on patient communication skills, techniques of interviewing and performance of complete physical examination, development of critical thinking and decision-making skills needed to assess adult patients’ mental and physical status. Assessment of common and important symptoms is also covered. This course also includes presentation of patient data in both oral & written form. This course explores the comprehensive physical examination of the relevant regions and systems of the chest, heart, musculoskeletal system, abdominal exam and genitourinary systems. Demonstrations and practical laboratory application reinforce the PAs ability to perform a comprehensive physical examination. 3 quarter hours

PAS5120 Essentials of Behavioral Medicine
This course will examine a most significant power of a healthcare provider to act as a behavioral change agent and a catalyst for patients to modify a variety of self-injurious lifestyle or habits. A healthcare provider such as a PA, has the capacity to assist patients to make such changes not through technologic expertise, but in his/her ability to educate patients in daily healthy living. Through the use of lecture on the principles of behavioral science, and patient case studies, this course also explores how a PA may appropriately assess patient health or normal and abnormal human behavior including common psychiatric disorders. 3 quarter hours

PAS5125 Medical Anatomy and Physiology I
Prerequisite: Admission to the PA Program
Medical Anatomy and Physiology I is the first course of a two quarter sequence in which the student will build upon information learned in the basic anatomy and physiology prerequisite courses. General review of all anatomic and physiologic concepts and systems will be under-taken. Class sessions will focus on an in-depth look at human anatomy and physiology with an emphasis on cellular and subcellular mechanisms of normal function. Introductory information will be provided as to clinical application of anatomic and physiologic variations from normal and the means by which these variations can contribute to diagnosis. A clinical application lab will correspond to the lecture course. 4 quarter hours

PAS5126 Medical Anatomy and Physiology II
Prerequisite: Admission to the PA Program
Medical Anatomy and Physiology II is the final course of a two quarter sequence in which the student will build upon information learned in the basic anatomy and physiology prerequisite courses. General review of all anatomic and physiologic concepts and systems will be undertaken. Class sessions will focus on an in-depth look at human anatomy and physiology with an emphasis on cellular and subcellular mechanisms of normal function. Introductory information will be provided as to clinical application of anatomic and physiologic variations from normal and the means by which these variations can contribute to diagnosis. A clinical application lab will correspond to the lecture course. 4 quarter hours

PAS5130 Diagnostic Methods
Prerequisite: Admission to the PA Program
The purpose of this course is to provide a comprehensive overview of three basic diagnostic methods and treatments (ECG, radiology & ACLS). The course provides a comprehensive overview of electrocardiography with a focus on recognition of abnormalities, emphasizing the electrical system of the heart, enabling the student to identify normal/abnormal wave shape of 12 lead EKGs using a systematic approach to ECG analysis. The course also explores the characteristics of the hex axial system, wave shape disparities and patterns of abnormal conduction. The second component of this course aims to prepare the student to provide the best care possible for the most dramatic and emotional moment of a person's life. The course presents a systematic approach to treat a desperately ill patient experiencing a cardiac emergency or sudden death. The curriculum provides instruction in evaluation and management of life threatening situations. The third component of the course focuses on radiologic imaging designed to assist Physician Assistant students to understand, appropriately select, and correctly interpret the many imaging modalities and techniques currently available for examination of patients. 4 quarter hours

PAS5132 Essentials of Clinical Geriatrics
Prerequisite: Admission to the PA Program
This course is designed to introduce students to the art of medical communication. This encompasses the skills of medical interview and other forms of communication with patients, their families, and their caregivers. Students will learn the components of a complete medical history. In addition, they will learn interviewing skills that will allow them to efficiently elicit a patient history in an accurate and empathetic manner. Students will be exposed to some of the most common theoretical models that explain and guide medical communication. Students will also learn how to properly document medical interviews and other patient encounters. 2 quarter hours

PAS5135 Laboratory Diagnostics
This course provides a broad overview to familiarize Physician Assistant students with the basic concepts of public health and preventative medicine. Epidemiological concepts include the distribution, prevalence, causation, mode of transmission, dissemination, control, and preventative countermeasures of infectious and non-communicable diseases; and environmental occupational, behavioral, and chronic disabling conditions. Students are introduced to approaches to evaluate the validity of research data and the content of articles that appear in the medical literature. 3 quarter hours

PAS5137 Clinical Geriatric Medicine
This course is designed to introduce students to the art of medical communication. This encompasses the skills of medical interview and other forms of communication with patients, their families, and their caregivers. Students will learn the components of a complete medical history. In addition, they will learn interviewing skills that will allow them to efficiently elicit a patient history in an accurate and empathetic manner. Students will be exposed to some of the most common theoretical models that explain and guide medical communication. Students will also learn how to properly document medical interviews and other patient encounters. 2 quarter hours

PAS5138 Fundamentals of Surgery
This course is designed to provide the Physician Assistant with an early introduction to and participation in the many new surgical techniques that are available, understandable, and safe. Suturing, anesthesia, major and minor surgery specific to various body regions are discussed. New innovations in chemotherapy, laser therapy, and laparoscopic techniques are evaluated. Pre and postoperative evaluation and care of the patient are integrated into this
course. Surgical procedures, techniques, and instruments will be explored. 4 quarter hours

PAS5146 Clinical Skills
The purpose of this course is to provide stu-
dents fundamental concepts and skills re-
quired to perform multiple clinical procedures.
Students will receive knowledge of key indi-
cations, contraindications, risks, and benefits of
basic procedural skills often performed in
various practice settings. The laboratory envi-
ronment will provide students an opportunity
to perform and practice these skills and pro-
cedures. Course offerings will include workshops
and seminars in addition to defined lecture
times. Skills will include injections, suturing
techniques, intravenous therapy, joint injection
and aspiration and others. 2 quarter hours

PAS5147 Clinical Procedures
Prerequisites: Admission into the Physician
Assistant Program
The purpose of this course is to provide students
fundamental concepts and skills required to
perform common clinical procedures based on
current practice standards. Students will receive
knowledge of key indications, contraindications,
risks, and benefits of procedural skills often per-
formed in various practice settings. A basic re-
view of the appropriate anatomy and physiology
will be included. The laboratory environment
will provide students an opportunity to perform and
practice these procedures. 2 quarter hours

PAS5150 Research Methodology
The purpose of this course is to provide an in-
troduction to research and manuscript writing
for the graduate student in physician assistant
studies. The course includes a study of per-
pectives, tools, nomenclature, and processes of
research methodology. Statistical methods
and procedures associated with various re-
search paradigms will be central to the course.
1 quarter hour

PAS5166 Musculoskeletal Care
Prerequisites: PAS5125, 5225, 5125, 5226
Co-requisites: None
This course covers the general approach to
the patient with a musculoskeletal complaint.
The course will include a review of anatomy &
physiology of the musculoskeletal system.
The primary focus will be on the physical ex-
amination, clinical manifestations, diagnosis,
initial management and follow-up of muscu-
loskeletal diseases. Other topics covered in-
clude general orthopedics as well as pediatric
orthopedics. 5 quarter hours

PAS5170 Professional Seminar I
This course presents an introduction/overview
of the Physician Assistant (PA) profession. Em-
phasis is placed upon the inception, history,
and evolution of the PA profession through-
out the fields of medicine and surgery; PA
relationships with the supervising physician,
the patient; responsibilities including the con-
cepts of privilege, confidentiality and informed
consent. This course will also explore a broad
spectrum of patient types which the physician
assistant will be providing care for in practice.
Age, culture, language, lifestyle, and religion all
have considerable impact on how patients ac-
cess and respond to health care services. In
addition, the physician assistant student’s own
background and beliefs will form the basis of
their attitudes and behaviors. 3 quarter hours

PAS5171 Professional Seminar II
Prerequisite: Professional Seminar I
This is the second seminar in a series of two
which addresses a variety of topics in physician
assistant professional development. The course
will cover Complementary and Alternative
Forms of Healthcare and Medicine; to include
mainstream adjuncts such as Physical Therapy,
Nutrition, and Speech Therapy as well as Herbal
and Cultural traditions. The learner will be able
to identify and discuss a variety of therapeutic inter-
ventions based on patient information and prefer-
ences. The student will also explore Media and
Medicine Topics to include the following: Health
Literacy, Religion, Advertising and Health Care,
Printed Material and Health Information, Video/Television/Movies and Health Care,
Patient Education, licensing, hospital cre-
dentials/liability, malpractice insurance and build-
ing individual portfolios. 3 quarter hours

PAS5175 Issues in Contemporary
Medicine I
Prerequisite: Admission to the PA Program
This course summarizes the overall philosophy
and skills inherent to the Physician Assistant’s
ability to practice medicine. Through an eclec-
tic and a diverse content, the Physician Assis-
tant student will achieve an overall perspective
of the goals of medicine. A variety of subjects in
medical ethics and special topics will be discussed
that will allow students to integrate multiple facets of the didactic phase into all as-
psects of clinical practice. 2 quarter hours

PAS5180 Clinical Medicine
& Pharmacotherapeutics I
Prerequisite: Admission to the PA Program
This course is the first in a three course se-
quence. The course is designed to teach stu-
dents clinical medicine in an integrated and
multidisciplinary approach. The course will be
primarily lecture based. Lectures will be done
in system-based sequences. The sequences
will discuss pathophysiologic mechanisms of
disease, clinical presentation of disease, ap-
proach to diagnosis and management of dis-
eases. In most system sequences, therapeutic
specific lectures will be included to cover an in-
depth discussion of the pharmacology and use
of various agents used in the management of
disease. An understanding of the actions, reac-
tions, and toxicology of the various pharmaco-
logic agents will be emphasized. Topics to be
covered include neurology, oncology, infec-
tious disease, rheumatology, and introduction
to medical genetics. 8 quarter hours

PAS5183 Clinical Medicine
& Pharmacotherapeutics IV
Prerequisite: Clinical Medicine, Pharmaco-
therapeutics I - III
This course is the last in a four course se-
quence. The course is designed to teach stu-
dents clinical medicine in an integrated and
multidisciplinary approach. The course will be
primarily lecture based. The course will be
divided into two primary subject areas being
Obstetrics/Gynecology and Pediatrics. The lec-
ture presentations will be similar to those in
previous courses. The OB/GYN sequence will
address normal gynecology, disorders of the
female reproductive system, normal pregnan-
cy and disorders seen in pregnancy and parti-
tion. The Pediatrics portion of this course will
present a system-based approach to common
diseases seen in pediatric patients. Lectures
focused on disease states will address patho-
physiologic mechanisms of disease, clinical pre-
sentation of disease, approach to diagnosis and
management of disease. In some of the lecture
sequences, therapeutic specific lectures will be
included to cover an in-depth discussion of the
pharmacology and use of various agents used in
the management of disease. An understanding of
the actions, reactions, and toxicology of the
various pharmacologic agents will be empha-
sized. 8 quarter hours
PAS5190 Essentials of Emergency Medicine
This course explores various types of medical and surgical conditions that present to a modern day emergency department and prepares the Physician Assistant student to evaluate, treat, and monitor such conditions. The increased use by patients of emergency departments for ambulatory and primary care is discussed, and students are provided mechanisms to evaluate resources that are needed and available to provide appropriate ambulatory, emergency, and tertiary care services in a hospital setting. A generalist approach to providing emergency care along with injury prevention is explored. 4 quarter hours

PAS5199 Independent Study I
Each Semester. Permits students to enroll for review under the direction of a faculty member andmium emphasis in medicine in which the student is having difficulty. 8 credit hours

PAS5210 Physical Assessment I Lab
Prerequisite: Admission to the PA Program. This introductory course on physical assessment focuses on patient communication skills, techniques of interviewing and performance of complete physical examination, development of critical thinking and decision-making skills needed to assess adult patients' mental and physical status. Assessment of common and important symptoms is also covered. This course also includes presentation of patient data in both oral and written form. This course explores the skin, head and neck, neurological and musculoskeletal and comprehensive physical examination of the relevant regions and systems. Demonstrations and practical laboratory application reinforce the PAs ability to perform a comprehensive physical examination. The laboratory allows the student an opportunity to practice the skills needed to perform a complete physical of the body regions covered in the lecture. 1 quarter hour

PAS5211 Physical Assessment II Lab
This course on physical assessment focuses on patient communication skills, techniques of interviewing and performance of complete physical examination, development of critical thinking and decision-making skills needed to assess adult patients' mental and physical status. It continues and builds upon assessment of common and important symptoms is also covered. This course also includes presentation of patient data in both oral and written form. This course explores the cardiovascular, pulmonary, gastrointestinal, urological and vascular systems to teach comprehensive physical examination of the relevant regions and systems. Demonstrations and practical laboratory application reinforce the PAs ability to perform a comprehensive physical examination. The laboratory allows the student an opportunity to practice the skills needed to perform a complete physical of the body regions covered in the lecture. 1 quarter hour

PAS5225 Medical Anatomy and Physiology I Lab
Prerequisite: Admission to the PA Program. Medical Anatomy and Physiology I Lab is the first course of a two quarter sequence in which the student will build upon information gained in the Medical Anatomy and Physiology lecture. General review of all anatomic and physiologic concepts will be undertaken. Lab sessions will focus on an in-depth look at human anatomy and physiology with an emphasis on the specific body systems and aspects of normal function. Introductory information will be provided for clinical application of anatomic and physiologic variations from normal and the means by which these variations can contribute to disease. This clinical lab application will correspond to the lecture course. 1 quarter hour

PAS5226 Medical Anatomy and Physiology II Lab
Prerequisite: Admission to the PA Program. Medical Anatomy and Physiology II Lab is the second course of a two quarter sequence in which the student will build upon information gained in the Medical Anatomy and Physiology lecture. General review of all anatomic and physiologic concepts will be undertaken. Lab sessions will focus on an in-depth look at human anatomy and physiology with an emphasis on the specific body systems and aspects of normal function. Introductory information will be provided for clinical application of anatomic and physiologic variations from normal and the means by which these variations can contribute to disease. This clinical lab application will correspond to the lecture course. 1 quarter hour

PAS5280 Clinical Medicine & Pharmacotherapeutics I Lab
Prerequisite: Admission to the PA Program. Small groups are specifically useful for developing higher order cognitive skills such as evaluation, problem solving, interpretation of complex concepts, and application of principles and basic information to practical problems. The small group is coordinated with the Clinical Medicine & Pharmacotherapeutics I lecture course in order to coordinate the skills learned in the classroom as well as to incorporate OSCE cases related to the classroom discussion. 1 quarter hour

PAS5281 Clinical Medicine & Pharmacotherapeutics II Lab
Prerequisite: Admission to the PA Program. As a supplement to the lecture sequences, students will meet weekly for case based laboratories. These will be small group labs facilitated by faculty group facilitators. The facilitator will have students work through case studies that correspond to current lecture sequences. The students will be given introductory information and must elicit the necessary information from the facilitator to lead to the formulation of an appropriate differential diagnosis, diagnosis, and management plan. This lab will require that students incorporate patient history, physical assessment, scientific concepts, and diagnostic studies to ultimately come to a logical differential diagnosis and final diagnosis. Students will then be required to utilize their knowledge of clinical therapeutics and diseases to develop a rational plan of management. Medical decision making and logic will be a key focus in lab sessions. 1 quarter hour

PAS5282 Clinical Medicine & Pharmacotherapeutics III Lab
As a supplement to the lecture sequences, students will meet weekly for case based laboratories. These will be small group labs facilitated by faculty group facilitators. The facilitator will have students work through case studies that correspond to current lecture sequences. The students will be given introductory information and must elicit the necessary information from the facilitator to lead to the formulation of an appropriate differential diagnosis, diagnosis, and management plan. This lab will require that students incorporate patient history, physical assessment, scientific concepts, and diagnostic studies to ultimately come to a logical differential diagnosis and final diagnosis. Students will then be required to utilize their knowledge of clinical therapeutics and diseases to develop a rational plan of management. Medical decision making and logic will be a key focus in lab sessions. 1 quarter hour

PAS5283 Clinical Medicine & Pharmacotherapeutics IV Lab
As a supplement to the lecture sequences, students will meet weekly for case based laboratories. These will be small group labs facilitated by faculty group facilitators. The facilitator will have students work through case studies that correspond to current lecture sequences. The students will be given introductory information and must elicit the necessary information from the facilitator to lead to the formulation of an appropriate differential diagnosis, diagnosis, and management plan. This lab will require that students incorporate patient history, physical assessment, scientific concepts, and diagnostic studies to ultimately come to a logical differential diagnosis and final diagnosis. Students will then be required to utilize their knowledge of clinical therapeutics and diseases to develop a rational plan of management. Medical decision making and logic will be a key focus in lab sessions. 1 quarter hour

PAS5291 Applied Learning Experience I
Prerequisite: Admission to the PA Program. The purpose of this course is to provide students an opportunity to observe and participate in clinical experiences in a variety of community clinical sites, develop appropriate interpersonal skills in a medical setting and develop an understanding of the PA’s role as a member of a healthcare team. Clinical specialty sites are assigned to coincide with didactic courses conducted each quarter. Clinical specialty sites include the following: physical screening clinics, orthopedics, cardiology, family practice, ENT practice, surgery, internal medicine grand rounds, gastroenterology, endocrinology, dermatology, plastic surgery, nursing homes, underserved medical clinics, ophthalmology clinics, and other various appropriate sites. Students will be put into practice initial physical examination skills and techniques as well as early documentation skills. In all ALE course rotations, students will keep a journal of one or more patient care experience and specifics of their particular specialty clinical experience. 1 quarter hour

Description of Courses
Description of Courses

PAS5292 Applied Learning Experience II  
Prerequisite: Admission to the PA Program.  
The purpose of this course is to provide stu-
dents continuing education and participation in
clinical experiences in a variety of commu-
nity clinical sites. Clinical specialty sites are
assigned to coincide with didactic courses
conducted each quarter. In addition, students
will be able to practice initial clinical skills they
are developing in the Clinical Skills course, to
include injections and intravenous access and
therapy. It will also include a typical Applied
Learning Experience in any of a number of
disciplines in medicine or surgery.  
There will be lecture with emphasis placed on recognizing
common diseases that can be addressed with
primary and secondary prevention efforts.  
A review of special topics in health will also be
included. The clinical experience during this
course will require a student to complete a
journal of one or more patient care experi-
ences and specifics of their particular specialty
clinical experience. 1 quarter hour

PAS5293 Applied Learning Experience III  
The purpose of this course is to provide students
an opportunity to observe and participate in clinical
procedures in a variety of community clinical sites,
develop appropriate interpersonal skills in a medical
setting and develop an understanding of the PA's role
as a member of a healthcare team. Clinical specialty
sites are assigned to coincide with didactic courses
conducted each quarter. Clinical specialty sites
include the following: physical screening clinics, or-
thropedics, cardiology, family practice, ENT practice,
surgery, internal medicine grand rounds, gastroen-
terology clinics, dermatology, plastic surgery, nursing
homes, underserved medical clinics, orthopedics,
clinic, and other various appropriate sites. Students
will once again have an opportunity to utilize their in-
creasing knowledge of various clinical skills including
OR scrub techniques and suturing. The students will
again complete a journal of one of more patient care
experiences and specifics of their particular specialty
clinical experience. 1 quarter hour

PAS5294 Applied Learning Experience IV  
The purpose of this course is to provide stu-
dents an opportunity to observe and partici-
pate in clinical experiences and procedures in a
variety of settings as in their preceding ALE courses. The locations include multiple clinical
office and hospital settings, as well as long-
term care facilities. Students should continue to
develop additional clinical knowledge and skills,
cultivate interpersonal skills, and acquire further
understanding of the PA's role as a member of a health care team. These sites are assigned to
coincide with didactic courses conducted during this
quarter. The students will increasingly de-
velop their patient interview and physical exami-
nation skills. The students will gain a complete a
journal of one or more patient care experiences and
specifics of their particular specialty clinical experience. 1 quarter hour

PAS5299 Independent Study II  
Each Semester. Permits students to enroll for
review under the direction of a faculty member
and area of emphasis in medicine in which the
student is having difficulty. 8 credit hours

PAS6152 Medical Literature in Clinical Practice  
Prerequisites: Epidemiology and Biostatistics.
The purpose of this course is to teach students how to access and interpret the medical litera-
ture. As life-long learners, physician assistants
must be able to locate, understand, and apply
concepts derived from the medical literature as they relate to the treatment of their patients.
This course will focus on an evidenced-based
medicine approach to interpreting the medi-
cal literature. The University librarian will also
Teach students to search medical databases to
efficiently locate appropriate material.
The course will use definitions and concepts
taught in the Epidemiology and Biostatistics
course. 1 quarter hour

Clinical Rotation I – VIII (PAS6200 – PAS6235)  
PAS6200 Clinical Rotation I  
PAS6220 Clinical Rotation V  
PAS6205 Clinical Rotation II  
PAS6225 Clinical Rotation VI  
PAS6210 Clinical Rotation III  
PAS6230 Clinical Rotation VII  
PAS6215 Clinical Rotation IV  
PAS6235 Clinical Rotation VIII

Clinical rotations one through eight are de-
signed to provide the student with hands-on
clinical experience that will reinforce knowledge
picked in the didactic year while allowing the
student to refine procedural, diagnostic and
data integration skills. The clinical rotation also
allows the student to begin assimilating into the
professional role of the Physician Assistant
while developing a working relationship with other members of the health care team. The
clinical curriculum is designed to give the stu-
dent the opportunity to achieve clinical compe-
tence while under the supervision of a clinical
preceptor in various health care settings. Each
student is required to complete eight rotations,
six of which place emphasis on a different
discipline of medicine. Each rotation serves as
an elective, and allows the student to explore an area of personal interest. Students will gain clinical exposure in the following disciplines:

Family Medicine  
This rotation provides clinical experience with
manifestations of common diseases and chron-
ic illness. The emphasis is on providing care to
patients throughout the life span, from infancy
through adolescence and adulthood. The focus
will include health care promotion and disease
prevention as well as the initial and ongoing
treatment of primary care disorders.

Internal Medicine  
This rotation focuses on the area of medicine
that treats diseases of the internal organs by
other than surgical means. The emphasis is on
adult illnesses and lifetime continuity of care
through health promotion, disease prevention,
and evidenced based medical therapy.

General Surgery  
This rotation focuses on the area of medicine that
deals with the manual and operative procedures
for the correction of deformities, injuries and dis-
ease. The surgery rotation must include a com-
ponent of inpatient surgical management, pre-
operative, intra-operative, and post-operative care.

Pediatrics  
This rotation will expose students to pediatric
problems and diseases, including common ill-
nesses of childhood, congenital and acquired
disease processes, normal and pathological
developmental achievements and psychosocio-
logical issues. This rotation may include both in-
patient and outpatient settings.

Women's Health  
This rotation will expose the student to issues in
women's health through the life span. Areas of
exposure include prenatal care, reproductive en-
docrinology, gynecology and gynecologic oncolo-
gy; family planning and other aspects of women's
health. The basic operations of obstetrics and gy-
ecology are explored to allow a fundamental un-
derstanding of the technical procedures involved.
Some rotations may include delivery participation,
however this is not required.

Behavioral Medicine  
In this rotation, students will be exposed to
the evaluation, diagnosis, and treatment of acute
and chronic psychiatric disorders. This
rotation may be conducted in an inpatient or
outpatient setting.

Emergency Medicine  
This rotation will expose the student to the di-
agnosis and treatment of patients presenting to
the emergency department with acute health
issues. In this often critical care environment,
students will be faced with problem solving and
the need to rapidly assess patients with a vari-
ety of presentations. Students will be exposed
to the practice of utilizing emergency depart-
ments both for ambulatory care and primary
care, with an emphasis on the primary care as-
pact of emergency department utilization.

Clinical Elective  
This rotation will provide the student an op-
portunity to pursue additional study in an area
of particular interest to the student. This rota-
tion may be conducted in such areas as der-
matology, neurology, radiology, orthopedics,
rural medicine, and wound care. Other elec-
tive rotations may be developed by the clinical
coordinator and/or upon student request with
program director approval. The student is res-
sponsible for developing rotation objectives to
be approved by the clinical coordinator.

PAS6320 Special Topics in Clinical Practice I  
Prerequisites: Successful completion of didac-
tic phase of PA program.

This is the first in a three course sequence de-
signed to increase and enhance student learn-
ing during the clinical phase of the physician
assistant program. The course is designed to
provide instruction and assessment on areas of
clinical practice essential for the graduate PA
to be a competent clinician. The course will
include both clinical and professional topics.
While some professional topics will be a regu-
lar part of the course on an annual basis, some
clinical topics will be inserted or removed as
the knowledge and skills needs of each cohort
are determined from the end of didactic year formative assessments. 2 quarter hours

PHA3107 Pharmaceutical Calculations
This course introduces the student to the mathematical processes and computations needed for basic dosage preparations and compounding essential to the practice of pharmacy. A series of lectures and problem solving exercises will include quantitative calculations of active and excipient concentrations encountered in professional practice. Other relevant topics include calculations of solution isotonicity and osmolarity. The pharmaceutical formulas and calculation problems will establish mathematical competency and orient students to relevant clinical applications. 2 quarter hours, Summer Quarter

PHA3109 Microbiology/Immunology
This course is an introduction to the basic concepts of molecular and medical microbiology with special emphasis on pathogenic microorganisms. Lectures focus on the importance of basic knowledge of genetics to understand the mechanisms of infectious diseases, with an emphasis on how that knowledge applies to their diagnosis, rational management and treatment. Immunology focuses on nontoxic host defense mechanisms, with a detailed description of specific immunity and the products that impart artificial, active and passive immunity. This portion of the course emphasizes the importance of basic science information in understanding the mechanisms of the various immunological disorders, as well as the immunology of cancer, AIDS, hypersensitivity and autoimmune disorders, while applying that knowledge to the diagnosis and treatment of related human diseases. Other discussions will focus on the concepts of biotechnology, together with the currently available products of genetic engineering that relate to immunology. 5 quarter hours, -Winter Quarter

PHIA3110 Molecular Biology
This course covers how the blueprints for cells and organisms are contained in molecular structures of like DNA and RNA. Lectures and discussions focus on how minor structural changes in DNA (mutations) have major biochemical effects with subsequent pathological and health consequences. Students learn how modern biomolecular tools allow us to read the information (sequence) contained in minute samples of DNA and identify forensic samples with a high degree of certainty. Further emphasis focuses on the role of those tools in providing the means to diagnose disease, predict susceptibility to disease, and predict responses of a specific patient to a proposed drug treatment (pharmacogenomics). This course also covers how the insertion of specifically modified RNA into a cell subsequently causes that cell or organism to produce a specific gene product and how the use of these techniques can produce large quantities of human insulin, human growth hormone, and other products to combat and treat diseases. Finally, students receive a vision of how knowledge of the information contained in the human genome in combination with molecular biology tools, can provide revolutionary new opportunities for the discovery of more powerful and more selective (less toxic) drugs. 3 quarter hours, Winter Quarter

PHIA3113, PHIA 3114 Pathophysiology I, II
This course focuses on mechanisms of disease and tissue injury to organs and organ systems during selected pathophysiologic states with the goal of providing students with a rationale for drug therapy. During the first course emphasis is placed on the role of the immune system in disease as well as on the specific alterations that occur to normal physiology of the hematologic, cardiovascular, and respiratory systems during the disease process. In the second course emphasis is placed on the specific alterations that occur to normal physiology of the renal, gastrointestinal, hepatobiliary, central nervous, and musculoskeletal systems during the disease process. 5 quarter hours, Summer Quarter and 4 quarter hours Fall Quarter

PHIA3115 Pharmaceutical Analysis
This course is a study of the official and nonofficial quantitative chemical and physical methods used in analysis of pharmaceutical products. Emphasis is placed on understanding the precepts of analytical stoichiometry, functional group influence, and basic concepts of dosage form analysis which includes the importance of procedural validations in quantitative drug assays. The course focuses on the most important aspects of techniques used in the quality control of pharmaceuticals, pharmaceutical preparations, and their analysis in biological fluids and tissues. Lectures emphasize the analytical techniques used in pharmaceutical analysis which involve spectroscopy, chromatography and organic functional group influences on the analytical processes. The course is designed for the student to develop an understanding of the techniques used and the need for accurate dosage forms and their analyses in preparations and biological media. 2 quarter hours, Summer Quarter

PHIA3116, PHIA 3117 Pharmaceutics I, II
This two-part sequence is the study and application of the physical chemical principles and quantitative skills necessary for the design, formulation, and effective use of dosage forms to assure product performance and achieve the desired therapeutically outcomes. These courses emphasize the rationale for design, intended performance characteristics, and the proper use of dosage forms to optimize clinical outcomes. 4 quarter hours, Fall Quarter; 2 quarter hours, Winter Quarter

PHIA3119 Professional Practice and Informatics
Topics include an introduction to pharmaceutical care, prescription abbreviations, medical terminology, medicines, professionalism, and informatics. Techniques used in the proper interpretation and delivery of prescription/medication orders will be covered as well as an introduction to the medical record. The top one hundred drugs will be presented with an emphasis on the top 60. Techniques of patient counseling will be presented. Written assignments will supplement class material and will assess the students’ understanding of topics. 2 quarter hours Summer Quarter

Description of Courses

PAS6330 Special Topics in Clinical Practice II
Prerequisites: Successful completion of didactic phase of PA program. This is the second in a three course sequence designed to increase and enhance student learning during the clinical phase of the physician assistant program. The course is designed to provide instruction and assessment on areas of clinical practice essential for the graduate PA to be a competent clinician. The course will include both clinical and professional topics. While some professional topics will be a regular part of the course on an annual basis, some clinical topics will be inserted or removed as the knowledge and skills needs of each cohort are determined from the end of didactic year formative assessments. 2 quarter hours

PAS6340 Special Topics in Clinical Practice III
Prerequisites: Successful completion of didactic phase of PA program. This is the third in a three course sequence designed to increase and enhance student learning during the clinical phase of the physician assistant program. The course is designed to provide instruction and assessment on areas of clinical practice essential for the graduate PA to be a competent clinician. The course will include both clinical and professional topics. While some professional topics will be a regular part of the course on an annual basis, some clinical topics will be inserted or removed as the knowledge and skills needs of each cohort are determined from the end of didactic year formative assessments. 2 quarter hours

PAS6350 Physician Assistant Senior Seminar
Prerequisites: Completion of PAS6235 (Clinical Rotation VIII) This course is designed to be a capstone course in the physician assistant curriculum. It is designed to review and evaluate knowledge and skills deemed essential for successful completion of the program and entry into the PA profession. The course will include an extensive didactic review of medical topics in a system-based approach. Evaluations will be conducted to assess knowledge, skills, critical thinking, problem solving, communication with patients, and professionalism. 4 quarter hours

Pharmacy

PHA3101, PHA3102 Biochemistry I, II
These two courses are a series of lectures and independent problem solving that introduces the student to current concepts and related chemis-try in human biochemistry, including regulatory biochemistry and molecular biology. Discussions will focus on the major metabolic pathways and their regulation by hormonal, allosteric, and genetic mechanisms in relation to nutrition and to a variety of diseases, including heart disease, cancer, diabetes and enzyme defects. 3 quarter hours, Summer and Fall Quarters

PHA3107 Pharmaceutical Calculations
This course introduces the student to the mathematical processes and computations needed for basic dosage preparations and compounding essential to the practice of pharmacy. A series of lectures and problem solving exercises will include quantitative calculations of active and excipient concentrations encountered in professional practice. Other relevant topics include calculations of solution isotonicity and osmolarity. The pharmaceutical formulas and calculation problems will establish mathematical competency and orient students to relevant clinical applications. 2 quarter hours, Summer Quarter

PHA3109 Microbiology/Immunology
This course is an introduction to the basic concepts of molecular and medical microbiology with special emphasis on pathogenic microorganisms. Lectures focus on the importance of basic knowledge of genetics to understand the mechanisms of infectious diseases, with an emphasis on how that knowledge applies to their diagnosis, rational management and treatment. Immunology focuses on nontoxic host defense mechanisms, with a detailed description of specific immunity and the products that impart artificial, active and passive immunity. This portion of the course emphasizes the importance of basic science information in understanding the mechanisms of the various immunological disorders, as well as the immunology of cancer, AIDS, hypersensitivity and autoimmune disorders, while applying that knowledge to the diagnosis and treatment of related human diseases. Other discussions will focus on the concepts of biotechnology, together with the currently available products of genetic engineering that relate to immunology. 5 quarter hours, -Winter Quarter

PHA3110 Molecular Biology
This course covers how the blueprints for cells and organisms are contained in molecular structures of like DNA and RNA. Lectures and discussions focus on how minor structural changes in DNA (mutations) have major biochemical effects with subsequent pathological and health consequences. Students learn how modern biomolecular tools allow us to read the information (sequence) contained in minute samples of DNA and identify forensic samples with a high degree of certainty. Further emphasis focuses on the role of those tools in providing the means to diagnose disease, predict susceptibility to disease, and predict responses of a specific patient to a proposed drug treatment (pharmacogenomics). This course also covers how the insertion of specifically modified RNA into a cell subsequently causes that cell or organism to produce a specific gene product and how the use of these techniques can produce large quantities of human insulin, human growth hormone, and other products to combat and treat diseases. Finally, students receive a vision of how knowledge of the information contained in the human genome in combination with molecular biology tools, can provide revolutionary new opportunities for the discovery of more powerful and more selective (less toxic) drugs. 3 quarter hours, Winter Quarter

PHA3113, PHA 3114 Pathophysiology I, II
This course focuses on mechanisms of disease and tissue injury to organs and organ systems during selected pathophysiologic states with the goal of providing students with a rationale for drug therapy. During the first course emphasis is placed on the role of the immune system in disease as well as on the specific alterations that occur to normal physiology of the hematologic, cardiovascular, and respiratory systems during the disease process. In the second course emphasis is placed on the specific alterations that occur to normal physiology of the renal, gastrointestinal, hepatobiliary, central nervous, and musculoskeletal systems during the disease process. 5 quarter hours, Summer Quarter and 4 quarter hours Fall Quarter

PHA3115 Pharmaceutical Analysis
This course is a study of the official and nonofficial quantitative chemical and physical methods used in analysis of pharmaceutical products. Emphasis is placed on understanding the precepts of analytical stoichiometry, functional group influence, and basic concepts of dosage form analysis which includes the importance of procedural validations in quantitative drug assays. The course focuses on the most important aspects of techniques used in the quality control of pharmaceuticals, pharmaceutical preparations, and their analysis in biological fluids and tissues. Lectures emphasize the analytical techniques used in pharmaceutical analysis which involve spectroscopy, chromatography and organic functional group influences on the analytical processes. The course is designed for the student to develop an understanding of the techniques used and the need for accurate dosage forms and their analyses in preparations and biological media. 2 quarter hours, Summer Quarter

PHA3116, PHA 3117 Pharmaceutics I, II
This two-part sequence is the study and application of the physical chemical principles and quantitative skills necessary for the design, formulation, and effective use of dosage forms to assure product performance and achieve the desired therapeutically outcomes. These courses emphasize the rationale for design, intended performance characteristics, and the proper use of dosage forms to optimize clinical outcomes. 4 quarter hours, Fall Quarter; 2 quarter hours, Winter Quarter

PHA3119 Professional Practice and Informatics
Topics include an introduction to pharmaceutical care, prescription abbreviations, medical terminology, medicines, professionalism, and informatics. Techniques used in the proper interpretation and delivery of prescription/medication orders will be covered as well as an introduction to the medical record. The top one hundred drugs will be presented with an emphasis on the top 60. Techniques of patient counseling will be presented. Written assignments will supplement class material and will assess the students’ understanding of topics. 2 quarter hours Summer Quarter
PHA3124, PHA4225 Pharmacotherapy I and II, OTC and Herbal Products
This course is designed to provide a didactic framework for the therapeutic management of a number of common, self-limiting diseases that can be treated with over-the-counter agents and/or common herbal products. The goal of the course is to provide students with the information they need to develop rational recommendations for patients and clients in the various pharmacy settings that they rotate through during their fifth quarter intermediate rotations. 2 quarter hours, Winter Quarter, 3 quarter hours, Spring Quarter

PHA3135 Integrated Pharmacy Skills Laboratory I
The primary goal of the IPS Lab is to provide students with the opportunity to apply concepts and knowledge gained in the classroom in a “hands-on” and practice-related setting. The IPS Lab will consist of a series of courses over 4 quarters in which the material continually builds upon itself. The first quarter serves as a building block in which the students learn basic skills related to practice and are given the opportunity to apply them and focuses primarily on prescription and medication ordering processing, calculations, aseptic technique and basic compounding techniques. 1 quarter hour, Summer Quarter

PHA3136 Integrated Pharmacy Skills Laboratory II
In the second quarter of the IPS Lab, students become more independent and are expected to apply problem solving skills and critical thinking, but new concepts are still introduced and practiced. These include labs related to prescription dispensing and patient consultation for specific disease states. Challenges related to insurance and third party claims are also addressed. Students are also given an opportunity to apply physical pharmacy concepts introduced in the Pharmaceutics I course.

2 quarter hours, Fall Quarter

PHA3137 Integrated Pharmacy Skills Laboratory III
The focus of the third quarter of the integrated pharmacy skill laboratory is on prescription compounding, sterile products and basic analytical techniques. Students are given the opportunity to dispense, prepare and label compounded prescriptions and provide proper documentation and expiration details for several dosage forms. Aseptic technique is used to produce several sterile products which require various calculations to prepare. Additionally, the students employ basic analytical techniques to analyze several of their compounded products and sterile products to assess the quality of the product.

2 quarter hours, Winter Quarter

PHA3150 Health Care Systems
Health and pharmaceutical delivery in the United States is examined. This course aims to broaden students’ understanding of the complex system in which they will provide pharmaceutical care in collaboration with other healthcare professionals. Application to various pharmaceutical sectors (e.g., retail, health systems, and manufacturing) is included. Issues of public policy, economic behavior, and patient outcomes are addressed. Students gain an understanding of the factors driving the transformation of health care delivery and the implications for future pharmacy practice. 2 quarter hours, Summer Quarter

PHA3152 Communications
This course provides pharmacy students with the knowledge and empathy needed to communicate and intervene effectively in a variety of psychosocial situations with different populations. Patient education and communication, cultural and social awareness and sensitivity issues are presented. PHA4251 builds on the drug information concepts covered in PHA3119 Introduction to Professional Practice & Informatics, to develop students’ written and oral presentation skills. Emphasis is placed on pharmacy’s role in dealing effectively with patients and other health care professionals. 2.5 quarter hours, Fall Quarter

PHA3159 Introduction to Integrated Sequence
This course is an introduction into the general principles of medicinal chemistry and pharmacology with an emphasis on the molecular interactions of drugs with biological systems and provides the fundamentals of rational drug therapy. The material covered in this course serves as a foundation for the more advanced medicinal chemistry, pharmacology, and therapeutics concepts to be covered in the Integrated Sequence classes in subsequent quarters. An overview of the drug discovery process with selected examples, a review of drugs derived from natural products, and an introduction to pharmaceutical agents based on peptides, proteins, and nucleic acids are presented. The theories and principles of drug receptor interactions and drug design are presented from a structure activity perspective. The physiochemical properties conferred by functional groups and stereochemical properties on drug molecules are related to the absorption, distribution, metabolism, and elimination of medicinal agents.

2.5 quarter hours, Fall Quarter

PHA3161 Longitudinal Pharmacy Practice Experience through Service Learning, Community Outreach, and Peer Mentoring I
The LPPE experience is a component of the longitudinal experiential education program beginning in quarter 2 and ending in quarter 9. It is comprised of continuous services learning activities that provide opportunities for the student to interact with community members, apply knowledge in practice, and develop empathetic attitudes and skills in a real world environment.

0.5 quarter hours, Winter Quarter (Q3)

PHA3162 Integrated Sequence I
This course builds on the general principles of medicinal chemistry and pharmacology introduced in the Introduction to Integrated Sequence course (PHA3159). The physiochemical properties conferred by functional groups in drug molecules are related to the absorption, distribution, metabolism, elimination, and toxicity of clinically used medicinal agents. Potential drug-drug and drug-food interactions based on absorption, distribution, metabolism, elimination, and toxicity are discussed, with an emphasis on the twenty-five most important clinically important drug-drug interactions, as defined by the Partnership to Prevent Drug-Drug Interactions.

4 quarter hours, Winter Quarter

PHA3163 Longitudinal Pharmacy Practice Experience through Service Learning, Community Outreach, and Peer Mentoring II
The LPPE experience is a component of the longitudinal experiential education program beginning in quarter 2 and ending in quarter 9. It is comprised of continuous services learning activities that provide opportunities for the student to interact with community members, apply knowledge in practice, and develop empathetic attitudes and skills in a real world environment.

0.5 quarter hours, Winter Quarter (Q3)

PHA4221 Basic Pharmacokinetics and Biopharmaceutics
This course covers the theoretical and practical topics of biopharmaceutics and pharmacokinetics as a necessary foundation for competency in the future clinical pharmacokinetics course. The course provides the student with an understanding of conceptual and mathematical treatment of ADME (Absorption, Distribution, Metabolism and Excretion) in a small group problem based format.

4 quarter hours, Spring Quarter

PHA4225 Pharmacotherapy II
This course is designed to provide an information base for the therapeutic management of numerous common, self-limiting diseases that can be treated with nonprescription products. This course is a continuation of Pharmacotherapy I in quarter 3. The course prepares students to formulate rational recommendations for patients encountered in the intermediate rotations in quarter 5 and as a foundation for practice after graduation.

3 quarter hours

PHA4227 Clinical Pharmacokinetics/Therapeutic Drug Monitoring
The course is designed to acquaint the Doctor of Pharmacy students with the clinical application of basic pharmacokinetic principles to the safe and effective management of individual patients and to introduce the student to research techniques in the pharmaceutical sciences. Basic pharmacokinetic and pharmacodynamic principles having direct clinical implications are reviewed in detail. Emphasis is on design of drug dosage regimens, therapeutic drug monitoring and adjustment of drug therapy. The application of these principles
are illustrated and reinforced through discussion of pertinent drugs and case examples emphasizing basic pharmacology and therapeutics and introducing students to signs and symptoms of major diseases. 3 quarter hours, Fall Quarter

**PHA4236 Leadership and Advocacy**

This course focuses on two primary outcomes:

1. Provide guidance in, and an environment for reflecting on students’ didactic and experiential education activity in quarters 15, particularly the Introductory Professional Practice Experience. This design allows students to identify the gains that they have made, and to plan for further development as they progress through the Doctor of Pharmacy curriculum.

2. Support student leadership development by enriching leadership and facilitation knowledge, skills, and attitudes needed as Service Learning mentors during Quarters 6-9, and as they enter into professional practice within the healthcare system.

1 quarter hour, Spring Quarter

**PHA4238 Integrated Pharmacy Skills Laboratory IV**

In the fourth quarter of the laboratory sequence, the students independently apply the skills they have developed and practiced in the previous three courses during a series of comprehensive labs covering a wide variety of topics. The students are expected to address issues concerning law and ethics, insurance companies, pharmacokinetics, product quality control, clinical judgment, patient interactions and others. In an effort to simulate a real world experience, these labs are presented in a random order so the students have very little time to prepare in advance. 1 quarter hour, Spring Quarter

**PHA4254 Pharmacy Law & Ethics**

The basic principles of federal, state, and local statutes as well as court decisions which will impact the practice of pharmacy and drug distribution are reviewed. Civil liability in pharmacy practice and elements of business and contract law as well as discussions of professional ethics will be presented. 2 quarter hours, Spring Quarter

**PHA4264, 4265, 5367, 5368, 5369, 5370, 5371, 5372, 5373, 5374 Integrated Sequence II-XI**

These courses integrate pharmacology, medicinal chemistry, pathophysiology, and therapeutics. This team taught course sequence is designed to provide students with an opportunity to learn, observe, and apply concepts of these content areas in an integrated manner. The contents of this course includes drugs and therapies necessary to treat disorders of the central and peripheral nervous systems, integumental, gastrointestinal, hematological, musculoskeletal, renal, pulmonary, cardiovascular and endocrine systems. Also included are drugs and therapies for cancer and infectious diseases. Pharmacotherapeutic considerations of alternative therapies, women’s health issues and special populations including pediatrics and geriatrics will be discussed. The students apply foundational materials from Biochemistry, Physiology, Microbiology, Pharmaceutics, and Introduction to Integrative Sequence. This material is presented in a lecture demonstration, and small discussion group/case studies format. 8 quarter hours, Spring Quarter; 8 quarter hours, Fall quarter; 10 quarter hours, Winter Quarter; 10 quarter hours, Spring Quarter; 6 quarter hours, Summer Quarter

**PHA4266 Longitudinal Pharmacy Practice Experience through Service Learning, Community Outreach, and Peer Mentoring II**

The LPPE experience is a component of the longitudinal experiential education program beginning in quarter 2 and ending in quarter 9. It is comprised of continuous services learning activities that provide opportunities for the student to interact with community members, apply knowledge in practice, and develop empathetic attitudes and skills in a real world environment.

0.5 quarter hours, Spring Quarter (Q4)

**PHA4280 Community Externship**

Described to give the student practical experience in hospital, long term care or other appropriate setting with an emphasis on order interpretation, institutional policy and procedure, experience with therapeutic problems and outcomes, patient monitoring, medication, packaging, parenteral preparation using aseptic technique and communications with pharmacist, healthcare providers and patients. 8 quarter hours, Summer Quarter

**PHA4281 Institutional Externship**

Described to give the student practical experience in a hospital, long term care or other appropriate setting with an emphasis on order interpretation, institutional policy and procedure, experience with therapeutic problems and outcomes, patient monitoring, medication packaging, parenteral preparation using aseptic technique and communications with pharmacist, healthcare providers and patients. 8 quarter hours, Fall Quarter

**PHA4369 Longitudinal Pharmacy Practice Experience through Service Learning, Community Outreach, and Peer Mentoring IV**

The LPPE experience is a component of the longitudinal experiential education program beginning in quarter 2 and ending in quarter 9. It is comprised of continuous services learning activities that provide opportunities for the student to interact with community members, apply knowledge in practice, and develop empathetic attitudes and skills in a real world environment.

0.5 quarter hours, Winter Quarter (Q7)

**PHA5331, 5332 Applied Pharmaceutical Care I, II**

This course sequence focuses on the application of pharmaceutical care principles, pharmacist knowledge, and professional techniques to solve pharmacy related problems. The primary emphasis includes physical assessment, verbal and written communication, the use of reference sources, patient profile review, laboratory data interpretation, pharmaceutical calculations, intravenous admixture preparation and experience in detecting medication errors and omissions. This course sequence allows the integration of previously presented course materials into pharmacy practice situations in laboratory and workshop sessions. Students learn to collect patient specific data, identify and assess drug related problems, develop drug monitoring plans, and document pertinent information. Further, students learn to educate patients and health care professionals regarding the appropriate use of drugs. The second course in this sequence is the capstone course for the entire curriculum up to this point. Students must use
Description of Courses

their knowledge of biochemistry, medicinal chemistry, pharmacology, and therapeutics to design, implement, monitor, evaluate, and ad- just pharmaceutical care plans that are patient specific and evidence based. Students will also be required to visit a Capstone exam and a Wet Board Practicum. Students working in groups will be responsible for developing a complex pa- tient case on their own. 4 quarter hours, Spring Quarter, 3 quarter hours, Winter Quarter

PHAS33 Drug Information, Literature Evaluation, Research Design and Methods

Application of research design concepts and statistical techniques to design, collect and criti- cally analyze data and interpret, preclinical, clini- cal and economic studies of pharmaceuticals or treatment plans. 3 quarter hours, Winter Quarter

PHAS334 Complementary and Preventive Medicine

This course is offered in the third year to intro- duce students to non-pharmaceutical methods of treatment and prevention that they might encounter in practice. Knowledge of herbal and natural remedy content is essential to the most appropriate evaluation of patient’s pharmaceutical therapy and to the provision of optimal pharma- ceutical care. 3 quarter hours, Summer Quarter

PHAS335 Clinical Epidemiology and Biostatistics

This course will teach the student how to apply the scientific method to analyzing and making clinical decisions that improve patient care. The clinical epidemiology portion of the course will deal specifically with clinical questions pertain- ing to abnormality, diagnosis, frequency, risk, prognosis, treatment, and cause. The bridge between clinical epidemiology and biostatis- tics will deal with the issue of chance. The bio- statistics portion of the course will cover the various types of clinical data and the common statistical tests used to evaluate those data. 3 quarter hours, Fall Quarter

PHAS338 Grand Rounds

In this course students will learn to critically evaluate literature and develop and make a for- mal presentation. 1 quarter hour, Fall, Winter or Spring Quarter

PHAS348 Longitudinal Pharmacy Practice Experience through Service Learning, Com- munity Outreach, and Peer Mentoring VI

The LPPE experience is a component of the longitudinal experiential education program be- ginning in quarter 2 and ending in quarter 9. It is comprised of continuous services learning ac- tivities that provide opportunities for the student to interact with community members, apply knowledge in practice, and develop empathetic attitudes and skills in a real world environment. 0.5 quarter hours, Spring Quarter (Q6)

PHAS349 Longitudinal Pharmacy Practice Experience through Service Learning, Com- munity Outreach, and Peer Mentoring VII

The LPPE experience is a component of the longitudinal experiential education program be- ginning in quarter 2 and ending in quarter 9. It is comprised of continuous services learning ac-

Public Health

PHE3025 Research Methods in Public Health

Prerequisites: HSC4010, MAT2058

This course provides students with an under- standing of epidemiology and the philosophy and methods for health-related research. The course explores a wide range of topics, such as,
occupational factors that contribute to the development of health problems in industrialized and developed countries. 4 quarter hours

**PHE5015 Principles of Epidemiology**
Prerequisite: None
The study of epidemiological methods to evaluate the patterns and determinants of health and diseases in populations. 4 quarter hours

**PHE5020 Biostatistical Methods**
Prerequisite: PHE5015 and MAT2058 or MAT5001
This course provides a problem-based understanding and application of parametric statistical assessments in the area of public health practice, as well as exposure to more advanced methodological approaches such as ANOVA, linear and multiple regression methods, and categorical response variable analysis. Students will utilize statistical software to perform basic and advanced analyses. 4 quarter hours

**PHE6201 Public Health Policy Research**
Prerequisite: Completion of core courses
The analysis of current research in health policy including the history of issues, arguments for various positions, and the development of frameworks to enable development of positions on the issues. 4 quarter hours

**PHE6202 Program Planning and Evaluation**
Prerequisite: Completion of core courses
Foundation for program planning and evaluation in public health. Provides basic planning principles, processes, and methods. Encourages a multi-disciplinary approach integrating the use of theory and practice. 4 quarter hours

**PHE6220 Evidence-based Public Health Practice**
Prerequisite: Completion of core courses
Strategies will be presented for locating and utilizing scientific evidence to make programmatic and health policy decisions. Application of principles of scientific reasoning and systematic uses of data and information systems will be emphasized. 4 quarter hours

**Philosophy**

**PHI2301 Introduction to Philosophy**
Co-Prerequisite: ENG1002 or ENG2001
This course introduces students to philosophical thinking. Students will confront fundamental questions of self and identity, of freedom and determinism, of belief and truth, and of ethics and morality. Critical thinking activities will challenge students to incorporate philosophy into their daily lives by applying the questions of philosophy to themselves and their world. 4 quarter hours

**PHI2302 Critical Reasoning 4**
Prerequisites: ENG1002, ENG2001
This course will introduce students to the essential concepts and methods of modern formal logic, often called symbolic logic. Students will learn a new language that represents the fundamental elements of deductive reasoning and apply this framework to assess and construct good arguments. The course will help students to understand the formal relationships between statements in their own language and to reason more rigorously in everyday life. Topics may include deductive arguments, argument validity and soundness, truth-functional logical (i.e., Boolean) connectives, quantifiers, and truth-tables. 4 quarter hours

**Project Management**

**PMC6601 Foundations of Project Management**
PREREQUISITES: Completion of core courses or by permission of Program Director
This course introduces the student to the challenges associated with projects in the business arena. The course introduces the terms and conceptual framework for Project Management as detailed in the ANSI Standard Guide to the Project Management Body of Knowledge (PMBOK Guide®). The course focuses on the processes of project integration management including initiating projects, project planning, executing project plans, controlling and monitoring project work, and closing the project. The course reviews the nine knowledge areas in the PMBOK Guide as foundation for subsequent courses in the specialization. Students also analyze how project management relates to other management disciplines such as leadership, ethics, strategic management, operations management, and human resources management. The student is introduced to project management software that will be used throughout the specialization. 4 quarter hours

**Politics**

**POL2076 American Government**
Co-Prerequisite: ENG1002 or ENG2001
This course introduces students to general principles and problems of modern government. It shows the forms of government, the place of government in the social process, and theories of the state. The American system is analyzed. Studying political science provides accurate understanding of how and why political systems work as they do. 4 quarter hours

**Psychology**

**PSY1001 General Psychology**
Prerequisites: NONE
An introduction and overview of the major principles in the field of Psychology including: mental disorders, personality, social understanding, stress and coping, learning, memory, neuroscience, and consciousness. Students will also gain a broad understanding of how these areas are interconnected from a theoretical and practical perspective.

**PSY1002 General Psychology**
This course introduces students to general principles and problems of modern government. It shows the forms of government, the place of government in the social process, and theories of the state. The American system is analyzed. Studying political science provides accurate understanding of how and why political systems work as they do. 4 quarter hours

**PSY1001 General Psychology**
Prerequisites: NONE
An introduction and overview of the major principles in the field of Psychology including: mental disorders, personality, social understanding, stress and coping, learning, memory, neuroscience, and consciousness. Students will also gain a broad understanding of how these areas are interconnected from a theoretical and practical perspective.

**PSY1002 General Psychology**
This course introduces students to general principles and problems of modern government. It shows the forms of government, the place of government in the social process, and theories of the state. The American system is analyzed. Studying political science provides accurate understanding of how and why political systems work as they do. 4 quarter hours

**Description of Courses**
Description of Courses

tical worldview in addition to scientific modes of thought about behavior.
4 quarter hours

PSY2007 Statistics for Behavioral Sciences
Prerequisites: PSY1001 with a C or better; MAT1001 and MAT1500 with a C or better
An investigation of the methodological principles regarding behavioral science research, descriptive and inferential techniques, and the process of using these techniques for psychological experimentation and data analysis. 4 quarter hours

PSY2008 Statistics for Behavioral Sciences Lab
Co-requisite: PSY2007
An understanding of the statistical principles associated with the study of behavioral science research through application and computerized data analysis (i.e., SPSS). 2 quarter hours

PSY2022 Human Growth and Development
Prerequisite: PSY1001 with a C or better
Pre- or Corequisites: ENG1002 or ENG2001
In Human Growth and Development, students will learn the normal developmental stages of the human life cycle. The stages of human development will be examined within the context of the biological, psychological, sociological, intellectual and emotional processes. Relevant cross-cultural comparisons are used to illustrate the unity and diversity of human life. 4 quarter hours

PSY2020 History and Systems
Prerequisite: PSY1001 with a C or better
A survey of the major and modern theories in psychology through an examination of historical controversies. An understanding of the roots of psychology in natural and social sciences. A consideration of the diversity of psychological study and the future of psychology. 4 quarter hours

PSY2060 Research Methods
Prerequisite or Co-requisite: PSY2007 with a C or better
Research design and methodology. An analysis of the approaches to developing, understanding, and interpreting psychological phenomena. Topics include experimental vs. non-experimental research such as survey, observation, case study, and archival data. An understanding of reliability, validity, and experimental control issues. 4 quarter hours

PSY2061 Research Methods Lab
Co-Requirement: PSY2060
Pre-Requirement: PSY2008 with a C or better
An understanding of the methodological principles associated with behavioral science research through an application of the theoretical, conceptual, and practical principles. 2 quarter hours

PSY3001 Cognitive
Prerequisite: PSY1001 with a C or better
Historical and current perspectives regarding the examination of human attention, language, vision, memory, and other forms of information processing (e.g., decision-making). 4 quarter hours

PSY3002 Cognitive Lab
Prerequisite or Co-requisite: PSY3001 with a C or better; Prerequisite: PSY2061 with a C or better
The design, operation, analysis, and write-up of experiments which focus on human cognition (e.g., attention, memory and information processing). 2 quarter hours

PSY3010 Social Psychology
Prerequisite: PSY1001 with a C or better
The study of intrapersonal and interpersonal processes such as conformity, social perception, attribution theory, altruism, aggression, prejudice, persuasion, group dynamics, self-concept and self-esteem. 4 quarter hours

PSY3011 Social Lab
Prerequisite or Corequisite: PSY3010 with a C or better; Prerequisite: PSY2061 with a C or better
An understanding of the methodological principles associated with research in social psychology. The application of psychosocial processes such as learning, attitudes, and social behaviors. 2 quarter hours

PSY3300 Personality
Prerequisite: PSY1001 with a C or better
The major theoretical perspectives of personality development, structure, dynamic assessment, and psychological adjustment. Additional topics include consideration of biological and environmental indices of personality. 4 quarter hours

PSY3400 Sensation and Perception
Prerequisite: PSY1001 with a C or better
An understanding of the manner in which humans perceive and respond to internal and external stimuli. Areas of study include vision, audition, the lower senses, receptor mechanisms, psychophysical methods and perceptual phenomena. 4 quarter hours

PSY3500 Motivation
Prerequisite: PSY1001 with a C or better
The examination of human motives and the impact of emotion on the decision making process. Consideration of primary and secondary motivators regarding theoretical and practical application for reward, punishment, and avoidance scenarios. 4 quarter hours

PSY3520 Child/Adolescent Development
Prerequisite: PSY2022 with a C or better
An understanding of the major development theories associated with childhood (age 3) through adolescence (age 21). The primary areas of exploration include cognitive, interpersonal, intrapersonal, physical, and emotional systems in addition to contextual approaches involved in understanding these systems. 4 quarter hours

PSY3530 Adult Development
Prerequisite: PSY2022 with a C or better
An understanding of the major developmental theories associated with adulthood (ages 18 through 65). The primary areas of exploration include cognitive, interpersonal, intrapersonal, physical, and emotional systems in addition to the contextual approaches (i.e., typical life tasks) involved in understanding these systems. 4 quarter hours

PSY3602 Statistics for Behavioral Sciences II
Prerequisites: PSY2007, PSY2008
Corequisites: PSY3652
This statistics course is an advanced examination of the methodological principles regarding behavioral science research with multivariate statistical techniques, including analysis of covariance, multivariate analysis of variance, multiple and logistic regression, discriminant analysis, and canonical correlations. 4 quarter hours

PSY3603 Statistics for Behavioral Sciences III
Prerequisites: PSY3602
Corequisites: PSY3653
This statistics course is an advanced examination of the methodological principles regarding qualitative research including ethnography, phenomenology, case studies, and focus groups. Students will develop an understanding of the appropriate statistical techniques to use (e.g., qualitative vs. quantitative) when encountering various research designs and the ability to utilize current qualitative statistical software in the examination of psychological phenomena. 4 quarter hours

PSY3652 Research Methods II
Prerequisites: PSY2060, PSY2061
Corequisites: PSY3652
This course will address multivariate research design and methodology. Students will be exposed to an analysis of the approaches to developing, understanding, and interpreting multivariate psychological phenomena. The primary topics will include MANOVA, MANCOVA, multiple regression, logistic regression. Additional areas will include a concentration on an understanding of reliability, validity, and experimental control issues. 4 quarter hours
Description of Courses

PSY3653 Research Methods III
Prerequisites: PSY3652
Corequisites: PSY3603
This course is an analysis of the qualitative methodological approaches to understanding and interpreting psychological phenomena. Topics include the approaches to qualitative research (ethnography, phenomenology, case studies, grounded theory, and historiography) and methods of qualitative research (individual and focus group interviewing, written records of participants, and observation). Students will develop an understanding of ethical issues associated with qualitative research, the differences between qualitative and quantitative research, and the use of qualitative data analysis techniques. 4 quarter hours

PSY3700 Multimedia Assessment and Psychometrics
Prerequisites: PSY3010, PSY3011, PSY3602, PSY3652
This course will examine the topic of psychometrics in reference to testing and assessment via paper and electronic surveys. Students will be exposed to the essential factors involved with survey design and research according to the current and future demands of social and occupational settings. 4 quarter hours

PSY4001 Addictions
Prerequisite: PSY2010, PSY2022, PSY3010, & PSY3000 with a C or better
A theoretical, conceptual, and practical overview of internal and external determinants of addictive behaviors across the lifespan. Assessment and treatment approaches will be discussed along with issues influencing recidivism. 4 quarter hours

PSY4030 Multicultural Psychology
Prerequisite: PSY2010, 2022, 3010, & 3300 with a C or better
The examination of psychological conditions according to varied populations including gender, ethnicity, religion, geography, culture, age, sexual orientation, physical disability, education, and social class. This course is meant to expose students to the impact of these contexts on the intra and interpersonal psychosocial framework for individuals across development. 4 quarter hours

PSY4040 Human Sexuality
Prerequisite: PSY2010, PSY2022, PSY3010, & PSY3300 with a C or better
A biopsychosocial understanding of the determinants of human sexual behavior. Developmental views of normal and abnormal sexual behavior, treatment, and cultural influences will also be highlighted. 4 quarter hours

PSY4200 Psychology and the Media
Prerequisite: PSY2010, PSY2022, PSY3001, PSY3010, & PSY3300 with a C or better
A historical and contemporary examination of the psychological influences of media. Consideration of the local, regional, national and international influences of varied information sources including television, the Internet, print media, electronic communication devices, and radio within a developmental context. 4 quarter hours

PSY4300 Anxiety Disorders
Prerequisite: PSY2010, PSY2022, PSY3010, & PSY3300 with a C or better
Examination of the major, minor, and associated categories of anxiety disorders. The course will focus on etiology, prevalence rates, course, duration, assessment, diagnostic, and treatment issues. Attention will be drawn to the observed developmental differences in anxiety disorders, the relative contributions of research in the field, and the dynamic interaction between biological, psychological, and social factors in the field. 4 quarter hours

PSY4320 Psychology and Gender
Prerequisite: PSY2010, PSY2022, PSY3010, & PSY3300 with a C or better
A historical and contemporary examination of the psychological issues of gender from a social, emotional, personality, physiologic, geographic, and historical perspective. Specific topics will include career development, marriage, family, sex role development and expectations, role conflict achievement, and sexuality. 4 quarter hours

PSY4400 Child and Adolescent Disorders
Prerequisite: PSY2010, PSY2022, PSY3010, & PSY3300 with a C or better
An introduction to the field of abnormal child psychology and the associated major theories. Students will be exposed to the pathogenic process (i.e., developmental sequence) of psychological disorders from early childhood to late adolescence. A major goal of the course is to promote critical thinking on major issues such as the genetic, biological, and environmental influences on behavior, emotions, and personality in conjunction with associated assessment, diagnostic, and treatment procedures. 4 quarter hours

PSY4420 Health Psychology
Prerequisite: PSY2010, PSY2022, PSY3010, & PSY3300 with a C or better
An investigation of the major theories, strategies, and methods of understanding the psychological contributions to human health and disease. The psychological approaches to treating and preventing disease and unintentional injuries with a focus on health and safety promotion. 4 quarter hours

PSY4470 Psychology and Law
Prerequisite: PSY2010, PSY2022, PSY3010, & PSY3300 with a C or better & Senior Standing
An understanding of the legal system within the context of psychological methodology and research. Historical and contemporary dilemmas within the law in addition to between the legal system and psychology will be explored. 4 quarter hours

PSY4480 Psychology of Religion
Prerequisite: PSY2010, PSY2022, PSY3010, & PSY3300 with a C or better & Senior Standing
An examination of the contemporary issues in psychology regarding religious beliefs, values, experience, and practice. Additional topics include psychosocial comparisons of major religions, religious development, and the connection between religion and health promotion. 4 quarter hours

PSY4480 Biological Psychology
Prerequisite: PSY2010, PSY2022, PSY3010, & PSY3300 with a C or better & Senior Standing
A study of the biological mechanisms of behavior in psychology. Topics include the development of the brain, brain behavior relationships, hormones and sexual behavior, the biology of learning, memory, and mental disorders. Emphasis will be placed on human findings and applications. 4 quarter hours

PSY4510 Introduction to Clinical Psychology
Prerequisites: PSY2010, PSY2022, PSY3010, & PSY3300 with a C or better & Senior Standing
A survey and focus on the theoretical, conceptual, and practical application of counseling regarding assessment, treatment, diagnostic, and ethical issues in Professional Counseling. Students will gain an understanding of contemporary assessment and interview techniques for mental health disorders and the array of specialties in the counseling profession. 4 quarter hours

PSY4550 Introduction to Psychological Testing and Assessment
Prerequisite: PSY2010, PSY2022, PSY3010, & PSY3300 with a C or better & Senior Standing
This course will examine the theoretical, conceptual, and practical applications of psychology regarding assessment, treatment, diagnostics, and ethical issues in the field of clinical psychology. Students will gain an understanding of the contemporary assessment and interview techniques for mental health disorders and the subspecialties within clinical psychology. 4 quarter hours

PSY4560 Industrial Organizational Psychology
Prerequisites: PSY2022, 3010, and 3300 with a C or better
Industrial/organizational (I/O) psychology is an applied discipline of psychology that specializes in the theory and application of psychological principles to understanding behavior in the workplace and within organizations. This course examines the main aspects of I/O psychology including job analysis, training, performance, organizational culture and dynamics, leadership, worker satisfaction, improving the workplace environment, group behavior and conflict in the work place. 4 quarter hours

PSY4570 Mood Disorders
Prerequisites: PSY2010, 2022, 3010, & 3300 with a C or better
This course will examine the major, minor, and associated categories of mood disorders with
Description of Courses

This course is the second of two field placements. Prerequisites: PSY4901 and Senior Status. The global aims of the field placement experience are for students to see the work of seasoned professionals first-hand, integrate prior coursework with their field placement observations, and to gain insight into whether they are interested in pursuing a career in one of these areas. 2 quarter hours

PSY4800 Senior Seminar I
Prerequisite: PSY2010, PSY2022, PSY3010, & PSY3300 with a C or better, Senior Standing, and a minimum GPA of 2.5 or higher. The intensive examination of current and historical issues in the field of psychology in seminar format. 4 quarter hours

PSY4851 Senior Thesis I
Prerequisites: PSY4902, PSY3602, PSY3652. This course is designed to guide students toward the completion of a research proposal in the field of Psychology. Historical and current theories will be investigated and applied to specific research hypotheses. Students will conduct literary research, identify a relevant and specific research topic, design strategies for assessment, and develop specific research hypothesis proposal. 4 quarter hours

PSY4852 Senior Thesis II
Prerequisites: PSY4851. This course constitutes the completion of the senior thesis initially proposed in PSY4851. Students will complete the research project proposed in Senior Thesis I by collecting, analyzing, and interpreting data. Posters appropriate for presentation at a professional conference will be developed. 4 quarter hours

PSY4901 Field Placement I
Prerequisites: PSY4540 or PSY4541 and Senior Status. This course is the first of two field placements designed to provide psychology majors with a shadowing experience that exposes them to the practice of psychology and other human services professions. Students are required to spend a minimum of 10 hours per week at the field placement site, a site that the student will secure and the field practicum instructor must approve. In addition, students are required to participate in one and a half hours of weekly group supervision with the field practicum instructor and other students who are engaged in the field placement experience. Finally, students are required to participate fully in the didactic component of the course. The global aims of the field placement experience are for students to see the work of seasoned professionals first-hand, integrate prior coursework with their field placement observations, and to gain insight into whether they are interested in pursuing a career in one of these areas. 2 quarter hours

PSY4902 Field Placement II
Prerequisites: PSY4901 and Senior Status. This course is the second of two field placements designed to provide psychology majors with a shadowing experience that exposes them to the practice of psychology and other human services professions. Students are required to spend a minimum of 10 hours per week at the field placement site, a site that the student will secure and the field practicum instructor must approve. In addition, students are required to participate in one and a half hours of weekly group supervision with the field practicum instructor and other students who are engaged in the field placement experience. Finally, students are required to participate fully in the didactic component of the course. The global aims of the field placement experience are for students to see the work of seasoned professionals first-hand, integrate prior coursework with their field placement observations, and to gain insight into whether they are interested in pursuing a career in one of these areas. 2 quarter hours

Physical Therapist Assisting

PTA1001 Introduction to Physical Therapist Assisting
Prerequisites: AHS1001 and BIO1014. This course introduces the student to vital signs, general/universal precautions, ethical conduct, standards of practice, and the role and responsibilities of a physical therapist assistant, the history of physical therapy and the American Physical Therapy Association (APTA), documentation, and problem oriented medical records. Students may take this course in the last quarter of general education courses 4 quarter hours

PTA1003 Pathophysiology
Prerequisites: All general education courses. Pathophysiology is an introductory study of disease processes in humans. Disease signs, symptoms, complications, as well as physical, clinical, and laboratory findings are reviewed by body system. Emphasis is placed on those conditions which will be seen by physical therapists or which, if present, will have an impact on the physical therapy care of patients. Treatment, medication, prognosis, precautions, and ramifications for physical therapy are also presented. 4 quarter hours

PTA1005 Kinesiology
Prerequisites: All general education courses. Kinesiology covers the scope of the biomechanically appropriate movement of the body parts with regard to muscle action, neuromuscular innervation, neuromuscular function, and dysfunction related to abnormal postures and motion. 6 quarter hours

PTA1006 Testing and Measurement for the Physical Therapist Assistant
Prerequisites: PTA1001. Co-requisite: PTA1003, PTA1005. This course prepares the student to assess accurately and objectively the parameters of strength, motion, muscle length, mass, dimensions, response to exercise, and functional abilities evaluated by the physical therapist in order to determine progress toward therapist established goals of treatment. The understanding of the use of these measures to document progress and to guide the treatment program will be developed. 6 quarter hours

PTA1008 Modalities
Prerequisites: PTA1006. Co-requisites: PTA2021, PTA2000

PTA2000 Habilitation/Rehabilitation
Prerequisites: PTA1001, PTA1003, PTA1005. Co-requisite: PTA1006

PTA2021 Therapeutic Exercise and Orthopedic Applications
Prerequisites: PTA1006, PTA2000. Co-requisite: PTA2021. Therapeutic Exercise and Orthopedic Applications introduces the student to the theory and practice of advanced rehabilitation techniques for the complex and multiply diagnosed individual. Emphasis is on the patient with neurological dysfunction, as well as those with special rehabilitation needs due to mental and cognitive disorders. 6 quarter hours

PTA2046 Advanced Habilitation/Rehabilitation
Prerequisites: PTA1008. Co-requisites: PTA2047. PTA2021

PTA2047 Essentials of Clinical Care
Prerequisites: PTA1006. Co-requisites: PTA2046, PTA2021. Under the direct supervision of a physical therapist or physical therapist assistant, the student will have the opportunity to integrate didactic and laboratory learning by demonstrating selected clinical competencies. Specifically those competencies related to basic organization, professional interaction, and practice of clinical skills learned in
the preceding three academic terms. This is a minimum of 52, maximum of 60 hours unpaid clinical externship. 2 quarter hours

**PTA2048 Clinical Externship I**
Prerequisites: PTA2046, PTA2047, PTA2050
Co-requisite: PTA2049
This is a minimum of 220, maximum of 240 hours of unpaid clinical externship through which students perform and validate their professional competencies under the direct supervision of a licensed physical therapist or physical therapist assistant. 8 quarter hours

**PTA2049 Current Rehabilitation Issues**
Prerequisites: PTA2046, PTA2047, PTA2050
Co-requisite: PTA2048
This is a lecture discussion course consisting of presentations designed to acquaint the student with the latest practice techniques and venues used in the care of patients requiring physical therapy intervention. Presentations will be made by local clinicians as well as by students, based on an independent study conducted during the first 7 weeks of the term in fulltime clinical rotation PTA2048. 4 quarter hours

**PTA2050 Professional Seminar**
Co-requisites: PTA1008, PTA2000
Professional Seminar allows the students to self teach and to learn skills associated with utilization of learning, community, and other resources in the gathering of new knowledge. The ability to communicate effectively in writing and orally, to professional and community groups, is stressed. 4 quarter hours

**PTA2057 Physical Therapy through the Life Span**
Prerequisite: PTA1001, PTA1003, PTA1005, PTA1006, PTA1008, PTA2000, PTA2021
Co-Requisites: PTA2046, PTA4050
This course focuses on a review of pathologies that could require physical therapy intervention in clients through the life span. The course will include discussion of diagnoses and associated physical therapy interventions for the neonate, child, and adolescent; physical therapy interventions for women's health issues including pregnancy, the effective of aging on multiple systems and end of life care. It is meant as a final preparatory course before the student goes out into the clinic. 2 quarter hours

**PTA2058 Clinical Externship II**
Prerequisites: PTA2046, PTA2057, PTA2050
Co-requisite: PTA2049
This is a minimum of 272, maximum of 280 hours unpaid clinical externship through which students perform and validate their professional competencies under the direct supervision of a licensed physical therapist or physical therapist assistant. 9 quarter hours

**PTA2059 Current Rehabilitation Issues**
Prerequisites: PTA1001, PTA1003, PTA1005, PTA1006, PTA1008, PTA2000, PTA2021, PTA2046, PTA2050, PTA2057
Co-requisite: PTA2058
This is a lecture discussion course consisting of presentations designed to acquaint the student with the latest practice techniques and venues used in the care of patients requiring physical therapy intervention. Presentations will be made by local clinicians as well as by students, based on the first 7 weeks of the term that was spent in full-time clinical rotations (PTA2058). The selection of some topics discussed in this course will be based on needs identified by students during the first full-time clinical rotation, PTA2058. 3 quarter hours

**PTA2099 Clinical Externship II**
Prerequisite for day program: PTS2048, PTA2049
Prerequisite for evening program: PTA2058 and PTA2059
This continuation of PTA 2048 is an additional minimum of 360, maximum of 400 hours of unpaid clinical externship, through which students perform and validate their professional competencies under the direct supervision of a licensed physical therapist. 12 quarter hours

### Description of Courses

**Public Administration**

**MPA5001 Foundations of Public Administration**
Prerequisites: None
This course provides students with an overview of public administration and examines the political, social, institutional, and organizational setting in which practitioners in public administration function. 4 quarter hours

**MPA5005 Public and Non-profit Organizational Behavior**
Prerequisites: MPA5001
This course addresses the issues of motivation, leadership, and communication within public and non-profit organizations. Included are negotiation, conflict resolution, and team building. Special attention will be paid to the unique character of public and non-profit organizations operating with a mission of public service and within the context of the political leadership and public constituencies. 4 quarter hours

**MPA5010 Public and Non-profit Budgeting and Accounting**
Prerequisites: MPA5001
This course examines the management of public funds and the preparation and administration of their related budgets. Basic accounting and financial management functions most relevant to public administration are examined, including the roles of treasury, comptroller, and auditing. Topics may include revenue projections, expenditure controls, fiscal management, the relevance of public policy in establishing budgetary priorities, and the utilization of information and accounting systems. Course will also include accounting and auditing requirements particular to non-profit organizations. 4 quarter hours

**MPA6110 Management of Non-profit Organizations**
Prerequisites: MPA5001
This course explores the practical, organizational, and program implementation. 4 quarter hours

**MPH6115 Program Evaluation of Public and Non-profit Organizations**
Prerequisites: MPH5001
This course examines the goals, methods, and techniques of program evaluation in governmental and non-profit organizations. Special emphasis is placed on how program evaluation relates to legislative and executive budgeting, program planning, and program implementation. 4 quarter hours

**MPPA6101 State and Local Government and Inter-governmental Relations**
Prerequisite: MPPA6101
This course examines the structure, principles, and operation of local government in the United
Description of Courses

States. It examines the governmental interrelationships contained in the American Federal system. Topics may include the analysis of the executive, legislative, and judicial functions of state and local governments, with special attention paid to the similarities and differences among the levels and branches of government as well as the complementary and conflictual relationships between the state and federal government levels. 4 quarter hours

MPA6505 Legislative and Judicial Process
Prerequisites: MPA6501
This course examines the process of enacting laws and performing other legislative/administrative/judicial functions in the U.S. Congress and state legislatures. Special attention is paid to the relationship between public administrators and the legislative and judicial processes. 4 quarter hours

MPA6510 Economics of Public Policy
Prerequisites: MPA6501
The course introduces students to the basic concepts in economics including the role it plays in developing public policy. Topics may include market failures, supply and demand, public service fees, cost-benefit analysis, and unemployment, opportunity costs, Pareto efficiency, and social welfare. 4 quarter hours

MPA6515 Public Policy Analysis
Prerequisites: MPA6501
The course provides an overview of the concepts and processes of policy research, including the relationship between policy analysis and programmatic planning. Topics may include the role of policy analysis in improving government decision making and assessing the effectiveness of public programs. 4 quarter hours

MPA6520 Legal Environment of Public Administration
Prerequisite: MPA6501
This course focuses on the relationship between public administration and the law. Topics may include the role of public administrators in formulating and enforcing laws and policy through the rule-making process and administrative law, how case law is relevant to public organizations, managers, and the administration of governmental programs, and the liability of government in selected settings. 4 quarter hours

MPA6999 Strategic Challenges in Public Administration
Prerequisites: Completion of all other courses in the program
This course integrates knowledge, skills, and abilities from a wide variety of content areas to better meet the challenges faced by public administrators. Topics may include developing organizational strategy, executing decision making, shaping the planning process, and managing of organizational change. Use of the case method will draw significantly on students’ prior public administration study and experience. 4 quarter hours

Real Estate

REA3001 Introduction to Real Estate
Prerequisites: FINA 3030
This course provides students with an overview of the real estate industry. Students explore a variety of property-related professions while acquiring the requisite knowledge, terminology, and analytical skills utilized within the industry. 4 quarter hours

REA4001 Real Estate Appraisal Introduction to Real Estate
Prerequisites: REA3001
This course explores the three primary approaches to real estate valuation. Topics may include residential and commercial construction cost estimation, sales comparison analysis, and income capitalization. 4 quarter hours

REA4010 Real Estate Development
Prerequisites: REA3001
This course examines the components of the real estate development process. Topics may include market analysis and site selection using GIS (Geographic Information Systems), project management, regulatory issues, construction management, and marketing. 4 quarter hours

REA4020 Real Estate Debt Financing
Prerequisites: REA3001
This course examines the components of debt financing tools used in the real estate industry. Topics may include a wide variety of mortgage mechanics, debt securitization, mezzanine financing, construction financing, and permanent financing. 4 quarter hours

REA4025 Real Estate Equity Financing
Prerequisites: REA3001
This course examines the components of equity financing and analysis used in the real estate industry. Topics may include facilities management, discounted cash flow analysis, financial leverage, real estate investment trusts, pension funds, and income tax issues. 4 quarter hours

Sociology

SOC1001 Introduction to Sociology
Prerequisite: None
This course serves as an introduction to the study of human social development, its organizations, and its institutions. It teaches the student to look at our society and others from a sociological perspective. Specific areas covered are group dynamics, social deviance, gender equality, racial and ethnic relations, the family, religion, and education. 4 quarter hours

SOC2010 Social Problems
Prerequisites: SOC1001
This course exposes the student to social problems in the United States and globally. The student will learn the structural causes of social problems, the role that race/ethnicity, gender, and class play in social inequalities and the position the United States holds with respect to global social problems. Topics may include economic problems, environmental issues, problems of social inequality, deviance, and institutional problems. The student will also learn how to develop solutions to social problems. 4 quarter hours

Self-expression, preparation of effective speeches, and development of speaking and listening skills will be emphasized. 4 quarter hours

Professional Development

UVC1000 Strategies for Success
Prerequisite: None
Designed to help entering students develop a more effective approach to college success, this course emphasizes positive self-evaluation, goal setting and motivation; practical skills of successful students; effective use of the library and the many sources of information available; and the concepts and tools of critical thinking, and their applications. 4 quarter hours

UVC1010 Keyboarding I
This course concentrates on complete knowledge of the keyboard. Emphasis is on the development of touch typing and proper typing techniques. 4 quarter hours

UVC1021 Introduction to Word Processing
Co or Pre requisite: ENG1001
Introduction to Word Processing familiarizes students with the concepts of word processing software. Students are trained to use the basic functions of word processing software in the production of various types of documents. 4 quarter hours

The Art Institutes Course Description

Course Code/Numbering System:
Course code prefix denotes the department that offers the course. Generally, the first digit in the course number denotes the academic year in which the course is intended to be taken within the specific program; the second and third digits denote the order of courses within a particular quarter. (Exception: General Education courses are non-sequential and may be taken during any academic year.) The Art Institute of Dallas uses prefixes to represent subject areas as follows:

CUL Culinary
IMD Web Design & Interactive Media
ENG English
ART Art
FM Fashion
IN Internship
SCI Science
HIS History
GD Graphic Design
GX Game Art & Design
RS Related Studies
COM Communications
ID Interior Design
MAT Mathematics
PSY Psychology
DFP Digital Filmmaking & Video Production
PH Photography
HUM Humanities
PHI Philosophy
FRE French
SPA Spanish
POL Political Science
SOC Sociology
(CH=Contact Hours/LE=Lecture-Oriented)
ADV2013 Copywriting for PR & Promotions
This course develops basic skills in writing for public relations including how promotional writing differs from writing for advertising and the relationship between public relations and promotions. Prerequisite: GE2084

ADV3003 Dynamics of Media & Mass Communication
The purpose of this course is to provide a critical understanding of advertising's role in society in the areas of print, television, radio, film, and the Web. Topics will include the relation of advertising to consumption; the history of the advertising industry; the meaning of material goods in capitalist society; the advertising industry's influence on institutions such as the media and politics; and approaches to decoding the messages of advertising will also be discussed. The basic orientation of the course is to study advertising as a form of communication unique to modern society. Prerequisite: GE2084

ADV3013 Principles of Marketing Research
This course focuses on understanding and analyzing marketing research. Case studies, focus groups, and product and branding development will be analyzed and revised. Further development of researching, interpreting the research, and understanding the dynamics of a given target market will be covered. Prerequisite: ADV3003

ADV3023 Media Planning & Buying
This course covers the role of media planning and buying in the advertising agency. The skills of planning and buying in relationship to reaching target markets, covering a comprehensive ad campaign and working with various media resources is covered. Prerequisites: ADV3013, DSN3073

ADV3033 Advertising Direct Response
This course will give students an understanding of direct marketing concepts, terminology, and practices. This course will examine a target market, segment that market, and examine all of the various methods currently available that are currently used to sell directly to that market. Other topics include: customer relationship, direct mail, databases, in-store and non-store retailing, the internet, response, and testing strategies as well as business and legal considerations. Students will create a direct response campaign using print, broadcast, and the Web. Prerequisite: ADV3013, DSN3073

ADV3043 Advertising Copywriting
This course introduces students to the analysis of ad sales and ratings. This course will cover individual ad ratings and returns through sales analysis and rating placement of agencies in the industry. Prerequisite: ADV2013

ADV4003 Advertising Campaign Management
This course will cover the basic career entry skills in managing the workflow of communication projects. Topics covered include oral and written communications with the client, the internal team, and management. Standard industry practices of documenting meetings, proposals, and workflow will also be covered. Prerequisite: ADV3023

CU1003 Concepts and Theories of Culinary Techniques
The fundamental concepts, theories, and techniques involved in basic cookery are covered in this course. Through discussions and lectures, the how’s and why’s of culinary procedures, techniques, concepts, and applications are introduced. The course will also prepare students for successful academic performance. Specific strategies to succeed in the college environment will be developed as students become oriented to the fast-track schedules and timelines that are part of college life. Prerequisite: None
Corequisite: CU1036

CU1016 American Regional Cuisine
American Regional Cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. Each of the following regions is considered: New England, the Mid-Atlantic, Florida, the Central Plains, the Southwest, the Rocky Mountains, California, the Pacific Northwest, and Hawaii. The course reinforces the knowledge and skills learned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills, mise en place, timelines, plate presentation, organization, and teamwork in a production setting are introduced and accentuated. Prerequisite: CU1003 and CU1036

CU1036 Fundamentals of Classical Techniques
The fundamental concepts, skills, and techniques involved in basic cookery are covered in the course. Students learn the preparation of stocks, broths, glazes, soups, thickening agents, the grand sauces, and emulsion sauces. Lectures and demonstrations teach organizational skills in the kitchen, work coordination, and knife skills. The basics of vegetable cookery, stock cookery, and meat, fish, and poultry cookery are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising, and frying. Students must successfully pass a practical cooking examination covering a variety of cooking techniques. Prerequisite: None
Corequisite: CU1003

CU1046 Introduction to Baking and Pastry Techniques
This course is a combination of theory, lecture, demonstration, and hands-on production to provide an introduction to baking and pastry techniques for use in a commercial kitchen. Special focus is placed on the study of ingredient functions, product identification, and weights and measures as applied to baking and pastry techniques. Instruction is provided on the preparation of yeast-raised dough mixing methods, roll-in doughs, pie doughs, basic cake mixing methods, fillings, icings, pastry cream, and finishing techniques. Emphasis is also placed on dessert plating and presentation. Students must pass a practical exam. Prerequisite: CU1003 and CU1036

CU1123 Menu Management
This course will introduce students to the fundamentals of menu design and layout with emphasis on the application of menu mix, inventory efficiency, seasonality, and merchandising for foodservice operations. Included in this course will be emphasis toward concept development via menu-driven components, kitchen layout requirements, product utilization, and some recipe development. Prerequisite: CU1016

CU1163 Latin Cuisines
Prepare, taste, serve, and evaluate traditional, regional dishes of Latin America. Emphasis will be placed on ingredients, flavor profiles, preparations and techniques representative of Mexico, Central America, South America and the Caribbean Islands. Prerequisite: CU1003 and CU1036

CU2006 Garde Manger
In this course the student learns the methods and theories related to cold food preparation, hors d’oeuvres, display platters, and charcuterie. The course allows the students the opportunity to practice the fundamentals of cold food preparation, presentation, and service. Students develop Garde Manger skills and learn various functions as they rotate daily through work assignments and prepare products. Production methods and safe food handling techniques are emphasized. Prerequisite: CU1036

CU2013 European Cuisines
This course emphasizes both the influences and ingredients that create the unique character of selected Classical European cuisines. Students prepare, taste, serve, and evaluate traditional and regional dishes of Italy, France, the British Isles, and Germany, Austria, Switzerland, and Scandinavian countries. Emphasis will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Prerequisite: CU1003 and CU1036

CU2026 À La Carte & Service
This course introduces students to the À La Carte kitchen. Emphasis is on “a la minute” method of food preparation, plus dining room service standards. Industry terminology, correct application of culinary skills, plate presentation, organization, and timing in producing items off both a fixed-price menu and à la carte menu are stressed. The principles of dining room service are practiced and emphasized. The philosophy of food is fur-
Description of Courses

CU2163 Supervision & Career Development
This is a multifaceted course that focuses on managing people from the hospitality supervisor's viewpoint, and developing job search skills. The management emphasis is on techniques for increasing productivity, controlling labor costs, time management, and managing change. It also stresses effective communication and explains the responsibilities of a supervisor in the foodservice industry. Students develop techniques and strategies for marketing themselves in their chosen fields. Emphasis will be placed on students assessing their marketable skills; developing a network of contacts, generating interviews, writing a cover letter and resume, preparing for their employment interview, presenting a professional appearance, and interview follow-up. Prerequisite: CU1123

CU2233 Art Culinaire
This class will celebrate the culinary styles, restaurants, restaurateurs, and chefs who are in the current industry spotlight. Their style, substance, and quality will be discussed and examined. During the hands-on production aspect of the class, students will have the opportunity to be exposed to specialty produce and products. Prerequisite: CU2013, CU2026, and CU2283

CU2346 Artisan Breads and Baking Production
Building on previous knowledge from Baking, students learn to mix, shape, bake, store, and distribute handmade breads and rustic-style rolls. Students also learn production speed and increase their proficiency in meeting production deadlines with quality products. Emphasis will be placed on increased use of traditional fermentation methods, such as pre-ferments and sourdough starters as well as specialty flours and equipment, and methods that emphasize flavor, texture, and appearance as well as techniques that increase shelf life. Prerequisite: CU1046

CU2353 European Cakes & Tortes
Students will build on methods previously learned in Introduction to Pastry and Baking Techniques and apply those skills into new products to create more elaborate tortes and gateau using complex finishing methods by applying glazes, using decorative sponges, and building multi-component cakes. Topics to be covered include comparison of classical and modern preparations, classical cakes, glazed, iced, molded, and cream-filled tortes, and bombe. Prerequisite: CU1046

CU2366 Advanced Patisserie & Display
Cakes Building on previous knowledge, students learn the preparation and decoration of display pieces and classical and contemporary wedding cakes. Topics covered will include chocolate, sugar, and marzipan; finishing techniques using an air brush, and use of molds and templates. Students will prepare, cost, and price threedimensional decorations, centerpieces, cakes for special events, and wedding cakes. Topics to be covered will include: small cakes decorated as a whole; cakes finished in molds or rings, and items that can be used for cakes, desserts, or individual pastries. Students will use specialized equipment, practice new presentation methods, and focus on fresh products, simplicity of style, and ease of production. Prerequisite: CU2353

CU2373 Chocolate, Confections & Centerpieces
This course introduces students to the principles involved in tempering chocolate, creating chocolate sculptures, forming simple centerpieces, and preparing chocolates and other confections with soft, hard, and liquid centers. Students learn to use both traditional and contemporary production methods in creating confections by hand and with special equipment. Efficient methods to increase productivity in this highly specialized field will be highlighted. Prerequisite: CU2366

CU2403 Sustainable Purchasing & Controlling Costs
This course introduces students to the methodologies and tools used to control costs and purchase supplies. This course helps the student value the purchasing, planning, and control processes in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an introduction to the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, and food, beverage, and labor cost controls. Prerequisite: CU1123

CU2603 Quantity Food Production
This course introduces students to the fundamentals of catering, banquets, and special events in the foodservice industry. Quantity food production venues such as hotels, private clubs, schools, hospitals, and resorts are compared to understand the challenges that foodservice professionals face. Students will be responsible for concept development, resource planning, and the efficient execution of a culinary event at the school or through off-site catering. This course is focused on translating the cooking and service delivery skills developed in earlier courses to a larger number of customers. Prerequisite: CU2333

CU3003 Foodservice Technology & Information
This course is a survey course in foodservice Information Systems and Technology (IS&T) designed to introduce students to the many diverse facets of IS&T in the foodservice industry. Current systems and issues of major importance in the field of IS&T will be considered as they relate to the foodservice industry. Emphasis will be placed on the manage-
ual and business aspects of IS&T, rather than the technical perspectives. Core topics will include key foodservice systems (e.g., accounting and property management systems, point-of-sale, sales and catering, etc.), guest service and Customer Relationship Management (CRM), knowledge management, and IS&T strategy. Prerequisite: CU2293

CU3013 Facilities Management and Design
This course provides students with information related to hospitality facility design and maintenance. Foodservice layout and design is related to operating issues, new building construction, and renovations. Planning and design of facilities including equipment, space and functional relationships, cost and operating efficiencies; emphasis on maintenance programs, safety regulations, building code requirements and energy conservation. Prerequisite: CU2403

CU3023 Hospitality Marketing
This course is an introduction to service marketing as applied to the hospitality industry. The course will cover application of basic marketing concepts and research methods. Design and delivery of marketing components for a hospitality business will be covered. Topics include but are not limited to: unique attributes of service marketing; consumer orientation, consumer behavior; market segmentation principles, target marketing, product planning, promotion planning, market research, and competitor analysis. Prerequisite: None

CU3103 Accounting
This course introduces the nature and purpose of accounting, presents the accounting cycle, and explains how to understand accounting statements. Prerequisite: GE0014

CU3113 Catering and Event Management
This course introduces students to the fundamentals of catering, special events, and sales in the hospitality industry. The course focuses on understanding the catering manager's role within the hospitality industry and the various catering disciplines. Students also discuss topics such as contracts, checklists, legal considerations, staffing and training, food production, and sanitation. This course is project-driven and requires significant creative and independent work. Prerequisite: None

CU3123 Human Resource Management
This course introduces the principles and practices of human resources management relevant to hospitality organizations, with emphasis on the entry-level manager's role. Topics covered will include employment laws, workforce management, compensation and benefits administration, labor unions, employee safety, diversity, and ethics. Prerequisite: CU2313

CU4003 Exploring Wines & the Culinary Arts
This course provides an introduction to the production of wine from vineyard to bottle, as well as a review of the basic grape varietals that are used to make wine. Through lectures, research and tasting, students are exposed to different types, styles, and quality levels of wine. Students will become familiar with the world's most important wine regions and learn the common criteria by which wines from these different regions are evaluated. This course is designed to teach students the applied approach to matching wine and food, using flavors, textures, and components present in food and wine as complementing strategies. The course emphasizes menu planning, preparation of foods, cooking methods, and tasting wines with food. Prerequisite: CU2293

CU4013 Foodservice Financial Management
In this course, the students develop a working knowledge of the current theories, issues, and challenges involved with financial management. Students are introduced to the tools and skills that financial managers use in effective decision making. Topics include budgeting, cash management, cost concepts and behavior, investment analysis, borrowing funds, and financial forecasting. Prerequisite: CU2403

CU4023 Quality Foodservice Management & Training
This class will examine the role of service in the foodservice industry and explore how to give quality customer service. Service systems and training programs in quality operations will be examined through the use of case studies and hypothetical scenarios. The course will cover employee training and development from both a strategic and operational perspective. Prerequisite: CU3123

CU4033 Legal Issues & Ethics for Culinarians
The course is designed to give the student an overview of legal issues arising in the foodservice environment. The students will examine laws pertinent to the hospitality/foodservice industry and will investigate the relationship of these laws to the administration of a service organization. This course also identifies common ethical dilemmas encountered by Culinarians; introduces the student to the foundations, purpose, and content of ethical codes, and approaches to ethical decision making. Prerequisite: CU3123

CU4103 Leadership & Organizational Development
Students examine leadership, organizational management, and culture by focusing on the role of the manager as a facilitator of change within the organization. The course emphasizes the concepts of motivation, interpersonal relationships, group dynamics, leadership, and organizational culture. Examination of leadership styles, development of strategic plans, and critical problem solving in the hospitality industry are covered in the course. Prerequisite: CU3123

CU4113 Senior Culinary Practicum
This course is intended to be a practical capstone for the culinary management curriculum. It will draw on the majority of disciplines presented earlier in the program. In this class, students will plan, organize, and execute functions that will be booked and sold to the public. Students will experience the necessary functions of catering and event management. Prerequisite: CU2026 and CU3113

CU4123 Baccalaureate Capstone
Through competencies developed with previous related studies course work, students will develop a business plan for a restaurant business. The project will include: market analysis and marketing strategy, operating budget, sales projections, opening inventories, capital equipment, standardized recipes, and costing for all standardized recipes, menu, and facilities design. The course covers the components of a business plan, as well as techniques for developing and presenting sections of the plan. Business-related competencies are reviewed and tutored as necessary for completion of the project. Prerequisite: CU3023, CU3123, and CU4013

CU4203 Externship II
Students develop additional leadership competencies by observing and participating in the supervisory operation of a successful foodservice business. The learning objectives of this second internship field experience are developed and refined from the first externship and must clearly demonstrate growth in a supervisory capacity. Prerequisite: CU2333 and CU4023

CU4213 Innovation & Entrepreneurship
This course provides an introductory overview to the knowledge and skills needed for entrepreneurship. The course offers a chance to gain new knowledge and skills about how to identify and pursue entrepreneurial opportunities that can be applied to a student's own interests. The course will examine how entrepreneurs find, screen, and evaluate ideas and new business opportunities. Prerequisite: CU4013 and CU4023

CU4223 Global Management and Operations in the Hospitality Industry
This course provides students with an introduction to the dimension and nature of the international hospitality industry. It is designed to review the principles of management and to apply management theory to the global marketplace. Students examine the social, cultural, political, and economic environments within which international hospitality operators compete for survival and growth. Topics emphasized include cultural dimensions of management, international management strategy, international marketing, and international human resource management. Prerequisite: CU2143 and CU4023

DFV2003 Digital Cinematography
This course explores the various camera and lighting techniques used in digital filmmaking and video production. Discussions will cover the general concepts and principles of camera moves and lighting techniques. Focus will be placed on applying lighting techniques to create the desired visual effects. Prerequisite: None

DFV2013 Conceptual Storytelling
The course introduces students to storytelling and the various elements of an effective story.
Students will also translate a written story into visual elements in a directorial board. Students and scripts will be selected to proceed into Advanced Scriptwriting. Prerequisite: None

DFV2023 Advanced Scriptwriting
Students write polished scripts in two different areas or genres for subsequent production courses. The business side of the different scripting fields is also explored. Prerequisite: Academic Director approval

DFV3003 DVD Authoring
An introduction to creating interactive DVD titles, this course will focus on production techniques of DVD authoring, proofing, and pre-mastering. Prerequisite: VP1062

DFV3013 Senior Project I
This course initiates a three-quarter long comprehensive project which will be integral to students’ final portfolios. Students will employ their cumulative skills to pre-produce a significant, sophisticated, digital film in a chosen genre. Committee and/or faculty will approve the project content and genre of the digital film. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor. Prerequisite: DFV3003

DFV3023 Sound Design
This course explores the various methods and techniques for digital sound composition and design. Students will focus on using digital sound systems and manipulating sound elements for intended effects in media content and in the digital film produced in Senior Project I, II, and III. Prerequisite: DFV4003 and DFV4013

DFV3053 History of Mass Media Communication
This course presents a survey of major events and development in the history of motion media and mass communication. The survey focuses on the relationship between technology and media development and explores the impact motion media and mass communication have on society and economy. Prerequisite: VP1123

DFV3073 Digital Studio Production
Students will develop competencies in the basics of multi-camera digital studio production. The course covers studio lighting, set designs, studio camera operations, directing, audio, and switching for studio productions. Students will produce a “live to tape” studio production in which the class performs all of the crew functions. Prerequisite: DFV2003

DFV3083 Acting & Directing
This course exposes students to the role and responsibilities of a director in helping actors bring their characters to life. Acting fundamentals will be studied through classroom exercises, assignments, observations, and critiques. In addition, this course helps students understand the process of reading a script, conceiving a vision, and communicating it to cast members to enhance performance. Prerequisite: None

DFV3093 Digital Multi-Camera Production
Students work together as a team to produce remote live-to-tape and multi-camera productions, such as concerts, sporting events, and plays. Emphasis is on uniqueness of remote multi-camera productions and preparing broadcasts for the Internet. Prerequisite: DMP3043

DFV4003 Senior Project II
This course continues the three-quarter long comprehensive project begun in Senior Project I. Students will employ cumulative skills to shoot a significant, sophisticated, digital film in a chosen genre from material written in Advanced Scriptwriting. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor. Prerequisite: DFV3003

DFV4013 Senior Project III
This is the third course in the three-quarter long comprehensive project begun in Senior Project I and shot in Senior Project II. Built upon advanced editing and design skills, this course focuses on designing and creating special effects in media content and delivery. Special effect elements are employed to enhance storytelling and the overall communication process. Prerequisite: DFV4003

DFV4023 Art Direction & Aesthetics
Students will understand the role of the art director in communicating to an audience about products, services, or ideas of their clients. Students will use aesthetics to critically reflect on art, culture, and nature to impact a target audience through visual images appearing in television commercials, broadcast media, the Internet, and related markets. Students will also learn the importance of both dialogue and visuals when carrying out creative concepts. They will gain an understanding of marketing trends, changing consumer attitudes, and social change—and this will be reflected in the finished projects. Prerequisite: VP2173

DFV4033 Senior Portfolio & Defense
Built on the preliminary collection of work from Portfolio Preparation, this course allows each student to determine and design the final organization and presentation of the graduation portfolio. Each student is expected to verbally present the portfolio and address audience questions as a format of defense. Prerequisite: DFV4003

DFV4043 Advanced Digital Studio Production
This course is designed to further advance all aspects of multicamera studio production in both the studio and control room environments. Students will produce two “live” entertainment/valetroductions, in which the class performs all the crew positions. Advanced techniques in directing, technical directing, and advanced control room are implemented.

DFV4053 Media Team Production
This is a special topic production course in which students work in teams to plan, design, develop, and execute a media production project. Guided by faculty, students set up realistic production goals and work toward full achievement of such goals. Emphasis is placed upon the complete production process, team interactivities and meeting client expectations.

DMMS044 Building & Leading Creative Teams
Teams are a basic organizational building block. The purpose of this course is to provide students with the knowledge and practical skills to become a productive team leader in a creative organization. Collective creativity requires a team with a diverse set of skills. The creativity of the team is enhanced by other types of diversity such as personality type, creative style and experience level. “Building” a team means not only assembling the right set of people to do the job, but the process by which the team grows in capability and alignment. This course addresses the issues of motivation, leadership, communication. Also included are negotiation, conflict resolution and team building. Prerequisite: None

DMMS054 Information Management & New Technologies in Design & Media Arts
This course addresses managing information and providing support services from a design and media arts management perspective. Information resources include internally and externally developed information and assets, local and global communication networks and associated hardware and software technology. Support services include the training and support of users, operational policies and practices, disaster recovery and security for electronic commerce within a creative enterprise. Prerequisite: None

DMMS104 Law, Policy & Ethics in Design & Media Arts
In this course, students explore legal and regulatory issues and questions facing copyright holders, technology developers, artists, and designers. The impact of emerging technology, digital media and ethical issues created by digital media will also be examined. A working knowledge of the legal system (standard legal agreements such as contracts, charters and non-disclosure agreements), how it impacts business decisions and how it can affect liability will also be presented. Prerequisite: None

DMMS154 Strategic Planning & Management in Creative Organizations
This course is designed to lead students through the development, implementation, documentation and evaluation of strategic and business planning in creative organizations. Students will develop tools and techniques that enable them to develop a long-range strategic plan as well as an operational plan in a creative enterprise. Strategic presentation skills, including data driven presentations are also covered. Prerequisite: None

DMMS204 Assessment and Analysis for Managers in Design & Media Arts
This course is designed to apply financial, marketing and operations theory and tools to assess and analyze domestic and global mar-
They will also identify the components of a business environment and performance prospects. They will design ventures and assess competitive possibilities for creating beneficial and profitable businesses. Throughout this course, students will research a variety of factors such as market research, consumer trends, and competition. Students will identify opportunities at both the operational and strategic levels and develop a marketing plan for a digital drama media arts innovation. Prerequisite: None

DMM5254 Design & Media Arts Innovation: Marketing Planning & Strategy
This course emphasizes the identification, analysis and selection of target markets; development and management of products and services; pricing; demand analysis and forecasting; distribution systems and advertising and promotion. Forces impacting marketing strategy such as web marketing, consumer trends and competition are examined. Students will identify opportunities at operational and strategic levels and develop a marketing plan for a digital drama media arts innovation. Prerequisite: None

DMM5304 Communication, Grant Writing & Management in Creative Organization
This course is designed to provide knowledge and skills related to the development of grant proposals that result in funding or creative, non-profit organizations. Students will assess organizational needs, identify potential funding sources and research and write a prospective proposal. They will also discuss internal and external factors that impact funding, management of resources and administration of grants. Prerequisite: Completion of Foundation Courses

DMM5354 Collaboration at a Distance
In today's global economy, creative professionals must work in partnership with people and organizations worldwide. Small entrepreneurial companies as well as large multi-national corporations must work as a team, regardless of location. This course examines topics such as cultural and national differences, global business practices in creative industries, global monetary systems, and communication and team skills necessary for success. Prerequisite: Completion of Foundation Courses

DMM5404 Creative Problem Solving
In this course, students will focus on the creative problem solving process. They will utilize generating and focusing tools in applying the problem solving process to translate ideas into useful and implementable creative products and actions. They will also gain a better understanding and appreciation of their own and others' problem-solving styles and creativity. Course topics include harnessing creativity, recognizing innovation and solving innovation dilemmas and challenges. Prerequisite: Completion of Foundation Courses

DMM5454 Entrepreneurship in Design
Throughout this course, students will research possibilities for creating beneficial and profitable design ventures and assess competitive environments and performance prospects. They will examine successful and unsuccessful entrepreneurial design ventures and design entrepreneurs. They will also identify the components of a business plan and examine various business plans. Prerequisite: Completion of Foundation Courses

DMM5504 Entrepreneurship in Media Arts
Throughout this course, students will research possibilities for creating beneficial and profitable media arts ventures and assess competitive environments and performance prospects. They will examine successful and unsuccessful entrepreneurial media arts ventures and media arts entrepreneurs. They will also identify the components of a business plan and examine various business plans. Prerequisite: Completion of Foundation Courses

DMM 5554 Project Management in Design & Media Arts
This course focuses on the creation and management of all aspects of a project plan for a design or media arts project. The student will develop skills in assessment, planning, organization and controlling the resources needed to produce a creative company's product or services and to exercise successful team management to ensure that the project is completed in a quality manner within budget and on-time. Prerequisite: Completion of Foundation Courses

DMM5604 Managing New Technologies in Creative Organizations
In this course, students will develop skills in assessing, analyzing, new types of design and media technologies and upgrades of current technology. This course also addresses decision-making related to new technology adoption and implementation, financial considerations, deployment of new technologies within the company, training, and monitoring technology trends and innovation within the creative industry. Prerequisite: Completion of Foundation Courses

DMM5654 Planning, Producing & Promoting a Design Venture
This course focuses on design managers as they work in the context of product development, planning, marketing, engineering and implementation. Based on the goals of a design venture, students will apply design, innovation and business theory to realistic business opportunities with successful, meaningful application for customers. Topics will include advanced concepts of branding, strategic planning, communication, outcomes and evaluation of launch, follow-up revision, addition and deletion of strategies. Prerequisite: Completion of Foundation Courses

DMM5704 Planning, Producing & Promoting a Media Arts Venture
This course focuses on media arts managers as they work in the context of product development, planning, marketing, engineering and implementation. Based on the goals of a media arts venture, students will apply design and development, innovation and business theory to realistic business opportunities with successful, meaningful application for customers. Topics will include advanced concepts of branding, strategic planning, communication, outcomes and evaluation of launch, follow-up revision and addition and deletion of strategies. Prerequisite: Completion of Foundation Courses

DMM6008 Capstone
This course represents the culmination of the knowledge and skills that the student has learned in this program applied to a capstone project. The course is intended to help students frame unstructured design or media art business problems or challenges, or to launch a new design or media arts product or company. Upon completion of all core and specialization course work, the student will develop a detailed plan and timeline for the capstone project and upon approval, will complete the capstone project. Prerequisite: Final Quarter & Completion of all other coursework

DMP1003 Principles of Digital Photography
This course introduces students to the fundamental terminology, concepts, and techniques of digital photography. It focuses on the principles of using color, composition, lighting, and other techniques for overall thematic and visual effects of photographic images. Prerequisite: None

DMP2003 Digital Video Editing I
The course introduces the student to video editing of visuals and sounds on a nonlinear editing system. The techniques of digitizing, assembling, organizing, inserting, and dubbing visuals are practiced while using a desktop computer-based system. Prerequisite: VP1053

DMP2023 Digital Video Editing II
Focused on advanced editing systems and methods, this course enables students to process audio and video elements in media content and organize such content for total effect and final delivery. Students apply a comprehensive set of critical and evaluative skills to make sound judgment calls and sophisticated editing decisions. Prerequisite: DMP2003

DMP3033 Digital Video Editing III
This course covers advanced editing techniques for non-linear editing such as layering of video, integration of graphics, multi-track audio mixing and equalization, batch digitizing, and complex editing for creating special effects. Prerequisite: DMP3023

DMP3043 Short Form Media
This course discusses short form as a genre of media production and its features in subject matter and style. Students learn to produce short-form news, information, and dramatic content for broadband delivery. Prerequisite: DFV3083, DMP3033

Prerequisite: DFV2003

DMP4003 Digital Documentary
In this special topic course, students work in teams to produce a digital drama or documentary film. Using an original or adapted script, students must plan out the whole process of production, but may choose to produce one or more episodes of the long-form work. Prerequisite: DFV2023
Description of Courses

**DMP4013 Media Delivery and Distribution**
This course addresses the end part of digital filmmaking and video production delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationship between delivery systems and distribution methods and evaluate the relative efficiency, cost, and effectiveness of each. Prerequisite: DMP2023

**DMP4033 Portfolio Preparation**
In this first portfolio course, students will assess personal strengths to establish a career goal and decide how to organize their media design and production work in a graduation portfolio. Guided by a faculty or a team of faculty, each student assembles a preliminary portfolio and identifies areas for more work and/or content enhancement. Prerequisite: DFV4013

**DPH1003 Survey of Photography**
This course serves as a foundation class for students in the Photography associates and bachelors programs. Specialization within the field of photography will be discussed. This course will also prepare students for successful academic performance. Specific strategies to succeed in the college environment will be developed as students become oriented to the fast-track schedules and timelines that are part of college life. Prerequisite: None

**DPH1023 Printing**
Students are introduced to the basics of making inkjet prints of photographic images in this printing class. Skills include digital file preparation to insure that the output is the correct size, resolution, and color. Students will learn the value in making test prints. Color spaces of RGB and CMYK are discussed as they apply to various output devices. The correct procedures for printer operation are thoroughly covered in this class. Paper surfaces are discussed. Prerequisite: DMP1003 to be taken prior to this class, or can be taken concurrently.

**DPH1033 History of Photography I**
This class increases the student's understanding of the history of photography through the discussion of recognized photographers and their influences on society. This course provides a framework for critically considering photographs through describing, interpreting, evaluating, and theorizing. Students are expected to write papers and review exhibitions. Prerequisite: None

**DPH1043 Lighting**
In this course, students will be introduced to the basic concepts and principles of lighting for photography. The fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, direction, and effect on the image will be covered. Prerequisite: DMP1003

**DPH1053 Large Format Photography**
Working individually and in teams, students will utilize large format cameras, both in the studio and on location, working with various light sources. Topics include exposure and image control, and the management of perspective and focus with movements that are unique to the view camera. Prerequisite: DMP1003

**DPH1063 Photographic Journalism I**
In this course, students will obtain an accurate picture of news photographic journalism as presented by seasoned professionals. Emphasis is placed on creativity, content, gathering of information, and layout. Students will learn that this field is one that requires dedication and drive. They will be shown examples of photojournalism and will produce original images for the picture study, magazine covers, and page layouts for all types of print media. Prerequisite: DMP1003

**DPH1073 Architectural Photography**
This course covers the fundamentals of photographing interiors and exteriors for the architect. The student completes a variety of assignments using large and medium format cameras. Specific techniques, such as perspective control and movements, are achieved both in-camera and digitally. Prerequisite: DPH1053

**DPH1083 Advanced Lighting**
Students expand on the skills developed in the first Lighting course. Emphasis will be placed on lighting for products and people in both the studio and on location. Students will be introduced to the correct utilization of electronic flash. Prerequisite: DPH1043

**DPH1093 Studio Photography**
The challenges of studio photography are studied via a variety of assignments that require students to photographically render various subjects with the appropriate clarity and artistry dictated by the assignment criteria. Prerequisite: DPH1043

**DPH1103 Portraiture Photography**
Workshops and critiques enable the student to learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. Course emphasis is on classical portraiture, with attention given to the use of lighting, posing, and facial view to create a flattering portraiture. Prerequisite: DPH1043

**DPH1113 Digital Image Illustration I**
This class provides students with a more indepth experience using digital imaging software. Students will explore channels, masks, basic compositing, vector tools, and advanced layer techniques. In addition the course will cover efficient workflow from input to output, advanced color correction, and elementary color management. Prerequisite: DMP1003, FND1063, or by permission of Academic Director

**DPH1123 Fashion Photography**
This course examines the stylistic concerns of fashion photography, and involves studio as well as location shoots. Special emphasis centers on directing models and lighting garments. The fashion photograph as drama and storytelling is analyzed. Prerequisite: DPH1043

**DPH2003 Internship**
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The student will gain the experience needed to enter the field when they graduate.

**DPH2013 Portfolio Exploration (AAS)**
Students begin the portfolio process by exploring creative and professional possibilities to determine a direction for their work that forms the foundation for their graduate portfolio. Students investigate industry standards and current trends in portfolio presentation. Prerequisite: 5th Quarter (AAS)

**DPH2023 Web Photographic Portfolio**
Students will learn the basic tools for placing their photographs on the Internet and or archiving their portfolio. Students will acquire the skills needed to develop, design, and produce basic web pages. Prerequisite: 5th Quarter (AAS) & 11th quarter (BFA)

**DPH2033 Business of Photography**
In The Business of Photography, students learn the basic concepts and principles of running a photograph-related business. Emphasis is placed on the legal and pricing aspects that are specific to the photographic industry. Prerequisite: 5th Quarter or by permission from Academic Director.

**DPH2043 Portfolio Refinement AAS**
In this course, students continue to refine and edit their work in a continuation of the portfolio process. Students more clearly articulate visually and verbally the underlying themes in their work. Prerequisite: DPH2013

**DPH2123 Alternative Processes**
Students express their artistic visions through unconventional approaches to photography. Topics such as toy camera photography, pinhole photography, simulation of antique photographic processes, multiple exposures, and other camera and lens alternatives to digital/analog hybrids are explored. Students are required to go above and beyond the technical requirements of each assignment, allowing their aesthetic concerns to flourish. Prerequisite: FND1063 & DPH1113

**DPH2203 Web Photographic Portfolio**
Students will learn the basic tools for placing their photographs on the Internet and or archiving their portfolio. Students will acquire the skills needed to develop, design, and produce basic web pages. Prerequisite: by permission

**DPH2223 Fine Art Marketing**
Students will learn how to effectively market their photographic works through traditional and electronic means. Students will also discuss the concepts of product, price, promotion, distributions, and benefit as they relate to a photography business model. Prerequisite: DSN3073
DPH3003 History of Photography II
This course will examine the emerging photographic styles and perspectives of a new generation of photographers reacting to the cultural revolution of the 60's and 70's; the eruption in the 80's of Postmodernism and Critical Theory; and the digital revolution of the 90's. Students will further examine contemporary issues focusing on the theoretical swing from Postmodernism back to Modernist practices. Lastly, students will look at the popular trend of using alternative processes from the nineteenth century. Prerequisite: DPH1083

DPH3013 Photojournalism II
In this course, students will obtain an accurate picture of sports photojournalism as presented by seasoned professionals. Emphasis is placed on creativity, content, gathering of information, and layout. Students will learn that this field is one that requires dedication and drive. They will be shown examples of photojournalism and will produce original images for the picture study, magazine covers, and page layouts for all types of print media. Prerequisite: DPH1083

DPH3023 Video for Photography
This course introduces the students to video production. Instruction is given on basic techniques of production including camera orientation, and lighting set-up. The course provides an overview of various video and television production processes. Introduction to the technology of video recording and playback is also covered. Prerequisite: DPH1113 or by permission of Academic Director.

DPH3033 Creative Concepts
This course concentrates upon the exploration of image concepts, content, symbolism, and narrative potential of photography. Emphasis will be placed upon experimenting with alternatives to the single "documentary style" traditional approach to photography. Students will be challenged to develop a wider understanding of possible photographic solutions to problems of communication and self-expression. Prerequisite: 6th Quarter or above

DPH3043 Architectural Photography II
Moving into interior spaces, students continue with architectural subjects. The class looks at solutions to problems of lighting large spaces and the challenges of perspective in small spaces. Students will learn to balance color when working with mixed sources of light. Prerequisite: DPH1073

DPH3053 Location Photography
This course explores the special needs of location photography. The planning and logistics of shooting on location are covered. Transportation, scouting, permits, and billing, in addition to lighting, metering, and other photographic controls will be demonstrated in a variety of assignments related to fashion, portraiture, still life, product, stock, and architectural photography. Students work alone and in teams, thus sharing a number of photographic and support roles. Prerequisite: DPH1083

DPH3063 Contemporary Issues in Photography
This course explores the major artists and developments in photography since 1945. The use of photography as an influence on culture and a reflection of politics, science, morality, and art will be looked at. The recent history of photography will be examined including its questionable claim as a document of evidence in an age of digital manipulation. Diverse issues, photographic themes, and subject matter will be discussed through the use of examples from case studies. Prerequisite: None

DPH3073 Editorial Photography
In this course, students will learn to photograph people featured in advertising and editorial layouts. Specific subjects covered are the fields of fashion, advertising design, and marketing with concentration on editorial portraits through completion of studio location projects. Prerequisite: DPH1083

DPH3083 Color Management
Students learn and apply the techniques of digital color management to photographic production. Students build and apply color profiles for input and output devices. Prerequisite: DPH1113 or by permission of Academic Director

DPH3093 Advertising & Art Direction
The specific needs of a variety of manufacturers and retail clients are examined and photographic solutions are developed in this course. Students create photographs meeting specific market and media needs. Prerequisite: DPH1083

DPH3103 Digital Publishing
This class is an introduction to typography, layout, and digital publishing. The course will examine the fundamentals of typography and layout for publication and web design. Students will explore practical application and use original photography and digital publishing skills through the use of current software. Prerequisite: DPH1083 or by permission of the Academic Director

DPH3113 Nature Photography
This course focuses on the skills required for the effective photography of natural environments, plant life, and animal life. Students will work both in the field and studio to practice skills and techniques in this photographic medium. Prerequisite: DPH3053, or by permission of Academic Director.

DPH3143 Food Styling
This course focuses on the skills required for the effective photography of food. Lighting, tabletop design, plate component design, and artistic flow are discussed. Students will work with culinarians in a studio environment to practice critical skills and techniques in this photographic medium. Prerequisite: DPH1113

DPH3113 Multimedia for the Internet
Students will learn to produce both still images and digital video images for use on the Internet. The media-specific requirements for color and resolution are addressed in this class. Special attention will be given to consideration of screen sizes and ratios. Students will address such problems as economic composition of images for small screens such as mobile devices. Prerequisite: DPH1113 or by permission of Academic Director

DPH3123 Photographic Essay
In this course, the student will develop extended photographic narratives. This course will carry the student through the process of producing sets of imagery that convey a story or ideas that have little written narrative support. Photographs will be analyzed not only for their stand-alone creative content, but also for their ability to introduce transition and conclude a picture story with maximum visual effect. The success of the essay will be through historical and cultural context, in-depth research, and methods of project development. Prerequisite: DPH3013

DPH3203 Video Production
This course introduces the student to the various technical aspects of video production. Students examine the basic techniques of production, including camera, lenses, framing and composition, studio facilities, and personnel. Prerequisite: DPH1023

DPH4003 BFA Internship
Through a field internship experience, students will be able to apply their photographic skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. Prerequisite: 10th Quarter or above

DPH4013 Portfolio Exploration
Students begin the portfolio process by exploring creative and professional possibilities to determine a direction for their work that forms the foundation for their graduate portfolio. Students investigate industry standards and current trends in portfolio presentation. Prerequisite: 5th Quarter (AAS) or 10th Quarter (BFA) or by permission of Academic Director

DPH4043 Portfolio Refinement BFA
In this course, students continue to refine and edit their work in a continuation of the portfolio process. Students more clearly articulate visually and verbally the underlying themes in their work. Prerequisite: DPH4013

DPH4053 Exhibition Printing
In this laboratory class, participants will produce final portfolio prints as well as final exhibition prints of gallery quality. Special attention will be paid to quality control as demonstrated in effective surface control, tonal and color control, archival preparation, and gallery-quality presentation. Prerequisite: DPH4043

DPH4063 Portfolio/Thesis Exhibition
In this course, students complete the portfolio process. Students assemble portfolios, web sites, résumés, marketing, and self-promotion materials into a comprehensive presentation. Students participate in a thesis exhibition. Prerequisite: 12th Quarter

Description of Courses
Description of Courses

DPH4073 Business Operations & Management
Important business management skills and a range of practical, legal, and ethical issues for the self-employed professional photographer form the basis of this course. Students learn how to set up a business, research potential clients and contacts, put together price lists and invoices, and gain a general recognition of client needs. Course material includes promotion, pricing, accounting, studio overhead, and the development of a business plan. Prerequisite: Final quarter or by permission

DPH4203 History of Cinema
This course provides a historical foundation for students interested in cinematography and motion pictures. Salient practitioners in the field will discuss and their work critically analyzed. Students will also compare and contrast the film industry to the photography industry.

DPH4223 Advanced Web Production
Students will learn advanced techniques to communicate their artistic medium through Internet websites. Effective use of software to create a website that is aesthetically pleasing and functionally sound will be discussed. Usability issues related to navigation, sequence, and consistency will also be addressed. Prerequisite: DPH3113

DPH4233 E-Business Solutions
This course focuses on the effective use of electronic media for the distribution of artistic work. Specific emphasis will be placed on the development and use of an Internet website as a vehicle to communicate with customers. Prerequisite: DPH3113

DPH4333 Documentary Photography
This course provides the opportunity to expand photojournalism skills through a hands-on exploration of the documentary format. Students will learn stylistic principles of documentary delivery and critically examine existing work of major practitioners in this medium. Prerequisite: DPH1063

DPH5013 Special Topic I
Students may choose from the major subject electives to fulfill this requirement. Not all courses will be taught every quarter. Prerequisite: 9th quarter

DPH5023 Special Topic II
Students may choose from the major subject electives to fulfill this requirement. Not all courses will be taught every quarter. Prerequisite: 8th quarter

DPH5033 Special Topic III
Students may choose from the major subject electives to fulfill this requirement. Not all courses will be taught every quarter. Prerequisite: 7th quarter

DPH5043 Special Topic IV
Students may choose from the major subject electives to fulfill this requirement. Not all courses will be taught every quarter. Prerequisite: 8th Quarter or above

DPH5053 Special Topic V
Students may choose from the major subject electives to fulfill this requirement. Not all courses will be taught every quarter. Prerequisite: 9th Quarter

DPH5063 Digital Image Management
Students learn to manage large image libraries with an emphasis on effective library search, retrieval, and protection of assets. Students will utilize various digital asset management software programs and workflows based on industry needs. Prerequisite: By permission of Academic Director

DPH5073 Digital Image Management Portfolio
This course is the continuation and completion of the portfolio process. Students develop their work on the way to meeting their professional and creative goals. Students expand their ideas and concepts from prior coursework. Prerequisite: By permission of Academic Director

DSN1013 Traditional Typography
This course is an introduction of lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms, are also studied. Students will work in a traditional context of hand-rendering type and also be introduced to contemporary typesetting technology. Prerequisite: FND1013

DSN1023 Introduction to Design Applications
This course is designed to provide an introduction to the industry-related graphic software applications currently used in the design professions. Students will be introduced to basic skills and technical devices for electronic production of visual communication. The three areas of concentration are digital illustration, image/photographic manipulation, and page layout. Prerequisite: None

DSN1033 Layout Design
This class will concentrate on expanding his/her lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms, are also studied. Students will work in a traditional context of hand-rendering type and also be introduced to contemporary typesetting technology. Prerequisite: FND1013

DSN1043 Digital Illustration
This course advances the students understanding of the computer as an artist tool. Building on previous courses in drawing, concept development and introductory computer aided design; students will be asked to generate a number of expressive solutions that address specific illustrative problems, both technical and creative. As part of this course, students will be given the opportunity to develop their digital illustration skills by exploring numerous tools and techniques to obtain desired results. Prerequisite: DSN1023

DSN1053 Concept Design
This course will emphasize the conceptualization process of design and its function in solving given problems. The student will use creative problem solving and research techniques, specifically: problem identification, analysis, brainstorming and idea refinement. Prerequisite: FND1003

DSN1063 Digital Layout
This course will explore various means of indicating, placing and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of a cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, and display and text type will be developed using page composition software. Prerequisite: DSN1023

DSN1073 Survey of Graphic Design
An introduction to the history, principles, elements and vocabulary of graphic design. Methods are explored to help identify design objectives and improve graphic communication skills. Prerequisite: None

DSN2013 Typography Hierarchy
This course is a continuation of the study of traditional typography. Exercises and projects focus on the hierarchical qualities of typography. The development of marketable, original, and creative problem solving solutions will also be examined with an emphasis on creative techniques. Industry standard software will be used in the development of digital typography and hierarchical skills. Prerequisite: DSN1063

DSN2023 Digital Grid Systems
This advanced layout course enhances and reflects skills developed in fundamental design courses. Critical analysis will be applied through the usage of type and layout to create clear, communicative design. Portfolio-quality projects will be developed as part of this process. Prerequisite: DSN1063

DSN2033 Digital Photography for Designers
This course introduces students to the fundamental terminology, concepts, and techniques of digital image acquisition, image archiving, manipulation, and output. This course focuses on the principles of using color, composition, lighting, and other techniques for overall thematic and visual effects of photographic images. Prerequisite: FND1063, or by permission of Academic Director

DSN2043 Web Scripting
Students integrate design skills with the basic computer language skills (HTML) required in order to create web pages. Emphasis is balanced between the design and technical elements of Web Page design and production. Prerequisite: WDM1023

DSN2053 Typography – Expressive & Experimental
Emphasis is placed on the expressive potential of typography. How the form of the written letter affects meaning is studied experimentally. The emphasis is on design elements from the perspective of history, psychology, and artistic interpretation executed with digital tools. Prerequisite: DSN1063, DSN2013
Description of Courses

DSN2063 Print Production
This course prepares students in the electronic preparation of simple designs. Image reproduction, color specification, file preparation procedures, and binding and finishing techniques will be explored. Discussion of various printing processes and paper selections are covered in this class. Prerequisite: DSN2023

DSN2073 Conceptual Imagery
This course concentrates on image concepts, content, symbolism, and narrative potential for advanced portfolio applications and provocative expression. Students will develop the techniques and abilities to create personal, conceptual, and experimental imagery to enhance design projects while increasing their flexibility as an artist and designer. Issues of style, consistency, content, and presentation will help students develop a wider range of creative capabilities.
Prerequisite: DSN1053, FND1063

DSN2083 Web Layout
This course focuses on graphical user interface design as it relates to the Internet, handheld devices, kiosks, and other digital media. Parameters relating to certain technical specifications will mediate the design process. Students will also employ principles of user experience design appropriate for the client and target audiences. Prerequisite: DSN2043

DSN2093 Package Design
Exploration of the design process in package design and the challenges of adapting 2D designs to 3D forms, both simple and complex. Projects will explore materials, structure, aesthetics, production methods, marketing objectives, and budgetary constraints.
Prerequisite: DSN2073 or by permission of the Academic Director

DSN2103 Advanced Image Manipulation
This course builds upon the Image Manipulation course to integrate raster and vector graphics with concerns for varied formats, including web and print graphics. Upon successful completion of the course, the student will demonstrate advanced research, conceptual development, and execution through the use of industry-standard, raster-image software.
Prerequisite: FND1063

DSN2113 Media Business Law
This course covers the multiple facets of media business law. Topics include: an overview of the legal system, contracts, personal property, intellectual property, copyright, and additional legal and ethical business issues as it impacts media and design professionals.
Prerequisite: GE2084

DSN3003 Design History Since 1945
This course focuses on the art and design of the post-war twentieth century. Topics include modernism, post-modernism, contemporary art and design movements, the emerging of film, television and other electronic media, and the philosophical issues raised by emerging technologies.
Prerequisite: GE3004

DSN3013 Publication Design
Publication design is a mainstay in the study of graphic design. This class will focus on creating a publication, hierarchy, grid, page sequence and spreads. The publication will be typographically-oriented with a combination of images, color and texture as well as a typographical relationship to the subject of the publication.
Prerequisite: DSN1063, DSN2063

DSN3023 Digital Pre-Press
Students complete multiple-page electronic pre-press documents that include scanned and edited images, object-defined graphics, and text through the integration of a variety of file types. The place of electronic page makeup in modern print production is studied.
Prerequisite: DSN2063

DSN3033 Portfolio I
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies.
Prerequisite: DSN2043, DSN2063

DSN3043 Collateral Design
The role of graphic design in collateral materials will be introduced and explored with a focus on brochures, billboards, posters, transit cards, point of sale materials, direct mail pieces, sales promotion materials, etc. The process of developing unified advertising collateral materials involving multiple presentations will be emphasized.
Prerequisite: DSN3023, ADV3003

DSN3053 Graphic Symbolism
This course examines the importance of graphic symbols in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements including typography, simplified imagery, and abstract shapes will then be utilized to create individual logo designs and other symbolic images.
Prerequisite: DSN2053

DSN3063 Environmental Design
Students will study a range of examples of exhibition/environmental design measured against conventions of 2D display/informational systems. Conventions of two-dimensional graphic design such as typography, layout, image use, and visual hierarchy will be expanded into the three-dimensional environment. Elements such as scale, light, color, typography, viewer placement, conceptual sketching, 3D model building, and various computer programs will be used to present and define the chosen message.
Prerequisite: DSN2093, DSN2103

DSN3073 Design Marketing
In this class, students will explore theories, methods, and strategies for effectively selling a product. Students will also provide concepts of product, price, promotion, distribution, and benefit as they relate to advertising. Lectures include a review of the target audiences, budgets, strategy, and the company vision. Examine various management styles, techniques and trends in the industry.
Prerequisite: GE2084, GE0014, or by permission of Academic Director

DSN3083 Web Animation
This course investigates the use of animation in the development of interactive as well as non-interactive digital media art. The class will emphasize the mechanics of 2-D animation with audio and interactivity. Focused consideration of the Internet will be conducted by emphasizing related parameters and protocols.
Prerequisite: DSN2063

DSN3093 Corporate Identity
The role of communication design in creating comprehensive corporate identity systems is the focus of this course. An analysis of corporate objectives and practical applications will be the basis for developing a structured corporate identity system, including logo design, color, symbols, and branding. Other business collateral may also apply (stationery, business cards, signage and packaging vehicles). Students will study and analyze effective Corporate Identity systems through case studies. Project solutions will require innovative thinking and alternative design approaches with creative, intense use of otherwise traditional media output.
Prerequisite: DSN3023, DSN3053

DSN3103 Art Direction
This class will instruct students in the use of professional cameras, lenses, and lighting equipment. Students will be introduced to art direction, setting up still lives, pack shots, and people in situations. Working in teams to style, polish and light their projects, they will take turns art directing their individual concepts.
Prerequisite: DSN3033

DSN3113 Design Technology
This course provides students with an opportunity to work in a small, creative team. Working as either a writer or an art director, they will work in a small group to develop creative advertising solutions. Students will generate a variety of concepts, thumbnails, and will execute selected solutions in tight, comprehensive color with copy.
Prerequisite: DSN3053

DSN4003 Graphics Design Studio
This course provides an in-depth evaluation of projects to be utilized in each students’ professional portfolio. Portfolio materials will be evaluated, refined, and finalized. The student also has an opportunity to do individualized research on a topic that is of particular interest to their area of study.
Prerequisite: DSN3093

DSN4013 Senior Project
Students select an area to research and develop their portfolio projects. The emphasis is on
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quantitative and qualitative research, scheduling of the project, methods of preservation and quantitative results. Additionally, students prepare, present, and defend a project suitable for professional presentation. Prerequisite: DSN3093, ADV3043, ADV4003

DSN4023 Professional Practices
This course prepares students for the business environment and the transition into an applied arts profession. It emphasizes the concepts of professionalism and an overall understanding of self-marketing in the field. Professional development tools are presented, including resume and cover letter writing, networking and interviewing skills. Freelance business operating practices such as negotiation of contracts, pricing and estimation of services, ethical guidelines, and pertinent tax laws will be addressed. Prerequisite: GE2084

DSN4033 E Portfolio
This course will guide students through the process of compiling their work into a final interactive portfolio. This course will also stress the importance of professional development and help the student obtain the necessary completion of the initial job search requirements. Prerequisite: DSN3103, ADV3033

DSN4043 Graphic Design Capstone
Students in this course present a comprehensive understanding of their academic experience. Proficiency will be demonstrated in both studio and general education courses through a written, oral, and visual presentation. Prerequisite: DSN4013

DSN4053 Sustainable Design Issues
This course will address the fundamental issues of sustainable design and introduce a broad range of frameworks and concepts for tackling the fundamental changes that are required in how a company approaches design and manufacturing. Drawing from a wide range of sources and case studies, we will discuss the key issues framing sustainable design, how it can be initiated in an organization, and how it impacts on choices of product planning, production partners, brand, and marketing. Prerequisite: DSN3063

DSN4063 BFA Portfolio
This course aims to prepare students for entrylevel employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competency. Students will demonstrate an advanced skill set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: DSN4013, ADV4003

DSN4083 BFA Honors Internship
This is an honors internship for School of Design candidates. Eligibility requirements are: Ten quarter student; completion of DSN3113 or WDM4023; BFA Internship class with a grade of A or B; a cumulative GPA of 3.5 or higher, and departmental approval. This class is used to give the student actual work experience in a related field for classroom credit. Students participating in an internship must complete assignments and criteria each week during the quarter running concurrent with their course. Prerequisite: 12th Quarter

FD1043 Technical Drawing
This course covers the manual, mechanical, and computerization of technical sketching with emphasis on flat drawing for specification sheets. Prerequisite: DFB1023

FD2043 Portfolio
This course focuses on the completion of the portfolio and enables students to begin their career search. Previous work will be reviewed for portfolio content. Current additions will be determined and executed in order to produce a quality representation of the student’s abilities. The student will also complete a professional résumé and begin the job search. Prerequisite: FD2103

FD80003 The Fashion Industry
This course is an introduction to the apparel industry. Students will learn how the industry operates with regard to the creation, production, and marketing of apparel. Prerequisite: None

FD1003 Construction I
In this course, students will analyze construction standards and techniques applicable to the apparel industry. A foundation of fundamental construction skills will be learned and demonstrated as they apply to a basic garment. Prerequisite: None

FD1023 Construction II
In this course, students will demonstrate a working knowledge of basic and advanced construction techniques as they apply the methods to complex garments. Students will further explore industrial sewing techniques to expand their skill level. Prerequisite: FD1003

FD1043 Patternmaking I
This laboratory class will introduce students to basic flat pattern techniques in accordance with industry standards. Specific attention will be paid to the fundamental principles of flat pattern making, focusing on the bodice. Prerequisite: None

FD1053 Drawing II
Students explore techniques of fashion illustration for design communication. The development of the fashion figure and the relationship of the garment and fabric are emphasized. Prerequisite: FND1023

FD1073 Construction III
Students will demonstrate a working knowledge of advanced construction techniques and apply these methods to complex garments. Students will further explore mass production and couture techniques to expand their skill level. Prerequisite: FD1033

DB1083 Patternmaking II
This is a laboratory class in which students apply intermediate flat pattern techniques in accordance with industry standards. Specific attention is paid to skirt, sleeve, and collar development. Prerequisite: DFB1043

FDB1093 Drawing III
In this course, technical drawing techniques are explored and applied through the development of garment details, fabric, and texture rendering. Prerequisite: DFB1053

FDB1103 Textiles I
This course explores the natural and manufactured fibers, their production, uses, and characteristics. Course content includes discussion of yarns, fabrics, design methods, and aesthetic applications. Prerequisite: None

FDB2003 Tailoring
Industry tailoring techniques will be introduced and applied to the production of suits and coats for men and women. The course includes construction development; foundation assembly, decorative details, and finishes for tailored clothes. Prerequisite: DFB1073

FDB2013 Patternmaking III
This course is an advanced study of flat pattern making, involving the development of essential fit slopers. Students will be given an opportunity to develop original designs and draft appropriate patterns. Prerequisite: DFB1083

FDB2023 Drawing IV
Students will further expand their skills in fashion illustration to include color rendering. The development of a personal style of illustration for complete fashion drawings appropriate for the fashion industry will be emphasized. Prerequisite: DFB1093

FDB2033 Textiles II
Students will be introduced to the regulations and laws that apply to the apparel industry. They will research and source textile manufacturers and mills relevant to product development. Students will develop a further understanding of the end uses of textiles using various testing methods and procedures. Prerequisite: DFB1103

* Design Studio: FDB2043 Bridalwear
In a laboratory setting, students will design and construct apparel appropriate for the Bridal market. Attention is given to special design characteristics and marketing strategies unique to this category. Prerequisite: DFB1073, DFB2013

FDB2053 Draping
This course is an introduction to the technique of draping. Students are introduced to the methods and principles of 3D pattern draping, allowing for the development of design concepts. Proportion, line, grain, and fit are analyzed in this laboratory class. Prerequisite: FDB2013

FDB2063 Fashion Presentation Techniques
This course focuses on professional development techniques for an apparel design product with emphasis on design and concept boards used for vi
FDB2033 Computer Pattern I
This course will focus on the application of computer-aided design in patternmaking. Students will utilize industry software and hardware to create and plot patterns. The effect of computerization on the production process will be discussed and analyzed. Prerequisite: FDB2013

FDB2123 Manufacturing Processes
The purpose of this course is to introduce and define the manufacturing processes. Students will develop a working knowledge of terms and methods. They will also develop an understanding of production operations including domestic and overseas sourcing and production. Prerequisite: FDB2033

* Design Studio: FDB2033

FDB3013 Couture Techniques
The focus of this course is to develop an awareness of the couture market. Students will learn to work with individual clients and specialty designs employing advanced construction techniques. Prerequisite: FDB1073, FDB2013

FDB3023 Computer Pattern II
This course will focus on advanced use of computer-aided design in patternmaking. Students will utilize industry software and hardware to engineer patterns from original designs in a laboratory setting. Work will be initiated for presentation in the final portfolio of student work. Prerequisite: FDB2003 or by permission of the Academic Director

FDB3033 Computer Design II
Students will develop skills in technical drawing using appropriate software systems. Specific attention will be paid to the development of technical flats and specification drawings. Prerequisite: FND1063

FDB3043 Fashion History I
This course is a survey of fashion from prehistoric time through the Renaissance period, with emphasis on the relationships of apparel, architecture, socialization, and the historical influence on current fashion. Prerequisite: FDB2013
* Design Studio:

FDB3053 Eveningwear
In a laboratory setting, students will design and construct apparel appropriate for the evening wear market. Attention is given to special design characteristics, fabrications, and marketing strategies unique to this category. Prerequisite: FDB1073, FDB2013

FDB3073 Computer Design III
In this class, the student will develop skills using computer software appropriate for the fashion industry. Special emphasis is placed on the development of collateral materials for fashion design. Prerequisite: FDB3033

FDB3083 Fashion History II
This course is a survey of fashion from the 12th Century to the present, with emphasis on the relationships of apparel, architecture, socialization, and the historical influence on current fashion. Prerequisite: FDB3043
* Design Studio:

FDB3093 Knitwear
In a laboratory setting, students will design and construct apparel appropriate for the knitwear market. Attention is given to special design characteristics, sizing, and marketing strategies unique to this category. Prerequisite: FDB1073, FDB2013

FDB3113 Apparel Grading & Marking
This course will focus on the application of computer-aided design in pattern grading and marker making. Students will utilize industry software and hardware to digitize and grade patterns and create markers. The effect of computerization on the production process will be discussed and analyzed. Prerequisite: FDB3023

FDB3203 Surface Design
The study of textile design and implementation as it relates to the apparel industry is the focus of this laboratory class. Students will develop and create designs using a variety of dyeing and printing techniques. Prerequisite: FDB1003 or by permission of the Academic Director

FDB4003 Concept & Line Development
Specialty design areas are explored through research, analysis, and forecasting. Concept and line development is researched and applied for a given market and consumer. Preliminary research and style development is compiled for production of graduate collection. Prerequisite: Completion of five Design Studio Electives

FDB4013 Apparel Structure & Fit
Students will master the concepts of fitting and alterations as they relate to the variations of the female body shape. Furthermore, students will attain an understanding of the principles and methods used in garment structure and design. Prerequisite: FDB1073, FDB2013

FDB4023 Fashion Styling
Students will learn about the different categories of fashion styling. Prerequisite: None

FDB4033 Trends & Concepts in Apparel
This course is a comprehensive study of trend forecasting, including the examination of social issues, demographics, and historical data that affect the fashion and related industries. Prerequisite: FDB3083 or by permission of the Academic Director

FDB4043 Collections
Students will focus on their own area of specialization in the apparel industry by preparing a collection for professional presentation. Prerequisite: FDB4003

FDB4053 Costing & Specifications
In this course, students develop a costing analysis, size specifications and construction standards for a given product. Production methods, materials, and labor costs are analyzed to develop a technical design and specification package. Corequisite: FDB4043

FDB4063 Portfolio I
Students will begin development of a Fashion Design portfolio that meets professional presentation standards. Emphasis will be placed on the creative aspect of the portfolio involving the development of collection groupings including fabrication and rendering. Prerequisite: FDB3033
Prerequisite/Corequisite: FDB4043

FDB4073 Apparel Marketing
This course analyzes current market offerings in the fashion industry and develops systems for market research. Students will be able to recognize and identify regulations and trade issues in the fashion industry, in both domestic and international markets. Students will also compare new technology, select resources, and apply research information to a product line. Prerequisite: FDB0003

FDB4083 Internship
An internship within the fashion industry will be completed to strengthen the individual experience of each student in their chosen field. Work experiences and practices in a professional situation will be discussed to reinforce appropriate and ethical standards in a work environment. Students are required to keep a log, communicate weekly with faculty members, and maintain attendance requirements. Prerequisite: Must be in Final Quarter

* Design Studio: FDB4093 Menswear
In a laboratory setting, students will design and construct apparel appropriate for the menswear market. Attention is given to special design characteristics, sizing, and marketing strategies unique to this category. Prerequisite: FDB1073, FDB2013

FDB4163 Portfolio II
This course focuses on the completion of the portfolio preparation as a requirement for graduation. Previous work will be reviewed for portfolio...
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content with an emphasis on technical skills. Students will develop a digital portfolio to complement the traditional format. Prerequisite: FDB4063

* Design Studio
FDB4173 Sports Wear
In a laboratory setting, students will design and construct apparel appropriate for the sports wear market. Attention is given to special design characteristics, sizing, and marketing strategies unique to this category. Prerequisite: FDB1073, FDB2013

* Design Studio
FDB4182 Theatrical Costuming
In a laboratory setting, students will design and construct apparel appropriate for theatrical productions. Attention is given to special design characteristics such as visual effects and fitting restrictions for performance. Prerequisite: FDB1073, FDB2013

FND1003 Perspective Drawing
This course is a fundamental drawing course where the students will explore various art and media and learn to use a variety of drawing tools with an emphasis on perspective. Students will draw three-dimensional objects in one-, two-, and three-point perspective. Prerequisite: None

FND1013 Design Fundamentals
This introductory course will explore the principles of design, and introduce and develop the creative process. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication. Prerequisite: None

FND1023 Observational Drawing
This course involves the observation and translation of three-dimensional form into two-dimensional drawings. Starting with simple shapes and progressing to more complex organic forms, students will build skill levels in composition, line quality, through the use of tone light and shadow. Prerequisite: None

FND1043 Color Fundamentals
This fundamental course will provide an introduction to the principles of color, and an exploration of color theory as it relates to design. Students will learn how to use color in both traditional and contemporary mediums, and to render color effects for print and electronic production methods. In addition, the psychological and cultural aspects of color will be explored as well as their role in the design process.
Pre/Co-Requisite: FND1013

FND1063 Image Manipulation
In this introduction to raster-based digital image manipulation, students become acquainted with the concepts, hardware, and software, related to digital image acquisition, image editing, manipulation, color management basics, masking, layering, retouching, scanning and output. Prerequisite: FND1013 or by permission from Academic Director.

FRM1003 Introduction to Retailing
In this course, the student is introduced to strategic retailing: the course explores situational analysis, understanding consumer groups, knowing the right location, and managing a retail business as well as how to manage merchandise and how to communicate with the consumer. In addition, this course prepares the student for successful performance within the academic and technical skill-building curriculum. Specific strategies to succeed in such an environment are developed as the student becomes oriented to the fast-track schedules and timelines that are part of student life.
Prerequisite: None

FRM1023 Current Designers
Analyze the dynamics of world-famous designers through comparing and contrasting styles, relations, silhouettes to historical events, economics and artistic time periods, and distinguishing silhouettes of famous designers – both European and American. Prerequisite: None

FRM1033 Apparel Evaluation and Construction
This course is designed for fashion management students to evaluate the equation between quality and cost in garments. Students will be able to identify and analyze quality of trims, fabrics, and construction in relationship to price point. Included will be women’s sportswear, children’s wear, and menswear in a range of price points from high end to discount.
Prerequisite: None

FRM1043 Business Communications
This course addresses the need to communicate in writing on the job. A variety of materials must be written for a business: memos, letters, proposals, presentations, and copy for advertising or marketing. Students will learn to identify the requirements of different types of writing and to prepare material to communicate clearly and effectively. Prerequisite: GE2084

FRM2003 Advertising
This course is a basic introduction to advertising, its history, potential and limitations. We will examine various definitions of advertising and different methods of communication, as well as the advertising spiral, advertising objectives, advertising copy, and federal regulations. In addition, we will look at how advertising has changed over the years and been affected by the culture that has produced it. Learning about the major events, trends, and influences on advertising will help the student place current events in context and help nourish the student’s understanding of the possibilities of various types of ads and advertising campaigns. The course will also help the student recognize emerging trends and capitalize on them.
Prerequisite: FND1063

FRM2013 Sales & Promotions in Fashion
In this course, students gain an understanding into the world of selling within the fashion market. Covered topics include identifying successful salespeople, understanding business-to-business sales, gaining an insight into the sales presentation as well as training tools is examined. Prerequisite: FRM1003 or by permission of the Academic Director

FRM2023 Retail Math
This course introduces the student to retail buying through business-to-business strategies. The student will learn the role of a buyer through planning the purchase, making the purchase, and finally understanding the buyer’s responsibility in merchandise planning, advertising, special events, and visual merchandising.
Prerequisite: GEQ014 or Equivalent, or by permission of Academic Director

FRM2033 Visual Merchandising
Students learn the importance of eye appeal and consumer buying habits. Students create their own displays using the latest principles and techniques in the visual organization of merchandise. Prerequisite: FRM1003 or by permission of the Academic Director

FRM2043 Event Production
In this course the student will be introduced to a wide range of skills needed to produce a successful store event or fashion show for the sale of consumer goods at the retail level. During this course, the student will gain insight into the role of creative and technical experts involved with the runway, backdrop, special effects and lighting, music, models and choreography, hair and make-up, and video teams.
Prerequisite: FRM1003 or by permission of the Academic Director

FRM2053 Digital Illustration for Fashion & Retail Management
In this course, students learn how to use industry specific illustration software for practical use within the field of fashion & retail management. Illustration concepts may include planograms, building facade designs, store layout, signage, and display.
Prerequisite: FND1063

FRM2063 Principles of Accounting
This course introduces the nature and purpose of accounting, presents the accounting cycle, and explains how to prepare accounting statements.
Prerequisite: FRM2023

FRM2073 Merchandising Management
Students study the categorizations of stores, organizational components, and the characteristics of various wholesale and retail markets. They will explore the Private Label and Brand Name businesses, develop customer profiles and look at franchising as a means of entering the retail world. Students will become familiar with merchandise accounting as it relates to the various retail formats. Prerequisite: FRM2023 or by permission of Academic Director

FRM2083 Brand Strategy
Although good brands are easy to identify, they are hard to create. This course addresses the
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FRM4043 Public Relations & Promotions
In this course, students learn the process of the public relations machine. Public Relations and Promotions cover the profession, the processes, and the theory of creating a good public identity through relations and promotions tactics within a given market. Prerequisite: FRM2003 or by permission from Academic Director

FRM4053 Principles of Marketing Research
In this course, students learn how using marketing research tools can better your business endeavors. Topics covered include the role and value of marketing research, the technology involved in marketing research, how to design a marketing research project, gathering and collecting accurate data, and data preparation, analysis, and reporting the results. Prerequisite: FRM3043

FRM4063 Media Planning
Media as part of a delivery channel for a marketing message will be the focus of this course. Topics include media as critical to the fulfillment of the overall marketing strategy, cost effectiveness, and new media. Prerequisite: FRM2003

FRM4073 Fundamentals of Web Design
The increasing use of the Internet and the advent of the World Wide Web have created a growing market for individuals who can integrate aesthetic design principles coupled with web page scripting skills. This course covers the creation of WorldWideWeb pages utilizing HTML, the basic scripting language of all web documents, in addition to many of the other effects and extension scripts available for that medium. Prerequisite: FRM3073

FRM4083 International Marketing & Buying
In this course students will become familiar with the internationalization of the retail marketing segment through retail marketing practices in North and South America, Europe, Asia, and Australia. Also covered are problems and strategies that impact the international environment. Prerequisite: FRM3043

FRM4086 FRM Capstone
In this course, the student plans the opening and management of a non-traditional business (e-tailing, catalog, direct mail, etc.): financing, budgets, market research, inventory, and staffing must be addressed. This course is a workshop in which the students design and prepare all business plan constructs necessary to open a non-traditional retail business. The instructor acts as facilitator and advisor, but all decisions and choices will be made solely by the student. Upon completion of the course, the student will have a comprehensive business plan that can be used as a model for actually opening a business sometime in the future and can be used as a portfolio piece to show prospective employers. In addition, this course gives students the necessary tools to begin their professional development outside the school environment. Additional topics are issues related to presenting a final project in this course. Prerequisite: FRM2053

FRM3073 Store Planning & Lease Management
In this course student explore and gain an understanding of the elements that may be combined to make successful store layouts, traffic patterns, furnishings, fixtures, and securities combined to make successful store layouts. Covered topics include: the physical environment. Included in this course of study is the utilization of computer software that is significant to the retail sector. Prerequisite: FRM2053

FRM3083 Business Law
In this course, students will learn the value of the laws that relate to the field of fashion and retailing. Covered topics include ethics in law, the judicial process, criminal law, the sales and leases of good, warranty and product liability, consumer protection, employment law, labor-management relation laws, and international laws. Prerequisite: FRM1003

FRM4003 Human Resource Management
In this course the student gains an understanding as to how a business must utilize a centralized management hierarchy in order to facilitate an efficient operation. This course explains the Human Resource environment and how acquiring resources for a productive business will lead to successes. Additional topics include labor regulations, collective bargaining, employee discipline and promotion, and promoting safety and health in the workplace. Prerequisite: FRM1003

FRM4013 Product Development
This course examines the role of product development in the apparel supply chain. Also covered are consumer markets, business planning, and the technical aspects of design, production planning, and production distribution. Prerequisite: FRM1003

FRM4023 Copyright Law
Copyright Law provides an in-depth exploration of competitive business practices with emphasis on the protection of intellectual property, including copyright, trademark, business, and service marks. Prerequisite: FRM3083

FRM4033 Consumer Behavior
This course focuses on why the consumer shops your brand. Concepts covered include internal and external influences the consumer encounters while shopping and choosing what to buy. The consumer decision-making process, buyer behavior, and marketing regulations will also be covered. Prerequisite: FRM1003, or by permission of the Academic Director

FRM4003 Business Entrepreneurship I
In this course, students plan the foundation for opening and management of a small store: sales, budgets, market research, and staffing. This course is a workshop in which students design and prepare the beginning business plans necessary to open a retail store. The instructor acts as facilitator and advisor to the student, but all decisions and choices will be made solely by the student. Upon completion of the course, the student will have a foundation for a business plan that can be developed into a model for actually opening a business. Final preparation of the plan will be completed in Business Entrepreneurship II. Prerequisite: FRM1043

FRM3033 Business Entrepreneurship I
This course develops the student’s understanding of operational objectives in a retail structure. Emphasis will be placed on planning, control, profitability, and staffing in a retail environment. The use of technology in the industry and the responsibilities of retail executives will be examined as well. Also career opportunities and ethical behavior of those individuals who choose to enter the retail arena will be discussed. Articles pertaining to current issues (found in trade publications and newspapers) will be reviewed and discussed, in order to understand methods that have been created to expedite and increase profitability for the retailer. Prerequisite: FRM1003

FRM3043 Brand Marketing
Branding became a buzzword in 1990s advertising and marketing, but this process has evolved into a powerful way to organize and utilize an understanding of consumer needs and motivations in a changing marketplace. As the retail environment changes, marketing people can rely less on the traditional tools of print and broadcast media. Marketing strategies need to learn how to create an identity for their products and services and how to use that identity to support sales. This course is an introduction to the essential concepts and skills of brand marketing. Prerequisite: FRM1003 or by permission of the Academic Director

FRM3053 Introduction to Manufacturing
Overview of the fashion industries, including the terminology of fashion and an explanation of the three levels of the industry: design, production, and sales. Careers and the organization, structure, and problems of the garment industry are studied. Prerequisite: FRM1003 or by permission of the Academic Director

FRM3063 Business Entrepreneurship II
In this course students complete the planning of a small retail store: financing, budgets, market research, and inventory. This course is a final workshop in which students design and prepare all business plans necessary to open a retail store. Students will base all plans for this course on initial sales plans completed in Business Entrepreneurship I. The instructor acts as facilitator and advisor to the student, but all decisions and choices will be made solely by the student. Upon completion of the course, the student will have a comprehensive business plan that can be used as a model for actually opening a business sometime in the future and can be used as a portfolio piece to show prospective employers. Prerequisite: FRM1003

FRM3072 Elements of Retail and Operational Technology
This course develops the student’s understanding of operational objectives in a retail structure. Emphasis will be placed on planning, control, profitability, and staffing in a retail environment. The use of technology in the industry and the responsibilities of retail executives will be examined as well. Also career opportunities and ethical behavior of those individuals who choose to enter the retail arena will be discussed. Articles pertaining to current issues (found in trade publications and newspapers) will be reviewed and discussed, in order to understand methods that have been created to expedite and increase profitability for the retailer. Prerequisite: FRM1003

FRM3030 Retail Management
In this course, students design and prepare the beginning business plans necessary to open a retail store. The instructor acts as facilitator and advisor to the student, but all decisions and choices will be made solely by the student. Upon completion of the course, the student will have a foundation for a business plan that can be developed into a model for actually opening a business. Final preparation of the plan will be completed in Business Entrepreneurship II. Prerequisite: FRM1043

FRM3049 Business Law
In this course, students will learn the value of the laws that relate to the field of fashion and retailing. Covered topics include ethics in law, the judicial process, criminal law, the sales and leases of good, warranty and product liability, consumer protection, employment law, labor-management relation laws, and international laws. Prerequisite: FRM1003

FRM4003 Human Resource Management
In this course the student gains an understanding as to how a business must utilize a centralized management hierarchy in order to facilitate an efficient operation. This course explains the Human Resource environment and how acquiring resources for a productive business will lead to successes. Additional topics include labor regulations, collective bargaining, employee discipline and promotion, and promoting safety and health in the workplace. Prerequisite: FRM1003

FRM4013 Product Development
This course examines the role of product development in the apparel supply chain. Also covered are consumer markets, business planning, and the technical aspects of design, production planning, and production distribution. Prerequisite: FRM1003

FRM4023 Copyright Law
Copyright Law provides an in-depth exploration of competitive business practices with emphasis on the protection of intellectual property, including copyright, trademark, business, and service marks. Prerequisite: FRM3083

FRM4033 Consumer Behavior
This course focuses on why the consumer shops your brand. Concepts covered include internal and external influences the consumer encounters while shopping and choosing what to buy. The consumer decision-making process, buyer behavior, and marketing regulations will also be covered. Prerequisite: FRM1003, or by permission of the Academic Director

FRM4043 Public Relations & Promotions
In this course, students learn the process of the public relations machine. Public Relations and Promotions cover the profession, the processes, and the theory of creating a good public identity through relations and promotions tactics within a given market. Prerequisite: FRM2003 or by permission from Academic Director

FRM4053 Principles of Marketing Research
In this course, students learn how using marketing research tools can better your business endeavors. Topics covered include the role and value of marketing research, the technology involved in marketing research, how to design a marketing research project, gathering and collecting accurate data, and data preparation, analysis, and reporting the results. Prerequisite: FRM3043

FRM4063 Media Planning
Media as part of a delivery channel for a marketing message will be the focus of this course. Topics include media as critical to the fulfillment of the overall marketing strategy, cost effectiveness, and new media. Prerequisite: FRM2003

FRM4073 Fundamentals of Web Design
The increasing use of the Internet and the advent of the World Wide Web have created a growing market for individuals who can integrate aesthetic design principles coupled with web page scripting skills. This course covers the creation of WorldWideWeb pages utilizing HTML, the basic scripting language of all web documents, in addition to many of the other effects and extension scripts available for that medium. Prerequisite: FRM3073

FRM4083 International Marketing & Buying
In this course students will become familiar with the internationalization of the retail marketing segment through retail marketing practices in North and South America, Europe, Asia, and Australia. Also covered are problems and strategies that impact the international environment. Prerequisite: FRM3043

FRM4086 FRM Capstone
In this course, the student plans the opening and management of a non-traditional business (e-tailing, catalog, direct mail, etc.): financing, budgets, market research, inventory, and staffing must be addressed. This course is a workshop in which the students design and prepare all business plan constructs necessary to open a non-traditional retail business. The instructor acts as facilitator and advisor, but all decisions and choices will be made solely by the student. Upon completion of the course, the student will have a comprehensive business plan that can be used as a model for actually opening a business sometime in the future and can be used as a portfolio entry to show prospective employers. In addition, this course gives students the necessary tools to begin their professional development outside the school environment. In addition to developing professional résumés, interview skills, and networking techniques, the course will emphasize business eti-
Description of Courses

IC1031 Computer Applications
This course will introduce students to the conceptual framework of computer systems and how they work, as well as the implications of computer technology in our contemporary environment. Students will also become acquainted with a variety of software packages, including word processing, spreadsheet, database, PowerPoint, Photoshop, and Internet applications. Prerequisite: None

IC2003 Internship
An internship program is used to give the student actual work experience in a related field for classroom credit. Students will complete a minimum of 88 hours in an approved workplace. Students participating in an internship must complete assignments and criteria each week during the quarter running concurrent with their internship course. In addition, the students must meet with the coordinating instructor each week to discuss progress. The internship assignments and evaluations will be used to monitor success and participation level. Prerequisite: Minimum GPA of 3.0 and must be preapproved in advance of registration by the Academic Department and/or the internship instructor. 

FRM4131 Web Marketing for FRM
In this course, students learn how the advent of the Internet has had a profound effect on how the retail sector does business. Students will better understand ways in which retailers use the web in regards to the e-marketing context, environment, strategy, and management. Prerequisite: FRM1003

FRM4123 Supply Chain Management
In this course, students focus on a strategic, managerial, and cross-functional view of supply chain management, enabling managers to participate in the vision and implementation of world-class supply chain networks. Students gain the knowledge and analytical tools to perform analysis and act as change agents within their organizations. Prerequisite: FRM1003

GBD1083 Digital Color
In this class, students gain applied knowledge of color theory in regard to digital media. They explore the interrelationships of additive and subtractive color theories to digital applications for output to both electronic and print media. Practical application of color in different industries and color systems and processes such as RGB, CMYK, HSB, Lab, PANTONE, etc. are investigated. Prerequisite: FND1043 or by permission of Academic Director

GBD4013 BFA Honors Internship
This is an honors internship for School of Design BFA candidates. Eligibility requirements are: Teneth Quarter student; Completion of GBD4003, Design Development Team or IMMD2043, BFA Internship class with a grade of A or B; a cumulative GPA of 3.5 or higher; and departmental approval. This class is used to give the student actual work experience in a related field for classroom credit. Students will complete a minimum of 88 hours in an approved workplace. Students participating in an internship must complete assignments and criteria each week during the quarter running concurrent with their internship course. Prerequisites: Academic director permission.

IC0033 Fundamentals of Business
This course examines structural and dynamic aspects of business management. Planning procedures, general accounting practices, documentation, and business ethics are also examined. Prerequisite: None

ID2063 Textiles
This course explores the nature of man-made and natural materials used to produce textiles for use in interior design. Content includes discussion of fibers, yarn, fabrics, finishes, design methods, construction, and proper application of these materials from technical, environmental, and aesthetic approaches. Prerequisite: None

ID2073 Residential Design I
This course explores the design of residential interiors as a problem-solving process, with applications to a variety of residential interiors. Areas of study include concept development, human factors, programming and space planning, color, furniture and finish selection as well as concepts of universal design and sustainability. Prerequisite: ID2143

ID2093 Commercial Design I
This course is a study of the design process as it applies to commercial/corporate environments. Studio work includes problem solving, space planning, systems furniture application, code application, furniture, material and finish selection, and presentation. Discussions of branding and corporate identity are included. Prerequisite: ID2083

IC1031 Computer Applications
This course will introduce students to the conceptual framework of computer systems and how they work, as well as the implications of computer technology in our contemporary environment. Students will also become acquainted with a variety of software packages, including word processing, spreadsheet, database, PowerPoint, Photoshop, and Internet applications. Prerequisite: None

IC2003 Internship
An internship program is used to give the student actual work experience in a related field for classroom credit. Students will complete a minimum of 88 hours in an approved workplace. Students participating in an internship must complete assignments and criteria each week during the quarter running concurrent with their internship course. In addition, the students must meet with the coordinating instructor each week to discuss progress. The internship assignments and evaluations will be used to monitor success and participation level. Prerequisite: Minimum GPA of 3.0 and must be preapproved in advance of registration by the Academic Department and/or the internship instructor.

ID1043 Drafting I
In this course, students learn basic drafting techniques in order to familiarize them with the use of drafting equipment and materials, and to provide necessary instruction in fundamental skills. Prerequisite: None

ID1083 Drafting II
Students will develop an understanding of mechanical drawings, detailed drawings, and other components of an entire working drawing package using hand skills introduced in Drafting I. Prerequisite: ID1043

ID1143 Programming & Space Planning
This course begins the design series by introducing the interior design process, including programming, schematics, design development, space planning, and alternate design solutions. Prerequisite: None

ID1163 History of Architecture, Interiors & Furniture I
This course covers the evolution of architecture, interiors, furniture, and design from the ancient world to the Industrial Revolution. The cultural, political, social, and economic conditions of the times are included. Assignments provide opportunities to recognize how the styles of the past continue to influence design today. Prerequisite: None

ID1233 Design Basics 3D
An introduction to the basic elements and principles of three-dimensional design and exploration of the visual and structural qualities of objects. Students solve problems by organizing and constructing three-dimensional forms within spatial environments. Prerequisite: ID1043

ID1253 Sketching & Rendering
Through a method of exploring a variety of traditional medium, the student will obtain basic presentation skills such as sketching and rendering. Prerequisite: FND1043

ID1333 Introduction to Interior Design
Students are introduced to the responsibilities of today’s interior design professional. Assignments require the application of the elements and principles of design for interior spaces to create aesthetic solutions. Basic lessons in ergonomics, space planning, and human factors introduce the skills used to make functional and purposeful design decisions. Prerequisite: None

ID2143 Programming & Space Planning II
This course is a continuation of the design series that advances knowledge gained in Programming & Space Planning I by applying those skills to more complex spaces and design challenges. Prerequisite: ID1143

ID2153 Lighting Design
This course is the study of the principles and ap-
plication of lighting design in interior design. Students explore factors that impact the design of lighting interior spaces, including properties and performance criteria. Prerequisite: None

**ID2223 Codes & Regulations**
This course covers the principles, policies, and practices required by regulatory bodies and jurisdictions having authority over interior construction. An emphasis is placed on aspects directly related to the health, safety, and welfare of the public. Prerequisite: ID4003

**ID2133 CAD I**
Introduction to the fundamental principles and operation of a computer-aided drafting (CAD) sufficient to produce floor plans, elevations, and other components of a working drawing package. Prerequisite: ID1083

**ID2233 CAD II**
Students will enhance their basic CAD skills while increasing their speed and problem-solving capabilities. Students will gain proficiency in computer-assisted drafting through progressively complex applications and 3D visualization. Prerequisite: ID2133

**ID3013 Furniture Design**
This course explores the principles of furniture design. Students will apply knowledge learned in previous courses with ergonomic/anthropometric standards and environmental issues to create furniture designs and present them through various media. Prerequisite: None

**ID3043 Interior Detailing**
Study the materials and fabrication techniques involved in the design and construction of basic interior details and how designers communicate these details in the document package. Students discuss such topics as cabinetry, ceilings, walls, and millwork. Prerequisite: ID3143

**ID3083 Institutional Design**
This course involves the process of institutional design from initial concepts to design development. Skills developed include space planning, selecting appropriate materials and finishes, special interior detailing, researching codes, writing specifications, and estimating quantities and cost. Project focus may include educational, institutional, assisted living, health, care, and education or government environments. Prerequisite: ID2093, ID2223

**ID3093 Commercial Design II**
This course further develops the study of the commercial environment by synthesizing information gained in Commercial Design I with way-finding, universal design and accessibility, sustainability, and detailed specifications that are packaged into construction drawings and specification documents. Prerequisite: ID2093

**ID3103 Building & Mechanical Systems**
This course is a study of the materials and principles utilized in basic construction, building, and mechanical systems for residential and commercial interiors. Electrical and heating systems, ventilation, air conditioning, and plumbing are surveyed. This course also examines the concepts and theories behind indoor air quality, acoustics, lighting applications, and issues of sustainability. Prerequisite: ID2083

**ID3123 Fundamentals of Construction Documents**
This course introduces students to the process of producing and using a set of contract architectural documents for interior spaces. Students focus on formatting and cross-referencing drawings and how to present floor plans, sections, elevations, details, notes, legends, and schedules. Prerequisite: ID3103

**ID3133 3D Digital Modeling & Rendering**
This course will introduce students to 3D modeling software as a communication tool. Students will realize their design solutions volumetrically as part of the design process and communicate their design solutions by appropriately rendering interior models. Prerequisite: FND1063

**ID3143 Environmental & Sustainable Design**
This course covers the principles and practices of the design of environmentally sensitive interior spaces. Topics may include HVAC, Electrical and Plumbing as well as sustainability, LEED, and Green Design issues related to interior spaces. Prerequisite: None

**ID3163 History of Architecture, Interiors & Furniture II**
This course covers the development of architecture, interiors, furniture, and design from the Industrial Revolution to the present. The cultural, political, social, and/or economic conditions of the times are included. Assignments provide opportunities to recognize how the styles of the past continue to influence design today. Prerequisite: ID1163

**ID3173 Residential Design II**
This course offers an in-depth study of concepts introduced in Residential Design I with applications to specific needs in the home. Exploration may include advanced issues of human factors, universal design and sustainability, designing from a global perspective, varying familial structures, aging in place or specialty areas of the home such as home theatre, home office, and/or outdoor living spaces. Prerequisites: ID2153, ID2073

**ID4003 Ergonomics**
This course covers the principles and considerations related to human factors, anthropometrics, ergonomics, and the psychological response of users to interior spaces. Prerequisite: ID1143

**ID4013 Internship**
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: Department chairperson approval of Internship Proposal Packet

**ID4063 Portfolio II**
This course involves the final preparation of a professional portfolio for critique by a jury of design professionals. Prerequisite: ID4153

**ID4083 Hospitality Design**
Investigation of industry standards, design issues, codes, and product relevant to the development of hospitality spaces which may include hotels, resorts, spas, entertainment and leisure spaces, restaurants and other food service facilities. Projects should display viability and originality of concept and innovative presentation techniques. Prerequisite: ID2093

**ID4103 Project Management**
A lecture course in interior design project management, including the pre-bid and post-bid phases of interior design projects, standard form contract documents, bid-sets, insurance forms and related documents, as well as legal liabilities. Prerequisite: ID3123

**ID4123 Senior Design I**
Students select a subject based on their individual career aspirations and develop a project of a substantial scope. Emphasis is on real-world needs that could be better met through more responsible interior design and architecture. Content includes problem identification, analysis of user needs, observation, and information gathering. Ultimately, a design program and schematic solution are prepared that will be further developed into a complete design solution in Graduate Project II for an interior environment that will better support the psychological and physiological health, safety, and welfare of the public. Prerequisite: Department approval of Programming Proposal Packet

**ID4143 Professional Practice**
This course presents the principles governing the business, legal, and contractual aspects of the interior design profession for both commercial and residential applications. Marketing of design services, budgets, ethics, and client/designer/trade relationships are included within lessons of business administration. Current legislation, examinations, certification, and professional associations are discussed. Exercises in interviewing techniques and resume writing strengthen job-search skills. Prerequisite: None

**ID4153 Portfolio**
This course prepares students for the transition to the professional world. This course will prepare students for job interviews by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources. Course Prerequisite: Approval of department chairperson

**ID4226 Senior Design II**
In this culminating studio course, students continue the development of a viable solution for the project initiated in Graduate Project I.
Description of Courses

Skills from the entire program are leveraged into a final portfolio project motivated by environmentally sound, costeffective, and responsible design practices. Prerequisite: ID4123

IMD1013 IMD Fundamentals
This course is a survey of the interactive media industry, technologies, authoring tools, and Web based tools that support the student’s learning process. Students will subscribe to a personal web hosting service and social networking applications for use throughout the WDIM program. Students will also be introduced to the curriculum and expectations for learners in the program including requirements for Portfolio. Prerequisite: None

IMD2003 Programming Logic
An introduction to various logic statements used in all programming languages, providing the skills to convert written words into programming code. Prerequisite: WDM1003 or by permission of Academic Director

IMD2013 Concepts in Motion Design
An introduction to motion design concepts and techniques. Students create interactive motion using basic principles of design for timeline-based media. Prerequisite: MM2093

IMD2023 Interactive Motion Design
An intermediate-level course focusing on writing ActionScript code in a Flash environment. Prerequisites: WDM2023, IMD2013, or by permission of Academic Director

IMD2043 Bachelor of Fine Arts Internship
This internship for School of Design Bachelor of Fine Arts degree candidates is required for Web Design and Interactive Media (WDIM) students but is an option for Advertising Design or Graphic Design Bachelor of Fine Arts degree candidates. Eligibility requirements are: Eighth Quarter student and departmental approval for WDIM. Advertising Design or Graphic Design students must be ninth quarter or above, have departmental approval and have a Cumulative Grade Point Average of 3.0 or above. This class is used to give the student actual work experience in a related field for classroom credit. Students will complete a minimum of 88 hours in an approved workplace. Students participating in an internship must complete assignments and criteria each week during the quarter running concurrent with their internship course. Prerequisites: Eighth Quarter student and departmental approval for WDIM. Advertising Design or Graphic Design students must be ninth quarter or above, have departmental approval and have a Cumulative Grade Point Average of 3.0 or above.

IMD3013 Studio for Interactive Media
Students will create individual, partner, and team interactive projects that integrate design and coding skills acquired in previous quarters of instruction. Prerequisites: WDM4023, WDM4043, WDM3003

IMD3043 Technical Problems in Interactive Media
A practical work experience involving specific problems of identifying and setting up components, and working to build and troubleshoot multimedia computer systems. Solid working knowledge of multimedia computer hardware, software, and peripherals will be gained. Students will also spend time exploring the intricacies and options of burning professional CD-ROMS. Prerequisites: IMD2003, WDM2003

IMD3053 3D Design for Interactive Media
Students will explore the design, creation, and implementation of 3D software systems for use with interactive media. Prerequisite: WDM4043

IMD3903 Portfolio Foundations
This course begins a detailed evaluation and critique of each student’s work in order to prepare them for graduation. In the course students begin work on their final portfolio by completing a particular portion of the final portfolio requirements. Prerequisites: 9th quarter

MAA1053 Media Typography
This course explores the current trends of digital typography and design within the context of symbolic communication. The use of type with relationship to motion. Prerequisite: None

MAA1113 Language of Animation & Film
Fundamentals of animated cinematography addressed through a historical survey. Course will consider trends and genres of animated film in a variety of media. Prerequisite: none

MAA1223 Color for Digital Media
In this course, students will learn and apply the basics of color and the design variables related to digital media. Students will explore color theory, including additive and subtractive color. Students develop the foundation to apply basic color design principles to a variety of digital visual effects. Prerequisite: FND1013

MAA1243 Life Drawing & Gesture
In this introductory course on drawing the human figure, students will continue developing their drawing skills. Course will focus on an interpretation of the human body, based on major masses organized by gestural line. Line of action, gesture, motion, measurement, and foreshortening will be covered in this course. Prerequisite: FND1023

MAA1313 Drawing & Anatomy
Students will continue to develop drawing skills and will focus on basic anatomical structures of human and animal forms. Prerequisite: FND1023

MAA1322 2D Animation Principles
Students will study timing and weight through a series of projects designed to demonstrate the principles of animation. Issues such as keyframing, in-betweening, and cycling will be addressed. Prerequisite: MAA1243

MAA1343 Character & Object Design
This course focuses on designing and drawing characters or objects for animation using line to accurately delineate the form. Attention is given to appropriate proportion and form for an animated character or object. Characters and objects are created using various media. Prerequisite: FND1013

MAA1413 Figure Sculpture
Basic principles of design, such as balance, rhythm, contrast, and harmony are covered in this course. Students develop threedimensional designs and sculptures from paper, found materials, and clay. Threedimensional forms, compositions and aesthetics are discussed and applied. The course also emphasizes character development. Prerequisite: MAA1313

MAA1433 Storyboarding
This course focuses on applying industrystandard storyboarding and scripting techniques to animation. Contents to be covered include the various purposes and forms of storyboards, the basic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script. Prerequisite: DR92013

MAA2103 3D Animation
Students will apply basic animation principles to produce a sequence. Emphasis will be placed on timing and performance. Use of a capture device, pencil tests, inking, and other 2D animation skills will be explored. Prerequisite: MAA1323

MAA2113 3D Animation
Students are introduced to basic 3D animation techniques. Topics to be covered include hierarchical linking, keyframing, function curves, animated modifiers, basic morphing, animated cameras, and an introduction to character animation. Prerequisite: MAA2103

MAA2123 Camera Techniques
In this course students learn techniques used in pre-production and production including cameras, lenses, mounting equipment, framing and composition, and natural and studio lighting. Prerequisite: FND1013

MAA2133 3D Modeling
Through critical analysis, the student will apply basic design principles to the solution of visual problems using elements of 3D design. The student will conceptualize 3D coordinate systems, construct 3D models, and apply them to geometric construction. Prerequisite: MAA1413

MAA2143 Audio & Editing Techniques
This course is a conceptual introduction to audio production techniques for animation. Students will learn to digitize sound and apply it for audio enhancement of their animations. Students will also learn how to produce appropriate audio effects and transition in computer animation. In this course, students use the features and functions of video editing systems. Students also explore various media available for video input and output. Prerequisite: MAA1133

MAA2213 Advanced Digital Painting
This course is an introduction to the computer as an ink and paint media for animation. Basics of
Description of Courses

MAA2233 Animation Portfolio Production
In this course, students focus on the production phase of their digital portfolio. Through class activities, students organize their work to reflect and enhance their individual strengths in computer animation. Prerequisite: MAA3233

MAA3433 Animation Portfolio
Through this course, students complete the digital portion of their portfolio. The students assess the strengths and weaknesses of their work to augment the final presentation. The course stresses the importance of professional presentation. Prerequisite: MAA3333

MAA3523 Internship
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Prerequisite: MAA3113

MMA2103 Advanced Character Modeling
In this course, students will continue to use advanced modeling techniques to create 3D characters. Advanced texturing techniques will be allied to the characters. Prerequisite: MAA2233

MMA2233 Advanced Digital Imaging for Modeling
In this advanced digital image manipulation class, students become acquainted with advanced concepts, hardware, and software, related to digital image acquisition and apply them to a 3D model. Prerequisite: MAA2943

MMA4113 Pre-Visualization Design
This class explores the fundamental skills and process of creating art that builds and inspires story construction and/or character in an environment. Prerequisite: MAA2213

MMA4213 Advanced 3D Character Animation
In this class, students will continue to use advanced 3D animation techniques learned from previous animation courses. Prerequisite: MAA2113

MM2093 Desktop Video Production
Students will demonstrate knowledge of editing using non-linear editing software and hardware in the computer lab. Students will explore the use of various software and peripherals for developing multimedia materials. Students will produce and edit video and audio files using digital desktop video techniques. Prerequisite: WDM1093

RCM2003 Financial Management
This class will give students the working knowledge of finance that is increasingly demanded of all hospitality managers. Theories and applications show the students how to make business decisions and obtain critical information by analyzing financial statements. Prerequisite: CU2403
Description of Courses

RCM2033 Computers in the Foodservice Industry
This course is an examination of the basic computer applications and uses for the hospitality industry. Students examine basic computer hardware and software. Applications covered include word processing and spreadsheets. Prerequisite: None

RCM2043 Human Resources, Law & Ethics
This course prepares students in hospitality human resources management. Multiculturalism, conflict resolution, benefit and compensation packages, and legal considerations when interviewing are just some of the subjects covered in this course. Prerequisite: CU2313

RCM2053 Marketing & Product Knowledge
This course takes an in-depth look at proven marketing strategies specific to hospitality services. Students create a marketing plan for their desired restaurant or catering business. Prerequisite: None

RCM103 À La Carte & Storeroom Management
This course provides experience in a practical setting. All students rotate through the traditional brigade stations in the “Chef’s Gallery” kitchen. The emphasis is on quality food preparation and timing to adequately prepare each student for an à la carte restaurant employment. The students will focus on traditional American foods, prepared and cooked à la minute. All cooking techniques will be reinforced, as well as organization, plate presentation, and proper mise en place. Students will also be assigned duties in the storeroom to better understand the process involved with storeroom management: ordering, receiving, inspection, and proper storage. Prerequisite: CU2006, CU2293

RCM2203 Dining Room & Catering Management
This course provides experience in a practical setting. All students rotate through the traditional brigade stations in our dining facility. The emphasis is on quality food preparation and timing to adequately prepare each student for an à la carte restaurant employment. Students will also learn the skills and techniques of the “front of the house” personnel by rotating through all of the dining room positions from waiter to manager, learning and practicing their skills. Emphasis will be on basic serving techniques and on customer satisfaction. Students will also be exposed to practical management theory applications utilizing a point-of-sale computer system. Prerequisite: CU2006, CU2293

RCM2263 Capstone Project
In this course, students will take menu-driven concepts and derive a restaurant business with a catering operation. Emphasis will be placed on developing income statements, cash flows statement, balance sheet, marketing based on demographics for the address of the site, job descriptions, payroll expenses, and developing an executive summary that attracts potential

investors. The capstone project culminates in a complete business plan for market entry. Prerequisite: CU2293, CU2313

VP1013 Introduction to Video
This course introduces the student to the various technical aspects of video production. Students examine the basic techniques of production, including cameras, lenses, framing and composition, videotape, studio facilities, and personnel. Prerequisite: None

VP1033 Videography
This course introduces the student to the video camera as a technical and creative tool for communication and art. The course emphasizes camera operation and the setup for electronic news gathering (ENG), electronic field production (EFP) and studio applications. Students integrate lighting and grips into video applications. Camera and principles of framing are applied using different camera mounts. Prerequisite: VP1013

VP1042 Video Studio Production
Students will develop competencies in the basics of multi-camera television studio production. The course covers studio lighting, set designs, studio camera operations, directing, audio, and switching for studio productions. Students will produce a “live to tape” studio production in which the class performs all of the crew functions.

VP1053 EFP/ENG
Students are immersed in the process of professional video field production in two styles: ENG (Electronic News Gathering) and EFP (Electronic Field Production). News encompasses on-the-spot coverage and storytelling in a spur-of-the-moment reporting format. The class will also examine EFP, single-camera location shooting as expressed in documentaries, corporate projects, or commercials. For news production, students will shoot topical events, similar to a local news team or TV magazine show. For EFP shooting, students will shoot on location with a developed script and storyboard, emphasizing the preproduction and post-production processes. Both styles are edited to completion. Prerequisite: VP1013, VP1083

VP1063 Introduction to Audio
Students will study the principles of recording and various sound production techniques. Students are introduced to sound characteristics, microphones, miking techniques, principles, design objectives, and principles of operation. Students also are introduced to audio production in a recording studio. Waveform physics and psychoacoustics are also explored. Prerequisite: None

VP1073 Audio for Video
This course focuses on voice, music, and sound effects and the impact they have on the visual image. Time code, playback, picture synchronization, and mixing are covered. Analog and digital formats are examined in the context of audio-for-video post-production. Prerequisite: VP1063

VP1083 Scriptwriting
This course introduces the student to the writing process and storyboard techniques for television and short special scripts. The course includes video screenings, history of scriptwriting, literary adaptation process, and narration versus dialogue. Students compile scripts and treatments for television, industrial and short special interest scripts. Prerequisite: VP1083

VP1093 Lighting Basics
In this introductory lighting course, the student is acquainted with the basic lighting concepts and terminology: specifically, how they relate to video and film productions. The student will also learn, identify, and show proficiency on various types of lighting instruments and applications. Prerequisite: VP1013

VP1103 Video Editing Basics
This course introduces the student to video editing of visual and sounds on a nonlinear editing system. The techniques of digitizing, assembling, organizing, inserting, and dubbing visuals are practiced while using a desktop computer-based system. Prerequisite: VP1103

VP1113 Video/Film Theory
This course introduces the student to the structural principles of film and video. This art form/communications medium will be explored from a variety of perspectives, such as cultural, ideological, and aesthetic considerations. Prerequisite: None

VP1123 Survey of Video Production
This course serves as the foundation class for students in the Video Department associates and bachelors programs. Specialization within the field of video production will be discussed. The course will also prepare students for successful academic performance. Specific strategies to succeed in the college environment will be developed as students become oriented to the fast-track schedules and timelines that are part of college life. Prerequisite: None

VP2013 Non-Linear Video Post Production
This course covers advanced editing techniques for non-linear editing such as layering of video, integration of graphics, multi-track audio mixing and equalization, batch digitizing, and complex editing creating special effects. Prerequisite: VP2153

VP2023 Advanced EFP/ENG
This course explores field-based production from idea concept to final edit master. Special emphasis is placed on professional conduct as well as the application of high-end professional video production techniques. Prerequisite: VP103

VP2133 Video Portfolio
The focus of this course is to produce a professional video portfolio representing student projects from all courses. The video portfolio will form the basis of a tool to present potential employers and clients. Prerequisite: VP2023
Description of Courses

VP2143 Multi-Camera Field Production
This course investigates television station operations, along with multi-camera productions for both studio and remote locations. Emphasis is placed on lighting, sets, scenery, and props. A class-produced multi-camera program is created. Prerequisite: VP2183, VP1063

VP2153 Video Post Production
The course introduces the student to video editing of visual and sound on a nonlinear editing system. The techniques of digitizing, assembling, organizing, inserting, and dubbing visuals are practiced while using a desktop computer-based system. Prerequisite: VP1103

VP2163 Applied Lighting Techniques
In this advanced lighting class, the student will study and apply advanced lighting techniques and concepts as they relate to various media applications. Emphasis is placed on mastering the skills required to make appropriate lighting design decisions under a variety of field and studio situations. There is also a focus on production skills, stage, set, and location lighting, as well as problem-solving in these situations. Prerequisite: VP1013, VP1093

VP2173 Producing & Directing
This course studies the roles of the producer and the director in all three phases of production. Through directing exercises, the class will focus on professional practices enabling the student to gain a greater appreciation and understanding of the director's role. Prerequisite: DFV3073

VP2183 Audio Post Production
Students will produce sound design and audio tracks for specific projects such as animation and live action sequences. These projects will include multiple elements such as music, sound effects, location sound, ambient sound, and dialogue matching. Prerequisite: VP1073

VP2213 Video for Interactive Media
Students will learn how to select and integrate the appropriate video technology into an overall multimedia solution. Accessing video/audio on demand, streaming technologies and embedding video using authoring tools are the major topics of this course. A website will be developed from design to execution. Prerequisite: VP2183

VP3003 Special Visual Effects
This course allows students to pursue advanced graphic and digital design techniques. Students will learn and practice the rules of NTSC production. Through advanced exploration of typography, color correction and video effects, students will create sophisticated motion graphics, animated titles, and visual effects using animation/compositing software. Prerequisite: None

WA2103 Portfolio IMD AAS
The portfolio is a series of interactive projects that demonstrate the students’ creative design and scripting skills. Corequisite: Final Quarter

WDM2103 WDIM Portfolio AAS
The portfolio is a series of interactive projects that demonstrate the students’ creative design and scripting skills. Corequisite: Final Quarter

WA2113 Web Site Development for Front End Designers
This course addresses WYSIWYG editors for web site design, and students use skills derived from previous Web-based courses, and advanced presentation techniques to develop a personal web site that showcases their portfolio. Prerequisite/Corequisite: WDM3003

WA2123 Front End Designer Studio
Students will create individual, partner, and team interactive projects that integrate design and coding skills acquired in previous quarters of instruction. Prerequisites: WDM3003, IMD2013

WDM1003 Introduction to Client Side Languages
An introduction to the development of client-side web documents with XHTML and CSS, with a focus on designing well-formed standards based documents. Prerequisite: WDM1023

WMD1013 IMD Fundamentals
This course is a survey of the interactive media industry, technologies, authoring tools, and Web based tools that support the student's learning process. Students will subscribe to a personal web hosting service and social networking applications for use throughout the WDIM program. Students will also be introduced to the curriculum and expectations for learners in the program including requirements for Portfolio. Prerequisite: None

WDM1023 Introduction to Web Design
This course introduces some of the techniques, tools, and technologies associated with web development. By identifying, interpreting, and implementing the roles and responsibilities of web industry team members students will define, design, develop an HTML-based website using standard authoring tools. Prerequisite: FND1013 or by permission of Academic Director

WDM3013 Interactive Motion Design Project Planning
In this course students will develop the design that they will use in for their project in IMD3002. Students will apply concepts learned in User Centered Design to develop storyboards, flowcharts, and other design documents for their project. Prerequisite: IMD2013

WDM3023 Intermediate Server Side Languages
This course focuses on using JavaScript to interface with the XHTML document object model, and methods of retrieving data from a database using AJAX, PHP and MySQL. Additionally, students will explore the role of these technologies as they relate to user-centered design. Prerequisite: WDM3023

WDM3033 Server Side Project Planning
In this course, students will develop the design that they will use for their project in WDM4023. Students will apply concepts learned in User Centered Design to develop storyboards, flowcharts, and other design documents for their projects. Prerequisite: WDM3023

WDM3053 Design for Mobile Devices I
An introduction to using JavaScript based development environment to create applications for mobile devices. The course will focus on navigation design, usability, and the production of an application for a targeted mobile device. Prerequisite: By Permission of Academic Director

WDM4023 Advanced Server Side Languages
An advanced course that culminates in the application of client and server side languages with a specific focus on user-centered design within the realm of e-commerce. Students will be challenged to interact with unique shopping experiences with strong design and technical
Description of Courses

precision: to create a portfolio worthy web site. Prerequisites: WDM3023, WDM3033

WDM4033 Usability Testing
This course will focus on implementing formal evaluation techniques during user testing ses-
sions. Students will then make site modifica-
tions based on the collected data. Prerequi-
sites: WDM4023

WDM4043 Interactive Motion Scripting
This course continues to build on the concepts learned in WDM3053. Students will begin to
incorporate the use of database driven content with their mobile applications as well as inte-
gration of user specific content. Distribution to
multiple target platforms will be explored as
well. Prerequisite: By Permission of Academic
Director

WDM4053 Design for Mobile Devices II
This course continues to build on the concepts learned in WDM3053. Students will begin to
incorporate the use of database driven content with their mobile applications as well as inte-
gration of user specific content. Distribution to
multiple target platforms will be explored as
well. Prerequisite: By Permission of Academic
Director

WDM4083 Portfolio Distribution
This course will concentrate on enabling stu-
dents to integrate various media in order to
deliver compelling interactive student portfo-
lio. The course will emphasize branding, in-
formation design, and other means to enable
students to effectively market themselves to
employers. Prerequisite: Final Quarter

WDM4093 WDM Portfolio
The WDM Portfolio is a series of interactive
projects that demonstrate the student’s cre-
ative design and scripting skills. The Portfolio
becomes a part of the student’s future career
path as it serves as the primary resource dis-
play of interactive media accomplishments. Prerequisite: Final Quarter

General Studies
The purpose of the General Studies Depart-
ment is intellectual development. This is
achieved by providing a strong general educa-
tion foundation for conceptual problem-solving
across the curriculum. The faculty members
teaching general education courses facilitate
the development of skills to analyze, interpret,
and evaluate information while encouraging in-
dependent thinking.

General Studies Course Descriptions
This is NOT a program of study:
These courses are offered only as part of the
Associate’s and Bachelor’s degree programs.
College Preparatory

GE0000 Essential Mathematics
GE0010 Fundamental Mathematics
GE0020 Writing Essentials
GE0030 Reading Essentials
GE0040 Essential Mathematics
This course includes the study of basic mathe-
matics that leads to the successful comple-
tion of the Fundamental Mathematics course.
The class includes concepts and applications of
decimals, fractions, percents, exponents, and
the order of operations agreement.

GE0010 Fundamental Mathematics
This course includes the study of basic alge-
braic and geometric concepts that lead to the
successful completion of the College Math-
ematics or the Creative Geometry course. The
class includes variables, introductory topics of
polynomials, application problems using alge-
braic concepts, factoring, and the use of geo-
metric concepts with problems of area, perimeter, and volume. Prerequisite: Essential Mathematics

GE0090 or placement score
GE0020 Writing Essentials
This course emphasizes the skills needed to
produce clear, competent English prose. Class
coursework concentrates on basic para-
graph writing with its attendant skills: various
sentence structures, spelling, subject/verb
agreement, pronoun/antecedent agreement, and
correct verb tense. GE0030 Reading Essentials
This course provides instruction to develop
student reading and study skills at the college
level. The class emphasizes comprehensive
reading, interpretation, questioning, compari-
son, and evaluation of written passages. The
reading processes will also require thinking,
skimming for details, making judgments, un-
derstanding sequences, and integrating ideas.

Humanities ~ Fine Arts
GE0024 Oral Communication
GE0114 Introduction to Humanities
GE0124 Writing I
GE0224 Art History I
GE0284 Writing II
GE0304 Art History II
GE0304 Transformations and Adaptations
GE0364 Myths & Mythology
GE0364 Ethics & Human Values
GE0374 Philosophical Perspectives
GE0384 Creative Writing
GE0404 Visual Anthropology
GE0414 Survey of World Religion
GE0424 Western Civilization:
A Historical Perspective
GE0444 Southern Fiction
GE0464 Spanish
GE0024 Oral Communication
This course teaches students to present them-
selves with poise and confidence in a variety of
contexts. Students will learn how to evaluate
the nature of their audience, structure mate-
rial appropriately and develop their individual
speech style. Prerequisite: None

GE0114 Introduction to Humanities
This course introduces students to the scope
of human creative traditions in the visual,
performing, and intellectual arts. In this class
students will experience and participate in
methods of inquiry designed to develop their
appreciation of creative works through context
in the tradition of human expression, the re-
ception and interpretation of it in today’s soci-
ety. Prerequisite: GE0204

GE0124 Writing I
This course is designed to help students devel-
oping writing skills and to refine their critical think-
ing skills through a variety of assignments.
The class will require successful completion of
reading, interpretation, and writing assign-
ments at the college level.

GE0204 Art History I
This survey course explores the culturalhistori-
cal development of Western and non-Western
art through a combination of lecture and dis-
cussion. Art History I will cover pre-history through the European Renaissance. Students
will critically evaluate the work, the artists
and explore relationships between Western
and non-Western works of art. Prerequisite:
GE0124

GE0284 Writing II
This course advances and expands skills
learned in Writing I. Students engage in ac-
tivities designed to develop the skills neces-
sary to conduct effective research on topics
addressed in the course and composition of
analytical or interpretive essays. Prerequisite:
GE0124

GE0214 Survey of Art History
This survey course explores the culturalhistori-
cal development of Western and non-Western
art through a combination of lecture and dis-
cussion. Students will critically evaluate works
and artists and explore relationships among
Western and non-Western works. Prerequi-
site: GE0124

GE0304 Art History II
This course follows Art History I and furthers
the exploration by studying early modern art
through postmodern, as well as contemporary
works and movements. The class contains
an emphasis of influence of non-Western on
Western art. Prerequisite: GE0204

GE0304 Transformations & Adaptations
This course studies artist inspiration as they
translate what they see or think into media
through stories, poems, paintings, and films,
often inspiring the creation of additional works.
In this class students will explore relationships
among a variety of media then participate in
activities designed to engage them in careful
historical, cultural, and aesthetic analysis of se-
lected works. Prerequisite: GE0204

GE0304 Myths & Mythology
This is an advanced course where students
will explore a variety of world mythic traditions
through reading, literary and cultural analy-
sis, and creative interpretation. Prerequisite:
GE0114
GE3064 Ethics & Human Values
This course is an introduction to issues and theories of ethics. The class will include a historical survey of major value systems and incorporate readings from various authors such as Aristotle, Aquinas, Kant, Bentham, and Mill. Students will study such topics as morality, the basis for making sound ethical decisions, and contemporary moral problems within the class framework. Prerequisite: GE0114

GE3074 Philosophical Perspectives
In this course students will participate in historical conversations on significant philosophical themes by engaging in the interpretation and analysis of questions raised in the discussion of such topics as human nature, ethics, aesthetics, community, technology, science, and literature. Prerequisite: GE0124

GE3084 Creative Writing
In this course students will be introduced to the creative writing formats of workshop, lecture, and individual conference. The class is designed to develop creative writing skills in a variety of genres such as poetry, prose fiction, essay, short play, short screenplay, children's stories, autobiography, etc. Students will read and respond to various texts, produce a portfolio of creative work, refine critical thinking skills, use peer review, and critique. Prerequisite: GE0124, GE2084

GE4004 Visual Anthropology
This course applies visual strategies and technologies to the study of cultures and belief systems, and introduces students to the uses of media such as film, video, 3D modeling, online streaming video, and various imaging systems in cultural analysis. In this class students will develop visual skills, use a variety of media to collect, analyze, interpret, and understand information about other people. Prerequisite: GE0124

GE4014 Survey of World Religion
In this course students in this will examine the social and philosophical aspects of major world religions including: Judaism, Christianity, Taoism, Buddhism, Hinduism, and Islam. Both the diversity and common beliefs in the various religious traditions will be emphasized. Prerequisite: GE0124

GE4024 Western Civilization: A Historical Perspective
In this course students will explore important events in the development of society in the western world, with an emphasis on history, culture, ideas, and socio-political trends. Prerequisite: GE2084

GE4044 Southern Fiction
In this course students will read, compare, analyze and discuss southern writers such as: William Faulkner, Tennessee Williams, Flannery O'Connor, and Carson McCullers. The readings will be comprised of short stories, drama, and novellas. This class will also include viewing films arising from the work of southern writers. Prerequisite: GE2084

GE4064 Spanish
This is an introductory Spanish course that will include instruction and exercises in the four basic language skills: speaking, reading, writing, and listening. No previous language training is required.

Social – Behavioral Sciences
GE0054 Psychology
GE2044 Cognitive Psychology
GE2054 Social Psychology
GE2064 Developmental Psychology
GE3014 Perspectives in Global Economics
GE4034 Sociology
GE4074 Research for Social Science
GE0054 Psychology
This course is designed as an introduction to human psychology. Class topics will include aspects of human development, personality theory, psychological aspects of stress, the learning process, creativity, and motivation. Prerequisite: None

GE2044 Cognitive Psychology
This course provides an introduction to the concepts of cognitive psychology through interactive tasks completed by the student and in teams. Class topics will include the study of intelligence, perception, imagery, language, memory, reasoning, and other properties of mind. Problem-solving and decision-making will also be addressed with an emphasis on its relevance in life and work. Prerequisite: None

GE2054 Social Psychology
This course is designed to provide a broad-based overview of Social Psychology, emphasizing both traditional and more recent theories, research, and current applications. The class will introduce students to topics concerning knowledge of self and others in the areas of prejudice, discrimination, stereotypes, attraction, well-being, helping, aggression, attitudes, persuasion, conformity, and group behavior. Prerequisite: None

GE2064 Developmental Psychology
This course encompasses human development from the moment of conception until the moment of death. Topics discussed include how humans grow physically, cognitively, socially, and emotionally throughout the lifespan as well as major psychological theories of development from the field including Freud, Erikson, and Piaget. Prerequisite: None

GE3014 Perspectives in Global Economics
In this course students will investigate the relationship between politics, economics, and society, and become familiar with foundational theories in the tradition of political economy. Participants will apply analytical and comparative methods to the study of contemporary issues in a global economy. Prerequisite: GE2084

GE4034 Sociology
In this course students will explore major concepts of sociology such as socialization, social order, social control, social deviance, social change, and ethnicity. The class will explore the different perspectives and analysis of social problems including strategies for deeper understanding and solutions. Prerequisite: GE0124, and GE0024

GE4074 Research for Social Science
This course is an introduction to qualitative and quantitative research theory and methodology used in the Social Sciences. The class will study basic research techniques with an emphasis on evaluation and how results can be used. Prerequisite: GE2084 and GE0014 or GE1014

Natural Science – Math
GE0014 College Mathematics
GE0214 College Mathematics II
GE1014 Creative Geometry
GE2114 Physics of Light, Sound & Motion
GE3024 Environmental Science
GE3044 Introduction to Chemistry
GE4045 Astronomy

GE0014 College Mathematics
In this course students will learn about the application of algebraic and geometric concepts; including the mathematical topics such as sets, number systems, number theory, functions, congruence, with an introduction to probability and statistics. Prerequisite: GEP0000 and/or GEP0010 if either were required as a condition of matriculation.

GE0214 College Mathematics II
In this course student will learn creative mathematical thinking using real-life examples, content, and problem-solving. Selected topics may include applications of set theory, functions and graphs, linear programming, infinity, different geometries and topology, symmetry, introductory calculus, logic, probability and statistics, and trigonometry. Prerequisite: GE0014

GE1014 Creative Geometry
In this course students will learn to apply basic geometric concepts, express them in formulas, and analyze the geometric structures found in art, nature, and design. Through exercises and projects, students develop creative approaches to visualizing and solving spatial and geometric problems. Prerequisite: GEP0000 and/or GEP0010 if either were required as a condition of matriculation.

GE2114 Physics of Light, Sound & Motion
In this course students will investigate scientific theory, psychological phenomena, and the uses of technology in the physics of light, sound, and motion. The class will also cover how physics relates to a visual art, media, and the view of an audience. Prerequisite: GE0014 or GE1014

GE3024 Environmental Science
In this course students will explore the relationship between human beings and natural world. The class will study the physical aspects of the earth, relationship between technology and nature, related scientific, political, and ethical environmental issues. Students will participate in activity and discussion designed to familiar-
Description of Courses

GE3104 Introduction to Chemistry
In this course students will be introduced to the concepts and qualitative understanding of the principles of chemistry. The class fundamental concepts will include the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, kinetics, properties of metals, nonmetals and compounds, chemical nomenclature, gas laws, acid-base theory, oxidation-reduction, and solutions. Prerequisite: GE0014 or GE1014

GE4054 Astronomy
In this course students will explore the history of astronomy, including the physical properties of the earth, moon, and planets. The class will examine techniques of astronomical measurement and related astronomical phenomena. Prerequisite: GE0014 or GE1014
Administration & Faculty

Kelly J. Clark, Assistant Professor of Pharmacy Practice, Integrated Pharmacy Skills Laboratories Coordinator and Director of Admissions, School of Pharmacy, Pharm.D., University of Kentucky (2000).

Earle W. Lingle, Associate Professor of Pharmacy Practice, School of Pharmacy, B.S. Pharmacy (1979), M.S., Pharmacy Administration (1979), University of North Carolina at Chapel Hill M.S., Ph.D., Pharmacy Administration (Emphasis in Public Affairs, LBJ School of Public Affairs), University of Texas at Austin (1985).

Janis L. Montgomery, Assistant Professor of Pharmacy Practice, School of Pharmacy, B.S. in Pharmacy, University of South Carolina College Of Pharmacy, (1976), Pharm.D., University of Florida School of Pharmacy (2005).

William P. Wynn, III, Assistant Professor of Pharmacy Practice and Experiential Education Coordinator, School of Pharmacy, B.S. in Pharmacy (1997), Medical University of South Carolina, Pharm.D., University of South Carolina (1999).

J. Walter Sowell, Professor of Pharmaceutical Sciences and Associate Chair of Pharmaceutical Sciences, School of Pharmacy, B.S. in Pharmacy (1965), M.S. in Medicinal Chemistry (1969), University of Louisville at Monroeville, Ph.D. in Medicinal Chemistry, University of Georgia (1972).

Ronald T. Stroman, Assistant Professor of Pharmaceutical Sciences, School of Pharmacy, B.S. in Pharmacy (1991), Ph.D. in Pharmaceutics (1997), University of South Carolina College Of Pharmacy.

Montgomery Campus

Victor Biebighauser, President
Michael Barnett, Custodian
James Berry, Financial Aid Officer
Robert Beryman, Assistant Director of Admissions
Anna Brown, Librarian
Genniece Burgh, Assistant Director of Admissions
Bonita Butler, Financial Aid Advisor
Donna Chow, Head Librarian, M.L.S., University of Hawaii
Kimball Clements, Administrative Assistant
Vanessa Cox, Library Assistant
George (Pete) Crowe, Director of Finance
Jonathan Darby, M.L.S., Librarian
William (Ken) Eagerton, Jr., Associate Director of Admissions
Donald A. Edwards, Jr., Dean of Academic Affairs & Operations, B.A., J.D., University of Alabama
Shannon Ferrari, Administrative Assistant
Mary Ashley Gilliland, Associate Registrar
Cara Hathcock, Assistant Director of Admissions
Jenny Hodo, Business Manager/H.R. Coordinator
Jennifer Holliday, Administrative Assistant
Dottie King, Associate Director of Admissions
Patty Lumphkin, Student Account Manager/Assistant Business Manager
Frederic Madison, Financial Aid Officer
Virginia R. Martin, Lab Assistant-PTA
Patricia McComb, Dean of Student Affairs
Pam McDowell, Financial Aid Advisor
Yvonne Miller, Director of Financial Aid
Angela Newton, Registrar
Anna Pearson, Senior Director of Admissions
Diedre Quave, Assistant Registrar
Carrie Rogers, Assistant Director of Admissions
Amber Sloan, Assistant Director of Admissions
Laurie Smith, Assistant Registrar
Yvette Smith, Bookstore Manager

Joe Taylor, Jr., Custodian
Toni Thomas, Assistant Director of Financial Aid
Tyrone White, Custodian

The Art Institute of Fort Worth
Monty Clark, Dean of Academic Affairs
Heather Armstrong, Senior Director of Admissions
John Pearce, Director of Administrative & Financial Services

Administration
Jacqueline Blake, Registrar
Ashley Bullard, Financial Aid Officer
Colin Clark, Financial Aid Officer
Jacquelyn Demianczyk, Human Resource Generalist
Aimee Flynn, MA, North Carolina State University
BA, Central Connecticut State University
Assistant Director of Career Services
Alecia Glover, Executive Assistant to the President
Jeffrey Harelson, Store Room Clerk
Tony Jenkins, Senior Desktop Analyst
Nick Laun, Desktop Analyst
Rebecca Lentz, Residence Life/Student Affairs Coordinator
Sharon Lightfoot, Financial Aid Officer
Elaun Minur, Assistant to the Dean of Academic Affairs
Tara Pape, Campus Bookstore Manager
Rhonda Redding, Associate Director of Student Financial Services
Sheria Rowe, Student Accounting

Admissions
Jemonte Battle, Assistant Director of Admissions
Rose Roberson, Receptionist
Sarah Brown, Assistant Director of Admissions
Andrew Bums, Assistant Director of Admissions
Krister Clark, Assistant Director of Admissions
Ainika Conyers, Admissions Coordinator
Kara Foster, Assistant Director of Admissions
Mike Heyl, Associate Director of Admissions
Simone Houslin, Assistant Director of Admissions
Heather Jacobsen, Assistant Director of Admissions
Ashley Kaplan, Assistant Director of Admissions
Deena Kaplan-Reed, Receptionist
Christy Lamm, Associate Director of Admissions
Kyle Miller, Assistant Director of Admissions
Kristina Oriolo, Assistant Director of Admissions
Erica Otey, Admissions Coordinator
Kathryn Page, Assistant Director of Admissions
Yvette Herrera, Enrollment Processor
Elizabeth Polowick, Assistant Director of Admissions

Richmond Campus

Troy Ralston, President
Ericka Aikens, Financial Aid Officer
Catherine Batten, Dean of Student Affairs
Carl Barrallato, Assistant Director of Admissions
Joy Brown, Assistant Director of Admissions
Christopher Campbell, Ph.D., Dean of Academic Affairs and Operations, B.S. Humanities United States Air Force Academy, M.A. English University of North Carolina Chapel Hill, Ph.D. English University of Virginia
Evelyn Campbell, Head Librarian
Stephanie Cooke, Admissions Receptionist
Karen D’Amico, Assistant Director of Admissions
Kattlin D’Amico, Assistant Director of Admissions
John Duckwall, IT Analyst
Michelle Giamartino, Faculty Administrative Assistant
David Janney, Associate Registrar
Ashley Johnson, Assistant Director of Admissions

Administration & Faculty

Leigh Lafferty, Registrar
Amanda McAulay, Admissions Receptionist
Eileen Meagher, Library Assistant
Sue Miller, Senior Director of Admissions
Rebecca Parker, Director of Financial Aid
Anna Pearson, Assistant Director of Admissions
Page Robbins, Financial Aid Officer
Andrew Sagadraca, Business Office Manager
Anne Warren, Executive Assistant
Barbara Wilson, Assistant Director of Admissions

Savannah Campus

Todd M. Collini, President
Lettia Askew, Administrative Assistant to the Dean of Academic Affairs
Richard Ballin, IT Desktop Analyst
Jessica Baumgardner, Director of Housing
Carolyn Bentley, Financial Aid Officer Now Bentley
Charlesetta Blake, Administrative Assistant
Robert Bohman, Ed.D. Dean of Academic Affairs; Ed.D., Nova Southeastern University; M.S.T., Georgia Southern University; B.S.E.D., Georgia Southern University
Eleanor Bowden, M.S.L.S. Librarian; M.S.L.S., Drexel Institute of Technology; B.S., South Carolina State University
Deborah Brinkman, Assistant Director of Admissions
Kenya Brown, Lab Assistant, School of Pharmacy
Tresa Brush, Director of Financial Aid
Angela Cordero, Financial Aid Officer
Dana Davis, Registrar
Jennifer Cadlion, Library Assistant
Jennifer Ebner, Assistant Director of Admissions
Gabriella Fischer, M. Ed. Assistant Dean of Student Affairs, School of Pharmacy
Sharon Fischer, AA Education Program Coordinator
Lisa Flowers, Financial Aid Officer
John Fulton, Assistant Registrar
Michael Garcia, Custodian
Misty Gordon, VA and State Grants Coordinator
Tonya R. Griner, Business Manager
Kimberly Hahn, PA Enrollment Manager
Donald Holland, Director of Career Services
Jimmy Holmes, Director of Facilities and Security
Ronald Hult, IT Desktop Analyst
Debra Lanier, Executive Administrative Assistant to the President
Margaret Murphy, Administrative Assistant
Michael Owens, Financial Aid Officer
Karl Pahno, Dean of Student Affairs
Dominick Pannazzo, Financial Aid Officer
Caridad Perez, Assistant Director of Admissions
Mary Phillips, Evening Receptionist
Kenneth Richards, Custodian
Rachel C. Ridley, Administrative Assistant, School of Pharmacy
Julie A. Sehl, Registrar/Budget Manager, School of Pharmacy
Lindsey L. Tucker, Administrative Assistant, School of Pharmacy
Janice Shipps, Librarian Assistant
Monessa Smith, Associate Dean of Student Affairs
David Snider, Custodian
Diana M. Stewart, Administrative Assistant, School of Pharmacy
Craig Stoll, Bookstore Manager
Mary Tonice, Financial Aid Officer
Henry Westberry, Custodian
James Willis, Associate Registrar
Lisa Wilson, Assistant Registrar
Administration & Faculty

College at Jacksonville A.S., Florida Junior College, Academic Department Director
Faison, J. Horward, M.A., Webster University, B.S., Southern Illinois University at Carbondale, A.A., Florida Community College at Jacksonville
Farabaugh, Chris, Master of Education, Math Education, Teachers College, Columbia University, Master of Arts, International, Educational Development, Teachers College, Columbia University, Bachelor of Business Administration, Texas A&M University
Fisher, Earl*, Master of Fine Arts, Theatre, Trinity University, Bachelor of Arts, Theatre, Michigan State University
Flasterstein, Mabel, M.A., University of North Carolina
Fott, Norman, Master of Architecture, University of Oklahoma, Bachelor of Architecture, University of Kansas
Fowlar, Jamie, Master of Fine Art, Arts & Technology, University of Texas, Bachelor of Science, University of Texas at Austin
Frisbie, Anthony, Doctor of Education, Instructional Technology, Texas Tech University, Bachelor Fine Arts, Texas Tech University
Gamez, Melissa S ., M.S., Texas A & M, B.S., Texas A&M University
Ganguly, Deepa, MFA in Fashion Design, University of North Texas, Masters of Arts, Nottingham Trent University, UK, Bachelors of Arts, National Institute of Fashion Technology, New Delhi, India
Gardner, Lazondra*, Master of Liberal Arts, Southern Methodist University, Education/Reading Certification, Texas A&M University
Gillies, Allison, Master of Fine Arts, Texas Woman's University, Bachelor of Fine Arts, University of N. Florida
Green, Crystal D., University of Akron, B.L.S., Bowling Green University
Gruch, Ernst*, Certified Master Chef, American Culinary Federation, Educational Institute, European Apprenticeship, Hotel am Sternor, Nuremberg, Germany
Hardy, Chad, Master of Science, Texas A&M University at Commerce, Bachelor of Science, West Texas A&M University
Hardy, Linda Jo, Master of Arts, Amber University, Dallas, Texas, Bachelor of Science, University of Texas at Austin
Harvee, Tracey, Masters in Education, American Intercontinental University, Masters in Business Administration, American Intercontinental University, Bachelors in Environmental Science, Central State University (Ohio)
Harelson, Pamela, Master of Arts, Texas Woman's University, Bachelor of Fine Arts, University of North Texas
Hartzenbusch, Elizabeth, B.A., Franklin and Marshall College
Hashmonay, Nathan, B.S., Johnson & Wales University, A.O.S., The Culinary Institute of America
Haviland, Mary, Master of Fine Arts, Texas Woman's University, Master of Arts, Texas Woman's University, Bachelor of Fine Arts, University of North Texas
Haydel, Ray, Master of Fine Arts, University of Idaho, Bachelor Fine Arts, University of Texas at San Antonio
Hecht, Robert L., M.A., Central Michigan University B.F.A., Center for Creative Studies
Hemfelt, Robert*, Doctor of Education, University of Houston, Bachelor of Arts, Houston Baptist University
Hicks, Roger E., M.A. Ed., East Carolina University, B.F.A., Wayne State University
Hobson, William*, Master of Fine Arts, Texas Women's University, Bachelor of Arts, Art History, Texas Christian University
Holden, Susan, Master of Fine Arts, Texas Women's University, Master of Arts, University of North Texas, Bachelor of Arts, University of North Texas
Holmes, Douglas, Doctor of Musical Arts, University of North Texas, Master of Music, Southern Illinois University, Bachelor of Music, Southern Illinois University
Hooker, Robby, Bachelors in Food Service Management, Johnson & Wales University, Associate Occupational Science in Culinary Arts, Johnson & Wales University
Hooker, Victoria, Bachelors in Food Service Management, Johnson & Wales University, Associate Occupational Science in Culinary Arts, Johnson & Wales University
Hopper, Peggy*, Master of Arts, Interior Design, Savannah College of Art & Design, Bachelor of Fine Arts, Interior Design, The Art Institute of Dallas, Master of Arts, Education, Southwestern Oklahoma State University, Bachelor of Arts, Education, Southwestern Oklahoma State
Hunter, Nina, Associate in Applied Science, El Centro Community College
Jamison, Robert B., M.A., Ed., East Carolina University, B.F.A, University of North Carolina, Chapel Hill, Diploma Portfolio Center
Johansen, Joseph N., M.A., Clemson University B.A., Lander University
Johnson, Sue A., M.A.L.S., University of North Carolina, Bachelor of Science, B.S., Florida State University
Kibby, Esther, Master of Fine Arts, Texas Woman's University, Bachelor of Science, East Texas State University
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Kite, Kristi, Doctor of Philosophy, Fashion & Textiles, Texas Woman's University, Master of Science, Texas Women's University, Bachelor of Science, Oral Roberts University
Klingler, Jonathan, Bachelor of Arts, University of Southern California
Klinger, Norma, Bachelor of Fine Arts, California Institute of the Arts
Knifong, James, Bachelor of Science, University of Houston, Conrad N. Hilton College, Associate of Occupational Studies, The Culinary Institute of America
Konowalow, Bruce, Master of Arts in Food Studies, and Food Management, NYU, Bachelor of Science in Secondary, Education, University of Bridgeport, Associate of Occupational Studies, The Culinary Institute of America
Kreneck, Kevin, Master of Arts, Syracuse University, Bachelor of Fine Arts, University of Texas at Austin
Lane, Jeanne M., B.S., Appalachian State University
LeGrone, Elizabeth R., M.F.A., Burren College of Art, National University of Ireland Galway, B.F.A., University of North Carolina
Leininger, Allison, M.A., Indiana University, Bachelor of Science, B.A., Miami University
LeTrent-Jones, Tony G., Ph.D., Fielding Graduate Institute M.A., Fielding Graduate Institute, B.A., University of North Carolina, Chapel Hill, A.A., Louisburg College
Lewis, J. Preston, M.A., University of North Carolina, Dallas, B.A., University of North Carolina, Dallas, B.S. University of North CarolinaLewin, Roslyn, R., M.F.A., Savannah College of Art and Design, B.S., Auburn University
Lipe, David, Master of Education, Texas A&M University, Bachelor of Fine Arts, Sam Houston State University
Manouchehripour, Muhammed, Doctor of Education, Texas A&M University at Commerce, Master of Education, Sul Ross State University, Master Business Administration, Sul Ross State University, Bachelor of Science, Ghazali College, Iran
Marsteller, James, Master of Science, University of North Texas, Bachelor Fine Arts, Texas Tech University
Martin, Mark M., M.B.A, Wake Forest University, B.A. University of North Carolina, Chapel Hill, A.A.S., New England Culinary Institute Academic Department
Marquez, E. Maria, B.A., The Art Institute of Dallas, B.A., University of Akron
Matson, Larry, Master of Business Administration, Our Lady of the Lake University, Bachelor of Science, University of Houston, Conrad N. Hilton College
McClenningham, Aleasse M., M.A., Goddard College, B.A., University of South Carolina
McCoy, Gary*, Bachelor of Fine Arts, The University of Texas at Arlington
McCutchten, Karen*, Master of Fine Arts, University of Houston, Bachelor of Fine Arts, The University of Oklahoma
McKinney, Ellen, Doctor of Philosophy, University of Minnesota, Master of Arts, Texas Woman's University, Bachelor of Science, Texas Christian University
Merrell, David D., M.A., Murray State University, B.A., Murray State University
Mesch, Brenden, Associate Dean of Academic Affairs, Doctor of Education, Instructional Leadership, Argosy University – Phoenix, Master of Arts, Educational Leadership, Argosy University – Dallas, Bachelor of Arts, Biology, Austin College, Sherman, Associate of Occupational Studies-Culinary Arts, The Culinary Institute of America
Michael, Donald L. Jr., M.F.A., University of Wisconsin, B.F.A., Drake University
Miller, Deborah K., M.A., Pratt Institute, Brooklyn, NY, B.S., University of North Carolina
Mooney, Lynn, M.L.A., Winthrop University, B.A., Iowa State University
Mullings, Richard, Master of Fine Arts, San Francisco Art Institute, Bachelor of Fine Arts, University of Oklahoma
Naylor, Chas, Bachelor of Fine Arts, Media Arts & Animation, The Art Institute of Dallas
Nicholas, Bradley G., M.S., Clemson University, B.S., Clemson University
Nicholas, Zachary T., M.S., Clemson University, B.S., Clemson University
Administration & Faculty

Oliver, Joshua, Bachelor of Science, Environmental Design, University of Missouri - Columbia
O'Neill, Michael M.F.A., New Mexico State University, B.A., Wake Forest University
Opondo, Achieng, M.Arch, University of Notre Dame B.Arch, University of Bahrain

Master of Science, Environment & Behavior, University of Missouri - Columbia
Owen, David, Bachelor's, History & English, Michigan State University, Associates, Interior Design, The Art Institute of Dallas

Parker, Jan, Master of Science, Texas Tech University, Bachelor of Science, Texas Tech University
Parker, Tim, Doctor of Ministry, Southwestern Baptist Theological Seminary, Master of Divinity, Southwestern Baptist Theological Seminary, Bachelor of Arts, Baylor University
Perez, Tracey P., M.A., University of North Carolina, Greensboro, B.A., Wake Forest University
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Fall Quarter 2011

2011-2012 South University Online Programs Calendar continued

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Fall Quarter 2011

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Winter Quarter 2012

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Spring Quarter 2012

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*Dates subject to change.
## Master of Science in Anesthesiologist Assistant Calendar

### Summer 2011

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<tr>
<td>Class Starts</td>
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<tr>
<td>Break</td>
<td>Jul. 2 – July 20</td>
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<tr>
<td>Last Day of Class</td>
<td>Aug. 19</td>
<td>Aug. 26</td>
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<tr>
<td>Finals Week</td>
<td>Aug. 22 – Aug 26</td>
<td>Sept. 5 – Sept. 9</td>
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### Fall 2011

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### Winter 2012

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<td>Mar. 12 - Mar. 16</td>
<td>Mar. 19 -Mar. 23</td>
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<td>Break</td>
<td>Mar. 24 – Apr. 1</td>
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### Spring 2012

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<td>Finals Week</td>
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### Summer 2012

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<td>Class Starts</td>
<td>July 2</td>
<td>June 18</td>
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<tr>
<td>Break</td>
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<td>Aug. 31</td>
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<td>Aug. 27 – Aug. 31</td>
<td>Sept. 10 – Sept. 14</td>
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<td>Break</td>
<td>Sept. 10 –Sept. 14</td>
<td>Sept. 17 – Sept. 21</td>
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## Master of Science in Anesthesiologist Assistant Calendar

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<td>June 20 – 24, 2011</td>
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**OFF DATES:**
- June 13 - 17, 2011
- Sep 5 - 9, 2011
- Sep 19 - 23, 2011
- Dec 5 - 9, 2011
- Dec 19, 2011 - Jan 1, 2012
- Mar 11 - 16, 2011
2011-2012 South University Academic Calendar

School of Pharmacy Academic Calendar 2011 to 2012

<table>
<thead>
<tr>
<th>CY 2011 Start</th>
<th>AY '10-'11 End</th>
<th>CY 2012 Start</th>
<th>AY '11-'12 End</th>
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<th>AY '11-'12 End</th>
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<td>Notable Dates</td>
<td>Good Friday- 4/22/11</td>
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<th>AY '11-'12* End</th>
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<tr>
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<td>IPPE’s Begin 6/13/11</td>
<td>IPPE’s Begin 6/14/10</td>
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<td>Independence Day Holiday- 7-4-11</td>
<td>Good Friday- 4/6/12</td>
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<th>AY '10-'11 End</th>
<th>CY 2012* Start</th>
<th>AY '11-'12* End</th>
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*Proposed Dates- Subject to Change

Master of Science in Physician Assistant Clinical Rotation Dates

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OFF DATES:
June 18 - 22, 2012
Sep 10 - 14, 2012
Sep 19 - 23, 2012
Dec 10 - 14, 2012
Dec 24, 2012 - Jan 4, 2013