2014-2015 University Catalog

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GRANTHAM UNIVERSITY

Volume 26
Effective July 2014
through June 2015

Addendum
to
2014-2015 University Catalog

Published September 29, 2014

2014-2015 University Catalog Addendum

Published September 29, 2014

This addendum is an integral part of the 2014-2015 Grantham University Catalog, which was published July 31, 2014. All changes are effective September 29, 2014, unless otherwise noted. The amendments listed below take precedence over information contained in the 2014-2015 University Catalog.

Front and Inside Cover

Replace the effective date of "July 2014 through June 2015" with:

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Page iii

Replace the information directly under the **Administration** header with the following:

Steve Waldron, J.D., Chief Operating Officer
Marilyn Bartels, Ph.D., Provost
Cheryl Hayek, Ed.D., Chief Academic Officer
Edward Sammarco, Chief Financial Officer
Alex Bach, Vice President of Marketing and Communications
Jeffrey Cropsey, Ed.D., Vice President for Strategic Initiatives and External Relations
Harry Dotson, Vice President of Compliance
William Esry, Vice President of Human Resources
Jared Parlette, Vice President of Student Enrollment

Page iv

Within the Accreditation and Certification section, replace the 11th bulletpoint regarding the Minnesota Office of Higher Education with the following:

Grantham University is registered as a private institution with the Minnesota Office of Higher Education pursuant to 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.

Page 42, Section 5.8 Code of Conduct

Insert the following two subsections at the end of Section 5.8:

Non-Academic Disciplinary Policy

As a University dedicated to the safe and secure transmission of education via the Internet and other means, the University neither condones nor permits:

• Student activities that compromise the educational environment by coloring with a profit motive, the day to day interaction among and between students, faculty, employees and other personnel of the University.

• Creation of a public disturbance anywhere near or on University property or via the University electronic communication systems.

• Abuse of resources provided to the student for research and use in connection with his/her classes such as books and bookstore items, library databases and other Internet research sites where access is provided through the University.

• Abuse of the University network and Internet sites provided to the student. The student is advised that certain computer misconduct is prohibited by federal and state laws, and is therefore subject to civil and criminal penalties. Such misconduct includes, but is not limited to, knowingly gaining access to unauthorized computer systems or databases, destroying or seriously compromising other's electronic information and violating copyright laws.

• Threats levied against another student, faculty member or other university personnel.

• Any conduct that willfully or recklessly endangers the physical or mental health of another student, faculty member, or University employee.

• Obscene or harassing communication directed toward a student, faculty member or employee of the University.

• Lying, cheating or stealing that compromises education integrity.

• Willful non-payment of financial obligations to the University.

• Disrespectful treatment of other students, staff or faculty members.

• Illegal or unethical conduct.

Behavior Prohibited by Policy and/or Law

• Physical or verbal abuse, bullying, intimidation or harassment of another person or group of persons, including any harassment based on race, religion, color, age, sexual orientation, national origin, disability, gender or any other protected status.

• Obscene, indecent or inconsiderate behavior; insubordinate behavior toward any faculty member or school official; exposure of others to offensive conditions; disregard for the privacy of self and others.

• Failure to comply with the lawful directions of any school official or staff member.

• Incitement of others to commit any of the acts prohibited above; involvement as an accessory to any of the prohibited acts by providing assistance or encouragement to others engaged in such acts; or failure to separate oneself clearly from a group in which others are so engaged.

Page 1, Section 1.2 Undergraduate Admission

Replace the fourth bulletpoint with the following:

Conditionally enrolled students must have their funding plan in place within seven (7) days of the term start date.

Page 4, Section 1.3 Graduate Admission

Under the heading, "Master of Science Nursing Admission Requirements," replace the first bulletpoint with the following:

An earned Bachelor of Science in Nursing (BSN) from an accredited nursing program, with a CGPA of 2.5 or higher.

Page 7, Section 1.10 Course Textbooks, Software, Materials and Postage

Replace the reference to "Catalog Section 3.8" with:

(see Catalog Section 3.7 for grant eligibility requirements)

Page 22, Section 3 Student Financing, Intro paragraph

At the end of the intro paragraph (directly above Section 3.1), add the following:

Scholarships, once awarded, are applied to Grantham's standard tuition rate (see Section 1.9, Tuition and Fees)

Page 22, Section 3.1 Grantham University Military Scholarship for Service Members

In the first paragraph of this section, remove the following language:

If a National Guardsman or reservist receives only 75% Tuition Assistance (TA) benefits, or $187.50 per credit hour, the Grantham Military Scholarship for Service Members covers the remaining TA, up to $250 per credit hour.

Page 22, Section 3.3 Grantham University Veterans Scholarship

Under Eligibility Requirements, replace the fourth bulletpoint with the following:

Applicant must provide official proof of either honorable or medical discharge.

Page 24, Section 3.6 David (Bull) Baker Memorial Scholarship

Under Initial Eligibility Requirements, replace the first bulletpoint with the following:

Applicants must be a member of the U.S. Air Force. Applicants must serve on active-duty, as a reservist, or member of the Air National Guard (official proof of military status must be supplied with application)

Page 60, Section 8.10 Criminal Justice, Bachelor of Arts Degree Program

Second column, replace the **Note* directly above the Arkansas residents chart with the following:

**Note: Residents of Minnesota completing this degree program will be awarded a Bachelor of Science degree.*

Pages 96-99, Graduate Degree Programs

- On each of the four pages indicated, replace the charts, which now reflect a bolded typeface for the following six courses: NUR506, NUR552, HSN501, NUR516, NUR513 and HSN521.
- On the Master of Science in Nursing – Nursing Education chart (page 97), the course number NUR534 is now NUR538.

The replacement charts are as follows:

Page 96, Section 9.7 Case Management

Core courses denoted in **bold** are part of each specialty; HSN are multidisciplinary required courses.

COURSE	MASTER OF SCIENCE IN NURSING - CASE MANAGEMENT	CREDIT HOURS
NUR506	**Foundations of Advanced Practice Nursing**	3
NUR552	**Legal and Ethical Issues of Advanced Practice Nursing**	3
NUR542	Concepts of Case Management	3
HSN501	**Healthcare Systems**	3
HSN509	Clinical and Administrative Systems	3
NUR516	**Nursing Research & Evidence Based Practice**	3
NUR545	Life Care Planning	3
NUR513	**Diverse Populations and Healthcare**	3
NUR547	Case Management and Evidence-Based Practice	3
HSN521	**Modern Organizations and Healthcare**	3
NUR605	Case Management Research Seminar	3
NUR606	Case Management Practicum	3
	Total Program Credit Hours	36

Page 97, Section 9.8 Nursing Education

Core courses denoted in **bold** are part of each specialty; HSN are multidisciplinary required courses.

COURSE	MASTER OF SCIENCE IN NURSING – NURSING EDUCATION	CREDIT HOURS
NUR506	**Foundations of Advanced Practice Nursing**	3
NUR552	**Legal and Ethical Issues of Advanced Practice Nursing**	3
NUR533	Curriculum Design and Learning Outcomes	3
HSN501	**Healthcare Systems**	3
NUR538	Assessment & Teaching to Diverse Learning Styles	3
NUR516	**Nursing Research & Evidence-Based Practice**	3
NUR535	Concepts of Distance Education	3
NUR513	**Diverse Populations and Healthcare**	3
NUR539	Organizational Dynamics of Higher Education	3
HSN521	**Modern Organizations & Healthcare**	3
NUR603	Nursing Education Research Seminar	3
NUR604	Nursing Education Practicum	3

Page 98, Section 9.9 Nursing Informatics

Core courses denoted in **bold** are part of each specialty; HSN are multidisciplinary required courses.

COURSE	MASTER OF SCIENCE IN NURSING – NURSING INFORMATICS	CREDIT HOURS
NUR506	**Foundations of Advanced Practice Nursing**	3
NUR552	**Legal and Ethical Issues of Advanced Practice Nursing**	3
NUR540	Essentials of Nursing Informatics	3
HSN501	**Healthcare Systems**	3
NUR516	**Nursing Research & Evidence-Based Practice**	3
NUR514	Project and Change Management	3
NUR513	**Diverse Populations and Healthcare**	3
HSN509	Clinical and Administrative Systems	3
HSN521	**Modern Organizations and Healthcare**	3
HSN548	Information Security and Privacy in Healthcare Environments	3
NUR607	Nursing Informatics Research Seminar	3
NUR608	Nursing Informatics Practicum	3
	Total Program Credit Hours	36

Page 99, Section 9.10 Nursing Management and Organizational Leadership

Core courses denoted in **bold** are part of each specialty; HSN are multidisciplinary required courses.

COURSE	MASTER OF SCIENCE IN NURSING – NURSING MANAGEMENT & ORGANIZATIONAL LEADERSHIP	CREDIT HOURS
NUR506	**Foundations of Advanced Practice Nursing**	3
NUR552	**Legal and Ethical Issues of Advanced Practice Nursing**	3
NUR526	Human Resources and Nursing Management	3
HSN501	**Healthcare Systems**	3
NUR532	Leadership in Healthcare Management	3
NUR516	**Nursing Research & Evidence-Based Practice**	3
HSN536	Concepts of Healthcare Informatics	3
NUR513	**Diverse Populations and Healthcare**	3
NUR546	Healthcare Strategic Management and Planning	3
HSN521	**Modern Organizations and Healthcare**	3
NUR601	Mgmt & Org Leadership Research Seminar	3
NUR602	Mgmt & Org Leadership Practicum	3
	Total Program Credit Hours	36

Section 10, Course Descriptions

- On page 106, replace the course name for AC210 Basic Accounting 1 with:

  AC210 Principles of Accounting

- On page 136, under NUR436 Health Assessment for RNs, remove *Prerequisite, NUR402

- On page 138, the course number and course name NUR534 Assessment of Learning is changed to:

  NUR538 Assessment & Teaching to Diverse Learning Styles

GRANTHAM UNIVERSITY

University Catalog and Student Handbook

www.grantham.edu | admissions@grantham.edu

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Grantham University *– A Tradition of Service*

Grantham University is proud of its history, which spans more than six decades and exemplifies continuous commitment of service to the Armed Forces of the United States of America, veterans, active guard and their families, as well as public agency staff and students from around the world. Grantham University is 100 percent online with administrative offices located at 16025 West 113th Street in Lenexa, Kansas 66219. The University offers more than 40 associate, baccalaureate and master's degree programs and certificates that position its graduates for success in their chosen career paths.

Vision

Grantham University aspires to be an internationally recognized leader among distance learning higher education institutions serving students who desire an alternative to traditional institutions of higher learning.

Mission

The mission of Grantham University is to provide accessible, affordable, professionally relevant degree programs in a continuously changing global society.

Academic Learning Outcomes *– A Tradition of Quality*

Grantham University is composed of academic online courses in arts and science, criminal justice, business, nursing, allied health, computer science and engineering technology. Grantham demonstrates its commitment to quality, accessible, affordable, professionally relevant education by preparing students for their professional and civic lives through course and program of study integration and assessment of five institutional academic outcomes. These outcomes reflect the vision, mission and core values of the University by preparing graduates with defined skill sets, as well as instilling the pursuit of academic success. The learning outcomes for all graduates are:

- **Communication** – competence in effective written and oral communication
- **Critical Thinking** – ability to analyze problems, reflectively process information and formulate solutions
- **Respect for Diversity** – awareness of and appreciation for varieties of human experiences and social structures
- **Professional, Ethical and Social Responsibilities** – responsibility to the greater societal good and an applied ethical framework in decision making
- **Lifelong Learning** – definition for and acquisition of a continuing pursuit of educational needs throughout their professional lives

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

Core Values

Grantham University faculty, administration and staff are committed to:

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

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

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

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

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

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

History of Grantham University *– A Tradition of Higher Education*

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

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

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

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

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

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

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

Grantham currently offers its degrees and certificates under the authority of the Kansas Board of Regents, as well as the Accrediting Commission of the Distance Education and Training Council (DETC), who nationally accredits Grantham as a degree-granting institution.

Grantham University's talented administrative and academic staff and faculty continually upgrade the University's metrics, systems, research, processes, curriculum and instruction to facilitate student learning from locations across the globe and enhance the overall student experience. Today, enrollment is steadily growing – with more than 17,000 active students.

In a technology-driven world, working adults who wish to keep pace require a dependable, flexible way to obtain specialized knowledge and training to be competitive in the workforce. Distance learning is widely accepted and extensively used as an effective form of achieving such education in a convenient, accessible manner. Having provided distance learning for more than 60 years, Grantham continues to be a leader in this field – especially for the military.

Grantham University Governance *– A Tradition of Commitment*

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

CMDR Everett Alvarez, Jr. (Ret.) U.S. Navy

Mr. John Ashford

Mr. Harry Hagerty

RADM Karen Harmeyer (Ret) U.S. Navy

Dr. Herbert I. London

Mr. Joseph C. McGrath

Mr. Larry Rebman

LTG Thomas G. Rhame (Ret) U.S. Army

Administration

Joseph C. McGrath, President

Marilyn Bartels, Ph.D., Provost

Cheryl Hayek, Ed.D. Chief Academic Officer

Edward Sammarco, Chief Financial Officer

Steve Waldron, J.D., Chief Enrollment Officer

Robert Walker, Chief Information Officer

Alex Bach, Vice President of Marketing and Communications

Jeffrey Cropsey, Ed.D, Vice President for Strategic Initiatives and External Relations

Harry Dotson, Vice President of Compliance

William Esry, Vice President of Human Resources

Jared Parlette, Vice President of Admissions

University Faculty

Provost

Marilyn Bartels, Ph.D.

Chief Academic Officer

Cheryl Hayek, Ed.D.

Deans

College of Arts and Sciences
Margareta Smith Knopik, Ph.D.

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

Mark Skousen School of Business
Niccole Buckley, DBA

School of Allied Health and Nursing
To be announced

Foundations Faculty
Charles Cookson, MBA

Faculty and Student Services
Stephen Turner, MBA

Curriculum Development
Donna Ehrlich, Ph.D.

Registrar

Mary Hanover, B.A.

Full-Time Faculty

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

Adjunct Instructors

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

Ownership

Grantham University Inc., a Missouri corporation, is a wholly owned subsidiary of Grantham Education Corporation, a Delaware corporation.

Accreditation and Certification – *A Tradition of Standards*

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

The Accrediting Commission of DETC was founded in 1955 and is presently listed (and has been since l959) by the U.S. Department of Education as a "nationally recognized accrediting agency." DETC's Accrediting Commission is reviewed periodically by the U.S. Department of Education to make certain it meets the criteria for federal recognition. DETC's Accrediting Commission is also recognized by the Council for Higher Education Accreditation (CHEA), a non-governmental agency that reviews and recognizes agencies that accredit degree-granting institutions. DETC, www.detc.org, is located at 1601 18th Street, N.W., Washington, D.C., 20009 and may be reached by phone at (202) 234-5100.

Grantham University is approved and legally authorized to provide postsecondary education by the Kansas Board of Regents, the authority by which Grantham confers degrees. As required by state law, Grantham University also has the following licenses/registrations/approvals/certifications/ authorizations/exemptions:

- Alabama Commission on Higher Education Certificate of Approval
- Alabama Department of Postsecondary Education Private School License
- Alaska Commission on Postsecondary Education Exemption from Authorization to operate a Postsecondary Institution
- Arkansas Higher Education Coordinating Board*
- Georgia Nonpublic Postsecondary Education Commission Certificate of Authorization
- Illinois Board of Higher Education designation as an Institution with Limited Physical Presence
- Indiana Commission for Higher Education authorization to enroll and offer distance education
- Kentucky Council on Postsecondary Education licensed as an out-of-state institution
- Louisiana Board of Regents Postsecondary Institution License
- Maryland Higher Education Commission registration
- Minnesota Officer of Higher Education approval to offer degrees
- Montana Secretary of State Certificate of Existence
- Nevada Commission on Postsecondary Education License to Offer Private Postsecondary Educational Courses
- North Dakota University System exemption
- Oregon Office of Degree Authorization approval to offer degrees
- Pennsylvania Department of Education authorization
- South Dakota Secretary of State Certificate of Authorization
- Texas Higher Education Coordinating Board Certificate of Authorization
- Utah Division of Consumer Protection Accredited Institution Certificate of State Authorization
- Wyoming Department of Education Private School Registration

** Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301. Arkansas residents may enroll in only the following Grantham University programs: Cybersecurity Concepts Certificate; Human Resources Certificate; Project Management Certificate; AAS – Medical Coding and Billing; AA – Business Administration; AA Business Management; AA – Criminal Justice; AA – Multidisciplinary Studies; BA – Criminal Justice; BS – Business Administration; BS – Business Management; BS – Multidisciplinary Studies; MBA – Project Management. Arkansas students should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.*

Technical Requirements

The online learning environment at Grantham University requires that the student's computer meet the following minimum technical requirements to provide an optimal learning experience.

Computer Hardware Requirements

Processor: 1.6GHz or faster
Operating System: Windows Vista, Windows 7 or 8
Memory: 1GB of RAM or greater
40 GB hard drive (or equivalent storage medium)
CD/DVD-ROM
Broadband Internet connection 256kbps or faster
Display setting capable of at least 1024x768
Internet Explorer 6 or higher and/or Firefox 3 or higher
Adobe Flash Player 9 or higher
Adobe Acrobat Reader 9 or higher

Special Technical Considerations

Apple Macs

Macs are capable of navigating Grantham's web-based applications; however Grantham cannot guarantee full functionality. The student is ultimately responsible for remedying any incompatibilities between the Mac platform and the Grantham online learning environment.

Several courses require the installation of third-party software. This software may or may not be compatible with Macs. It is the student's responsibility to run the software on a compatible platform.

Other Operating Systems

If a student chooses to use any operating system other than Windows Vista, or Windows 7 or 8, Grantham cannot offer technical support. This includes, but is not limited to, the usage of any distribution of Linux, Mac OS or any emulation/virtualization software.

Third-Party Software

Several Grantham courses require the installation of third-party software. The system requirements for third-party software should fall within the published specifications above, but please consult the individual software packages to ensure compatibility.

Admission, Transfer Credit and Requirements

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

1.1 Admission Process

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

Grantham accepts applications on a continuous basis throughout the year. A student has the option of enrolling as a degree candidate or on a course-by-course basis (non-degree).

Applicants with secondary or previous education in a foreign country, who do not reside in an English-speaking country (e.g., the United States, Canada, England, Ireland, Australia, New Zealand), must demonstrate English language proficiency. Official documentation must be submitted with the application, and admission must be granted before the applicant may enroll.

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

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

Internet-based TOEFL (iBT)

The TOEFL program has phased in the Internet-based version of the TOEFL test - TOEFL iBT. Prospective students who take the TOEFL iBT must score 61 or higher to gain admission to the University. The TOEFL iBT measures how well a student reads, listens, speaks and writes in English, and uses these skills together.

Paper-based TOEFL Test

The paper-based TOEFL test measures: Listening Comprehension, Structure and Written Expression, and Reading Comprehension. A minimum score of 500 on the paper-based version is required for admission to the University.

Test of English for International Communication (TOEIC)

In lieu of the TOEFL, prospective students may submit scores from the Test of English for International Communication (TOEIC). A minimum score of 750 is required for admission to the University. Complete information on the TOEIC is available at www.toeic.com.

International English Language Testing System (IELTS)

In lieu of the TOEFL, students may submit scores from the International English Language Testing System (IELTS). A minimum score of 6.5 is required to gain admission to the University. Complete information on the IELTS is available online at www.ielts.org.

1.2 Undergraduate Admission

Conditional Enrollment Requirements

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

- Official proof of high school graduation or equivalent received and verified by the Registrar's office by Day 49 of the first term.
- If proof of high school graduation is not on file by the first day of the term, a completed Transcript Request Form must be submitted by Day 8 of the first term.
- All students are required to establish participation as outlined in the Participation and Substantive Interaction Policy within seven (7) days of the term start date (see 2.5 Participation and Substantive Interaction).
- Provisionally enrolled students must have their funding plan in place within seven (7) days of the term start date.

Students who do not meet these requirements will have their registration cancelled. All courses will be administratively cancelled and the student will not incur tuition charges.

High School Graduation or Equivalency

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

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

Verification of high school graduation, or its equivalent may be provided in the form of an official transcript or other approved documentation that confirms graduation from high school or its equivalent. Verification documentation that satisfies requirements is approved by the Registrar. Examples of acceptable verification are listed below:

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

- Associate of Arts, Associate of Science, Associate of Applied Science, Bachelor of Arts, or Bachelor of Science degree awarded from any school accredited by an accrediting body recognized by the US Department of Education or the Council for Higher Education Accreditation or foreign equivalent (official transcript must be provided to satisfy requirement).

Bachelor of Science Nursing Admission Requirements

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

- An earned Associate Degree in Nursing (ADN/ASN) from an accredited nursing program, with a GPA of 2.5 or higher
- Valid RN License as indicated by Date of Issue
- Nurses educated outside the United States, who are eligible to practice as an RN in the United States must:
    - Have an earned baccalaureate degree in nursing that equates to a U.S. baccalaureate degree
    - Be CGFNS (Commission on Graduates of Foreign Nursing Schools) certified and pass the NCLEX-RN (National Council Licensure Examination-Registered Nurse)

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

Current High School Student or Home-School Student Applicants

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

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

- ACT with a minimum average selection index of 18
- SAT with a minimum average selection index of 440 Math and 440 English
- PSAT with a minimum average selection index of 147
- Successful completion (grade C or higher) of college coursework in which college coursework was earned.
- For high school students: present a recommendation and written permission from the high school guidance counselor
- For home-school students: provide state verification of minimum 11th grade level competency

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

Any applicant who is beyond the age of compulsory school attendance and has not completed secondary school through home-schooling must meet one of the above criteria to establish eligibility to benefit from instruction at Grantham University. No student below the compulsory age of attendance will be permitted to enroll until it is determined that enrollment will not be detrimental to student success.

For persons not meeting the requirements for enrollment, a record will be made showing the reasons for acceptance. All exceptions to the above guidelines will be based on review and approval of the record by the Chief Academic Officer. A student must attain high school diploma or equivalent before he/she will be allowed to enroll into a degree program.

Process for Record of Exceptions for Home-School Applicants

Two recommendations are required. One must be completed by the home-school administrator and the other must be completed by a parent or guardian. If the educational administrator is the parent or guardian, the second recommendation must be from an individual meeting the following criteria:

- The student and the individual granting the recommendation shall not be relatives.
- The student and the individual granting the recommendation shall not reside at the same address.
- Examples of suitable recommendations may originate from: member of clergy, law enforcement officer, university/college faculty member or equivalent, librarian, official learning/tutoring center representative, employment supervisor.

All home-school applicants must complete a 500-1000 word application essay. The essay must describe how the applicant has been successful with his/her home-school independent learning environment and why he/she will benefit from distance learning college-level coursework. In addition, the applicant must submit evidence of the coursework completed and level of performance reflecting acceptable accomplishments. A telephone interview will be conducted with the qualified applicant by the Chief Academic Officer.

Transfer Credit Requirements

To apply for and receive transfer credit for previous college/university work, American Council on Education (ACE)-evaluated work experience or credit by exam programs, students must submit:

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

A student may send copies of transcripts or documents during the initial admission stages. However, official transfer credit will not be awarded until official transcripts are received by the Registrar's office.

In order to officially award transfer of said credits, the official college transcripts must be received by Grantham University no later than one (1) enrollment period (eight (8) weeks) of starting. Students unable to produce official college transcripts for all transferred courses within the designated period will not have credits applied to their degree program. If, at a later date, the student is able to secure official college transcripts, he/she may request a re-evaluation of college credits to be applied toward their selected degree program.

After the evaluation is complete, an evaluations representative will prepare a custom curriculum of the remaining courses the evaluator anticipates as necessary for graduation based on official/unofficial documents received at the time of evaluation, known as the Degree Plan.

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

Transfer Credit Policy

Grantham University evaluates and awards transfer credit any time an enrolled student submits an official transcript. Students will be required to repeat courses in which competencies have not been mastered.

A prospective student may use:

- Prior college coursework. Transcripts must be in English. Foreign transcripts require an equivalency evaluation prior to evaluation at Grantham.
- Military experience. As determined by ACE (American Council on Education); usually listed on a JST or CCAF transcript.
- Employer courses. Provided the course has been appropriately evaluated for college credit by ACE.
- AP, CLEP and DANTES/DSST. Courses offered by taking these tests are transferrable into the degree program for which they apply, as long as the ACE-recommended score is achieved and the test was taken less than 20 years prior to matriculation.

Grantham awards transfer credit on a course-by-course basis for courses with equivalent content and value as the corresponding Grantham course(s). Generally, undergraduate college-level courses completed at accredited institutions as recognized by the U.S. Department of Education and Council on Higher Education Accreditation (CHEA) will transfer, provided that grades of at least "C" are earned and the course is similar in content and scope to work offered at Grantham University. Developmental courses will not be considered for transfer. Nursing courses are not transferrable into the Nursing Programs at Grantham University.

The amount of transfer credit accepted is dependent upon the declared program of study and Grantham's residency requirement. Previously earned transfer credit is determined by the requirements of the program.

Grantham will make every attempt to assist the student in obtaining the needed official transcript(s) if permission from the student is granted. There are cases, however, when official transcripts can only be obtained by the student directly.

Official military transcripts (JST and/or CCAF), ACE transcripts, college-level testing transcripts (CLEP, DSST, ECE and/orAP), international transcripts and equivalency reports must be requested by the student. **Ultimately, it is the student's responsibility to ensure that any requested official transcript(s) are forwarded to Grantham University directly from other institutions attended by the student.**

See Section 1.11 for the Prior Learning Assessment (PLA) Policy.

Foreign Transcript Evaluation

An applicant who has completed secondary/university-level courses in a foreign country that are comparable to course credits in the American education system must have his/her courses evaluated and official copies of the evaluations sent to Grantham. Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services (www.naces.org) or the Association of International Credential Evaluators (www.aice-eval.org).

Residency Requirements

- The student may transfer in up to three (3) credit hours of the required courses in the enrolled undergraduate certificate program at Grantham to earn the certificate. However, students may not transfer in any credit hours and must complete all required courses at Grantham in the following undergraduate certificate programs:
  - Cybersecurity Concepts
  - Human Resources
- The student must complete at least 25 percent of the required credit hours in the enrolled degree program at Grantham to earn the associate degree.
- The student must complete at least 25 percent of the required credit hours in the enrolled degree program at Grantham to earn the bachelor's degree.

AU-ABC Program

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

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

Eligibility

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

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

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

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

Student Academic Summary

The Degree Plan defines a student's personal program of study. Electives may be required to satisfy program requirements. Please contact a University representative in Advising or the Registrar's office to confirm which courses satisfy elective requirements.

A student's degree program adheres to the version of the Catalog under which he/she first enrolls. However, if a student is withdrawn from the University, his/her degree program will be updated to reflect the requirements of the current Catalog upon readmission.

Degree Program Changes

After a student is matriculated, he/she may decide to pursue a different degree program at Grantham. To request a change in a degree program, a student should download an Evaluation Request form from the Student Portal and return the form to degreeprogramchanges@grantham.edu or his/her Student Advisor. Upon receipt of this request, Grantham will evaluate the student's record to determine applicable transfer credit and determine the impact on funding as eligibility by program differs. The student will receive the results of the evaluations within five to seven business days. Should the student choose to move forward with changing his/her degree program, the student must submit a signed Degree Change Authorization (Enrollment Agreement Addendum).

1.3 Graduate Admission

Admission Requirements

Admittance to a master's-level program requires a student to possess a baccalaureate degree with a cumulative GPA > 2.5 from an institution accredited by an agency recognized by the U.S. Department of Education or foreign equivalent. Official transcripts showing proof of the baccalaureate degree must be received by the Registrar's office within the first term of enrollment. Students whose baccalaureate official transcripts are not received within the first term of enrollment will not be allowed to register for further courses until official transcripts are received.

If the prospective graduate student does not meet the 2.5 GPA minimum, he/she may file a request for GPA waiver for admission to a graduate program. The Dean or Chair of the respective college or program within the University will consider admission on a case-by-case basis. A prospective student who chooses not to request a GPA waiver or whose waiver request is not accepted may request admission as a non-degree student.

The student may take two graduate courses, provided the student meets any other admission requirements. The courses may be taken concurrently or separately as long as the student maintains continuous enrollment and achieves a cumulative GPA of 3.0 or higher after completing both courses. Upon successful completion of the two graduate courses with a cumulative GPA of 3.0 or higher, the student may apply for admission to a graduate degree program. If the student does not meet the cumulative GPA of 3.0 or higher after completing two graduate courses, he/she may apply for a GPA waiver if one has not been requested; otherwise the student will be dismissed from the University and may not reapply for a period of six months.

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

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

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

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

Master of Science Nursing Admission Requirements

Admission to the MSN program requires the following:

- An earned Bachelor of Science Degree in Nursing (BSN) from an accredited nursing program
- Valid RN License as indicated by Date of Issue
- Nurses educated outside the United States, who are eligible to practice as an RN in the United States must:
    - Have an earned baccalaureate degree in nursing that equates to a U.S. baccalaureate degree
    - Be CGFNS (Commission on Graduates of Foreign Nursing Schools) certified and pass the NCLEX-RN (National Council Licensure Examination-Registered Nurse)

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

Transfer Credit Requirements

The student will be required to complete the necessary courses to achieve graduation status. An official transcript is one sent directly to Grantham from the Registrar of the issuing educational institution. Grantham does not return documents submitted directly by prospective students.

In order to officially award transfer of said credits, the official college transcripts must be received by Grantham University no later than one (1) enrollment period (eight (8) weeks) of starting. Students unable to produce official college transcripts for all transferred courses within the designated period will not have credits applied to their degree program. If, at a later date, the student is able to secure official college transcripts, he/she may request a re-evaluation of college credits to be applied toward their selected degree program.

After the evaluation is complete, an Evaluations Representative will prepare a Degree Plan – a custom curriculum of the remaining courses the evaluator anticipates being necessary for graduation based on documents received at the time of evaluation.

Transfer Credit Policy

Grantham University evaluates and awards transfer credit based on the philosophy that students will not be required to repeat courses in which competencies have been mastered.

A prospective student may use:

- Prior college coursework. Transcripts must be in English. Foreign transcripts will require an equivalency evaluation prior to evaluation at Grantham.
- Military experience. As determined by ACE (American Council on Education) usually listed on a JST or CCAF transcript.
- Employer courses. Provided the course has been appropriately evaluated for college credit by ACE.
- AP, CLEP and DANTES/DSST. Courses offered by taking these tests are transferrable into the degree program for which they apply as long as the ACE-recommended score is achieved and the test was taken less than 20 years prior to matriculation.

Grantham awards transfer credit on a course-by-course basis for courses with equivalent content and value as the corresponding Grantham course(s). Grades of "B" or better will be accepted for graduate-level courses completed at accredited institutions as recognized by the Department of Education, as long as they were completed within the last ten (10) years, including credits earned at Grantham. Nursing courses are not transferrable into the nursing programs at Grantham University.

The amount of transfer credit accepted is dependent upon the declared program of study and Grantham's residency requirement. Previously earned transfer credit is determined by the requirements of the program.

Grantham will make every attempt to assist the student in obtaining the needed official transcript(s) if permission from the student is granted. There are cases, however, when official transcripts can only be obtained by the student directly. Official military transcripts (JST and/or CCAF), ACE transcripts, college-level testing transcripts (CLEP, DSST, ECE, AP), international transcripts and equivalency reports must be requested by the student. **Ultimately, it is the student's responsibility to ensure that any requested official transcript(s) are forwarded to Grantham University directly from other institutions attended by the student.**

See Section 1.11 for the Prior Learning Assessment (PLA) Policy.

Residency Requirement

The student must successfully complete at least 75 percent (75%) of courses in the enrolled degree program at Grantham to earn a master's degree. No more than three (3) courses from one completed Grantham master's degree program may be applied to the completion of a second master's program. Students completing one master's program at Grantham will not be enrolled into a second or subsequent master's program where more than three (3) courses in the second or subsequent program are identical to the completed master's program(s). Credit for a completed capstone course(s) in one graduate degree program will not be applied to a second or subsequent graduate degree program; students will be required to complete a capstone course while enrolled in the second or subsequent graduate degree program.

Foreign Transcript Evaluation

An applicant who has completed secondary/university-level courses in a foreign country that are comparable to course credits in the American education system must have his/her courses evaluated and official copies of the evaluations sent to Grantham. Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services (www.naces.org) or the Association of International Credential Evaluators (www.aice-eval.org).

Student Academic Summary

The Degree Plan defines a student's personal program of study. Electives may be required to satisfy program requirements. Please refer to a University representative to confirm which courses satisfy elective requirements.

A student's degree program adheres to the version of the Catalog under which he/she first enrolls. However, if a student is withdrawn from the University, his/her degree program will be updated to reflect the requirements of the current Catalog upon readmission.

Degree Program Changes

After a student is matriculated, he/she may decide to pursue a different degree program at Grantham. To request a change in a degree program, a student should download an Evaluation Request form from the Student Portal and return the form to degreeprogramchanges@grantham.edu or his/her Student Advisor. Upon receipt of this request, Grantham will evaluate the student's record to determine applicable transfer credits. The student will receive the results of the evaluation within five to seven business days. Should the student choose to move forward with changing his/her degree program, the student must submit a signed Degree Change Authorization (Enrollment Agreement Addendum).

1.4 Re-admittance Policy

Any student who has been withdrawn from Grantham for the reason(s) below will be categorized as a re-admittance upon seeking to return to the University. He/she must submit a new application for admission. Unless the provisions of the Military Deployment Policy were met, a student who is termed as a re-admittance will be subject to the policies, procedures and degree program requirements of the Catalog in effect at the time he/she is re-admitted:

- Voluntarily withdraws from the University
- Does not register for a new term within 365 days of completing a term
- Fails to maintain Satisfactory Academic Progress (SAP)
- Violates Code of Conduct
- Is administratively cancelled or withdrawn from the University

*Please refer to **Withdrawal Policy** for more information regarding withdrawals.*

Teach-out Programs

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

1.5 Credit Hour Policy

Grantham University students are awarded semester credits for classes on the basis of the Carnegie unit. A Carnegie unit of credit represents how much time a typical student is expected to devote to learning per week of study and the minimum is one unit for three hours of student work per week.

Grantham University courses are offered in eight (8)-week terms. For the typical three (3)-unit class, a student spends six (6) hours per week in substantive interaction and does 12 hours of outside preparation. In certain circumstances, it is possible to have more hours, but not less.

Lecture hours: One (1) unit is considered to be one (1) credit hour of substantive interaction in a course with faculty and classmates through discussion forums and digital interface, including weekly directed readings.

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

Homework hours (as required by coursework):

COURSE	BA101
DURATION	8 weeks
UNIT VALUE	3 credits
LECTURE HOURS WEEKLY	6 hours
ARRANGEMENT HOURS WEEKLY	6 hours
HOMEWORK HOURS WEEKLY	6 hours

Semester Credit Hours: 1	Carnegie Unit: 1:2, 2, 2
Semester Credit Hours: 3	Carnegie Unit: 3: 6, 6, 6
Semester Credit Hours: 4	Carnegie Unit: 4: 8, 8, 8
Semester Credit Hours: 5	Carnegie Unit: 5:10, 10, 10
Semester Credit Hours: 6	Carnegie Unit: 6, 12, 12, 12

1.6 Transferability of Grantham Credit

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

1.7 Prior Learning Assessment Policy

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

During the PLA evaluation process, students will submit a collection of certificates, professional training and non-ACE-approved military training, transcripts from a non-accredited institution, licenses, corporate training, certifications, or any other documentation that provides evidence of their learning experience and knowledge. In addition, students submit a Description of Experience essay based on learning experiences outside of the traditional classroom setting. The essay will demonstrate learning acquired through professional, volunteer and personal or family experiences. All prior learning documentation will be evaluated in terms of specific program and course outcomes established by Grantham University courses, to ensure substantial comparability. PLA credit cannot be used to fulfill certain required courses (i.e., capstone course).

PLA Credit Limits

Grantham University's PLA credit limits are as follows:

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

PLA Fees

Grantham University's PLA fees are as follows:

- Sponsored prior learning (per submission): $125.00
- Unsponsored prior learning (per submission): $250.00
- Combination of sponsored and unsponsored prior learning (per submission): $250.00

PLA Process

For the complete PLA process and additional information, visit: grantham.edu/admissions/transfer-and-other-credits/.

1.8 Enrollment Application and Registration Agreements

An Enrollment Application (EA) or Registration Agreement (RA) is a contract that defines essential terms and conditions related to enrollment at Grantham University. For each registration period, a student may register for courses via an online system that contains information about tuition, courses for which he/she is registering, the term of attendance and the method of payment. Both the EA and RA are definitive sources concerning the terms between the student and the University. For first-time enrollees, Grantham University presents the EA. For subsequent enrollments, Grantham University presents the RA. **Students should read agreements carefully and retain for reference.**

Grantham's EA and RA both incorporate the University Catalog in effect at the time of the student's enrollment/registration into the University. Grantham University may change its policies, procedures, courses and degree programs at its sole discretion. Amendments to the current Catalog will be posted on the student portal and the University website. Grantham reserves the right to update courses when necessary due to changes in technology, teaching methodologies and textbook updates. Grantham will notify a student of any substantive changes to his/her degree program.

A student may register for one or multiple courses for each term and is obligated only for the courses in which he/she registers. The student must adhere to the terms and conditions of the EA and RA and payments of any applicable fees. Please refer to the Tuition and Fees section for more information.

1.9 Tuition and Fees

Table 1.9a contains the tuition rates for a student to attend Grantham University. Total program tuition varies by student depending on the total credit hours required for that student to graduate. At least 61 credit hours of coursework are required to complete an associate degree program; at least 121 credit hours of coursework are required to complete a baccalaureate degree program; and 36 credit hours of coursework are required to complete a master's degree program. Tuition does not include miscellaneous fees as listed in **Table 1.9b**.

Effective for all course registrations made after July 1, 2014, the following tuition rates apply:

TABLE 1.9A

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

* Tuition rate after applicable scholarship,if eligible

TABLE 1.9B

MISCELLANEOUS FEES	
Returned Check	$25
Graduation Fee	$100
Technology Fee	$35 per 8-week term
Transcript	$10
Replacement Diploma	$25
Late Payment	$5
International Shipping Fee	$50 per course

1.10 Course Textbooks, Software, Materials and Postage

Grantham University's Textbook and Software Grant (available beginning with the May 28, 2014, term) provides new or gently used textbooks to students who qualify (see Catalog Section 3.8 for grant eligibility requirements). Shipping* fees for textbooks and other course materials are included in the grant. The value of the grant is determined by the degree program and/or courses selected, but generally ranges from $500 to $4,500. Eligible students will order and be shipped course materials from the Eagle Educational Resources Bookstore after they have registered for their classes and been approved for the grant.

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

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

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

1.11 Institutional Refund Policy

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

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

TABLE 1.11

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

* Non-refundable tuition registration is the lesser of 20% of tuition or $200

** Georgia Residents Only: Georgia residents whose time of withdrawal is 22-28 days after the course start date will receive a 50% refund of tuition (less 20%*).

Grantham is subject to and must abide by the refund policies of any branch, agency or department of the federal government with which it is in any way associated or affiliated. In the event of a conflict between Grantham's Institutional Refund Policy and the refund policy of an affiliated federal branch, agency or department, the federal refund policy may supersede that of Grantham University. (See Section 3.15 for Return of Title IV Funds information.)

Institutional Refund Procedure

University Withdrawals

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

Course Drops

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

Credit Balances

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

Academic Information and Policies

The University operates on a weekly enrollment cycle. Each term is a period of eight (8) weeks (56 days). Some courses may not be available on a weekly basis. Students should check the course schedule at www.grantham.edu, the Student Portal, or contact their Student Advisor.

2.1 Academic Calendar

TERM START DATE	TERM END DATE
1/1/2014	2/25/2014
1/8/2014	3/4/2014
1/15/2014	3/11/2014
1/22/2014	3/18/2014
1/29/2014	3/25/2014
2/5/2014	4/1/2014
2/12/2014	4/8/2014
2/19/2014	4/15/2014
2/26/2014	4/22/2014
3/5/2014	4/29/2014
3/12/2014	5/6/2014
3/19/2014	5/13/2014
3/26/2014	5/20/2014
4/2/2014	5/27/2014
4/9/2014	6/3/2014
4/16/2014	6/10/2014
4/23/2014	6/17/2014
4/30/2014	6/24/2014
5/7/2014	7/1/2014
5/14/2014	7/8/2014
5/21/2014	7/15/2014
5/28/2014	7/22/2014
6/4/2014	7/29/2014
6/11/2014	8/5/2014
6/18/2014	8/12/2014
6/25/2014	8/19/2014

TERM START DATE	TERM END DATE
7/2/2014	8/26/2014
7/9/2014	9/2/2014
7/16/2014	9/9/2014
7/23/2014	9/16/2014
7/30/2014	9/23/2014
8/6/2014	9/30/2014
8/13/2014	10/7/2014
8/20/2014	10/14/2014
8/27/2014	10/21/2014
9/3/2014	10/28/2014
9/10/2014	11/4/2014
9/17/2014	11/11/2014
9/24/2014	11/18/2014
10/1/2014	11/25/2014
10/8/2014	12/2/2014
10/15/2014	12/9/2014
10/22/2014	12/16/2014
10/29/2014	12/23/2014
11/5/2014	12/30/2014
11/12/2014	1/6/2015
11/19/2014	1/13/2015
11/26/2014	1/20/2015
12/3/2014	1/27/2015
12/10/2014	2/3/2015
12/17/2013	2/10/2015
12/24/2014	2/17/2015
12/31/2014	2/24/2015

2.2 Holiday Schedule

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

HOLIDAY	2014	2015
New Year's Day	Wednesday, January 1st	Thursday, January 1st
Martin Luther King Jr. Day	Monday, January 20th	Monday, January 19th
Memorial Day	Monday, May 26th	Monday, May 25th
Independence Day	Friday, July 4th	*Friday, July 3rd
Labor Day	Monday, September 1st	Monday, September 7th
Veterans Day	Tuesday, November 11th	Wednesday, November 11th
Thanksgiving Day	Thursday, November 27th	Thursday, November 26th
Day after Thanksgiving	Friday, November 28th	Friday, November 27th
Christmas Eve	Wednesday, December 24th	Thursday, December 24th
Christmas Day	Thursday, December 25th	Friday, December 25th
*Denotes the holiday falls on a weekend and is adjusted to the closest business day		

2.3 Academic Year for Students Receiving Federal Student Aid (FSA)

Students interested in Federal Student Aid (FSA) must establish the academic year during which they wish to receive aid. The academic year at Grantham is two (2) 16-week semesters long; each semester contains two (2) eight (8)-week class sessions. On the Declaration of Intent (DOI) form, students select the month their academic year begins; it then continues for the following eight (8) consecutive months. Each semester runs for 16 consecutive weeks. Once a student has completed a DOI form, the dates for all four (4) class sessions in their academic year are fixed. Students who have established an academic year for financial aid purposes always begin their semesters on the first Wednesday of the month. The first session in the semester begins on that day. The second session of the semester begins on the Wednesday immediately following the end of the first session.

The table below provides dates for Grantham University sessions open to students receiving FSA and shows how they are combined into semesters and academic years.

	ACADEMIC YEAR (32 WEEKS) FOR FSA			
START DATES	SEMESTER 1 (16 WEEKS)		SEMESTER 2 (16 WEEKS)	
Month selected to begin academic year	Session I (8 weeks)	Session II (8 weeks)	Session III (8 weeks)	Session IV (8 weeks)
January 2014	1/1/14-2/25/14	2/26/14 - 4/22/14	5/7/14-7/1/14	7/2/14 - 8/26/14
February 2014	2/5/14-4/1/14	4/2/14 - 5/27/14	6/4/14-7/29/14	7/30/14 - 9/23/14
March 2014	3/5/14-4/29/14	4/30/14 - 6/24/14	7/2/14-8/26/14	8/27/14 - 10/21/14
April 2014	4/2/14-5/27/14	5/28/14 - 7/22/14	8/6/14-9/30/14	10/1/14 - 11/25/14
May 2014	5/7/14-7/1/14	7/2/14 - 8/26/14	9/3/14-10/28/14	10/29/14 - 12/23/14
June 2014	6/4/14-7/29/14	7/30/14 - 9/23/14	10/1/14-11/25/14	11/26/14 - 1/20/15
July 2014	7/2/14-8/26/14	8/27/14 - 10/21/14	11/5/14-12/30/14	12/31/14 - 2/24/15
August 2014	8/6/14-9/30/14	10/1/14 - 11/25/14	12/3/14-1/27/15	1/28/15 - 3/24/15
September 2014	9/3/14-10/28/14	10/29/14 - 12/23/14	1/7/15-3/3/15	3/4/15 - 4/28/15
October 2014	10/1/14-11/25/14	11/26/14 - 1/20/15	2/4/15-3/31/15	4/1/15-5/26/15
November 2014	11/5/14-12/30/14	12/31/14 - 2/24/15	3/4/15-4/28/15	4/29/15 - 6/23/15
December 2014	12/3/14-1/27/15	1/28/15 - 3/24/15	4/1/15-5/26/15	5/27/15 - 7/21/15

2.4 Student Success

Each undergraduate degree-seeking student will be required to successfully complete *GU100 - Student Success* (one (1)-credit hour course) along with his/her first academic course. The course is comprised of:

- Introduction to Grantham University, its policies and procedures
- Introduction to the online learning environment
- Introduction to the testing and grading process
- Introduction to student success strategies: study skills, note-taking strategies, memory devices and more

2.5 Participation and Substantive Interaction

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

Late Submissions

The learning management system (LMS) used by Grantham University is based on Eastern Time (ET). All submitted assignments are time-stamped by the LMS. Assignments are due by 11:59 p.m. ET on the due date. Anything submitted after this is considered "late." Students should carefully review each course syllabus for the instructor's late policy.

Establishing First-Week Minimum Participation and Substantive Interaction

During Week 1, students are required to establish participation* by logging into each course within seven (7) days of the term start date and either submitting a Week 1 assignment or posting an initial** post (substantively interacting) in the Week 1 Discussion Forum.

Students who have logged into the course(s) within the first seven (7) days of the term start date but failed to either submit a Week 1 assignment or posting (substantively interacting) within the Week 1 Discussion Forum will be ***processed*** as an administrative cancel from the course(s).

Extenuating circumstances that prevent the student from establishing participation and have been communicated to the instructor during Week 1 may be considered by an instructor as reason to retain the student in the course(s), if requested by the student to the instructor during Week 1. However, after Day 7 of Week 1, these student requests will not be considered and the student will be administratively cancelled. Students must provide proof of the extenuating circumstances and an explanation of how the student should be able to overcome the extenuating circumstances in order to participate and substantively interact in the course(s) for the remainder of the term. Examples of extenuating circumstances include catastrophic natural or manmade disasters, death in the immediate family, medical emergencies and military deployment. In the case of administrative drop, tuition will be refunded per the Institutional Refund Policy published in Section 1.11 of the Catalog.

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

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

Participation and Substantive Interaction Requirements throughout the Remainder of the Term

Beginning in Week 2 and throughout the remainder of the course, participation and substantive interaction will be tracked using the tools within the learning management system. Throughout the term, students must participate in such a way as to ensure successful completion of the course by the end of the term (i.e., regularly submit assignments and continue to substantively interact with other students and the course instructor).

Bulk assignment submissions after long periods of inactivity are ill-advised, because an administrative withdrawal may be initiated for lack of interaction in the course. Students are expected to abide by the participation and substantive interaction requirements according to the criteria outlined in each course syllabus. If the student does not turn in an assignment and/or substantively interact for a consecutive two (2)-week period of time, the student will be administratively withdrawn for lack of participation/ substantive interaction, resulting in a grade of W recorded on the student's academic transcript.

Extenuating circumstances that prevent the student from establishing participation and have been communicated to the instructor during the inactive weeks may be considered by an instructor as reason to retain the student in the course(s), if requested by the student to the instructor during that time. Examples of extenuating circumstances include catastrophic natural or manmade disasters, death in the immediate family, medical emergencies and military deployment. Tuition will be refunded per the Institutional Refund Policy published in Section 1.11 of the Catalog.

Guidelines for Substantive Interaction

Substantive interaction involves a sustained, interactive communication usually of three or more posts to the course Discussion Forum, consisting of one initial post to a question(s) in the course content and two posts to fellow students and/or the course instructor. It is a written answer to a discussion question/response that contains a central idea, independent response or personal opinion that is presented or communicated in a meaningful way. The purpose of substantive interaction on the Discussion Forum is to promote understanding of a topic and its relevant themes to all participants. The posts are, therefore, a collective conversation of linked words, phrases and ideas.

A post may include an opinion that applies ideas relevant to the course content. It may compare and contrast the posts of others. Experience of facts and distinctions may vary based

on the perceptions of each student. In some cases, the pros and cons of a decision may be explored. At other times, the conversations may be directed back to an earlier post.

The usual length of a post is 75 to 150 words but may go longer, depending on the topic or assignment instructions. Only if a passage is quoted within the student's own written response will APA be required.

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

2.6 Academic Delivery Method

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

2.7 Term

A term is a period of eight (8) weeks (56 days) in which a student must complete all courses in which he/she has enrolled. A student may immediately enroll in his/her next term if final grades are posted, even if the full eight (8) weeks (56 days) allotted per term have not expired.

Active Status

A student is considered to be active as long as the student completes one course within each 365-day (one (1) year) period. Exceptions may be granted for military students who deploy or have extenuating job circumstances, providing the proper documentation is submitted prior to the expiration of the two-year time period (refer to Deployment Policy and the Leave of Absence Policy). At no time may the exception be longer than two (2) years from the end of the last completed course.

Continuous Enrollment

To maintain continuous enrollment for certain scholarships/grants or a graduate GPA waiver, a student must register within 72 days from the original term end date. If a student receives an incomplete for a course, he/she is still subject to registration within 72 days of the original term end date to be considered continuously enrolled. However, a student is considered to be in active student status as long as the student completes one course within each 365-day (one (1) year) period.

2.8 Enrollment Status

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

Each term is comprised of the number of credit hours for which a student is registered (SCHs vary from course to course), resulting in the following enrollment statuses:

Undergraduate Students

TABLE 2.8A

SCHS FOR WHICH STUDENT IS REGISTERED	UNDERGRADUATE ENROLLMENT STATUS
6 or more	Full-time (FT)
5	Three quarter-time (3/4 time)
3-4	Half-time (1/2 time)
2 or less	Less than half-time

Graduate Students

Grantham University offers no graduate courses less than three (3) semester credit hours and, therefore, considers all enrolled graduate students to be full-time.

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

Federal Student Aid Enrollment Status

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

TABLE 2.8B

FEDERAL STUDENT AID ENROLLMENT STATUS	UNDERGRADUTATE	GRADUATE
	Number of credit hours	Number of credit hours
Full-time (FT)	12 or more	6 or more
Three quarter-time (3/4 time)	9 - 11	N/A
Half-time (1/2 time)	6 - 8	3-5
Less than half-time	1 - 5	1-2

2.9 Developmental Coursework

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

2.10 Course Grades and Grading Policy

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

TABLE 2.10A

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

For nursing courses, Table 2.10b applies.

TABLE 2.10B

GRADES	COURSE GRADE	QUALITY POINTS
A (93-100)	Excellent	A = 4.0
B (85 – 92)	Above Average	B = 3.0
C (75-84)	Average	C = 2.0
D (69 – 74)	Below Average	D = 1.0 (not transferable)
F (0 - 68)	Failure	F = 0.0
I	Incomplete	Not computed
W	Withdraw	Not computed

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

Rounding of Final Grades

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

2.11 Assessments

The course syllabus contains all pertinent information for assignments and tests in each course. A student will submit all assignments and tests in the online course and the results will post within two (2) calendar days of receipt.

Scoring Tests/Assignments and Posting Grades

For all submitted assignments, the instructor is required to post grades in the course grade book within two (2) calendar days of receipt of an assignment. A student should remain in contact with his/her instructor through email and follow-up on assignments that have not been graded. The student may contact his/her Student Advisor (SA) if the instructor has not responded within 24 hours of an email request for grading.

Test Score Review

If a student believes a given test question was scored incorrectly, the student may initiate a test score review. For multiple choice tests, the student should review the results of the test upon receiving scores to effectively request a review.

No test score review may be initiated more than one (1) week after the disputed grade is posted.

Test Score Review Procedure

1. Request instructor review. Submit a request to the instructor via email. A student must indicate the test number and his/her student number in the subject line. The message should include the following:
   - The test number and question number
   - The text of the question and the answer choices. Remember questions are often randomized, so a student's Question 1 may not be the same question for another student.
   - The answer selected
   - The student's reason(s) for why he/she believes the selection is correct, including page references in the text pointing out evidence that supports the answer.

   A student must provide sufficient information to support his/her answer(s), but such support need not be lengthy.
2. Instructor review. An instructor will review the request and a student's supporting evidence to determine if the test was scored correctly. If the test was scored

incorrectly, the instructor will revise the student's score accordingly. If the test was scored correctly, but a student's argument in support of an alternative answer is deemed convincing, the instructor may award additional points (full or partial credit) at his/her discretion. The instructor will notify the student of the decision.

3. Instructor feedback. An instructor who has identified an issue with a test or assignment in a course may submit a Service Request to Academic Technology to review the item and make any appropriate changes to the course.

Course Survey

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

2.12 Proctored Examinations

Throughout a student's program of study, assessments from select courses will be proctored. Prior to enrolling/registering for a course which includes a proctored assessment, students must select the method of proctoring they will be using.

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

The course syllabus will also identify if a specific assignment must be proctored. The course syllabus will include complete instructions for taking the proctored assignment. If a student has completed all assignments in a course, including any proctored exam that may be required and fails the course, the student may be required to repeat the course at his/her expense. A student will not be allowed to retake a final proctored exam or proctored assignment.

Methods of Proctoring

Grantham offers two methods of proctoring:

- Software Secure (SSI) Remote Proctor Now
- Human Proctoring

Software Secure (SSI) Remote Proctor Now

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

- Students may only have one Internet browser window open while taking their proctored exams, unless otherwise specified. The use of Internet-accessible devices, such as Blackberries, cell phones and PDAs, are strictly prohibited during the exam. Students may not bring removable media of any type during the proctored exam (e.g., CD-ROM, flash drives, etc.).
- Students may not install software during the proctored exam; however, pre-installed software, such as Maple and Mathlab, is permissible. Students are not allowed to converse with anyone other than their proctor during the proctored assessment. Proctors are prohibited from assisting with the exam with the exception of procedural or administrative issues.

Human Proctoring

This method of proctoring requires the student to select an appropriate proctor, to determine a testing time and location convenient for both the student and proctor and to ensure the selected proctor has been approved at least two (2) weeks prior to the due date of the proctored assignment. Students will provide the proctor's information upon enrollment/registration. Proctor verification is completed electronically through Acxiom. Prior to completion of verification, proctors must agree to follow the University's Test Proctor Guidelines (see below). Before the proctored access code is sent to the proctor, the University must approve the proctor.

- After verification is complete, the assignment access code will be sent to the proctor.
- At the beginning of the proctored assessment, the proctor is required to request identification from the student to determine that the person taking the exam is the same person enrolled in the course. Students are required to identify themselves to the proctor with a valid government-issued photo ID.
- The exam(s) must be administered in the presence of a proctor, who will verify that the student did his/her own work. The proctor is responsible for ensuring that the student completed the exam in accordance with the directions for that exam.
- Students may only have one Internet browser window open while taking their proctored exam, unless otherwise specified. The use of Internet-accessible devices, such as Blackberries, cell phones and PDAs, are strictly prohibited during the exam. Students may not bring removable media of any type during the proctored exam (e.g., CD-ROM, flash drives, etc.).
- Students may not install software during the proctored exam; however, pre-installed software, such as Maple and Mathlab, is permissible. Students are not allowed to converse with anyone other than their proctor during the proctored assignment. Proctors are prohibited from assisting with the exam, with the exception of procedural or administrative issues.
- Students may take the proctored exam at the University or locally, provided a suitable person in the community is identified, approved and agrees to proctor the exam. If the student fails to complete the proctored assignment prior to the course end date and an incomplete has not been approved in advance by the instructor, the exam grade will be recorded as a zero. Failure to obtain an approved proctor is not an acceptable reason to request an incomplete.

Test Proctor Guidelines

The following are the general guidelines for proctors:

- A student cannot be related to his/her proctor.
- A student cannot reside at the same address as his/her proctor.
- The proctor cannot have a vested or conflict of interest with respect to a student's score.
- The proctor cannot be an applicant or a current student of Grantham.
- The proctor cannot be a subordinate to either a student or any of the student's relatives.
- The proctor must be willing to accept responsibility for the correct administration of the examination.

The following are examples of acceptable proctors:

- President, vice president, general manager, company officer, or supervisor
- Human resources officer
- Military testing site representative
- DANTES test control officer
- Military educational officer
- Staff development officer
- Law enforcement officer
- Member of the clergy (active or retired)
- High school or university/college faculty member (active or retired)
- Official learning/tutoring center representative
- Librarian
- Dean, academic department head or official testing service of an accredited university or college (active or retired)
- Education outreach representative
- Commissioned or non-commissioned officer of higher rank than the student (minimum E-6)

2.13 Satisfactory Academic Progress

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

SAP Standards

Undergraduate SAP standards

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

1. **Minimum Cumulative Grade Point Average (CGPA)**
   A student's Cumulative Grade Point Average is based on all non-developmental courses taken at Grantham University at the undergraduate level. Students must maintain a cumulative GPA of a 2.0 or higher. Academic records are reviewed at the completion of every 16-week semester (two (2) eight (8)-week terms) to determine SAP. Attempted courses include all non-developmental undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of passed proficiency exams and courses transferred to Grantham University that are part of the student's declared program. Undergraduate students must have a 2.0 CGPA in order to graduate.
2. **Minimum Course Completion Rate (CCR)**
   The Course Completion Rate is a calculated percentage based on the number of credit hours earned divided by the number of credit hours attempted at the undergraduate level. The minimum CCR students must meet varies according to the number of credit hours they have attempted. Attempted courses include all non-developmental undergraduate courses (first-time or repeat courses) a student is enrolled in on the eighth day of a class session, courses credited as the result of passed proficiency exams and courses transferred to Grantham University that are part of the student's declared program.
3. **Maximum timeframe**
   Students are given a maximum timeframe of 150 percent of the published program length to complete their declared program. *For example, if a student must earn 60 credit hours to complete his/her declared associate degree, the student must earn (complete) those credit hours while attempting no more than 90 credit hours overall.*

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

UNDERGRADUATE SAP STANDARDS

Measurement Level	Minimum Cumulative GPA	Minimum Course Completion Rate	Maximum Time to Completion
0-25 Credit Hours Attempted	≥ 2.0	50%	150% of the program's published length
26-47 Credit Hours Attempted	≥ 2.0	60%	
48 or more Credit Hours Attempted	≥ 2.0	66.67%	

Graduate SAP standards

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

1. **Minimum Cumulative Grade Point Average (CGPA)**
   A student's Cumulative Grade Point Average is based on all courses taken at Grantham University at the graduate level. Students must maintain a cumulative GPA of a 3.0 or higher. Academic records are reviewed at the completion of every 16-week semester (two (2) eight (8)-week terms) to determine SAP. Attempted courses include all courses a student is enrolled in on the eighth day of a class session and courses transferred to Grantham University that are part of the student's declared degree program. Graduate students must have a 3.0 CGPA in order to graduate.
2. **Maximum timeframe**
   Students are given a maximum timeframe of 150 percent of the published program length to complete their declared degree program. For example, if a student must earn 36 credit hours to complete his/her declared program, the student must earn (complete) those credit hours while attempting no more than 54 credit hours overall.

   All attempted courses count toward the maximum timeframe for program completion. Attempted courses include all courses a student is enrolled in on the eighth day of a class session and courses transferred to Grantham University that are part of the student's declared program. If at any point it becomes evident that a student cannot mathematically complete the program within the 150 percent timeframe, the student will be withdrawn from the University and is no longer eligible for Title IV funding. If the student has an alternative method of payment, the student may appeal the academic standing.

GRADUATE SAP STANDARDS		
Measurement Level	**Minimum Cumulative GPA**	**Maximum Time to Completion**
0-12 Credit Hours Attempted	≥ 3.0	150% of the program's published length
13-24 Credit Hours Attempted	≥ 3.0	
25 or more Credit Hours Attempted	≥ 3.0	

Satisfactory Academic Progress General Policies

Incomplete (I) Course

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

Change of Major

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

Repeating a course

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

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

- Submit an appeal for a third course attempt to the appropriate Dean
- Transfer a successfully completed, acceptable equivalent course from another institution to Grantham
- Change his/her major program of study

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

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

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

Transfer Credit

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

Developmental Coursework

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

SAP Warning

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

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

SAP Suspension

Students are placed on SAP Suspension for one of the following reasons:

- Failed SAP requirements at the conclusion of the student's 16-week semester (two (2) eight (8)-week terms) on SAP Warning.
- Withdrew from *ALL* semester credit hours or earned non-passing grades in *ALL* semester credit hours while on SAP Warning.

Notification of the change of academic standing will be emailed to the student's Grantham University email address. To regain eligibility for enrollment, students must submit a successful academic appeal.

Appealing SAP Suspension

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

Qualifying circumstances recognized as documentable reasons for SAP suspension appeal are:

- Injury or serious illness of the student or family member
- Loss of employment of student or family member
- Loss of housing

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

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

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

Students who are active in courses and receive SAP suspension will have a deadline of seven (7) days from the date of notification to submit an appeal to remain in courses.

Students informed of their suspension when simultaneously registered in active courses may remain enrolled while the appeal is reviewed, understanding that appeals from actively enrolled students must be received no later than seven (7) days from the date of notification. (The Date of Notification is considered to be the date on the email communication and constitutes Day 1 of the seven days).

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

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

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

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

Undergraduate SAP Assistance Program

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

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

Academic Plan

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

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

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

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

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

2.14 Academic Overload

Undergraduate

An academic load of one to eight (1-8) credit hours per term is considered a regular load for undergraduate students at Grantham University. If a student wishes to register in nine (9) or more credit hours, the student must have met the following requirements:

- Completed a minimum of 12 credit hours at Grantham in the last 12 months
- Earned a GPA of at least 2.5 in the courses completed during the last 12 months

All students registering in nine (9) credit hours or more will need approval from the Dean or Chair of their respective degree program.

Graduate

An academic load of three (3) credit hours per term is considered a regular load for graduate students at Grantham University. If a student wants to register in four (4) or more credit hours, the student must have met the following requirements:

- Completed a minimum of six (6) credit hours at Grantham in the last 12 months
- Earned a GPA of at least 3.0 in the courses completed during the last 12 months

Procedures for Requesting an Academic Overload

To request an academic overload, a student must submit a written appeal via the academic appeals link in the student portal, GLife.

2.15 Academic Interaction

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

Other communication options open to a student include:

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

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

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

2.16 Withdrawal Policy

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

- All voluntary and involuntary withdrawals must abide by the Institutional Refund Policy.
- A student who voluntarily withdraws from courses or the University in the first seven (7) days of the term will be considered a cancel and will receive a full refund.
- A student who voluntarily withdraws from courses or the University after the seventh (7th) day of the term start date and before the last week of the term end date will be assigned a grade of W for the course by the instructor. Any refund to the student is subject to the terms of the Institutional Refund Policy.
- A student withdrawing in the final (8th) week of the course will receive a grade of F. Students should carefully consider consequences to funding sources that can be negatively impacted by a grade of F.
- A student may not withdraw from a course after an incomplete (I) has been granted. If a University withdrawal is requested while a course is in incomplete status, the I grade will convert to an F.
- If a student needs to withdraw for reasons of military deployment, he/she should follow the **Military Deployment Policy** below that ensures a deployed student will incur no financial or academic penalty.

University Withdrawal – Process for Voluntary Withdrawal from University

When a student requests to be withdrawn from the University, that student is also withdrawn from all courses in which the student may be currently registered. A student who voluntarily wishes to withdraw from the University should complete and submit a Withdrawal Form on GLife. However, completion of this form is not mandatory. If using this form, the student should specifically indicate the intention of withdrawing from the University on the Withdrawal Form. A student may request a University withdrawal at any time. The withdrawal is considered to have occurred on the date the student officially notifies Grantham of his/her intent to withdraw by submitting the withdrawal form or by indicating his or her intention to withdraw to a University employee or official via written or verbal communication. This is the date of determination (DOD) used to compute the refund according to institutional policy.

University Withdrawal - Involuntary/Administrative Withdrawal from the University

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

Course Withdrawal - Process for Voluntary Withdrawal from Courses

A formal withdrawal from courses requires that a student complete and submit a Withdrawal Form indicating the courses from which he/she desires to be withdrawn. The withdrawal is considered to have occurred on the date the

student officially notifies Grantham of his/her intent to withdraw by submitting the withdrawal form or, if an online military portal student, on the date the student withdraws from the course in the specific military portal. This is the date of determination (DOD) used to compute the institution's refund policy. If a student registered for courses via an online portal, it is the responsibility of the student to withdraw from those courses via that same online portal.

Course Withdrawal - Involuntary/Administrative Withdrawal from Courses

If the University determines the student ceased attendance, violated the Code of Conduct Policy, or failed to meet published academic policies, he/she may be administratively withdrawn. Students using military Tuition Assistance (TA) who do not submit a voucher by the seventh day of the term will be withdrawn. The date of determination (DOD) used to compute the institutions refund policy is the date the University determined any of the aforementioned situations.

2.17 Military Deployment Policy

The Military Deployment Policy allows students who serve in the United States Armed Forces and who are deployed (or who receive deployment orders) prior to or during a term to have their courses for the respective term expunged. The policy accommodates deployments of up to 24 months. It is in the best interest of students who are being deployed and who wish to withdraw from the respective term to notify Grantham as soon as deployment papers are received.

Obtaining a Military Deployment Withdrawal and Leave of Absence

When you receive deployment papers, the following policy will assist and support you. If you are deployed and wish to withdraw from courses please follow the following process:

- Contact your Admission Representative (AR) or Student Advisor (SA)
- Provide a copy of deployment orders prior to deployment
- Fax, mail, or email copies of above materials to AR or SA

If you are eligible for a military deployment tuition waiver, Grantham University will:

- Forgive tuition owed for the term if payment has not been received, or tuition credit for you to return and take the course(s) within 90 days of returning from deployment. A necessary refund will be made to the appropriate party as determined by the Business Office.
- Expunge the student record of registration for the current term while leaving all other student records intact.

Returning from Deployment

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

- Notify your AR or SA, who will assist you with registration.
- If you were in a Grantham degree program previously, you will re-enter with the Catalog year you started the degree program. If you enter the degree program for the first time, you are in effect under the Catalog at the time of your return.
- If you are returning to a Grantham degree program, you will continue in your previously enrolled program as long as you resume your program within 12 months from the original term end date. Students who are deployed longer than 12 months may retain previous transfer and credits earned if all other requirements are met.
- You will have all transfer credits previously awarded continued to be honored.
- You will be exempted from a degree program re-evaluation (except if previously required course are no longer available)

Military Obligations Policy

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

Students should follow the procedures below to request a withdrawal under the Military Obligations Policy:

- Submit an Academic Requests Submission Form available in GLife
- Include a copy of TDY (DD 1610) or relevant orders
- Submit the request within 30 days of the date of issue of the orders
- Students should follow the procedures below to request an incomplete under the Military Obligations Policy:
- Submit an Academic Requests Submission Form available in GLife
- Include a copy of the TDY (DD 1610) or relevant orders
- Submit the request within 30 days of the date of issue of the orders

2.18 Leave of Absence

Students may request a leave of absence for up to two years. A leave of absence may be granted to students who face military obligations, long-term health concerns, a serious family emergency, extenuating job circumstances, or critical life circumstances that prevent them from being able to take courses for an extended period of time. A formal request, along with documentation of the situation, must be submitted to the Dean of Student Services for consideration. Leave of Absence requests may be submitted through the Academic Service Request Form on GLife.

2.19 Grade Reports

A student may view and print his/her grades by accessing the "Transcripts" quick link located in GLife. Grantham will not issue an official grade report until all grades for the term have been recorded (including "I" grades). Students may print their own official grade report by entering the Academic Full View on the Student Portal and choosing print and the "Course Grades" option. The University will not send automatic grade reports after course completion since the student may access the official report through the portal. Official grade reports for Education Service Officers (ESO) will be issued by the University when needed. For any problems accessing a grade report, a student should send a brief email request to gradereports@grantham.edu.

2.20 Transcripts

To request an official Grantham University transcript, a student should complete the *Request Your Official Grantham Transcript* link on the student portal (GLife).

Grantham reserves the right to withhold the release of official transcripts if the student has not yet earned at least one (1) grade in a Grantham University course and/or the student has outstanding financial obligations to the University.

For students who have applied for transfer credit based on unofficial transcripts, please refer to the applicable **Undergraduate or Graduate Transfer Credit** section.

2.21 Servicemembers Opportunity Colleges (SOC)

The Servicemembers Opportunity Colleges (SOC) is a consortium of national higher education associations that function in cooperation with the Department of Defense (DoD) and the Military Services, including the National Guard and the Coast Guard, to help meet voluntary higher education needs of service members.

Hundreds of thousands of service members, civilian employees of DoD and the Military Services, including the National Guard, the Coast Guard and family members, enroll annually in programs offered by more than 1,900 colleges, universities and postsecondary occupational and technical institutions. These voluntary programs are a significant joint venture and require strong commitment and coordination among academic institutions and agencies, the Military Services, including the National Guard, the Coast Guard and the Office of the Secretary of Defense (OSD).

SOC is a vehicle to help coordinate voluntary postsecondary educational opportunities for service members. SOC does this by:

- Seeking to stimulate and help the higher education community to understand and respond to special needs of service members
- Advocating the flexibility needed to improve access to and availability of educational programs for service-members
- Helping the Military Services, including the National Guard and the Coast Guard, understand the resources, limits and requirements of higher education
- Helping the higher education community understand the resources, limits and requirements of the Military Services, including the National Guard and the Coast Guard
- Seeking to strengthen the liaison and working relationships among military and higher education representatives

Grantham has been designated as a SOC institution committed to serving the educational needs of service members and their families. As a member of the SOC Consortium, Grantham commits itself to fully supporting and complying with the SOC Principles and Criteria. Grantham ensures that:

- Service members and their families share in the postsecondary educational opportunities available to other citizens.
- Service members and their families are provided with accredited educational programs, courses and services.
- Flexibility of programs and procedures, particularly in admissions, counseling, credit transfer, course articulations, recognition of nontraditional learning experiences, scheduling, course format and residency requirements are provided to enhance the access of service members and their families to higher education programs.

A military student is advised to contact his/her Education Services Officer (ESO) for more information on the SOC and to visit www.soc.aascu.org/.

Student Financing

Grantham University offers various scholarships in addition to several extended payment plans and a private student loan option to assist students with financing their education (see www.grantham.edu).

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

3.1 Grantham University Military Scholarship for Service Members

The Military Scholarship for Service Members provides eligible students with a $15 per credit hour scholarship for undergraduate and $75 scholarship per credit hour for graduate degrees. If a National Guardsman or reservist receives only 75% Tuition Assistance (TA) benefits, or $187.50 per credit hour, the Grantham Military Scholarship for Service Members covers the remaining TA, up to $250 per credit hour.

Eligibility requirements:

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

Continuing eligibility requirements:

- Applicants must meet Grantham University's Satisfactory Academic Progress requirements and be free of any financial holds on their accounts

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

Note: Military students who cap out using their allotted FY TA benefits with Grantham are given the option to continue their coursework with Grantham by using alternate methods of payments, such as VA Education Benefits or Federal Student Aid (if eligible). A student using military TA who enrolls in more than one course must complete all courses in the eight (8)-week (56-day) term.

3.2 Grantham University Military Scholarship for Family Members

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

Eligibility requirements:

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

Continuing eligibility requirements:

- Applicants must meet Grantham University's Satisfactory Academic Progress requirements and be free of any financial holds on their accounts

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

*Dependent is defined by the National Military Family Association Title 37, Section 401. http://support.militaryfamily.org/site/DocServer/Definiton_of_a_Dependent_11-05.pdf

3.3 Grantham University Veterans Scholarship

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

Eligibility requirements:

- Veterans of any branch of the United States Armed Services may be eligible for the Grantham Veterans Scholarship
- Applicants must meet Grantham University's minimum admissions requirements
- Applicants must meet any special program admissions requirements
- Veterans must provide a copy of form DD-214 or

official proof of either an honorable or medical discharge

- Scholarship may only be applied toward courses and/or degree programs completed at Grantham University

Continuing eligibility requirements:

- Applicants must meet Grantham University's Satisfactory Academic Progress requirements and be free of any financial holds on their accounts

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

3.4 Grantham First Responder's Scholarship

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

Eligibility requirements:

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

Continuing eligibility requirements:

- Applicants must meet Grantham University's Satisfactory Academic Progress requirements and be free of any financial holds on their accounts

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

3.5 Eugene "Gene" Jewett Memorial Scholarship for Business Students

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

Scholarship details:

Each year, one full scholarship will be awarded for the recipient to earn an undergraduate or graduate degree in the Mark Skousen School of Business. The scholarship, valued at up to $37,000*, is inclusive of tuition, textbooks, software and fees.

Initial eligibility requirements:

- Applicants must meet Grantham University's minimum admissions requirements
- Applicants must meet any special program admissions requirements
- Applicants must be enrolled or plan to enroll in a degree offered in the Mark Skousen School of Business at Grantham University
- Applicants who are current students must be in good academic standing and be free of any financial holds on their account
- Applicants must submit a completed scholarship application and all required materials by the published application deadline
- Applicants must complete a 500-750 word essay on, "How a business degree will make a difference in my career."

Continuing eligibility requirements:

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

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

The applicant must meet all initial eligibility requirements

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

Applicants will be notified of the scholarship committee's decision via email approximately 30 days after the scholarship application deadline. Following receipt of the scholarship committee's decision, the chosen recipient

must respond to the committee within 30 days indicating his or her intent to accept the scholarship. Should the chosen recipient fail to timely respond to the committee, the scholarship will be awarded to the next highest qualifying applicant.

* Estimate based on current tuition rates

** As defined in the Grantham University Catalog

*** The application submission period is subject to change, please visit the online application for up-to-date information.

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

3.6 David (Bull) Baker Memorial Scholarship

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

Scholarship details:

Each year, one full scholarship will be awarded for the recipient to earn an undergraduate or graduate degree at Grantham University. The scholarship, valued up to $37,185*, is inclusive of tuition, textbooks, software and fees.

Initial eligibility requirements:

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

Continuing eligibility requirements:

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

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

The applicant must meet all initial eligibility requirements:

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

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

* Estimate based on current tuition rates

** As defined in the Grantham University Catalog

*** The application submission period is subject to change, please visit the online application for up-to-date information.

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

3.7 Textbook and Software Grant

Grantham University's Textbook and Software Grant (available beginning with the May 28, 2014, term) provides new or gently used textbooks to students who qualify (see eligibility requirements). Shipping* fees for textbooks and other course materials are included in the grant. The value of the grant is determined by the degree program and/or courses selected, but generally ranges from $500 to $4,500. Eligible students will order and be shipped course materials from the Eagle Educational Resources Bookstore after they have registered for their classes and been approved for the grant.

Eligibility requirements:

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

- Applicant must be:
  - A U.S. active-duty service member, reservist, national guardsman, or other military service member
  - A U.S. honorably or medically discharged veteran
  - A dependent or spouse of a U.S. active-duty service member, reservist, National Guardsman or veteran (honorably or medically discharged)
  - A U.S. emergency first responder, including federal, state and local law enforcement personnel, fire fighters, emergency medical technicians (EMTs) and paramedics

Continuing eligibility requirements:

- Applicants must meet Grantham University's Satisfactory Academic Progress (SAP) requirements
- Be free of any financial holds on their accounts

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

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

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

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

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

Students who do not qualify for the grant must purchase their own textbooks and software either through the Eagle

Educational Resources Bookstore or a vendor of their choice. Students may obtain the ISBN information on the Eagle Educational Resources Bookstore site, www.grantham.edu/bookstore.

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

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

3.8 Employer Tuition Assistance

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

3.9 Association and Corporate Partner Scholarship

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

Scholarship details:

The estimated scholarship value ranges from $15.00 to $1,000.00, but the individual value of the scholarship awarded will vary based on the scholarship criteria and course credit hours.

Eligibility requirements:

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

Continuing eligibility requirements:

- Applicants must meet Grantham University's Satisfactory Academic Progress requirements and be free of any financial holds on their accounts

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

ORGANIZATIONS WHOSE MEMBERS MAY BE ELIGIBLE (ASSOCIATION AND CORPORATE PARTNER SCHOLARSHIP)
American Federation of Government Employees (AFGE)
Blacks In Government (BIG)
Blacks In Government Retired Members Chapter (BIG)
Employer Support of the Guard and Reserve (ESGR)
Enlisted Association of The National Guard of the United States (EANGUS)
Federally Employed Women (FEW)
Greater Kansas City Chapter of Blacks In Government (BIG)
Greater Kansas City Chapter of the Association of the United States Army (KC AUSA)
Imagine America Foundation (IAF) Adult Skills Education Program
Imagine America Foundation (IAF) Military Award Program
International Association of Chiefs of Police (IACP)
Louisiana Organ Procurement Agency (LOPA)
Marine Corps Association (MCA)
Society for Human Resource Management of Greater Kansas City (SHRMKC)
Society of American Indian Government Employees (SAIGE)
United States Army Warrant Officers Association (USAWOA)

3.10 Association and Corporate Partner Full Scholarships

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

Scholarship details:

The estimated full scholarship value ranges from $12,190.00 to $37,185.00, but the individual value of the scholarship awarded will vary based on the scholarship criteria, degree program selected and any applied transfer credit. Applications and specific eligibility requirements can be found by visiting www.grantham.edu.

Eligibility requirements:

- Applicants must meet Grantham University's minimum admissions requirements
- Applicants must meet any special program admissions requirements
- Applicant must meet requirements outlined in the applicable scholarship application process
- Scholarship may only be applied toward courses and/or degree programs completed at Grantham University

Continuing eligibility requirements:

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

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

ASSOCIATION OR CORPORATE PARTNER FULL SCHOLARSHIPS
American Federation of Government Employees Scholarship (AFGE)
Blacks In Government (BIG)
Blacks In Government Retired Members Chapter Scholarship (BIG RMC)
Employer Support of the Guard and Reserve Scholarship (ESGR)
Enlisted Association of The National Guard of the United States Scholarship (EANGUS)
Federally Employed Women Scholarship (FEW)
Greater Kansas City Chapter of Blacks In Government Scholarship (BIG)
Greater Kansas City Chapter of the Association of the United States Army Scholarship (KC AUSA)
Marine Corps Association Scholarship (MCA)
Society for Human Resource Management of Greater Kansas City Scholarship (SHRMKC)
United States Army Warrant Officers Association Scholarship (USAWOA)

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

* As defined in the Grantham University Catalog

3.11 Vocational Rehabilitation

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

3.12 Military Programs

Military Tuition Assistance (TA)

Active duty, National Guard, reserve and veterans may be eligible for tuition assistance and/or scholarships. TA pays up to $250.00 per credit hour until the fiscal year (FY)* cap is reached. Some National Guardsmen and reservists may receive only 75 percent TA benefits or $187.50 per credit hour.

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

DANTES Reimbursement

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

Tuition Assistance Top-Up

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

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

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

3.13 Veterans Programs

Veterans Education Benefits (Chapters 30, 33, 35, 1606, 1607)

Grantham offers a variety of programs of study approved for the training of veterans. Check with a VA representative for a current listing of degree programs approved for Veterans Administration Education Benefits. VA education benefits are available to an eligible student enrolled in an approved program. Visit the Grantham website or Student Portal to obtain information about using the G.I. Bill while attending Grantham.

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

Term and Status for Students using VA Education Benefits

A student using VA education benefits may enroll in multiple courses in a term. A student must meet satisfactory academic progress standards in all courses for which he/she is enrolled and complete all courses in the eight (8) week (56-day) term. Coursework is taken and VA funding awarded as outlined in **Table 3.14**. Each student is strongly encouraged to interact with course instructors on regular basis to maximize the learning experience. Each student is required to show progress in all courses. Grantham monitors student progress on a regular basis.

TABLE 3.13

ENROLLMENT STATUS BASED ON A TERM OF EIGHT (8) WEEKS (56-DAYS)		
Credit Hours	**Grantham Enrollment Status**	**Enrollment Status for VA Benefits**
3 Credit Hours	Half-time	Half-time
4 Credit Hours	Half-time	¾-time
5 Credit Hours	¾-time	¾-time
6 or more Credit Hours	Full-time	Full-time

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

Transcript Evaluation

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

Enrollment Certification

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

Concurrent Enrollment

While receiving VA educational benefits, a student may be concurrently enrolled in two different institutions during the same term. Wherever the student is pursuing a degree will be the Parent School. A student using VA education benefits

must acquire an authorization letter from the Veterans Certifying Official at the parent school addressed to the Veterans Certifying Official at the secondary school. This form states that the courses taken at the secondary school will be credited toward the current major the student is pursuing. A student using VA education benefits is responsible for informing the secondary school's Veterans Office where his/her Parent School is located. The secondary school will complete the certification for the benefits form (VA form 22-1999) and send it to the VA.

Satisfactory Progress

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

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

Probationary Period

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

Incomplete Period

Grantham may grant an incomplete grade for a course pursuant to the University's Incomplete Policy, which gives the student an additional 14-day period after the course end date to complete the course; however, the student will not receive VA payments during this period. The VA will automatically discontinue benefits on the day after the term end date. Benefits will not resume until the requirements for all courses in which the student is enrolled have been satisfied, the student enrolls in a subsequent term and the enrollment has been certified to the VA.

Veterans Vocational Rehabilitation (Chapter 31)

Veterans Vocational Rehabilitation is a program designed to assist service-disabled veterans to obtain suitable employment and promote maximum independence in daily living. Professional counselors from the Department of Veterans Affairs assist in preparing an individual plan which includes services and financial assistance necessary to complete a designated program. Students seeking additional information pertaining to this type of benefit should contact the Vocational Rehabilitation Department of the Department of Veterans Affairs.

3.14 Federal Student Aid (FSA) Programs

Federal Pell Grant Program

The Federal Pell Grant, unlike a loan, does not have to be repaid. A student's eligibility for a Pell Grant is calculated using a formula developed by the U.S. Congress and information submitted by the student on the Free Application for Federal Student Aid (FAFSA). Only undergraduate students are eligible for Pell Grants at Grantham University. For the 2014-2015 award year (July 1, 2014 to June 30, 2015), the maximum scheduled Pell Grant award is $5,730.00 (subject to change based on adjustments to the Federal Budget). The amount awarded to a student depends on the student's cost of attendance, expected family contribution (EFC) and enrollment status (full-time, ¾ time, half-time, or less-than-half-time; see Catalog Section 2.8). The maximum award grant is given to any student who is Pell-eligible and also meets the criteria for the Iraq and Afghanistan Service Grant (listed below).

Iraq and Afghanistan Service Grant Program

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

William D. Ford Federal Direct Loan (Direct Loan) Program

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

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

after the student leaves school and during periods of deferment.

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

LOAN TYPE	Direct Subsidized Loans
BORROWER TYPE	Undergraduate
LOANS FIRST DISBURSED ON OR AFTER 7/1/13 AND BEFORE 7/1/14	3.86%
LOANS FIRST DISBURSED ON OR AFTER 7/1/14 AND BEFORE 7/1/15	4.66%

- **Direct Unsubsidized Stafford Loans:** Unlike subsidized loans, the borrower is responsible for interest that accrues on Direct Unsubsidized Loans from the time the loan is disbursed until it is paid in full and financial need is not required to receive an unsubsidized loan.
  - The interest rates for Direct Unsubsidized Loans are shown in the chart below (may also be found at https://studentaid.ed.gov/types/loans):

LOAN TYPE	Direct Unsubsidized Loans
BORROWER TYPE	Graduate or Professional
LOANS FIRST DISBURSED ON OR AFTER 7/1/13 AND BEFORE 7/1/14	5.41%
LOANS FIRST DISBURSED ON OR AFTER 7/1/14 AND BEFORE 7/1/15	6.21%

- **Direct PLUS Loans:** Parents may borrow Direct PLUS Loans to help pay for the educational expenses of the dependent undergraduate children (as determined by the FAFSA). Additionally, graduate and professional degree-seeking students may obtain PLUS Loans to help pay for their own education. PLUS Loans are not need-based, but applicants must not have an adverse credit history or they may be required to obtain an endorser who does not have an adverse credit history. There is no grace period for these loans and interest begins to accumulate at the time the first disbursement is made. The maximum annual amount for PLUS Loans is equal to the student's cost of attendance minus other financial aid received.

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

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

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

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

- For Direct PLUS Loans first disbursed on or after July 1, 2013 and before July 1, 2014, the interest rate is 6.41%.
- For Direct PLUS Loans first disbursed on or after July 1, 2014 and before July 1, 2015, the interest rate is 7.21%.
- These are fixed interest rates for the life of the loan.

Additionally, there is a loan fee on all Direct PLUS Loans. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan ***disbursement***. The percentage varies depending on when the loan is first disbursed, as shown in the chart below:

LOAN FEES FOR DIRECT PLUS LOANS	
FIRST DISBURSEMENT DATE	LOAN FEE
On or after Dec. 1, 2013 and before Oct. 1, 2014	4.288%
On or after Oct. 1, 2014 and before Oct. 1, 2015	4.292%

Loans first disbursed prior to Dec. 1, 2013, have different loan fees.

Return of Title IV Funds

When a student withdraws from the University, the law specifies how the school must determine the amount of Title IV program assistance that was earned. The Title IV programs administered by Grantham University that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, Direct Stafford Loans and Direct PLUS Loans. If the student received (or the parent or University received on the student's behalf) less assistance than the amount earned, the student may be able to receive those additional earned funds. If the student (parent or University) received more assistance than earned, the excess funds must be repaid by the student (parent or University).

The institution will use a Department of Education approved refund calculation that determines the percentage of Title IV funds earned by the student. If the student did not receive all of the funds earned, the student might be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the University must obtain the student's permission before it can disburse funds.

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

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

- Student's institutional charges multiplied by the unearned percentage of the student's funds, or
- Entire amount of excess funds
- The University must return this amount even if it did not keep that amount of the student's Title IV program funds.

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

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

The requirements for Return of Title IV program funds when a student withdraws are separate and different than the Grantham University **Institutional Refund Policy** (see Catalog Section 1.10). Therefore, the student may still owe funds to the University to cover unpaid institutional charges. Grantham University may also charge the student for any Title IV program funds that the University was required to return on the student's behalf.

HEROES Act

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

Student Services

4.1 Student Advisors

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

Each student is assigned a Student Advisor (SA) immediately upon enrollment. The SA maintains regular communications with the student to create realistic goals for the timely completion of courses to correlate with the student's graduation goals. The SA will assist the student in his/her educational growth and celebrates milestones and achievements along the student's academic journey.

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

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

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

4.2 Teaching and Learning Center

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

Mission Statement

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

Goals

The goals of the TLC include:

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

Contact information

TLC@grantham.edu

4.3 Career Services

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

Career Center services for current students and alumni include:

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

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

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

4.4 Grantham Pathways

Grantham Pathways is a career management system and resource that Grantham University students and graduates can utilize to:

- View and apply for jobs
- View and register for webinars and information sessions
- Manage work history
- Manage interviews and applications
- Create and manage appointments with Career Services personnel
- Utilize the resume builder to create a resume in alignment with career goals
- Submit resumes and other documents to Career Services to review
- View and use career management tools
- Manage Academic and Career Portfolios
- View and join student organizations
- View information on careers and positions associated with degree programs
- View the career resource library

Students and graduates can log into Grantham Pathways by clicking on the "Career Services" icon in GLife.

4.5 Library Resource Center

All undergraduate and graduate students at Grantham have access to a virtual library. Grantham's range of databases from EBSCO includes Academic Search Premier, Regional Business News, Business Source Premier and CINAHL with Full Text, with thousands of magazines, journals, images and reference books available. EBSCO offers students the ability to print, email or export materials to their computers or flash drives so they can use the resources online or offline, as needed. Authenticated links to EBSCO are in GLife with tutorials on how to use the services.

In addition to subscription services, Grantham students have an index of general and program-specific websites compiled by the librarian, faculty and program Chairs, located on GLife. These sites provide open-access academic journals and reference materials for student use.

Grantham employs a full-time librarian to ensure sufficient resources are available to students and to monitor usage of library resources. The librarian is available to students who need library assistance with projects or assignments through phone, email and a Skype button on GLife in the Online Library Channel. The librarian also provides guidance to faculty on developing coursework consistent with the Association of College and Research Libraries (ACRL) Information Literacy Competency Standards for Higher Education.

4.6 Student Support

After-hours and Weekend Support

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

- Admissions inquiries
- Enrollment questions
- Enrollment application forms
- Tuition assistance help

No access to GLife:

- Login/Password invalid
- Website not found
- Testing issues

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

- Monday – Thursday 8:00 p.m. to 7:00 a.m. (CT)
- Saturday and Sunday 8:00 a.m. to 5:00 p.m. (CT)

The after-hours and weekend help desk is closed on University holidays.

The student must provide the following information:

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

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

4.7 Eagle Educational Resources Bookstore

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

Textbook and Software Grant

Depending upon eligibility*, the University offers a Textbook and Software Grant to assist with the purchase of required textbooks. The grant (available beginning with the May 28, 2014, term) provides new or gently used textbooks to students who qualify. Shipping fees for textbooks and other course materials are included in the grant. The value of the grant is determined by the degree program and/or courses selected, but generally ranges from $500 to $4,500. Eligible students will order and be shipped course materials from

the Eagle Educational Resources Bookstore after they have registered for their classes and been approved for the grant. *(*See Section 3.8 of University Catalog for eligibility criteria.)*

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

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

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

Textbook Purchase for Students with Alternate Funding

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

Students should immediately update their email and shipping addresses in the student portal. Failure to provide current email and shipping addresses may result in a delay in textbook deliveries or incurring shipping fees.

Grantham University Textbook Buy-Back Policy

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

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

Grantham University Textbook Shipping Policy

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

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

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

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

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

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

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

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

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

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

Additional Materials

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

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

4.8 Misrepresentation

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

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

4.9 Student Grievances

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

- Grantham has an "open door" policy – any Grantham staff member or department can be contacted via phone or email (see Table 4.9).
- Academic-related requests (e.g., grade posting, incomplete grades, military deployment, etc.) may be made by submitting the Academic Appeal Form available on GLife.
- Grade appeals and similar academic concerns should be made following the policy outlined in Section 4.10 of the University Catalog/Student Handbook. The appropriate Grantham personnel will analyze the situation and then attempt to remedy the situation.
- All student concerns or service requests will be routed to the appropriate department.
- Appropriate Grantham staff members will analyze the concern or service request and attempt to remedy the situation, generally within one business day unless additional research is required.
- Students should include their Grantham student number in all correspondence.

TABLE 4.9

CONCERN	EMAIL ADDRESS	PHONE NUMBER
Information about the University	admissions@grantham.edu	(800) 955-2527
Initial Enrollment Concerns	admissions@grantham.edu	(800) 955-2527, ext. 4437
Re-registration Concerns	registrations@grantham.edu	(800) 955-2527, ext. 4442
Transfer Credit Evaluation	evaluations@grantham.edu	(800) 955-2527, ext. 4615
VA Education Benefits State Vocational Rehabilitation	veteranservices@grantham.edu	(800) 955-2527, ext. 4577
Faculty Concerns		(800) 955-2527
Dean of Arts and Sciences	mknopik@grantham.edu	ext. 4322
Dean of Business	nbuckley@grantham.edu	ext. 4432
Dean of Engineering and Computer Science	nmiller@grantham.edu	ext. 4738
Dean of Nursing	TBD	TBD
Dean of Foundations Faculty	ccookson@grantham.edu	ext. 4330
Dean of Student Services	sturner8@grantham.edu	ext. 4620
Academic Appeals and Concerns	GLife > Quick Links > Submit Academic Appeal	Contact your Student Advisor
Business Office	accounting@grantham.edu	(800) 955-2527, ext. 738
Non-Academic After-hours and Weekend Support	N/A	(800) 955-2527, ext. 600
ADA Accommodations (ADA, FERPA)	accommodations@grantham.edu	
Withdrawal(s)	Submit Withdrawal Form	Contact your Student Advisor
Financial Aid Department	financial_aid@grantham.edu	(866) 850-2980, ext. 839

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

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

Concerns may also be addressed to:

Accrediting Commission of the Distance Education and Training Council (DETC), 1601 18th Street, NW, Washington, DC 20009; Phone: (202) 234-5100

Or to: Kansas Board of Regents, 1000 SW Jackson Street, Suite 520, Topeka, KS 66612-1368
www.kansasregents.org/private_postsecondary_complaint_process

Students may also address concerns to the state authority in their state of residence. A complete list of contact information for state agencies is published on the Grantham University website at: www.grantham.edu/student-complaint/.

4.10 Grade Appeals

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

- The grade protest must be received by academic support services within two (2) weeks of the course end date.
- The faculty member is sent the student's completed appeal and is expected to respond in writing within one (1) week.
- The request is directed to the appropriate academic Dean who will review all written documents and render a decision within one (1) week.

Grade changes may be administratively made only if there is sufficient reason to believe that the grading procedure was biased or incorrectly calculated.

Students' Rights and Responsibilities

5.1 Statement of Student Responsibilities

University Role

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

Student Role

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

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

- Ensuring official transcripts are received and on file as required by the University
- Checking assigned Grantham University email account regularly for important communications
- Reading and adhering to all published policies and procedures governing the student account
- Maintaining communication with his/her University representative
- Ensuring student name and mailing address are correct and updating any changes in the Student Portal
- Meeting or completing all academic prerequisites and grading standards
- Completing coursework within the 56-day term and requesting exceptions to policy in advance to faculty
- Submitting and following up on disputes of grades in writing to faculty
- Following up on all appeals/service requests submitted
- Knowing when registering for a course, charges are incurred
- Paying charges incurred when registering
- Submitting a withdrawal form during the refund period to have charges reduced/removed
- Paying all charges incurred by the published payment due date, regardless of whether a billing statement was received or if payment is to be made by a third party
- Paying all penalties, costs and legal fees associated with collection of the student account
- Conducting all financial affairs in a legal and ethical manner

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

5.2 Accommodations under the Americans with Disabilities Act

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

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

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

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

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

Student responsibility includes:

- Following the accommodation procedure outlined above
- Identifying the disability to the staff and/or faculty of the University
- Providing and incurring expense for current appropriate documentation, from a qualified medical or other licensed professional, of the disability and the accommodation or service needed
- Providing a signed medical opinion stating that with the reasonably requested accommodation or service, the student would be physically and/or mentally able to perform the essential functions of program or course requirements
- Requesting specific accommodations or services

- Being proactive in the submission of all required documents for committee consideration as accommodations are not granted retroactively
- On a course-by-course basis, presenting the letter of accommodation to the course faculty member within the first week of each course in order for the faculty member to comply with the granted accommodation(s) effectively

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

5.3 Notification of Rights under FERPA

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

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

  Family Policy Compliance Office
  U.S. Department of Education
  400 Maryland Avenue, SW
  Washington, DC 20202-5901

5.4 Public Information

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

Name
Address
Telephone listing
Email address
Date and place of birth
Major field of study
Participation in officially recognized activities
Picture
Honors and awards received
Dates of attendance

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

5.5 Forwarding Email

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

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

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

5.6 Release of Educational Records

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

- Complete and sign a Consent to Release Education Record Information form. The student may print this form from the University website or he/she may request a form from the Registrar by sending an email to registrar@grantham.edu.
- Return the form via email to registrar@grantham.edu or fax to (816) 595.5757.

To revoke student consent after it has been given, he/she must complete and sign a Revocation of Consent form. A student may print this form from the University website or he/she may request a form from the Registrar by sending an email to registrar@grantham.edu. Return the form via email to registrar@grantham.edu or fax to (816) 595.5757.

5.7 Drug Abuse Prevention Policy

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

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

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

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

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

- www.aa.org/?Media=PlayFlash - Alcoholics Anonymous Support Group
- www.ncadd.org/ - National Council on Alcoholism and Drug Dependence
- www.mayoclinic.com/health/alcoholism/DS00340 - Mayo Clinic

Effects and symptoms of overdose, withdrawal and misuse of alcohol and drugs

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

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

5.8 Code of Conduct

Academic Integrity of All Students

Academic integrity is the foundation of Grantham University's commitment to the academic honesty and personal integrity of its University community. Knowledge and maintenance of the academic standards of honesty and integrity are the responsibility of the entire academic community, including the instructional faculty, staff and students. Grantham University expects responsible behavior from students and strives to create and maintain an environment of social, moral and intellectual excellence. The academic standards at Grantham University are based on a pursuit of knowledge and assume a high level of integrity from each of its members. When this trust is violated, the academic community suffers and must act to ensure its standards remain meaningful. The vehicle for this action is the Academic Integrity Policy.

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

General Policies

The following policies and procedures apply to all students, instructional faculty, adjuncts and all other departmental staff who participate in administration of courses, programs and delivery of courses at Grantham University. This regulation asserts fairness in that it requires a decision by the Programmatic Dean or the Code of Conduct Committee and

the student to be notified of the accused incident of academic misconduct depending upon the offence. It also upholds fairness by granting a student's rights of due process under the appeals procedures based upon the preponderance of the evidence. The policies described below are the only policies that govern violations of academic integrity at the University and supersede individual course policies.

Violations of Academic Integrity

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

Cheating

Definition:

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

Clarification:

- Students may not do any coursework, including written assignments or discussion forum postings, or take examinations in the place of other persons. Students may not allow other persons to do any coursework, including written assignments, discussion forum postings, or taking examinations in their places.
- Certain courses or programs may establish, with the approval of the Academic Council, additional rules for exam environments and behavior. Such rules must be announced in advance in a course syllabus or other advance written notice to students.

Plagiarism

Definition:

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

Clarification:

- Every direct quotation must be identified by quotation marks or appropriate indentation (e.g., Block quotations) and must be properly acknowledged in the text and using the citation style or format required at that course and level.
- When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged and using the citation style or format required at that course and level.
- Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text and using the citation style or format required at that course and level.
- This prohibition includes, but is not limited to the use of papers, reports, projects, forum postings and other such materials prepared by someone else.

Fabrication, Forgery and Obstruction

Definition:

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

Clarification:

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

Multiple Submissions

Definition:

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

Clarification:

- Students may not normally submit any academic assignment, work or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same term or in different terms.
- Students may not normally submit the same or substantially the same work in two different courses for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).
- Students may resubmit a prior academic endeavor if there is substantial new work, research or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive

the instructor's written permission to use it PRIOR to the submission of the current assignment.

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

Complicity

Definition:

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

Clarification:

- Students may not allow other students to copy from their assignments for any type of examination, written submission, discussion posting, or any other written document required by the University.
- Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other University official.

Misconduct in Research and Creative Endeavors

Definition:

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

Clarification:

- Students may not invent or counterfeit information.
- Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.

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

Misuse of Electronic Communication/Technology

Definition:

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

Clarification:

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

Violations of Professional and Ethical Standards

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

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

Violations and Sanctions for Undergraduate Students

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

It is recommended that the instructor forward a concise written statement describing the academic dishonesty of an incident with its particulars to the Dean's office for violations in Levels Two through Three. These records will

be maintained until graduation or until they are of no further administrative value. This will enable better handling of multiple violations.

Level One Violations

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

The following are examples:

- Failure to give proper acknowledgment in an extremely limited section of an assignment. Recommended sanctions, for the faculty/adjunct member to make final decision for Level One violations are listed below:
  - Reduction of points given for the original assignment
  - An opportunity to resubmit the assignment using the Writing Center

Level Two Violations

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

The following are examples:

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

Recommended sanctions for Level Two violations are listed below:

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

Level Three Violations

Level Three violations represent the most serious breaches of intellectual honesty.

Examples of Level Three violations include:

- All academic infractions committed after return from suspension for a previous academic honesty violation (i.e., fabrication of evidence, falsification of data, quoting directly or paraphrasing without acknowledging the source and/or presenting the ideas of another as one's own, or in other work represented as one's own in threaded discussions, exams or in any required course assignment or activity)
- Infractions of academic honesty in ways similar to criminal activity (such as forging a grade form, stealing an examination from a professor or from a university office; buying an examination; falsifying a transcript to secure entry into the University or change the record of work done at the University).
- Having a substitute take an examination or taking an examination for someone else.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment
- Willful violation of a canon of the ethical code of the profession for which a student is preparing, including violations of the professional/ethical standards in clinical or field-based programs

Recommended sanction for Level Three violations is as follows:

- The typical sanction for all Level Three violations is permanent academic dismissal from the University.

Additional Undergraduate Guidelines for Academic Dishonesty

Grade Assignment

- If a student who has been accused of academic dishonesty drops the course, the student's registration in the course will be reinstated until the issue is resolved.
- Any assigned grade may be changed to an F or other grade depending on the instructor's decision or the ultimate resolution of an academic grievance procedure. This includes any instance of academic dishonesty that is not detected until after the student has dropped or completed the course.

Netiquette Policy

General Online Posting Information

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

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

Guidelines for Electronic Communication

The computer-based discussion forum is similar to a normal face-to-face discussion session in that it is a personal exchange of information. Therefore, it is important to observe the everyday courtesies you would employ in normal conversation. At Grantham University, students are part of an electronic communication network. You must:

- Be aware of cultural differences
- Respect others may view issues from another perspective
- Not use inappropriate language

- Be careful when using humor
- Be polite, do not flame (flaming is being offensive and critical of another person's perspective)

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

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

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

Graduation, Honors and Distinctions

6.1 Graduation Requirements

Undergraduate

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

- Pass all core courses
- Successfully complete the number of credit hours as listed in the enrolled degree program, which may include awarded transfer and challenge test credits; and
- Complete program requirements with a GPA ≥ 2.0

Graduate

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

- Pass all core courses
- Successfully complete 36 credit hours in the enrolled degree program, which may include awarded transfer and challenge test credits; and
- Complete program requirements with a GPA 3.0

6.2 Degree Audit and Application for Graduation

To initiate the graduation process, the student should contact the University to obtain an *Application for Graduation*. The student should complete the application and return it to the University. Upon receipt, a degree audit is performed by the Registrar's office to ensure that the student has met all of the requirements to earn the degree.

Once the Registrar's office has confirmed that all academic degree requirements have been satisfied, the Registrar will record the degree awarded, graduation date, total credits earned and awarded and official transcripts received. The Registrar's office will also confirm that all outstanding financial obligations have been satisfied. If any requirements are outstanding, the University will contact the student.

6.3 Diplomas

Once the Registrar has confirmed a student's eligibility for graduation, the diploma will be delivered via FedEx for students located in the United States and first-class mail for P.O. boxes, APO, FPO and overseas addresses; however, no diploma will be issued until a student has satisfied all financial obligations to the University.

6.4 Honors and Distinctions

Grantham recognizes undergraduate student accomplishments on both official and unofficial transcripts.

Dean's List - Undergraduate

This list recognizes each undergraduate student who, upon the completion of an enrollment term and with a minimum of 12 Grantham credit hours attempted, has achieved a cumulative GPA of 3.5 or higher.

Honor Roll - Undergraduate

This list recognizes each undergraduate student who, upon the completion of an enrollment term and with a minimum of 12 Grantham credit hours attempted, has achieved a cumulative GPA of 3.0 to 3.49.

6.5 Graduation Distinctions

Undergraduate

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

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

Graduate

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

With Distinction	*3.67 to 4.00*

6.6 Outstanding Graduate Program

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

DETC DISTANCE EDUCATION AND TRAINING COUNCIL

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

6.7 Honor Societies

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

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

6.8 Student Association Memberships

Institute of Electrical and Electronics Engineers

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

Society for Human Resource Management

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

Society of Internet Professionals

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

General Education Requirements

General education serves a dual purpose at Grantham University. While it assists students in gaining foundational skills for learning, general education also allows students to develop a sense of intellectual inquiry, culminating in a solid intellectual framework with which students make informed decisions and contributions to their communities as active citizens. Through Grantham's core educational values of communication, critical thinking, respect for diversity, professional and social responsibility, and lifelong learning, students experience an intentional, purposeful exploration of themselves, their communities and their chosen career fields.

Communication

Communication involves the exchange of ideas across a number of platforms and modalities. Students demonstrate competence in communication through appropriate use of writing, symbolic functions, numeric values, or graphic representations in one-to-one, small-group, or large-group settings. From the informational to the persuasive, effective communication allows students to reveal a growing self-awareness, as well as an awareness of their audience.

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

- Read critically across texts
- Write with precision
- Comprehend a variety of texts
- Express themselves with confidence
- Discern meaning though various levels of intellectual discourse

Critical Thinking

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

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

- Distinguish fact from opinion
- Articulate individual points of view
- Analyze problem-solving options
- Determine context for definitions

Respect for Diversity

Respect for diversity requires students to understand that as they find value and worth in the world, so, too, do others find these characteristics in different ways. Critical to a respect for diversity is the knowledge that diversity does not diminish value but instead creates cross-communication that strengthens communities.

Grantham graduates should be able to demonstrate an awareness of and appreciation for varieties of human experiences and social structures. Grantham's focus on diversity prepares students to:

- Examine individual values
- Respect the values of others
- Value diversity as a mutual conversation

Professional, Ethical and Social Responsibility

Grantham's general education philosophy helps students gain an understanding of their roles in society. Students demonstrate this understanding through an increased sense of responsibility, both to themselves as well as to the communities in which they live. Education involves an inherently social aspect, and students gain an understanding of how to take the social interchange at the heart of their education and apply it to their professional and social lives.

Grantham graduates should understand that they have a responsibility to the greater societal good and that they should apply an ethical framework to their decision making. Grantham's focus on professionalism, ethics and responsibility encourages students to:

- Determine ethically responsible positions
- View themselves as professionals
- Act as responsible members of their communities
- Extend professionalism to others

Lifelong Learning

Grantham's dedication to lifelong learning reveals a belief that education does not remain an end by itself. Grantham's students discover that learning is a process to be enjoined rather than an end to be reached. Students demonstrate competence in this skill through thoughtful exploration of the world around them.

Grantham graduates should be able to define and acquire their continuing educational needs throughout their professional lives. Grantham's focus on lifelong learning helps students:

- Assess learning as an ongoing process
- Extrapolate learning from diverse opportunities
- Contribute to a community of learning
- Embrace learning in multiple venues

General Education Requirements

Grantham University requires a general education block of 42 credit hours for all associate and baccalaureate degrees. This block contains two categories: 21 predefined credit hours fall under Foundational Skills, while 21 credit hours come from self-selected Intellectual Inquiry courses. The following table illustrates the Foundational Skills and Intellectual Inquiry areas:

FOUNDATIONAL SKILL AREAS	INTELLECTUAL INQUIRY AREAS
Mathematics	Life/Physical Sciences
Communication	Behavioral and Social Sciences
Computer Literacy	Humanities and Fine Arts
Higher Order Thinking	Mathematics
Managing Information	Computer Literacy
Valuing	

Mathematics (Total: Six (6) credit hours)

Required: MA105 College Algebra (3 credit hours); ***and***

Intellectual Inquiry: Choose one (1) course (3 hours) from the following (prerequisites, if any, are listed in parentheses):

COURSE #	COURSE TITLE	CREDIT HOURS
MA101	Consumer Math	3
MA111	College Trigonometry (MA105)	3
MA141	Pre-Calculus (MA105)	3
MA170	Finite Mathematics (MA105)	3
MA302	Calculus I (MA141)	4
MA312	Calculus II (MA302)	4
MA315	Discrete Math (MA141)	3
MA330	Mathematical Statistics I (MA170 or BA215)	3
MA335	Mathematical Statistics II (MA330)	3

Communication (Total: Nine (9) credit hours)

Required: CO101 Introduction to Public Speaking (3 credit hours); ***and***

EN101 English Composition (3 credit hours);

and Intellectual Inquiry: Choose one (1) course (3 hours) from the following (prerequisites, if any, are listed in parentheses):

COURSE #	COURSE TITLE	CREDIT HOURS
CO120	Interpersonal Communication	3
CO201	Conflict and Communication	3
CO210	Business Communication	3
EN102	English Composition II (EN101)	3
EN361	Technical Writing (EN101)	3

Computer Literacy and Managing Information (Total: Three (3) credit hours)

Required:CS105 Introduction to Computer Applications (3 credit hours

Humanities and Fine Arts, Higher Order Thinking (Total: Nine (9) credit hours)

Required: HU260 Strategies for Decision Making (3 credit hours); ***and***

Intellectual Inquiry: Choose two (2) courses (6 hours) from the following (prerequisites, if any, are listed in parentheses):

COURSE #	COURSE TITLE	CREDIT HOURS
AR201	Introduction to Modern Art	3
AR301	Modern Art in the U.S.	3
AR310	Ancient Art: Tombs and Treasures	3
EE100	Engineering and Ethics	3
EN301	Survey of American Literature I (EN101)	3
EN302	Survey of American Literature II (EN101)	3
EN405	Literature of the Western World I (EN101)	3
PL201	Introduction to Philosophy	3
PL301	Practical Philosophy	3
PL401	Philosophy of Science & Technology	3

Behavioral and Social Sciences (Total: Nine (9) credit hours)

Required: GP210 American Government I (3 credit hours); ***and***

Intellectual Inquiry: Choose two (2) courses (6 hours) from the following (prerequisites, if any, are listed in parentheses):

COURSE #	COURSE TITLE	CREDIT HOURS
GP215	American Government II	3
GP310	Contemporary Political Issues	3
HS101	World History: Ancient to Renaissance	3
HS102	World History: Reformation to Present	3
HS201	U.S. History: Pre-Columbus to Civil War	3
HS202	U.S. History: Post Civil War to Present	3
HS215	Great Commanders	3
PS240	Fundamentals of Psychology	3
PS260	Abnormal Psychology (PS240)	3
PS280	Psychology and the Law (PS240)	3
SO101	Introduction to Sociology I	3
SO103	Baseball and the American Experience	3
SO106	Introduction to Sociology II (SO101)	3
SO203	Social Anthropology	3
SO210	Cultures in Conflict (SO101)	3
SO251	Technology and Society	3
SS106	Geography	3

Life/Physical Sciences (Total: Six (6) credit hours)

Required: GS102 Introduction to Life Science (3 credit hours); ***and***

Intellectual Inquiry: Choose one (1) course (at least 3 hours) from the following (prerequisites, if any, are listed in parentheses):

COURSE #	COURSE TITLE	CREDIT HOURS
BIO113	Anatomy and Physiology	3
BIO116*	Introduction to Pathophysiology	3
BIO117*	Introduction to Pharmacotherapy	3
CH201	Chemistry & Society	3
CH205	General Chemistry	4
GS103	Introduction to Physical Science	3
GS104	Introduction to Environmental Science	3
PH201	Physics Concepts and Connections (GS103)	4
PH220	Physics I (MA141)	4
PH221	Physics II (PH220)	4

* Enrollment restricted to Allied Health students

GENERAL EDUCATION REQUIREMENTS

GENERAL EDUCATION COURSES TABLE			
May be taken in the first four semesters to complete general education requirements			
Course #	**Course Title**	**Credit Hours/ Theory**	**Lab**
Behavioral & Social Sciences			
GP210	American Government I	3	0
GP215	American Government II	3	0
GP310	Contemporary Political Issues	3	0
HS101	World History: Ancient to Renaissance	3	0
HS102	World History: Reformation to Present	3	0
HS201	U.S. History: Pre-Columbus to Civil War	3	0
HS202	U.S. History: Post Civil War to Present	3	0
HS215	Great Commanders	3	0
PS240	Fundamentals of Psychology	3	0
PS260	Abnormal Psychology (PS240)	3	0
PS280	Psychology and the Law (PS240)	3	0
SO101	Introduction to Sociology I	3	0
SO103	Baseball and the American Experience	3	0
SO106	Introduction to Sociology II (SO101)	3	0
SO203	Social Anthropology	3	0
SO210	Cultures in Conflict (SO101)	3	0
SO251	Technology and Society	3	0
SS106	Geography	3	0
Communication/Computer Literacy			
CO101	Introduction to Public Speaking	3	0
CO120	Interpersonal Communication	3	0
CO201	Conflict and Communication	3	0
CO210	Business Communication	3	0
CS105	Introduction to Computer Applications	3	0
EN101	English Composition I	3	0
EN102	English Composition II (EN101)	3	0
EN361	Technical Writing (EN101)	3	0
Humanities & Fine Arts, Higher Order Thinking			
AR301	Modern Art in the U.S.	3	0
AR310	Ancient Art: Tombs and Treasures	3	0
EE100	Engineering and Ethics	3	0
EN301	Survey of American Literature I (EN101)	3	0
EN302	Survey of American Literature II (EN101)	3	0
EN405	Literature of the Western World I (EN101)	3	0
HU260	Strategies for Decision Making	3	0
PL201	Introduction to Philosophy	3	0
PL301	Practical Philosophy	3	0
PL401	Philosophy of Science & Technology	3	0

GENERAL EDUCATION COURSES TABLE *(CONTINUED)*			
May be taken in the first four semesters to complete general education requirements			
Course #	**Course Title**	**Credit Hours/ Theory**	**Lab**
Life/Physical Sciences			
BIO113	Anatomy and Physiology	3	0
BIO116*	Introduction to Pathophysiology	3	0
BIO117*	Introduction to Pharmacotherapy	3	0
CH201	Chemistry & Society	3	0
CH205	General Chemistry	3	1
GS102	Introduction to Life Science	3	0
GS103	Introduction to Physical Science	3	0
GS104	Introduction to Environmental Science	3	0
PH201	Physics Concepts and Connections (GS103)	3	1
PH220	Physics I (MA141)	3	1
PH221	Physics II (PH220)	3	1
Mathematics			
MA105	College Algebra	3	0
MA111	College Trigonometry (MA105)	3	0
MA141	Pre-Calculus (MA105)	3	0
MA170	Finite Mathematics (MA105)	3	0
MA302	Calculus I (MA141)	4	0
MA312	Calculus II (MA302)	4	0
MA315	Discrete Math (MA141)	3	0
MA330	Mathematical Statistics I (MA170 or BA215)	3	0
MA335	Mathematical Statistics II (MA330)	3	0

* Enrollment restricted to Allied Health students

Undergraduate Degree and Certificate Programs

Grantham University provides more than 40 online undergraduate and graduate degree and certificate programs through four divisions of higher education: the Mark Skousen School of Business, the College of Arts and Sciences, the College of Engineering and Computer Science, and the College of Nursing and Allied Health.

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

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

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

Please note that many baccalaureate degree programs at Grantham contain all the requirements for an associate degree and/or a certificate program. Undergraduate students whose courses satisfy the requirements for the related certificate (or associate degree) program and are desiring the credential before the completion of the declared program should review Section 1.2 as Grantham will evaluate the student's record to determine applicable transfer credit and determine the impact on funding, as eligibility by program differs.

PROGRAM OF STUDY	MARK SKOUSEN SCHOOL OF BUSINESS		COLLEGE OF ARTS AND SCIENCES		COLLEGE OF ENGINEERING AND COMPUTER SCIENCE		COLLEGE OF NURSING AND ALLIED HEALTH		
							SCHOOL OF NURSING	SCHOOL OF ALLIED HEALTH	
	Baccalaureate	Associate	Baccalaureate	Associate	Baccalaureate	Associate	Baccalaureate	Baccalaureate	Associate
Accounting	BS								
Business Administration	BS	AA							
Business Management	BS	AA							
Computer Engineering Technology					BS				
Computer Science					BS	AS			
Criminal Justice			BA	AA					
Electronics and Computer Engineering Technology						AS			
Electronics Engineering Technology					BS				
Engineering Management Technology					BS	AA			
General Studies			BA	AA					
Health Systems Management								BS	
Human Resources Management	BBA								
Information Systems					BS				
Information Systems Security					BS				
Medical Coding and Billing									AAS
Multidisciplinary Studies			BS	AA					
RN to BSN Nursing Degree Completion							BSN		

Associate of Arts (AA) • Associate of Applied Science (AAS) • Associate of Science (AS)
Bachelor of Business Administration (BBA) • Bachelor of Arts (BA) • Bachelor of Science (BS) • Bachelor of Science in Nursing (BSN)

	MARK SKOUSEN SCHOOL OF BUSINESS	COLLEGE OF ARTS AND SCIENCES	COLLEGE OF ENGINEERING AND COMPUTER SCIENCE	COLLEGE OF NURSING AND ALLIED HEALTH	
				SCHOOL OF NURSING	SCHOOL OF ALLIED HEALTH
UNDERGRADUATE CERTIFICATES	Business Leadership		Cybersecurity Concepts		
	Human Resources		Introduction to Programming		
	Project Management				

Mark Skousen School of Business

Mission Statement

It is the mission of the Mark Skousen School of Business to develop entrepreneurial-minded business students who provide innovative methods and redefine conventional business processes by providing an excellent and relevant business foundation through a student-centered approach to learning.

The Mark Skousen School of Business offers **certificate** programs in:

- Business Leadership
- Human Resources
- Project Management

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

PROGRAMS OF STUDY	BACC. DEGREE	ASSOC. DEGREE
Accounting	BS	
Business Administration	BS	AA
Business Management	BS	AA
Human Resource Management	BBA	

The Mark Skousen School of Business also offers **graduate degree** programs in the following areas:

- Master of Business Administration (MBA)
- Master of Business Administration – Information Management
- Master of Business Administration – Project Management
- Master of Science – Business Intelligence
- Master of Science – Performance Improvement

8.1 Project Management

Certificate Program

www.grantham.edu/disclosure/#blc

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

Project Management Certificate Program Outcomes

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

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

GU100	Student Success	1
BA150	Principles of Business Management	3
BA215	Business Statistics	3
BA365	Intro to Operations Management	3
BA432	Quality Management	3
BA450	Project Management	3
	Total Required Hours	**16**

8.2 Business Leadership

Certificate Program

www.grantham.edu/disclosure/#blc

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

Business Leadership Certificate Program Outcomes

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

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

GU100	Student Success	1
BA150	Principles of Business Management	3
BA250	Personal Finance	3
BA421	Leadership in Organizations	3
BA431	Performance Management	3
HU260	Strategies for Decision Making	3
	Total Required Hours	**16**

8.3 Human Resources

Certificate Program

www.grantham.edu/disclosure/#hrc

The Human Resources Certificate program focuses on the application of organizational theory and development. Class discussions will include how human resource management and globalization of business are interrelated to business ethics and effective human resource strategies to meet organizational strategic goals. Upon completion of this program, graduates may enter entry-level positions in human resources management or labor relations. Graduates may also continue their education and transfer courses within the certificate program to associate and/or bachelor's degree programs such as business management, business administration, human resources management or multidisciplinary studies.

Human Resources Certificate Program Outcomes

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

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

GU100	Student Success	1
BA101	Introduction to Business	3
BA260	Business Law I	3
BA340	Human Resources Management	3
BA370	Employment Law	3
BA471	Developing Human Resources	3
	Total Required Hours	**16**

8.4 Accounting

Bachelor of Science Degree Program

www.grantham.edu/disclosure/#bsa

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

Bachelor of Science - Accounting Program Outcomes

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

- Conceptualize and analyze accounting problems
- Apply effective accounting concepts, tools and strategies to solve problems in various business settings
- Create and analyze accounting data for effective business decision-making
- Effectively apply skills to audit, tax, systems and general financial

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
AC210	Principles of Accounting I	3
AC215	Principles of Accounting II (AC210)	3
AC310	Intermediate Accounting I (AC215)	3
AC315	Intermediate Accounting II (AC310)	3
AC330	Cost Accounting (AC215)	3
AC340	Accounting Info Systems I (AC315 & 330)	3
AC430	Taxation – Individual	3
AC435	Taxation – Corporate (BA101 & AC315)	3
AC440	Forensic Accounting (AC340 & BA220)	3
AC450	Auditing & Assurance I (AC315)	3
AC460	Gov & Non-Profit Acct (AC315 or BA220)	3
AC499	Capstone (Completion of Degree Req)	3
BA101	Introduction to Business	3
BA150	Principles of Business Management	3
BA220	Financial Accounting	3
BA225	Managerial Accounting (BA220)	3
BA260	Business Law I	3
BA265	Business Law II (BA260)	3
	Total Program Core	**55**
PROGRAM ELECTIVES		
xxx	300+ level BA electives	15
xxx	300+ level electives	9
	Total Program Electives	**24**
	General Education Hours	**42**
	Program Core Hours	**55**
	Program Elective Hours	**24**
	Total Credit Hours	**121**

8.5 Business Administration

Bachelor of Science Degree Program

www.grantham.edu/disclosure/#bsba

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

Bachelor of Science - Business Administration Program Outcomes

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

- Demonstrate critical thinking and communication skills
- Analyze local, national and global business and cultural issues
- Analyze the theories, principles and concepts related to each functional area of business
- Analyze the role of competitive advantage using strategic and tactical methods in the conduct of business
- Use information technology to enhance individual productivity
- Facilitate collaborative behaviors in the accomplishment of group goals and objectives

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science*	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives*	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**

PROGRAM CORE		
GU100	Student Success	1
BA150	Principles of Business Management	3
BA181	Foundations of Marketing	3
BA215	Business Statistics	3
BA220	Financial Accounting	3
BA225	Managerial Accounting (BA220)	3
BA250	Personal Finance	3
BA260	Business Law I	3
BA265	Business Law II (BA260)	3
BA280	Consumer Behavior	3
BA301	Business & Society	3
BA350	Principles of Finance I (BA225)	3
BA405	Multinational Management (BA301)	3
BA420	Organizational Behavior	3
BA470	Entrepreneurship (BA150)	3
BA490	Business Policy & Strategy	3
CS165	Advanced Microcomputer Applications	4
CS192	Programming Essentials	3
IS231	E-Commerce (CS105)	3
	Total Program Core	**56**
PROGRAM ELECTIVES		
xxx	300+ level BA electives	12
xxx	Electives (AR residents 300+ levels)	12
	Total Program Electives	**24**

General Education Hours	**42**
Program Core Hours	**56**
Program Elective Hours	**24**
Total Credit Hours	**122**

**Arkansas residents are required to complete GS102L Introduction to Life Science Lab and four (4) credit hours of Life/Physical Science Electives. Program credit hour totals for Arkansas residents are below:*

General Education Hours	**44**
Program Core Hours	**56**
Program Elective Hours	**24**
Total Credit Hours	**124**

8.6 Business Administration

*Associate of Arts Degree Program

www.grantham.edu/disclosure/#aaba

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

Associate of Arts - Business Administration Program Outcomes

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

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

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science**	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives**	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
BA150	Principles of Business Management	3
BA181	Foundations of Marketing	3
BA250	Personal Finance	3
BA260	Business Law I	3
CS165	Advanced Microcomputer Applications	4
IS231	E-Commerce (CS105)	3
	Total Program Core	**20**
	General Education Hours	**42**
	Program Core Hours	**20**
	Total Credit Hours	**62**

**Note: Residents of Minnesota completing this degree program will be awarded an Associate of Science degree.*

*** Arkansas residents are required to complete GS102L Introduction to Life Science Lab and four (4) credit hours of Life/Physical Science Electives. Program credit hour totals for Arkansas residents are below:*

General Education Hours	**44**
Program Core Hours	**20**
Total Credit Hours	**64**

8.7 Business Management

Bachelor of Science Degree Program

www.grantham.edu/disclosure/#bsbm

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

Bachelor of Science - Business Management Program Outcomes

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

- Demonstrate critical thinking and communication skills
- Analyze theories and concepts related to the functional areas of business
- Analyze the basic theories and best practices of business managers and leaders
- Engage in business problem-solving activities
- Communicate effectively and professionally in business situations
- Analyze economic, environmental, political, ethical, legal and regulatory contexts related to global business practice
- Analyze entrepreneurial opportunities for new business ventures

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science*	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives*	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**

PROGRAM CORE		
GU100	Student Success	1
BA101	Introduction to Business	3
BA150	Principles of Business Management	3
BA181	Foundations of Marketing	3
BA215	Business Statistics	3
BA220	Financial Accounting	3
BA225	Managerial Accounting (BA220)	3
BA260	Business Law I	3
BA265	Business Law II (BA260)	3
BA301	Business & Society	3
BA325	Labor Relations (BA260)	3
BA330	Marketing Communications (BA181)	3
BA340	Human Resource Management	3
BA350	Principles of Finance I (BA225)	3
BA365	Intro to Operations Management	3
BA370	Employment Law	3
BA420	Organizational Behavior	3
BA430	Intro to Quality Management (BA301)	3
BA440	Marketing Analysis (MA170)	3
BA460	Public Relations (BA330)	3
BA490	Business Policy & Strategy (All degree req)	3
	Total Program Core	**61**
PROGRAM ELECTIVES		
xxx	300+ level BA electives	6
xxx	300+ level electives	9
xxx	Electives	3
	Total Program Electives	**18**

General Education Hours	**42**
Program Core Hours	**61**
Program Elective Hours	**18**
Total Credit Hours	**121**

** Arkansas residents are required to complete GS102L Introduction to Life Science Lab and four (4) credit hours of Life/Physical Science Electives. Program credit hour totals for Arkansas residents are below:*

General Education Hours	**44**
Program Core Hours	**61**
Program Elective Hours	**18**
Total Credit Hours	**123**

8.8 Business Management

*Associate of Arts Degree Program

www.grantham.edu/disclosure/#aabm

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

Associate of Arts - Business Management Program Outcomes

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

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

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science**	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives**	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
BA101	Introduction to Business	3
BA150	Principles of Business Management	3
BA181	Foundations of Marketing	3
BA220	Financial Accounting	3
BA225	Managerial Accounting (BA220)	3
BA260	Business Law I	3
	Total Program Core	**19**
	General Education Hours	**42**
	Program Core Hours	**19**
	Total Credit Hours	**61**

**Note: Residents of Minnesota completing this degree program will be awarded an Associate of Science degree.*

*** Arkansas residents are required to complete GS102L Introduction to Life Science Lab and four (4) credit hours of Life/Physical Science Electives. Program credit hour totals for Arkansas residents are below:*

General Education Hours	**44**
Program Core Hours	**19**
Total Credit Hours	**63**

8.9 Human Resource Management

Bachelor of Business Administration Degree Program

www.grantham.edu/disclosure/#BBA-HRM

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

Bachelor of Business Administration-Human Resource Management Program Outcomes

Following completion of this program, students should be able to:

- Describe the strategic management process
- Evaluate the evolving role of strategic human resource management in business organizations
- Debate the foundations of the American labor movement
- Utilize fundamental statistical procedures such as probability, statistical measures and analytical tools, including control charts, methods and process design
- Facilitate personnel within all stages of the employee lifecycle
- Conduct training and development programs
- Determine appropriate compensation and benefits administration
- Engage in personnel research and job analysis

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
BA150	Principles of Business Management	3
BA201	Microeconomics	3
BA215	Business Statistics	3
BA260	Business Law I (BA150)	3
BA301	Business & Society	3
BA325	Labor Relations (BA260)	3
BA340	Human Resource Management	3
BA370	Employment Law	3
BA411	Training and Development	3
BA420	Organizational Behavior	3
BA421	Leadership in Organizations	3
BA431	Performance Management	3
BA432	Quality Management	3
BA451	Compensation	3
BA471	Developing Human Resources	3
BA490	Business Policy & Strategy (all degree req)	3
	Total Program Core	**49**
PROGRAM ELECTIVES		
xxx	300+ level BA electives	18
xxx	300+ level electives	15
	Total Program Electives	**33**
	General Education Hours	**42**
	Program Core Hours	**49**
	Program Elective Hours	**33**
	Total Credit Hours	**124**

College of Arts and Sciences

Mission Statement

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

The College of Arts and Sciences offers concentrations and undergraduate degree programs:

PROGRAMS OF STUDY	BACCALAUREATE DEGREE	ASSOCIATE DEGREE
Criminal Justice	Bachelor of Arts	Associate of Arts
General Studies	Bachelor of Arts	Associate of Arts
Multidisciplinary Studies	Bachelor of Science	Associate of Arts

8.10 Criminal Justice

*Bachelor of Arts Degree Program

www.grantham.edu/disclosure/#bacj

The objective of the Bachelor of Arts, Criminal Justice degree program is to provide students with the knowledge and skills to enter the workforce and advance as professionals at the various stages of the criminal justice field. Required coursework builds a foundation and broad base of skills in advanced criminal justice theory and crime, the practice of law enforcement and the U.S. judicial system, which includes adult and juvenile corrections. Elective courses are available in law, homeland security and computer forensic investigations. In addition to the general education requirements found in Section 7, the outcomes of the program are:

- Explain the various causes of crime using criminal justice theories, practices and processes to a multicultural population
- Compare and contrast historical and contemporary police functions, issues and responses to crime
- Describe the nature and function of corrections, its services, practices and institutions
- Analyze relevant criminal law and procedures as they relate to the administration of justice
- Differentiate between adult and juvenile procedures throughout the criminal justice system
- Apply the concepts of professionalism, ethical behavior and social responsibility to make decisions as a criminal justice professional
- Evaluate the three components of the criminal justice system

Note: Students seeking a career in law enforcement at the local or state level will require additional training and testing. This additional training is determined by the Peace Officer Standards and Training (P.O.S.T.) in the students' state.

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science**	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives**	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**

PROGRAM CORE		
GU100	Student Success	1
CJ101	Introduction to Criminal Justice	3
CJ102	Introduction to Criminology	3
CJ201	Police Systems & Practices	3
CJ202	Correction Systems & Practices	3
CJ203	Juvenile Justice I	3
CJ302	Criminal Procedure (CJ101 & CJ102)	3
CJ305	Introduction to Criminal Justice Ethics (CJ101 & CJ201)	3
CJ309	Criminal Law (CJ101 & CJ102)	3
CJ401	Community Policing (CJ101 & CJ201)	3
CJ408	Criminal Justice Research Methods (CJ101 & CJ201)	3
PA301	Introduction to Public Administration	3
	Total Program Core	**34**
PROGRAM ELECTIVES		
xxx	100+ level electives	9
xxx	300+ level CJ electives	21
xxx	300+ level electives	15
	Total Program Electives	**45**
	General Education Hours	**42**
	Program Core Hours	**34**
	Program Elective Hours	**45**
	Total Credit Hours	**121**

Note: Residents of Minnesota completing this degree program will be awarded an Associate of Science degree.

*** Arkansas residents are required to complete GS102L Introduction to Life Science Lab and four (4) credit hours of Life/Physical Science Electives. Program credit hour totals for Arkansas residents are below:*

General Education Hours	**44**
Program Core Hours	**34**
Program Elective Hours	**45**
Total Credit Hours	**123**

Criminal Justice - Program Concentrations

*Bachelor of Arts Degree Program

The concentration requires a minimum of 18 credit hours in major electives from the criminal justice discipline. These courses must be Criminal Justice (CJ) courses at the 300 level or higher. These electives help the student to increase breadth or depth in specific areas of concentration in the criminal justice field.

Sets of elective courses have been grouped together around selected criminal justice concentrations. A student may opt to take any set as listed below to focus study on homeland security or computer science.

Concentration in Homeland Security

The Homeland Security concentration elective courses prepare students for work in areas involving the protection of our nation's borders and preparation and recovery from emergencies. Graduates are qualified to work in such areas as border security and intelligence, terrorism prevention and analysis and emergency and disaster planning. The recommended sequence of courses is as follows:

- CJ450 Understanding Terrorism
- CJ451 Principles of Terrorism
- CJ452 Terrorism and U.S. National Security
- CJ453 Border and Coastal Security
- CJ454 Elements and Issues in Counterterrorism
- CJ455 Emergency Planning

Concentration in Computer Science

Building on the general criminal justice core, this concentration involves study in computer crime, computer forensics, ethical hacking, computer crime scene investigation and criminal intelligence analysis. The recommended sequence of courses is as follows:

- CJ475 Introduction to Computer Crime
- CJ476 Computer Forensics and Cyber Crime
- CJ477 Computer Crime Scene Investigation
- CJ478 Online Resource Guide for Law Enforcement
- CJ479 Information Security
- CJ480 Criminal Intelligence Analysis

If the student chooses to forego focusing on a specific concentration in CJ, it is highly recommended that the following six courses be taken for the CJ electives as they provide a solid knowledge base:

- CJ414 Multicultural Law Enforcement
- CJ415 Police Community Relations
- CJ416 Victimology
- CJ421 Advanced Criminal Law
- CJ425 Judicial Process
- CJ300 Level Elective or higher

**Note: Residents of Minnesota completing this degree program will be awarded a Bachelor of Science degree.*

8.11 Criminal Justice

*Associate of Arts Degree Program

www.grantham.edu/disclosure/#aacj

The objective of the Associate of Arts, Criminal Justice degree program is to provide students with the knowledge and skills to enter the workforce or to pursue a more advanced degree in criminal justice. Required coursework builds a foundation in criminal justice theory and crime, the practice of law enforcement and the U.S. judicial system. The program satisfies the first two years of the Bachelor of Arts in Criminal Justice. In addition to the general education requirements found in Section 7, the outcomes of the program are:

- Explain the various causes of crime using criminal justice theories, practices and process to a multicultural population
- Compare and contrast historical and contemporary police functions, issues and responses to crime
- Describe the nature and function of corrections, its services, practices and institutions
- Apply fundamental concepts of the administration of justice

Note: Students seeking a career in law enforcement at the local or state level will require additional training and testing. This additional training is determined by the Peace Officer Standards and Training (P.O.S.T.) in the students' state.

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science**	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives**	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
CJ101	Introduction to Criminal Justice	3
CJ102	Introduction to Criminology	3
CJ201	Police Systems & Practices	3
CJ202	Correction Systems & Practices	3
CJ203	Juvenile Justice I	3
	Program Core	**16**
PROGRAM ELECTIVES		
xxx	Electives	3
	Total Program Electives	**3**
	General Education Hours	**42**
	Program Core Hours	**16**
	Program Elective Hours	**3**
	Total Credit Hours	**61**

**Note: Residents of Minnesota completing this degree program will be awarded an Associate of Science degree.*

*** Arkansas residents are required to complete GS102L Introduction to Life Science Lab and four (4) credit hours of Life/Physical Science Electives. Program credit hour totals for Arkansas residents are below:*

General Education Hours	**44**
Program Core Hours	**16**
Program Elective Hours	**3**
Total Credit Hours	**63**

8.12 General Studies

*Bachelor of Arts Degree Program

www.grantham.edu/disclosure/#BA-GNST

The *Bachelor of Arts in General Studies engages the student in higher-level curriculum in mathematics, social and behavioral sciences, humanities, communication and natural sciences. The BA-GS places emphasis on writing for content and communication.

Bachelor of Arts – General Studies Program Outcomes

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

- Effectively communicate, analyze and synthesize knowledge from a variety of academic disciplines
- Analyze the perspectives and terminology of an array of academic disciplines
- Demonstrate critical thinking and communication skills
- Apply the knowledge of the liberal arts and sciences in appropriate ways
- Demonstrate skills in research, writing and presentation across a variety of disciplines

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	21
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
BA150	Principles of Business Management	3
BA201	Microeconomics	3
BA206	Macroeconomics	3
CJ101	Introduction to Criminal Justice	3
CJ102	Introduction to Criminology	3
PA301	Introduction to Public Administration	3
	Total Program Core	**19**
PROGRAM ELECTIVES		
xxx	300+ level electives	21
xxx	Any BA electives	18
xxx	Electives (from College of Arts & Sciences)	21
	Total Program Electives	**60**
	General Education Hours	**42**
	Program Core Hours	**19**
	Program Elective Hours	**60**
	Total Credit Hours	**121**

**Note: Residents of Minnesota completing this degree program will be awarded a Bachelor of Science degree.*

8.13 General Studies

*Associate of Arts Degree Program

www.grantham.edu/disclosure/#AA-GNST

The *Associate of Arts in General Studies engages the student in a well-rounded general education. Achieving effective writing skills is a major component of the program, as over 50 percent of the required courses involve writing for content and persuasion. In this program, students engage in introductory courses.

- Associate of Arts – General Studies Program Outcomes
- At the successful completion of the program, the student should be able to:
- Effectively communicate, analyze and synthesize knowledge from a variety of academic disciplines
- Analyze the perspectives and terminology of a variety of academic disciplines
- Demonstrate critical thinking and communication skills

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
BA150	Principles of Business Management	3
CS165	Advanced Microcomputer Applications (CS105)	4
	Total Program Core	**8**
PROGRAM ELECTIVES		
xxx	Any 100/200 electives	6
xxx	BA electives (100/200)	6
	Total Program Electives	**12**
	General Education Hours	**42**
	Program Core Hours	**8**
	Program Elective Hours	**12**
	Total Credit Hours	**62**

**Note: Residents of Minnesota completing this degree program will be awarded an Associate of Science degree.*

8.14 Multidisciplinary Studies

Bachelor of Science Degree Program

www.grantham.edu/disclosure/#BS-MLTD

The Bachelor of Science in Multidisciplinary Studies degree program provides students with options to meet University requirements for an undergraduate degree grounded in the liberal arts or sciences. The program provides numerous course selections so that a student may tailor his/her degree to specific career specializations. This degree program includes a broad-based general education requirement, as well as an "umbrella specialization" component, thus allowing students to choose a specialty area within a larger structured liberal arts and sciences curriculum.

Students may elect to complete this degree program with no concentration or may choose to complete one of seven areas of concentration. A concentration allows the student to earn a degree grounded in the liberal arts or sciences while increasing the depth or breadth of study in a specific area. Completion of a concentration will be noted on the graduate's transcript and diploma.

Bachelor of Science – Multidisciplinary Studies Program Outcomes

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

- Effectively communicate, incorporate and synthesize knowledge from at least two disciplines
- Demonstrate a theoretical and conceptual foundation in two disciplines included in the liberal arts degree
- Demonstrate acquired skills in research, writing and presentation across two disciplines
- Distinguish the differences in principles and methods between two disciplines
- Use critical thinking skills to effectively solve problems

No Concentration

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science*	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives*	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
BA101	Introduction to Business	3
BA250	Personal Finance	3
CA499	Professional Strategies (all degree req.)	3
PA301	Introduction to Public Administration	3
	Total Program Core	**13**
PROGRAM ELECTIVES		
xxx	300+ level electives	36
xxx	Electives	30
	Total Program Electives	**66**
	General Education Hours	**42**
	Program Core Hours	**13**
	Program Elective Hours	**66**
	Total Credit Hours	**121**

** Arkansas residents are required to complete GS102L Introduction to Life Science Lab and four (4) credit hours of Life/Physical Science Electives. Program credit hour totals for Arkansas residents are below:*

General Education Hours	**44**
Program Core Hours	**13**
Program Elective Hours	**66**
Total Credit Hours	**123**

Multidisciplinary Studies - Program Concentrations

Bachelor of Science Degree Program

Students opting to complete this degree program with a concentration must complete both the Program Core Block (Block A) and a Concentration Block (Block B).

Program Core Block (Block A)

BLOCK A GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science*	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives*	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**
BLOCK A PROGRAM CORE		
GU100	Student Success	1
BA101	Introduction to Business	3
BA250	Personal Finance	3
CA499	Professional Strategies (all degree req.)	3
PA301	Introduction to Public Administration	3
	Total Program Core	**13**
BLOCK A PROGRAM ELECTIVES		
xxx	300+ level electives	24
xxx	Electives (AR residents 300+ level)	24
	Total Program Electives	**48**
BLOCK B CONCENTRATION COURSES		
xxx	See Concentration Courses Below	18
	Block A General Education Hours	**42**
	Block A Program Core Hours	**13**
	Block A Program Elective Hours	**48**
	Total Block A Hours	**103**
	Block B Concentration Hours	**18**
	Total Credit Hours	**121**

Available concentrations are:

- Accounting
- Business Administration
- Business Management
- Computer Science
- Criminal Justice
- Health Systems Management
- Human Resource Management

Accounting Concentration

BLOCK B ACCOUNTING CONCENTRATION COURSES		
AC210	Principles of Accounting I	3
AC215	Principles of Accounting II	3
BA150	Principles of Business Management	3
BA201	Microeconomics	3
BA206	Macroeconomics	3
BA301	Business and Society	3
	Block B Accounting Concentration Hours	**18**
	Block A Hours	**103**
	Total Program Credit Hours	**121**

** Arkansas residents are required to complete GS102L Introduction to Life Science Lab and four (4) credit hours of Life/Physical Science Electives. Program credit hour totals for Arkansas residents are below:*

Block A General Education Hours	**44**
Block A Program Core Hours	**13**
Block A Program Elective Hours	**48**
Total Block A Hours	**105**
Block B Concentration Hours	**18**
Total Credit Hours	**123**

Multidisciplinary Studies - Program Concentrations

Bachelor of Science Degree Program

Business Administration Concentration

BLOCK B BUSINESS ADMINISTRATION CONCENTRATION COURSES		
BA150	Principles of Business Management	3
BA201	Microeconomics	3
BA206	Macroeconomics	3
BA240	Human Resource Management	3
BA260	Business Law I	3
BA301	Business and Society	3
Block B Business Administration Concentration Hours		**18**
	Block A Hours	**103**
	Total Program Credit Hours	**121**

Business Management Concentration

BLOCK B BUSINESS MANAGEMENT CONCENTRATION COURSES		
BA150	Principles of Business Management	3
BA181	Foundations of Marketing	3
BA201	Microeconomics	3
BA206	Macroeconomics	3
BA301	Business and Society	3
BA365	Introduction to Operations Management	3
Block B Business Management Concentration Hours		**18**
	Block A Hours	**103**
	Total Program Credit Hours	**121**

Computer Science Concentration

BLOCK B COMPUTER SCIENCE CONCENTRATION COURSES		
CS192	Programming Essentials	3
CS197	Programming in HTML	3
CS216	Computer Networks	3
IS259	Database Applications	3
MA141	Pre-Calculus	3
xxxxx	300+ level electives	3
Block B Computer Science Concentration Hours		**18**
	Block A Hours	**103**
	Total Program Credit Hours	**121**

Criminal Justice Concentration

BLOCK B CRIMINAL JUSTICE CONCENTRATION COURSES		
CJ101	Introduction to Criminal Justice	3
CJ102	Introduction to Criminology	3
CJ201	Police Systems and Practices	3
CJ302	Criminal Procedure	3
CJ305	Introduction to Criminal Justice Ethics (CJ101 and CJ102)	3
CJ309	Criminal Law	3
Block B Criminal Justice Concentration Hours		**18**
	Block A Hours	**103**
	Total Program Credit Hours	**121**

Multidisciplinary Studies - Program Concentrations

Bachelor of Science Degree Program

Health Systems Management Concentration

BLOCK B HEALTH SYSTEMS MANAGEMENT CONCENTRATION COURSES		
AH111	Healthcare Delivery Systems	3
AH112	Introduction to Health Information Systems	3
BA150	Principles of Business Management	3
BA215	Business Statistics	3
CS205	Computer Software in Healthcare	3
SO251	Technology in Society	3
	Block B Health Systems Management Concentration Hours	**18**
	Block A Hours	**103**
	Total Program Credit Hours	**121**

Human Resource Management Concentration

BLOCK B HUMAN RESOURCE MANAGEMENT CONCENTRATION COURSES		
BA150	Principles of Business Management	3
BA201	Microeconomics	3
BA215	Business Statistics	3
BA260	Business Law I	3
BA301	Business and Society	3
BA340	Human Resource Management	3
	Block B Human Resource Management Concentration Hours	**18**
	Block A Hours	**103**
	Total Program Credit Hours	**121**

8.15 Multidisciplinary Studies

*Associate of Arts Degree Program

www.grantham.edu/disclosure/#AA-MLTD

The *Associate of Arts in Multidisciplinary Studies program provides the student with an array of structured liberal arts or sciences curriculum. The program provides the student with a core of general education studies.

Associate of Arts – Multidisciplinary Studies Program Outcomes

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

- Effectively, communicate, analyze and synthesize knowledge from at least two disciplines
- Present ideas in written and visual form across a variety of contexts
- Use electronic, print and/or media information sources
- Employ critical thinking skills to effectively solve problems

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science**	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives**	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
BA101	Introduction to Business	3
BA250	Personal Finance	3
	Total Program Core	**7**
PROGRAM ELECTIVES		
xxx	Electives	12
	Total Program Elective	**12**

General Education Hours	**42**
Program Core Hours	**7**
Program Elective Hours	**12**
Total Credit Hours	**61**

**Note: Residents of Minnesota completing this degree program will be awarded an Associate of Science degree.*

*** Arkansas residents are required to complete GS102L Introduction to Life Science Lab and four (4) credit hours of Life/Physical Science Electives. Program credit hour totals for Arkansas residents are below:*

General Education Hours	**44**
Program Core Hours	**7**
Program Elective Hours	**12**
Total Credit Hours	**63**

College of Engineering and Computer Science

The College of Engineering and Computer Science is the oldest school at Grantham University, serving students in technical programs since 1952. Technical programs of study prepare adult learners for careers in computer science, electronics engineering technology, computer engineering technology and information systems. Students engage in online integrated curriculum that blends theory, application and general skills needed to succeed in a changing global society. Our graduates develop backgrounds in design and analysis and experience hands-on problem solving. Technology programs are infused with rich lab exercises using design software or compilers that are typically found in industry.

Mission Statement

The mission of the College of Engineering and Computer Science is to prepare adult learners for careers in engineering, computer and information technologies through online integrated curricula that blend theory, application and general skills needed to succeed in a changing global society.

The College of Engineering and Computer Science offers certificate programs in:

- Cybersecurity Concepts
- Introduction to Programming

The College of Engineering and Computer Science offers concentrations and undergraduate degree programs in:

PROGRAMS OF STUDY	BACCALAUREATE DEGREE	ASSOCIATE DEGREE
Computer Engineering Technology	Bachelor of Science	
Computer Science	Bachelor of Science	Associate of Science
Information Systems	Bachelor of Science	
Information Systems Security	Bachelor of Science	
Electronics & Computer Engineering Technology		Associate of Science
Electronics Engineering Technology	Bachelor of Science	
Engineering Management Technology	Bachelor of Science	Associate of Arts

8.16 Cybersecurity Concepts

Certificate Program

www.grantham.edu/disclosure/#ccc

The Cybersecurity Concepts Certificate program introduces students to security threats and vulnerabilities and the principles, practices, policies and standards for securing information systems. Networks, as the heart of information systems, are addressed through standard models and protocols. Through hands-on simulations and virtual labs, students learn to configure and secure computer networks. Practice exams allow students to prepare for the CompTIA Network+ and Security+ certification exams. Upon completion of this program, graduates may enter entry-level positions in cybersecurity. Graduates may also continue their education and transfer courses within the certificate program to bachelor's degree programs in information systems security.

Cybersecurity Concepts Certificate Program Outcomes

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

- Identify the layers of the OSI model
- Explain common networking protocols
- Set up and troubleshoot various network topologies
- Categorize threats and vulnerabilities to a network or information system
- Explain and apply different strategies for securing networks or information systems
- Determine the components and strategies for the implementation of an information systems security plan
- Identify relevant laws and standards applicable to information systems security and computer crime

GU100	Student Success	1
CS216	Computer Networks	3
CS316	TCP/IP Network	3
IS211	Intro to Information Systems Security	3
IS311	Security Operations	3
IS411	Network Security	3
	Total Required Hours	**16**

8.17 Introduction to Programming

Certificate Program

http://www.grantham.edu/disclosure/#ipc

The Introduction to Programming Certificate program introduces students to both application and web programming. Assuming no prior experience in programming, students are introduced to the programming mindset and then progressively develop skills in object-oriented programming using C++. Students also learn to create interactive web pages using HTML, XHTML, CSS and JavaScript. Upon completion, students should be prepared for entry-level website design and programming positions. Graduates may also continue their education and transfer courses within the certificate program to bachelor's degree programs in computer science.

Introduction to Programming Certificate Program Outcomes

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

- Create web pages
- Add interactivity to web pages
- Write, compile and debug application programs

GU100	Student Success	1
CS192	Programming Essentials	3
CS197	Programming in HTML	3
CS208	Programming in JavaScript	4
CS263	Programming in C	4
CS265	Programming in C++	4
	Total Required Hours	**19**

8.18 Computer Engineering Technology

Bachelor of Science Degree Program

www.grantham.edu/disclosure/#bscet

The objective of the Bachelor of Science in Computer Engineering Technology degree program is to provide students with the knowledge and skills to enter the workforce and advance as professional engineering technologists, specifically in the computing and computing technology field. Required coursework builds a foundation and broad base of skills in advanced circuit theory and digital design, microprocessors and programming. Elective courses are available in computer science, communications, or control systems. In addition to the general education requirements, the outcomes of the program are:

- Apply knowledge, techniques, skills and modern tools to broadly defined engineering technology activities
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems
- Conduct, analyze and interpret experiments and apply experimental results to improve processes
- Identify, analyze and solve broadly defined technical problems
- Design electronic systems, components or processes for broadly defined problems
- Function effectively on teams
- Apply written, oral and graphical communication
- Address professional, ethical, social, and global responsibilities and issues
- Demonstrate a commitment to quality, timeliness and continuous improvement

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EE100	Engineering & Ethics	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
MA302	Calculus I (MA141)	4
PH220	Physics I (MA141)	4
	Subtotal Required General Education	**35**
ELECTIVES		
xxx	Behavioral & Social Science Electives	3
xxx	Communication Elective (choose from EN102 or EN361)	3
xxx	Humanities & Fine Arts Electives	3
	Subtotal Elective General Education	**9**
	Total General Education	**44**
PROGRAM CORE		
GU100	Student Success	1
CE212	Digital Electronics/lab (CS192 & EE105)	4
CE262	Microprocessor Systems Engineering/ lab (CE212)	4
CE312	Advanced Microprocessors/lab (CE262)	4
CE362	Modern Digital Design/lab (CE212)	4
CS192	Programming Essentials	3
CS216	Computer Networks	3
CS263	Programming in C (CS192)	4
CS265	Programming in C++ (CS192)	4
EE105	Fundamental Properties of DC Circuits/ lab (MA105)	4
EE115	Fundamental Properties of AC Circuits/ lab (EE105 & MA141)	4
EE212	Electronics I/lab (EE115)	4
EE222	Electronics II/lab (EE212)	4
EE332	Analog Integrated Cir/lab (EE222& MA302)	4
EE382	Signals & Systems Theory/lab (MA312)	4
EE410	Technical Project Management (Class before EE450)	3
EE450	Capstone Project (EE410)	3
MA312	Calculus II (MA302)	4
PH221	Physics II (PH220)	4
	Total Program Core	**69**
PROGRAM ELECTIVES		
xxx	200+ level electives	3
xxx	300+ level CE, CS or EE elective w/labs	8
	Total Program Electives	**11**
	General Education Hours	**44**
	Program Core Hours	**69**
	Program Elective Hours	**11**
	Total Credit Hours	**124**

8.19 Computer Science

Bachelor of Science Degree Program

www.grantham.edu/disclosure/#bscs

The objective of the Bachelor of Science in Computer Science degree program is to provide students with the knowledge and skills to enter the workforce and advance as professional software engineers, developers and system analysts. Required coursework builds a foundation and broad base of skills in programming, databases and systems analysis and design. In addition to the general education requirements, the outcomes of the program are:

- Apply knowledge of computing and mathematical reasoning related to computer science
- Analyze a problem and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component, or program to meet desired needs
- Address professional, ethical, legal, security, global and social issues and responsibilities
- Communicate effectively with a range of audiences
- Use current techniques, skills and tools necessary for computing practice

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Compositions I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
PH220	Physics I (MA141)	4
	Subtotal Required General Education	**28**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
	Subtotal Elective General Education	**15**
	Total General Education	**43**
PROGRAM CORE		
GU100	Student Success	1
CS192	Programming Essentials	3
CS197	Programming In HTML (CS192)	3
CS200	Programming in Java (CS192)	4
CS208	Programming in JavaScript (CS197)	4
CS216	Computer Networks	3
CS263	Programming in C (CS192)	4
CS265	Programming in C++ (CS192)	4
CS270	Data Structures (CS265)	3
CS336	Systems Analysis & Design (CS192)	4
CS371	Database Design (IS259)	4
CS405	Software Engineering (CS336 or IS337)	4
IS212	.NET Concepts & Principles (CS116 or CS197)	4
IS259	Database Application (CS105)	3
IS412	.NET Implementations (CS192)	4
MA302	Calculus I (MA141)	4
MA312	Calculus II (MA302)	4
	Total Program Core	**60**
PROGRAM ELECTIVES		
xxx	300+ level CS electives	8
xxx	Electives	15
	Total Program Electives	**23**
	General Education Hours	**43**
	Program Core Hours	**60**
	Program Elective Hours	**23**
	Total Credit Hours	**126**

Computer Science – Program Concentrations

Bachelor of Science Degree Program

The concentration requires a minimum of 18-27 elective hours from the computer science discipline. These electives assist the student in increasing breadth or depth in Computer Science (CS) or building a foundation in information technology, information management, or business.

Sets of elective courses have been grouped together around selected computer science concentrations. A student may opt to take any set as listed below to focus study on information technology or information management.

Concentration in Information Technology

This concentration requires the student to take courses that emphasize design and development of information systems and software. This concentration prepares students to design and develop information systems and software. It includes the study of information systems, database design, network communications and object-oriented programming. Students focus on practical theory and techniques that assist them to work effectively in business applications of information systems, as well as in the full life-cycle of information systems from requirements through implementation and maintenance. Graduates are qualified to work in a range of positions from entry-level programmers to advanced information systems analysts. The recommended sequence of courses is as follows:

- IS242 Management Information Systems
- CS340 Operating Systems
- CS367 Programming Languages
- Three CS electives of the student's choice at the 300 level or higher

Concentration in Information Management

This concentration requires the student to take courses that emphasize the development of management skills to better assist software computer development, software and computer maintenance operations. This concentration prepares the student to manage software and computer systems development, maintenance and operations. It includes the study of business management, economics and business-management related courses, as well as providing a foundation in computer systems and software. Students learn theory and techniques that assist them in evaluating hardware and software solutions and making recommendations concerning systems and technology. The recommended sequence of courses is as follows:

- IS301 Web Design
- IS242 Management Information Systems
- IS231 E-Commerce
- BA150 Principles of Business Management
- BA220 Financial Accounting
- A BA elective of the student's choice at the 200 level or higher

If the student chooses to forego focusing on a specific concentration in computer science, it is highly recommended that the following courses be taken for the CS electives:

- CS340 Operating Systems
- CS386 Systems Architecture
- CS425 Algorithm Development
- Three CS electives of the student's choice at the 300 level or higher

8.20 Computer Science

Associate of Science Degree Program

www.grantham.edu/disclosure/#ascs

The objective of the Associate of Science in Computer Science degree program is to provide students with the knowledge and skills to enter the workforce in entry-level computing positions. Required coursework builds a foundation in networking and web design, and fluency in a programming language. The program satisfies the first two years of the Bachelor of Science in Computer Science degree. In addition to the general education requirements, the outcomes of the program are:

- Apply knowledge of computing and mathematical reasoning related to computer science
- Analyze a problem and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Communicate effectively with a range of audiences
- Use current techniques, skills and tools necessary for computing practice

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Compositions I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
	Subtotal Required General Education	**24**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives	3
	Subtotal Elective General Education	**18**
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
CS192	Programming Essentials	3
CS197	Programming In HTML (CS192)	3
CS200	Programming in Java (CS192)	4
CS216	Computer Networks	3
IS212	.NET Concepts & Principles (CS116 or CS197)	4
	Total Program Core	**18**
PROGRAM ELECTIVES		
xxx	Electives	3
	Total Program Electives	**3**
	General Education Hours	**42**
	Program Core Hours	**18**
	Program Elective Hours	**3**
	Total Credit Hours	**63**

8.21 Information Systems

Bachelor of Science Degree Program

www.grantham.edu/disclosure/#BS-INSY

The objective of the Bachelor of Science in Information Science degree program is to provide students with the knowledge and skills to enter the workforce and advance in roles requiring the application of technology to information systems. Required coursework builds a foundation and broad base of skills in programming, web design and systems analysis and design. Elective courses are available in business, computer science or information systems. In addition to the general education requirements, the outcomes of the program are:

- Apply knowledge of computing and mathematics appropriate to the discipline
- Analyze a problem and identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component or program to meet desired needs
- Address professional, ethical, legal, security, and social issues and responsibilities
- Communicate effectively with a range of audiences
- Analyze the local and global impact of computing on individuals, organizations and society
- Recognize the need for and an ability to engage in continuing professional development
- Use current techniques, skills and tools necessary for computing practice
- Analyze processes that support the delivery and management of information systems

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Compositions I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
BA215	Business Statistics	3
CS192	Programming Essentials	3
CS200	Programming in Java (CS192)	4
CS216	Computer Networks	3
CS263	Programming in C (CS192)	4
CS405	Software Engineering (CS336 or IS337)	4
IS212	.NET Concepts & Principles (CS116 or CS197)	4
IS231	E-Commerce (CS105)	3
IS242	Management Information Systems (CS105)	3
IS259	Database Applications (CS105)	3
IS301	Web Design I	4
IS306	Web Design II (IS301)	4
IS311	Security Operations	3
IS336	Information Systems Analysis (IS242)	3
IS337	Information Systems Design & Imp (IS336)	3
IS351	Information Systems Project Management	3
IS376	Advanced Database Systems (IS259)	3
IS412	.NET Implementation (CS192)	4
IS498	Senior Research Project (all degree req.)	3
	Total Program Core	**65**
PROGRAM ELECTIVES		
xxx	300+ level BA, CS, or IS electives	9
xxx	Electives	9
	Total Program Electives	**18**
	General Education Hours	**42**
	Program Core Hours	**65**
	Program Elective Hours	**18**
	Total Credit Hours	**125**

8.22 Information Systems Security

Bachelor of Science Degree Program

www.grantham.edu/disclosure/#BS-INSS

The objective of the Bachelor of Science in Information Systems Security degree program is to provide students with the knowledge and skills to enter the workforce and advance in professional cybersecurity or information security roles. Required coursework builds a foundation and broad base of skills in network protocols, advanced security concepts and operating systems and system architecture. Courses are aligned to the Network+, Security+ and CISSP industry-standard certifications. In addition to the general education requirements, the outcomes of the program are:

- Apply knowledge of computing and mathematics appropriate to the discipline
- Analyze a system and identify and define the security risks and requirements for secure operation
- Design, implement and evaluate a computer-based system, process, component or program to meet security needs
- Address professional, ethical, legal, security, and social issues and responsibilities
- Communicate effectively with a range of audiences
- Analyze the local and global impact of computing on individuals, organizations and society
- Recognize the need for and an ability to engage in continuing professional development
- Use current techniques, skills and tools necessary for computing security practice
- Identify and analyze security risks of an information system
- Develop security and recovery policies appropriate to an information system

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Compositions I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives	3
xxx	Mathematics electives	3
	Subtotal Elective General Education	**21**
	Total General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
CS192	Programming Essentials	3
CS200	Programming in Java (CS192)	4
CS216	Computer Networks	3
CS263	Programming in C (CS192)	4
CS265	Programming in C++ (CS192)	4
CS316	TCP/IP Networks (CS216)	3
CS336	Systems Analysis & Design (CS192)	4
CS340	Operating Systems (CS192)	3
CS386	System Architecture (CS336)	4
IS211	Intro to Information Systems Security	3
IS242	Management Information Systems (CS105)	3
IS259	Database Applications (CS105)	3
IS311	Security Operations	3
IS351	Information Systems Project Management	3
IS355	Risk Management	3
IS391	Special Topics in Information Systems	1
IS411	Network Security (CS216)	3
IS431	Access Control Systems (IS411)	3
IS461	Cryptography (IS411)	3
IS471	Computer Forensics	3
IS481	Database Security (IS259)	3
IS498	Senior Research Project (all degree req.)	3
	Total Program Core	**70**
PROGRAM ELECTIVES		
xxx	300+ level BA, CS, or IS electives	6
xxx	Electives	9
	Total Program Electives	**15**
	General Education Hours	**42**
	Program Core Hours	**70**
	Program Elective Hours	**15**
	Total Credit Hours	**127**

8.23 Electronics and Computer Engineering Technology

Associate of Science Degree Program

www.grantham.edu/disclosure/#asecet

The objective of the Associate of Science in Electronics and Computer Engineering Technology degree program is to provide students with the knowledge and skills to enter the workforce as technicians. Required coursework builds a foundation in circuit theory and design, digital and analog electronics and computer programming. The program satisfies the first two years of the Bachelor of Science in Computer Engineering Technology or the Bachelor of Science in Electronics Engineering Technology. In addition to the general education requirements, the outcomes of the program are:

- Apply knowledge, techniques, skills and modern tools to narrowly defined engineering technology activities
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems
- Conduct, analyze and interpret experiments
- Identify, analyze and solve narrowly defined technical problems
- Function effectively on teams
- Apply written, oral and graphical communication
- Address professional, ethical and social responsibilities
- Demonstrate a commitment to quality, timeliness and continuous improvement

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EE100	Engineering & Ethics	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
PH220	Physics I (MA141)	4
	Subtotal Required General Education	**31**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	3
	Subtotal Elective General Education	**12**
	Total General Education	**43**
PROGRAM CORE		
GU100	Student Success	1
CE212	Digital Electronics/lab (CS192 & EE105)	4
CS192	Programming Essentials	3
CS263	Programming in C (CS192)	4
EE105	Fundamental Properties of DC Circuits/ lab (MA105)	4
EE115	Fundamental Properties of AC Circuits/ lab (EE105 & MA141)	4
EE212	Electronics I/lab (EE115)	4
	Total Program Core	**24**
	General Education Hours	**43**
	Program Core Hours	**24**
	Total Credit Hours	**67**

8.24 Electronics Engineering Technology

Bachelor of Science Degree Program

www.grantham.edu/disclosure/#bseet

The objective of the Bachelor of Science in Electronics Engineering Technology degree program is to provide students with the knowledge and skills to enter the workforce and advance as professional engineering technologists, specifically in the electronic field. Required coursework builds a foundation and broad base of skills in advanced circuit theory and design, digital and analog electronics, microprocessor fundamentals and signal processing. Elective courses are available in communications, power and control systems. In addition to the general education requirements, the outcomes of the program are:

- Apply knowledge, techniques, skills and modern tools to broadly defined engineering technology activities.
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems.
- Conduct, analyze and interpret experiments and apply experimental results to improve processes.
- Identify, analyze and solve broadly defined technical problems.
- Design electronic systems, components or processes for broadly defined problems.
- Function effectively on teams.
- Apply written, oral and graphical communication.
- Address professional, ethical, social and global responsibilities and issues.
- Demonstrate a commitment to quality, timeliness and continuous improvement.

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EE100	Engineering & Ethics	3
EN101	English Composition I	3
EN361	Technical Writing (EN101)	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
PH220	Physics I (MA141)	4
	Subtotal Required General Education	**34**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Humanities & Fine Arts Electives	3
	Subtotal Elective General Education	**9**
	Total General Education	**43**
PROGRAM CORE		
GU100	Student Success	1
CE212	Digital Electronics/lab (CS192 & EE105)	4
CS192	Programming Essentials	3
CE262	Microprocessor Systems Engineering/lab (CE212)	4
CS263	Programming in C (CS192)	4
EE105	Fundamental Properties of DC Circuits/ lab (MA105)	4
EE115	Fundamental Properties of AC Circuits/ lab (EE105 & MA141)	4
EE212	Electronics I/lab (EE115)	4
EE222	Electronics II/lab (EE212)	4
EE310	Circuit Analysis (EE115 & MA312)	4
EE332	Analog Integrated Cir/lab (EE222 & MA302)	4
EE372	Instrumentation & Measurement Lab (CE212, EE222, & PH221)	4
EE382	Signals & Systems Theory/lab (MA312)	4
EE410	Technical Project Management (class before EE450)	3
EE450	Capstone Project (EE410)	3
MA302	Calculus I (MA141)	4
MA312	Calculus II (MA302)	4
PH221	Physics II (PH220)	4
	Total Program Core	**66**
PROGRAM ELECTIVES		
xxx	300+ level EE or CE electives w/Labs	12
xxx	Electives	6
	Total Program Electives	**18**
	General Education Hours	**43**
	Program Core Hours	**66**
	Program Elective Hours	**18**
	Total Credit Hours	**127**

8.25 Engineering Management Technology

Bachelor of Science Degree Program

www.grantham.edu/disclosure/#bsemt

The objective of the Bachelor of Science in Engineering Management Technology degree program is to provide students with the knowledge and skills to enter the workforce and obtain increasing roles of managerial responsibility within a technical environment. Required coursework integrates the broader issues of business with the fundamentals and challenges of technological development and change through a business core of accounting, finance and management, coupled with a technology core in circuit theory, digital electronics and programming. Elective courses allow for additional depth in business, computer science or engineering technology. In addition to the general education requirements, the outcomes of the program are:

- Apply knowledge, techniques, skills and modern tools to broadly defined engineering technology activities
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems
- Conduct, analyze and interpret experiments and apply experimental results to improve processes
- Identify, analyze and solve broadly defined technical problems
- Design electronic systems, components or processes for broadly defined problems
- Function effectively on teams
- Apply written, oral and graphical communication
- Address professional, ethical, social and global responsibilities and issues
- Demonstrate a commitment to quality, timeliness and continuous improvement

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EE100	Engineering & Ethics	3
EN101	English Composition I	3
EN361	Technical Writing (EN101)	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
PH220	Physics I (MA141)	4
	Subtotal Required General Education	**34**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Humanities & Fine Arts	3
	Subtotal Elective General Education	**9**
	Total General Education	**43**
PROGRAM CORE		
GU100	Student Success	1
BA150	Principles of Business Management	3
BA220	Financial Accounting	3
BA225	Managerial Accounting (BA220)	3
BA250	Personal Finance	3
BA350	Principles of Finance I (BA225)	3
BA450	Project Management (MA170 or BA215)	3
BA470	Entrepreneurship (BA150)	3
CE212	Digital Electronics/lab (CS192 & EE105)	4
CE262	Microprocessor Systems Engineering (CE212)	4
CS192	Programming Essentials	3
CS263	Programming in C (CS192)	4
EE105	Fundamental Properties of DC Circuits/ lab (MA105)	4
EE115	Fundamental Properties of AC Circuits/ lab (EE105 & MA141)	4
EE212	Electronics I/lab (EE115)	4
EE222	Electronics II/lab (EE212)	4
EE372	Instrumentation & Measurement/lab (CE212, EE222, & PH221)	4
MA302	Calculus I (MA141)	4
PH221	Physics II (PH220)	4
	Total Program Core	**65**
PROGRAM ELECTIVES		
xxx	200+ level BA, CS, or MA electives	3
xxx	200+ level CS or BA300 electives	3
xxx	300+ level CE or EE w/labs	8
xxx	Electives	3
	Total Program Electives	**17**
	General Education Hours	**43**
	Program Core Hours	**65**
	Program Elective	**17**
	Total Credit Hours	**125**

8.26 Engineering Management Technology

*Associate of Arts Degree Program

www.grantham.edu/disclosure/#aaemt

The objective of the *Associate of Arts in Engineering Management Technology degree program is to provide students with the knowledge and skills to enter the workforce as technicians. Required coursework builds a foundation in circuit theory, analog electronics and business. The program satisfies the first two years of the Bachelor of Science in Engineering Management Technology. In addition to the general education requirements, the outcomes of the program are:

- Apply knowledge, techniques, skills and modern tools to narrowly defined engineering technology activities.
- Apply a knowledge of mathematics, science, electronics engineering and technology to engineering technology problems.
- Conduct, analyze and interpret experiments.
- Identify, analyze and solve narrowly defined technical problems.
- Function effectively on teams.
- Apply written, oral and graphical communication.
- Address professional, ethical and social responsibilities.
- Demonstrate a commitment to quality, timeliness and continuous improvement.

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EE100	Engineering & Ethics	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
MA141	Pre-Calculus (MA105)	3
PH220	Physics I (MA141)	4
	Subtotal Required General Education	**31**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	3
	Subtotal Elective General Education	**12**
	Total General Education	**43**
PROGRAM CORE		
GU100	Student Success	1
CS192	Programming Essentials	3
EE105	Fundamental Properties of DC Circuits/ lab (MA105)	4
EE115	Fundamental Properties of AC Circuits/ lab (EE105 & MA141)	4
EE212	Electronics I/lab (EE115)	4
	Total Program Core	**16**
PROGRAM ELECTIVES		
xxx	Electives	3
	Total Program Electives	**3**
	General Education Hours	**43**
	Program Core Hours	**16**
	Program Elective	**3**
	Total Credit Hours	**62**

**Note: Residents of Minnesota completing this degree program will be awarded an Associate of Science degree.*

College of Nursing and Allied Health

Mission Statement

The Grantham University College of Nursing and Allied Health prepares nurses and allied health students for the workplace through the innovative use of online learning tools and curriculum designed to meet the demands of today's healthcare industry. The College of Nursing and Allied Health offers an RN to BSN Completion Program, an associate of applied science, bachelor of science and master's degree programs.

The School of Nursing offers an undergraduate degree program in:

PROGRAMS OF STUDY	BACCALAUREATE DEGREE	ASSOCIATE DEGREE
RN to BSN Degree Completion Program	Bachelor of Science in Nursing	

The School of Nursing also offers graduate degree programs:

- RN to MSN Bridge Program Option (no degree conferred)
- Master of Science in Nursing in Case Management
- Master of Science in Nursing in Nursing Education
- Master of Science in Nursing in Nursing Informatics
- Master of Science in Nursing in Nursing Management & Organizational Leadership

The School of Allied Health offers undergraduate degree programs in:

PROGRAMS OF STUDY	BACCALAUREATE DEGREE	ASSOCIATE DEGREE
Health Systems Management	Bachelor of Science	
Medical Coding and Billing		Associate of Applied Science

The School of Allied Health also offers graduate degree programs:

- Master of Science, Health Systems Management
- Master of Healthcare Administration (MHA)

School of Nursing

Mission Statement

The Grantham University School of Nursing prepares students to expand the knowledge and skills of Registered Nurses (RN) in areas of leadership, community concepts, research and evidence-based professional nursing practice related to current trends and issues in today's global society.

Philosophy of Nursing

This philosophy describes the beliefs of the nursing faculty of Grantham University about human beings, society, health and nursing. The faculty has also chosen lifelong learning as an additional concept to be included in this philosophy.

Human beings are unique individuals by virtue of their development and lived experiences. Humans influence and are influenced by two interrelated forces, the internal and external environments. The internal environment consists of biological, psychological and spiritual factors, whereas the external environment consists of cultural, political, economic, physical and technological factors.

Society is the dynamic and constructed setting within which all persons exist and interact. It characterizes the norms, beliefs and mores and defines the rights and responsibilities of its citizens.

Health balances mind-body-spirit which is interpreted and expressed in individuals and groups. Health is a dynamic state in which the individual is constantly adapting to changes in the internal and external environment.

Nursing synergizes science and art. The science of nursing embodies principles and theories of nursing, based on behavioral and natural sciences that encompass knowledge, skills and professional values applied in a caring manner. The art of nursing exemplifies caring behaviors of warmth, sincerity, empathy, attentiveness and compassion. Professional nursing roles involve evidenced-based practices that are preventative, restorative and promotive across the lifespan of individuals, families and communities requiring care. Evolving professional roles are acknowledged and fostered.

Lifelong Learning. The faculty believes that learning is a process influenced by environmental conditions that continue across the life-span. The faculty facilitates this learning process by creating a flexible environment and planning goal-oriented experiences for their students. Respect for individuality, freedom of expression, shared decision making and mutual trust promote egalitarian relationships and create an optimal learning environment.

The faculty also believes that the baccalaureate degree in nursing is the entry level for professional nursing practice. Nursing education at the master's level is the minimal preparation for advanced nursing practice. Doctoral nursing education prepares nurses as clinicians, educators, leaders, researchers, scholars and visionaries.

In conclusion, the nursing faculty accepts responsibility to provide students with quality educational experiences necessary for personal and professional growth. Likewise, graduates understand the extent and limitations of their roles and are encouraged to evaluate their professional responsibilities to society through continuing education.

Consistent with the philosophical statements contained in this document and the University mission, the faculty will incorporate these beliefs throughout the nursing curriculum.

8.26 RN to BSN Degree Completion

Bachelor of Science in Nursing Degree Program

www.grantham.edu/disclosure/#BSN-RNDP

The RN to BSN Degree Completion Program builds on the foundation of previous nursing education at the associate degree or diploma levels. The RN to BSN program at Grantham University is evidence-based and developed according to the Essentials of Baccalaureate Education for Professional Practice from the American Association of Colleges of Nursing (AACN, 2009). Graduates are prepared to function as nurse generalists in a variety of healthcare settings.

Program Mission

To expand the skills in areas of leadership, community concepts, research and professional practice related to current trends and issues in today's global society

Bachelor of Science in Nursing – RN to BSN Program Learning Outcomes

At the successful completion of the RN-BSN Program, the student should be able to:

- Utilize effective communication in oral, written, interpersonal and electronic modes
- Employ clinical judgments based on evidence-based practice standards and ethical practices
- Exercise accountability for providing and ensuring safe, efficient quality patient care
- Synthesize available resources to apply critical thinking to complex clinical situations
- Provide culturally competent care concepts for individuals and families across the lifespan
- Employ proficiency in caring for communities and populations experiencing threats to well-being
- Display concepts of lifelong learning to enhance personal and professional nursing practice
- Apply clinical technologies and informatics in practice

NOTE: Concepts underlined are in alignment with Grantham University Learning Outcomes for all graduates.

TABLE 1

THIS BLOCK ONLY REQUIRED FOR DIPLOMA RNS: GENERAL EDUCATION REQUIREMENTS		
EN101	English Composition I (Communications Req)	3
CS101	Computer Concepts and Office Applications I (CS Req)	4
GS102	Introduction to Life Science (Life/Physical Science Req)	3
SO203	Social Anthropology (Behavioral & Social Science Req)	3
EN102	English Composition II (EN101) (Communications Req)	3
GE	Humanities Elective (Humanities & Fine Arts Req)	3
GP210	American Government (Behavioral & Social Science Req)	3
HU260	Strategies for Decision Making (Humanities & Fine Arts Req)	3
CH201	Chemistry and Society (Life/Physical Sciences Req)	3
PS240	Fundamentals of Psychology (Behavioral & Social Science Req)	3
MA105	College Algebra (Math Req)	3
PS260	Abnormal Psychology (PS240) (Behavioral & Social Science Req)	3
GE	Humanities Elective (Humanities & Fine Arts Req)	3
	Total Hours	**40**

TABLE 2

THIS BLOCK REQUIRED FOR ALL RN TO BSN STUDENTS: BSN DEGREE COMPLETION		
GU100*	Student Success	1
CO210	Business Communications (Communications Req)	3
NUR402*	Transition to Professional Nursing	3
NUR436*	Health Assessment for RNs	3
NUR401*	Theories and Research in Nursing	4
NUR415*	Introduction to Nursing Informatics	3
NUR416*	Nursing Leadership and Management	5
NUR426*	Community and Public Health Nursing	5
NUR441*	Case Management Concepts	3
NUR498*	RN-BSN Capstone Project (Prerequisites: Completion of all other Degree Requirements)	4
	Total Hours	**34**

Note: Nursing courses must be taken in the sequence shown above.

**GU100 and nursing courses must be completed at Grantham University; no transfer credits for these courses are permitted.*

STUDENTS ENTERING WITH A NURSING DIPLOMA AND RN LICENSE	CREDIT HOURS
Education and Licensing Completed Prior to Matriculation at Grantham University:	
Credits for Lower Division Nursing Hours	50
Required Courses to be Completed at Grantham University:	
General Education Requirements (See Table 1)+	40
BSN Degree Completion (See Table 2)#	34
Total Credit Hours	**124**

+, #Prior postsecondary education transcripts will be reviewed for possible transfer of credit for General Education Requirements (Table 1) and for CO210 (Table 2); residency requirements apply.

STUDENTS ENTERING WITH AN ASSOCIATE DEGREE IN NURSING AND RN LICENSE	CREDIT HOURS
Education and Licensing Completed Prior to Matriculation at Grantham University:	
Lower Division General Education and Nursing Transfer Credit Hours	60
Credits for Upper Division Support Hours	30
Required Courses to be Completed at Grantham University:	
BSN Degree Completion (See Table 2)#	34
Total Credit Hours	**124**

#Prior postsecondary education transcripts will be reviewed for possible transfer of credit for CO210 (Table 2); residency requirements apply.

School of Allied Health

Mission Statement

The Grantham University School of Allied Health provides health leaders with the knowledge and skills in a technological world to utilize resources to work together to improve the health of the planet.

8.27 Health Systems Management

Bachelor of Science Degree Program

www.grantham.edu/disclosure/#BS-HSM

The Bachelor of Science in Health Systems Management provides the student with the skills needed to analyze information needs, design solutions and manage information storage, transfer and retrieval in healthcare environments.

Bachelor of Science - Health Systems Management Program Outcomes

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

- Utilize information systems tools, techniques and methodologies applicable to healthcare systems
- Apply project management principles to information systems development efforts in healthcare institutions
- Structure information collection and presentation to facilitate executive-level planning and decision-making in healthcare environments
- Apply fundamental systems analysis and design concepts and problem-solving strategies to information technology problems
- Analyze, design and implement solutions to healthcare information problems
- Develop reporting and support capabilities for healthcare decisions

GENERAL EDUCATION		
REQUIRED		
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**21**
ELECTIVES		
xxx	Behavioral & Social Science Electives	6
xxx	Communication Electives	3
xxx	Humanities & Fine Arts Electives	6
xxx	Life/Physical Science Electives	3
xxx	Mathematics Electives	3
	Subtotal Elective General Education	**21**
	General Education	**42**
PROGRAM CORE		
GU100	Student Success	1
AH111	Healthcare Delivery Systems	3
AH112	Intro to Health Info Management	3
AH356	Info Security & Privacy in Healthcare Orgs	3
AH432	Healthcare Informatics	3
AH497	Health Systems Capstone (all degree req.)	3
CS106	Introduction to Computer Systems	3
CS116	Intro to Programming w/Visual Basic (CS192)	3
CS192	Programming Essentials	3
CS205	Computer Software Applications in Healthcare	3
CS216	Computer Networks	3
IS211	Intro to Info Systems Security	3
IS259	Database Applications (CS192)	3
IS301	Web Design I (CS192)	4
IS306	Web Design II (IS301)	4
IS311	Security Operations	3
IS336	Information Systems Analysis (CS192)	3
IS337	Info Systems Design & Imp (IS336)	3
IS351	Info Systems Project Management	3
IS355	Risk Management	3
IS376	Advanced Database Systems (IS259)	3
IS481	Database Security (IS376)	3
	Total Program Core	**66**
PROGRAM ELECTIVES		
xxx	Electives	12
	Total Program Electives	**12**
	General Education Hours	**42**
	Program Core Hours	**66**
	Program Elective Hours	**12**
	Total Credit Hours	**120**

8.28 Medical Coding and Billing

Associate of Applied Science Degree Program

www.grantham.edu/disclosure/#aasmcb

The Associate of Applied Science in Medical Coding & Billing provides the student with the skills needed to enter the medical coding and billing profession. After graduation the student may take the American Health Information Management Association's (AHIMA) Certified Coding Associate (CCA) exam, a medical coding and billing industry certification.

Associate of Applied Science - Medical Coding and Billing Program Outcomes

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

- Explain the role and function of different types of healthcare facilities and environments
- Explain medical terms and abbreviations that are commonly used in health information management systems
- Identify the constraints and guidelines that the Health Insurance and Portability and Accountability Act (HIPAA) places on healthcare systems
- Utilize healthcare-related coding and billing software to support healthcare administration functions

GENERAL EDUCATION		
REQUIRED		
BIO113	Anatomy & Physiology*	3
CO101	Introduction to Public Speaking	3
CS105	Introduction to Computer Applications	3
EN101	English Composition I	3
GP210	American Government I	3
GS102	Introduction to Life Science*	3
HU260	Strategies for Decision Making	3
MA105	College Algebra	3
	Subtotal Required General Education	**24**
ELECTIVES		
xxx	Behavioral & Social Science Electives	3
xxx	Humanities & Fine Arts Electives	3
	Subtotal Elective General Education	**6**
	Total General Education	**30**
PROGRAM CORE		
GU100	Student Success	1
AH111	Healthcare Delivery Systems	3
AH112	Introduction to Health Info Management	3
AH114	Medical Terminology	3
AH212	Basic Diagnosis Coding Systems (AH114)	3
AH213	Basic Procedure Coding Systems (AH212)	3
AH214	Reimbursement Methodologies (AH212)	3
AH215	Medical Assisting	3
AH216	Professional Practice (all degree req.)	3
BIO116	Introduction to Pathophysiology	3
BIO117	Introduction to Pharmacotherapy	3
CS205	Computer Software Application in Healthcare	3
	Total Program Core	**34**
	General Education Hours	**30**
	Program Core Hours	**34**
	Total Credit Hours	**64**

** Arkansas residents are required to complete GS102L Introduction to Life Science Lab and BIO113L Anatomy & Physiology. Program credit hour totals for Arkansas residents are below:*

General Education Hours	**32**
Program Core Hours	**34**
Total Credit Hours	**66**

Graduate Degree Programs

Each graduate degree program is outlined as a program of study. A term is a period of eight (8) weeks (56 days) in which a student must complete all courses in which he/she has enrolled. A detailed description of each course is provided in Section 10 of the Catalog.

Mark Skousen School of Business

It is the mission of the Mark Skousen School of Business to develop entrepreneurial-minded business students who provide innovative methods and redefine conventional business processes by providing an excellent and relevant business foundation through a student-centered approach to learning.

The student must complete at least 27 credit hours in the degree program at Grantham to earn a graduate degree. Prerequisite courses should be satisfied before enrollment in the course.

The Mark Skousen School of Business offers the following graduate degrees:

- Master of Business Administration (MBA)
- Master of Business Administration – Information Management
- Master of Business Administration – Project Management
- Master of Science – Business Intelligence
- Master of Science – Performance Improvement

The Master of Business Administration (MBA) provides the student with an advanced knowledge of business, marketing, management, project management and information technology. Students who do not have a business background or business degree should complete the following recommended competencies prior to enrolling in an MBA program:

- BA220 Financial Accounting
- BA350 Principles of Finance I
- BA201 Microeconomics
- MA170 Finite Mathematics

9.1 Business Administration

Master of Business Administration Degree Program

www.grantham.edu/disclosure/#mba

This degree program provides students with a practical knowledge of a business environment. The MBA program emphasizes finance, financial and managerial accounting, human resource management, information management, macroeconomics, microeconomics, marketing, organizational behavior and quantitative analysis. Students are offered the option of a generalized MBA or a specialized degree program in one of two areas: MBA-Project Management (MBA-PM) and MBA-Information Management (MBA-IM).

Master of Business Administration Program Outcomes

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

- Apply knowledge, techniques, skills and tools of past, present and future business models and practices
- Apply current knowledge and adapt to emerging applications of project management, leadership, marketing, human resources and technology to the 21st Century business environment
- Apply creativity to the design and implementation of business models and practices
- Analyze business strategies for change
- Recognize the need for and an ability to engage in lifelong learning
- Evaluate professional, ethical and social responsibilities in business management
- Use quantitative analysis in business
- Demonstrate respect for diversity and knowledge of contemporary professional, societal, behavioral and global issues related to business

COURSE	MASTER OF BUSINESS ADMINISTRATION (MBA)	CREDIT HOURS
BA500	Management	3
BA540	Managerial Economics	3
BA550	Finance	3
BA530	Marketing Management	3
BA510	Accounting	3
BA520	Quantitative Analysis	3
BA570	Strategic Management	3
BA560	Business Ethics	3
BA590	Organizational Behavior	3
BA580	Strategies for Change	3
BA685	eBusiness	3
BA599	Capstone Project (Completion of the Degree Requirements)	3
	Total Program Credit Hours	**36**

9.2 Business Administration - Information Management

Master of Business Administration Degree Program

www.grantham.edu/disclosure/#mbaim

The MBA - Information Management specialized degree program enhances managerial skills, business strategies and decision-making abilities with emerging technology trends found in current corporate operations.

Master of Business Administration - Information Management Program Outcomes

In addition to achieving the general MBA learning outcomes, an MBA student should be able to:

- Evaluate state-of-the-art information processing and computer networking strategies
- Assess and develop plans for future information systems expansion and implementation

MASTER OF BUSINESS ADMINISTRATION – INFORMATION MANAGEMENT		CREDIT HOURS
BA530	Marketing Management	3
BA540	Managerial Economics	3
BA645	Project Management Essentials	3
BA550	Finance	3
BA510	Accounting	3
BA520	Quantitative Analysis	3
BA570	Strategic Management	3
BA560	Business Ethics	3
BA590	Organizational Behavior	3
IS545	Emerging Technologies	3
IS525	Information Systems Strategic Planning	3
BA599	Capstone Project (Completion of the Degree Requirements)	3
	Program Core Credit Hours	**36**

9.3 Business Administration - Project Management

Master of Business Administration Degree Program

www.grantham.edu/disclosure/#mbapm

The MBA - Project Management specialized degree program provides MBA students with a curriculum prescribed in the Project Management Institute's Project Management Body of Knowledge Guide (PMBOK®).

Master of Business Administration - Project Management Program Outcomes

In addition to achieving the general MBA learning outcomes, an MBA student should be able to:

- Evaluate project costs
- Analyze issues related to procurement and risk management
- Engage in practical exercises that increase organizational skills within the project management arena
- Develop the necessary tools to effectively plan, measure and control projects

COURSE	MASTER OF BUSINESS ADMINISTRATION—PROJECT MANAGEMENT	CREDIT HOURS
BA500	Management	3
BA540	Managerial Economics	3
BA647	Project Management Integration Framework (BA646)	3
BA550	Finance	3
BA510	Accounting	3
BA520	Quantitative Analysis	3
BA685	eBusiness	3
BA560	Business Ethics	3
BA590	Organizational Behavior	3
BA646	Project Management Organization Framework and Risk (BA645)	3
BA645	Project Management Essentials	3
BA595	Project Management Capstone (Completion of the Degree Requirements)	3
	Total Program Credit Hours	**36**

9.4 Business Intelligence

Master of Science Degree Program

www.grantham.edu/disclosure/#MS-BINT

The Master of Science in Business Intelligence program is designed to provide students with a solid foundation in technology and decision-making tools that will contribute to their ability to collect, interpret and utilize information. This program integrates technological concepts within a relevant, functional business application framework. The program provides students with an advanced business education in the fields of technology and decision science.

Master of Science in Business Intelligence Program Outcomes

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

- Create business models for forecasting and business analysis
- Manage business intelligence technologies
- Integrate information from the organization into a strategic system that balances growth and sustainability
- Manage customer relationships to maximize productivity and outcomes
- Assess workflow, data analysis and technology necessary to maintain effective operations
- Utilize systematic approaches to managing technology and innovation
- Analyze information about an organization's operational processes, financial situation, business performance and key indicators
- Evaluate effectiveness and relevancy of data sets to continually improve quality
- Assemble project plans to report project progress to stakeholders

MASTER OF SCIENCE – BUSINESS INTELLIGENCE		CREDIT HOURS
BA501	Overview of Business Intelligence	3
IS515	Management of Info Systems	3
BA521	Balanced Scorecards and Performance Dashboards	3
IS525	Information Systems Strategic Planning	3
BA531	Business Performance Management	3
BA541	Customer Relationship Management	3
BA542	Strategic Management of Technology & Innovation	3
IS566	Decision Support & Intelligence Systems	3
IS576	Data Warehousing	3
BA590	Organizational Behavior	3
BA645	Project Management Essentials	3
BA597	Capstone Project: Business Intelligence (Completion of Degree Requirements)	3
	Program Core Credit Hours	**36**

9.5 Performance Improvement

Master of Science Degree Program

www.grantham.edu/disclosure/#MS-PI

The Master of Science in Performance Improvement program provides students with advanced skills in organizational resource management. Students are prepared to manage complex organizational challenges through performance improvement strategies and are adept at analyzing an organization, generating strategies to maximize performance and implementing solutions.

Master of Science - Performance Improvement Program Outcomes

At the successful completion of this program, students will be able to:

- Evaluate organizational and human performance issues
- Integrate performance improvements with business needs
- Prepare proposals and develop strategies to influence stakeholder decisions
- Determine viable interventions to improve performance
- Design and develop intervention products
- Measure and revise performance improvement solutions
- Organize and manage performance improvement projects
- Discern professionalism related to performance improvement consulting

COURSE	MASTER OF SCIENCE - PERFORMANCE IMPROVEMENT	CREDIT HOURS
HPI501	Introduction to Organizational and Human Performance	3
HPI505	Principles of Human Performance Technology	3
HPI507	Learning and Performance	3
BA590	Organizational Behavior	3
HPI513	Performance Consulting, Persuasive Communication and Influence Process	3
HPI515	Measurement and Assessment Strategies	3
HPI620	Strategic Human Resources Management	3
HPI641	Learning Theories and Technology	3
HPI633	Knowledge, Learning and Enterprise Systems	3
HPI631	Performance Analysis	3
HPI632	Evaluating Results and Benefits	3
HPI699	Capstone Performance Project (Completion of the Degree Requirements)	3
	Total Program Credit Hours	**36**

College of Nursing and Allied Health

School of Nursing

The Master of Science in Nursing programs at Grantham University prepare professional nurses to build upon and expand the knowledge and skills developed during baccalaureate nursing education in areas of leadership and management; human diversity and social issues; health promotion and disease prevention; and research and evidence based practice related to current trends and issues in today's global society.

- RN to MSN Bridge Program Option
- Master of Science in Nursing-Case Management
- Master of Science in Nursing-Nursing Education
- Master of Science in Nursing-Nursing Informatics
- Master of Science in Nursing-Nursing Management & Organizational Leadership

9.6 RN to MSN Bridge Program Option

The RN to MSN Bridge program contains 21 credits of undergraduate BSN course work, allowing associate degree in nursing RNs to go into the MSN program upon successful completion of the 21 credits.

NOTE: A BSN is not awarded after the completion of the 21 credits of undergraduate BSN courses.

- This program is only available to RNs who have graduated with an associate degree in nursing (ASN/ADN). AAS degrees do not qualify for admission into the RN to MSN bridge program.
- A student must achieve a GPA of 3.0 or higher in each of the 18 required BSN credit hours and the 3 credit hours in Business Communications totaling 21 credit hours in undergraduate coursework.
- MSN degree is awarded once the student has successfully the Bridge Program **and** a 36-credit-hour Master of Science in Nursing degree program.

A student who does not achieve the requisite GPA of 3.0 or higher in each of the required BSN courses (but has a minimum GPA of 2.5 or better) will be allowed to complete the remaining BSN required courses and then apply to the MSN program.

RN TO MSN OPTION		
COURSE	COURSE NAME	THEORY
GU100	Student Success	1
CO210	Business Communications (Communications Req)	3
NUR436	Health Assessment for RNs	3
NUR401	Theories and Research in Nursing	4
NUR416	Nursing Leadership and Management	5
NUR426	Community and Public Health Nursing	5
	Total Credit Hours	21

Note: For successful completion of the program, courses must be taken in sequence.

9.7 Case Management

Master of Science in Nursing Degree Program

www.grantham.edu/disclosure/#MSN-CSMG

This program prepares the professional registered nurse with additional knowledge and clinical expertise in Case Management that builds on baccalaureate nursing education and practice. All MSN students will be required to complete a Major Applied Research Paper (MARP) at the conclusion of their specialization program, as part of their final research seminar.

Master of Science in Nursing - Case Management Program Outcomes

At the successful completion of this program, a student will be able to:

- Utilize the basic conceptions of Case Management when planning and implementing patient care
- Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations
- Incorporate concepts of advanced health assessment and pathophysiology in making nursing diagnoses and decisions about educational and therapeutic interventions
- Design nursing care for a clinical or community-based population based on biophysical, psychosocial and organizational sciences
- Demonstrate professional and high-level communication skills when involved in peer review, advocacy for patients and families, reporting of errors and professional writing
- Function in a leadership role when collaborating with team(s) to generate knowledge that supports evidence-based practice and improves healthcare outcomes
- Apply theory and researched-based knowledge from nursing and the sciences in leading the interdisciplinary team to design, coordinate and evaluate the delivery of care

Core courses denoted in Bold are part of each specialty; HSN are multidisciplinary required courses.

COURSE	MASTER OF SCIENCE IN NURSING - CASE MANAGEMENT	CREDIT HOURS
NUR506	Foundations of Advanced Practice Nursing	3
NUR552	Legal and Ethical Issues of Advanced Practice Nursing	3
NUR542	Concepts of Case Management	3
HSN501	Healthcare Systems	3
HSN509	Clinical and Administrative Systems	3
NUR516	Nursing Research & Evidence Based Practice	3
NUR545	Life Care Planning	3
NUR513	Diverse Populations and Healthcare	3
NUR547	Case Management and Evidence-Based Practice	3
HSN521	Modern Organizations and Healthcare	3
NUR605	Case Management Research Seminar	3
NUR606	Case Management Practicum	3
	Total Program Credit Hours	**36**

9.8 Nursing Education

Master of Science in Nursing Degree Program

www.grantham.edu/disclosure/#MSN-NEDU

This program prepares the professional registered nurse with additional knowledge and clinical expertise in Nursing Education that builds on baccalaureate nursing education and practice. All MSN students will be required to complete a Major Applied Research Paper (MARP) at the conclusion of their specialization program, as part of their final research seminar.

Master of Science in Nursing – Nursing Education Program Outcomes

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

- Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations
- Utilize advanced health assessment and pathophysiology in making nursing diagnoses and decisions about educational and therapeutic interventions
- Design nursing care for a clinical or community-based population based on biophysical, psychosocial and organizational sciences
- Demonstrate professional and high-level communication skills when involved in peer review, advocacy for patients and families, reporting of errors and professional writing
- Function in a leadership role when collaborating with team(s) to generate knowledge that supports evidence-based practice and improves healthcare outcomes
- Apply theory and researched-based knowledge from nursing and the sciences when defining and conceptualizing nursing curriculum
- Identify stakeholders who should be involved in curriculum development

Core courses denoted in Bold are part of each specialty; HSN are multidisciplinary required courses.

COURSE	MASTER OF SCIENCE IN NURSING – NURSING EDUCATION	CREDIT HOURS
NUR506	Foundations of Advanced Practice Nursing	3
NUR552	Legal and Ethical Issues of Advanced Practice Nursing	3
NUR533	Curriculum Design and Learning Outcomes	3
HSN501	Healthcare Systems	3
NUR534	Assessment & Teaching to Diverse Learning Styles	3
NUR516	Nursing Research & Evidence-Based Practice	3
NUR535	Concepts of Distance Education	3
NUR513	Diverse Populations and Healthcare	3
NUR539	Organizational Dynamics of Higher Education	3
HSN521	Modern Organizations & Healthcare	3
NUR603	Nursing Education Research Seminar	3
NUR604	Nursing Education Practicum	3
	Total Program Credit Hours	**36**

9.9 Nursing Informatics

Master of Science in Nursing Degree Program

www.grantham.edu/disclosure/#MSN-NINF

This program prepares the professional registered nurse with additional knowledge and clinical expertise in Nursing Informatics that builds on baccalaureate nursing education and practice. All MSN students will be required to complete a Major Applied Research Paper (MARP) at the conclusion of their specialization program, as part of their final research seminar.

Master of Science in Nursing - Nursing Informatics Program Outcomes

At the successful completion of this program, a student will be able to:

- Define the role of the informatics nurse working with current system integration efforts
- Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations
- Utilize advanced health assessment and pathophysiology in making nursing diagnoses and decisions about educational and therapeutic interventions
- Design nursing care for a clinical or community-based population based on biophysical, psychosocial and organizational sciences
- Demonstrate professional and high level communication skills when involved in peer review, advocacy for patients and families, reporting of errors and professional writing
- Function in a leadership role when collaborating with team(s) to generate knowledge that supports evidence-based practice and improves healthcare outcomes
- Apply theory and researched-based knowledge from nursing and the sciences in leading the interdisciplinary team to design, coordinate and evaluate the delivery of care
- Analyze the relationship between major issues in healthcare and the deployment of information technology

Core courses denoted in Bold are part of each specialty; HSN are multidisciplinary required courses.

COURSE	MASTER OF SCIENCE IN NURSING – NURSING INFORMATICS	CREDIT HOURS
NUR506	Foundations of Advanced Practice Nursing	3
NUR552	Legal and Ethical Issues of Advanced Practice Nursing	3
NUR540	Essentials of Nursing Informatics	3
HSN501	Healthcare Systems	3
NUR516	Nursing Research & Evidence-Based Practice	3
NUR514	Project and Change Management	3
NUR513	Diverse Populations and Healthcare	3
HSN509	Clinical and Administrative Systems	3
HSN521	Modern Organizations and Healthcare	3
HSN548	Information Security and Privacy in Healthcare Environments	3
NUR607	Nursing Informatics Research Seminar	3
NUR608	Nursing Informatics Practicum	3
	Total Program Credit Hours	**36**

9.10 Nursing Management & Organizational Leadership

Master of Science in Nursing Degree Program

www.grantham.edu/disclosure/#MSN-NMOL

This program prepares the professional registered nurse with additional knowledge and clinical expertise in Nursing Management & Organizational Leadership that builds on baccalaureate nursing education and practice. All MSN students will be required to complete a Major Applied Research Paper (MARP) at the conclusion of their specialization program, as part of their final research seminar.

Master of Science in Nursing - Nursing Management and Organizational Leadership Program Outcomes

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

- Integrate nursing and related sciences into the delivery of advanced nursing care to diverse populations
- Utilize advanced health assessment and pathophysiology in making nursing diagnoses and decisions about educational and therapeutic interventions
- Design nursing care for a clinical or community-based population based on biophysical, psychosocial and organizational sciences
- Demonstrate professional and high level communication skills when involved in peer review, advocacy for patients and families, reporting of errors and professional writing
- Function in a leadership role when collaborating with team(s) to generate knowledge that supports evidence-based practice and improves healthcare outcomes
- Apply theory and researched-based knowledge from nursing and the sciences when formulating the process of leadership and management
- Apply the principles of leadership and management to nursing practice in a variety of settings

Core courses denoted in Bold are part of each specialty; HSN are multidisciplinary required courses.

COURSE	MASTER OF SCIENCE IN NURSING – NURSING MANAGEMENT & ORGANIZATIONAL LEADERSHIP	CREDIT HOURS
NUR506	Foundations of Advanced Practice Nursing	3
NUR552	Legal and Ethical Issues of Advanced Practice Nursing	3
NUR526	Human Resources and Nursing Management	3
HSN501	Healthcare Systems	3
NUR532	Leadership in Healthcare Management	3
NUR516	Nursing Research & Evidence-Based Practice	3
HSN536	Concepts of Healthcare Informatics	3
NUR513	Diverse Populations and Healthcare	3
NUR546	Healthcare Strategic Management and Planning	3
HSN521	Modern Organizations and Healthcare	3
NUR601	Mgmt & Org Leadership Research Seminar	3
NUR602	Mgmt & Org Leadership Practicum	3
	Total Program Credit Hours	**36**

School of Allied Health

Grantham University's Allied Health programs prepare healthcare leaders with the knowledge and skills to utilize resources, enabling them to work together to improve the well being of our world. Graduate degrees in the School of Allied Health include:

- Master of Healthcare Administration (MHA)
- Master of Science in Health Systems Management

9.11 Health Systems Management

Master of Science Degree Program

www.grantham.edu/disclosure/#MS-HSM

The Master of Science in Health Systems Management is for professionals seeking advanced career positions in management. The student will acquire the knowledge needed to analyze information needs, design solutions and manage information storage, transfer and retrieval in healthcare environments. Students desiring to obtain a Master of Science in Health Systems Management must hold a baccalaureate degree and recommended two to four (2-4) years computer systems work experience, or hold a baccalaureate degree in computer or information systems or a related area.

Master of Science in Health Systems Management Program Outcomes

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

- Utilize information systems tools, techniques and methodologies applicable to healthcare systems
- Manage healthcare information systems development projects that meet health administration needs
- Develop reporting and support capabilities for healthcare decisions
- Ensure information policy and strategy is consistent with the clinical, ethical, legal and financial requirements of healthcare institutions
- Evaluate all aspects of the healthcare environment and integrate strategic thinking into the operations of the organization

COURSE	MASTER OF SCIENCE IN HEALTH SYSTEMS MANAGEMENT	CREDIT HOURS
AH537	Healthcare Information Resources Management	3
AH551	Legal and Ethical Issues in Healthcare Management	3
HSN501	Healthcare Systems	3
HSN509	Clinical and Administrative Systems	3
HSN536	Concepts of Health Informatics	3
HSN541	Healthcare Finance and Economics	3
HSN548	Information Security and Privacy in Healthcare Environments	3
IS516	Data Management	3
IS526	Data Communications and Networking	3
IS536	Systems Analysis Design and Implementation	3
IS566	Decision Support and Intelligent Systems	3
AH597	Health Systems Management Capstone	3
	Total Program Credit Hours	**36**

9.12 Healthcare Administration

Master of Healthcare Administration Degree Program

www.grantham.edu/disclosure/#MHA-HCAD

The Master of Healthcare Administration is for professionals seeking to attain senior managerial positions in healthcare. The program is designed to give the student skills to manage the unique challenges of healthcare utilizing proven healthcare and business administration models.

Master of Healthcare Administration (MHA) Program Outcomes

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

- Assess the legal, regulatory and ethical challenges characteristic of the healthcare industry
- Manage the performance of health professionals in diverse organizational environments
- Apply information systems technologies to improve decision making speed and effectiveness
- Apply basic management skills to the unique challenges in healthcare industry
- Integrate multiple functional perspectives and different professional perspectives to create innovative solutions to complex problems

COURSE	MASTER OF HEALTHCARE ADMINISTRATION (MHA)	CREDIT HOURS
AH511	Health Services Management	3
AH531	Healthcare Financial Management	3
AH543	Healthcare Strategic Management	3
BA510	Accounting	3
BA515	Management of Information Systems	3
BA530	Marketing Management	3
BA540	Managerial Economics	3
BA580	Strategies for Change	3
BA661	Human Resource Strategies	3
HSN521	Modern Organizations and Healthcare	3
AH598	Healthcare Administration Capstone	6
	Total Program Credit Hours	**36**

College of Engineering and Computer Science

The College of Engineering and Computer Science is the oldest school at Grantham University, serving students in technical programs since 1952. Technical programs of study prepare adult learners for careers in computer science, electronics engineering technology, computer engineering technology and information systems. Students engage in online integrated curriculum that blends theory, application and general skills needed to succeed in a changing global society. Our graduates develop backgrounds in design and analysis, and experience hands-on problem solving. Technology programs are infused with rich lab exercises using design software or compilers that are typically found in the industry.

Mission Statement

The mission of the College of Engineering and Computer Science is to prepare adult learners for careers in engineering, computer and information technologies through online integrated curricula that blend theory, application and general skills needed to succeed in a changing global society.

The College of Engineering and Computer Science offers the following graduate degrees:

- Master of Science – Information Management – Project Management
- Master of Science – Information Management Technology
- Master of Science – Information Technology

9.13 Information Management-Project Management

Master of Science Degree Program

www.grantham.edu/disclosure/#msimpm

The objective of the Master of Science in Information Management-Project Management degree program is to provide students with the knowledge and skills to manage information systems projects. Required coursework integrates project management principles with information technology in accordance with the project management institute (PMI) guidebook. The outcomes of the program are:

- Use project management techniques to identify and define the computing requirements for an information system
- Implement and evaluate a technology-based information system, process, or program to meet desired needs
- Analyze an information system project based on the system's life cycle
- Develop a project plan incorporating risk
- Implement strategic planning in the area of information systems
- Use current techniques, skills and tools necessary for technology management practice
- Evaluate impacts of technological change on an organization
- Address professional, ethical, legal, security, and social issues and responsibilities
- Recognize the need for and an ability to engage in, continuing professional development

MASTER OF SCIENCE IN INFORMATION MANAGEMENT – PROJECT MANAGEMENT		CREDIT HOURS
BA590	Organizational Behavior	3
BA560	Business Ethics	3
IS515	Management of Info Systems	3
BA647	Project Management Integration Framework (BA646)	3
BA646	Project Management Organization Framework and Risk (BA645)	3
BA645	Project Management Essentials	3
IS535	Telecommunications	3
IS545	Emerging Technologies	3
IS505	Management in Age of IT Change	3
IS525	Information Systems Strategic Planning	3
IS649	Information Technology Project Management	3
BA599	Capstone Project (Completion of the Degree Requirements)	3
	Program Core Credit Hours	**36**

9.14 Information Management Technology

Master of Science Degree Program

www.grantham.edu/disclosure/#msimt

The objective of the Master of Science in Information Management Technology degree program is to provide students with the knowledge and skills to lead change in a technological environment. Required coursework builds a foundation in business technologies, project management and organizational change and planning. The outcomes of the program are:

- Use project management techniques to identify and define the computing requirements for an information system
- Implement and evaluate a technology-based information system, process, or program to meet desired needs
- Implement strategic planning in the area of information systems
- Use current techniques, skills and tools necessary for technology management practice
- Evaluate impacts of technological change on an organization
- Determine existing and emerging technologies relevant to operations of an organization
- Address professional, ethical, legal, security, and social issues and responsibilities
- Recognize the need for and an ability to engage in, continuing professional development

MASTER OF SCIENCE INFORMATION MANAGEMENT TECHNOLOGY		CREDIT HOURS
BA590	Organizational Behavior	3
BA560	Business Ethics	3
IS535	Telecommunications	3
IS665	Data Communications	3
IS545	Emerging Technologies	3
IS515	Management of Info Systems	3
BA645	Project Management Essentials	3
IS649	Information Technology Project Management (BA645)	3
BA685	eBusiness	3
IS525	Information Systems Strategic Planning	3
IS505	Management in Age of IT Change	3
BA599	Capstone Project (Completion of the Degree Requirements)	3
	Program Core Credit Hours	**36**

9.15 Information Technology

Master of Science Degree Program

www.grantham.edu/disclosure/#msit

The objective of the Master of Science in Information Technology degree program is to provide students with the knowledge and skills to manage information technology systems and projects in an organization. Required coursework builds a depth in business technologies, systems analysis and design and technology management. The outcomes of the program are:

- Analyze a problem, identify and define the computing requirements appropriate to its solution
- Design, implement and evaluate a computer-based system, process, component, or program to meet desired needs
- Implement strategic planning in the area of information systems
- Use current techniques, skills and tools necessary for computing practice
- Determine existing and emerging technologies relevant to operations of an organization
- Apply project management principles to information technology projects.
- Address professional, ethical, legal, security, and social issues and responsibilities
- Recognize the need for and an ability to engage in, continuing professional development

MASTER OF SCIENCE IN INFORMATION TECHNOLOGY		CREDIT HOURS
BA685	eBusiness	3
IS515	Management of Info Systems	3
IS535	Telecommunications	3
IS665	Data Communications	3
IS696	Network Systems Design	3
IS545	Emerging Technologies	3
IS675	Systems Design (CS270 or CS371)	3
BA647	Project Management Integration Framework (BA646)	3
BA645	Project Management Essentials	3
IS649	Information Technology Project Management (BA645)	3
IS525	Information Systems Strategic Planning	3
BA599	Capstone Project (Completion of the Degree Requirements)	3
	Program Core Credit Hours	**36**

Course Descriptions

A course prefix identifies each Grantham discipline-specific course, as shown in this table.

PREFIX	DESCRIPTION
AC	Accounting
AH	Allied Health
AR	Art
BA	Business Administration
BIO	Biological Science
CA	Capstone
CE	Computer Engineering Technology
CH	Chemistry
CJ	Criminal Justice
CO	Communication
CS	Computer Science
ED	Education
EE	Electronics Engineering Technology
EN	English
GP	Government and Politics
GS	General Science
GU	Grantham University
HPI	Performance Improvement
HS	History
HSN	Allied Health and Nursing
HU	Humanities
IS	Information Systems
MA	Mathematics
NUR	Nursing
PA	Public Administration
PH	Physics
PL	Philosophy
PS	Psychology
SO	Sociology
SS	Social Science

Course descriptions are listed alphabetically. Course prefixes AH (allied health) and NUR (nursing) now differentiate former HSN nursing courses from former HSN allied health courses. Only the codes changed: Course numbers, titles and course descriptions remain the same. Several HSN courses are multidisciplinary – required courses for both nursing and allied health – so the HSN code for those courses remains as is.

Semester credit hour unit designations are Carnegie units. Example: AH111 Healthcare Delivery Systems 3: 6,6,6

NOTE: In Carnegie Unit designation, the first number indicates the total semester credit hours of the course.

Semester Credit Hours: 1	Carnegie Unit: 1:2,2,2
Semester Credit Hours: 3	Carnegie Unit: 3: 6,6,6
Semester Credit Hours: 4	Carnegie Unit: 4: 8,8,8
Semester Credit Hours: 5	Carnegie Unit: **5**:10,10,10
Semester Credit Hours: 6	Carnegie Unit: **6**:12,12,12

AC210 Basic Accounting I
CU 3:6,6,6
Prerequisite: None
This course focuses on ways in which accounting principles are used in business operations. Students learn to identify and use Generally Accepted Accounting Principles (GAAP), ledgers and journals and steps of the accounting cycle. This course introduces bank reconciliation methods, balance sheets, assets and liabilities. Students also learn about financial statements, including assets, liabilities and equity. Business ethics are also discussed.

AC215 Principles of Accounting II
CU 3:6,6,6
Prerequisite: AC210
This course expands on what the student learns in Accounting I. It is focused on corporate accounting. This course discusses how corporations are structured and formed, with an emphasis on corporate characteristics. Stocks, bonds, notes, purchase investments and analysis of financial statements are included, as well as an in-depth look at managerial accounting. Statements of cash flow, budgets and budget management are also examined.

AC310 Intermediate Accounting I
CU 3:6,6,6
Prerequisite: AC215
This course is designed to familiarize students with the fundamentals and objectives of financial and accounting practices. The basic aspects of the financial statement are analyzed, as is the relationship between the number of receipts and the time value of money. Students examine the elements of the income statement, the statement of cash flows and the methods of adjusting inventory measurements. Other topics include: balance sheets, inventory measurements, accounting issues with operational costs and the role played by investments in the accounting process.

AC315 Intermediate Accounting II
CU 3:6,6,6
Prerequisite: AC310
This course builds on the concepts students learned in Intermediate Accounting I. Students examine short-term liabilities, long-term liabilities, stockholders' equity, share-based compensation, pensions and postretirement benefits, the statement of cash flows and accounting changes and error correction. Other topics include: accounting for leases, accounting for tax on income, accounting for derivatives and full disclosure.

AC330 Cost Accounting
CU 3:6,6,6
Prerequisite: AC215
This course explores the basic principles of cost accounting, the different types of costing and the ways in which organizations use cost information to make decisions. Other topics covered include: customer profitability analysis, service costs, budgeting and financial planning, transfer pricing, responsibility accounting, performance measurement and the importance of nonfinancial indicators.

AC340 Accounting Information Systems I
CU 3:6,6,6
Prerequisites: AC315 and AC330
This course provides an introduction to accounting information systems. Throughout this course, students are provided with accounting information system concepts to give them an understanding of how to analyze and modify systems controls to address threats and risks. The focus of this course is to gain knowledge of accounting information systems in order to perform the accounting function in contemporary business organizations.

AC430 Taxation - Individual
CU 3:6,6,6
Prerequisites: None
This course introduces students to basic concepts of individual income taxation. They examine the basic forms, allowable deductions and adjustments to income and tax credits. Other topics covered include: self-employment income and expenses; capital gains; income from rental properties, royalties, flow through entities and special property transactions; payroll taxes and retirement plans; at-risk rules and passive activity loss rules; and alternative minimum tax.

AC435 Taxation - Corporate
CU 3:6,6,6
Prerequisite: AC315 or BA101
This course includes an overview of how corporations and other business entities are taxed, with the focus primarily on federal income tax. Topics covered include: tax policy issues, tax planning, tax research, property acquisitions and dispositions, nontaxable exchanges, sole proprietorships, partnerships, S corporations, tax compliance and jurisdictional issues.

AC440 Forensic Accounting
CU 3:6,6,6
Prerequisite: AC340 or BA220
This course covers forensic accounting and the business and legal environments in which the forensic accountant operates. Students examine in detail: financial statement fraud, employee and vendor fraud, tax fraud, bankruptcy fraud, divorce fraud and money laundering. In addition, students explore the concepts of business valuation, commercial and economic damages, and expert testimony.

AC450 Auditing and Assurance
CU 3:6,6,6
Prerequisite: AC315
This course integrates previously learned accounting practice with auditing standards and procedures. Course content includes a detailed study of the auditing and assurance environment, concepts, tools and reports. Specific topics include: professional standards, audit reports, professional ethics, legal liability of auditors, audit evidence, audit planning and design, internal control, audit sampling, testing cycle controls and performing substantive tests and completing the audit.

AC460 Governmental and Non-Profit Accounting
CU 3:6,6,6
Prerequisite: AC315 or BA220
This course is a study of the specialized accounting principles applicable to state and local governments and other non-profit organizations, with an emphasis on fund accounting principles used in the recording of assets, liabilities, equity, revenues and expenditures. Also covers the analysis and interpretation of financial statements of such governmental and nonprofit entities.

AC499 Capstone
CU 3:6,6,6
Prerequisites: Completion of the Degree Requirements
This capstone course is required for all accounting majors. Topics include managerial use of financial data, analysis of financial statements and ethics. The student selects a current issue in any area of accounting with a full time accounting faculty member as the research advisor. The student submits a written paper.

AH111 Healthcare Delivery Systems
CU 3:6,6,6
Prerequisite: None
This course introduces students to different types of healthcare delivery systems and how to analyze the organization, financing, regulatory issues and delivery of different healthcare services. Topics covered include the "continuum of care" concept and methods and theories in healthcare delivery systems and computer applications in healthcare. Focus is placed on evolution and trends in managed healthcare, including research, statistics, quality management and integrating information technologies into medical office practices. Other processes such as staffing, productivity and improving quality are also discussed.

AH112 Introduction to Health Information Management
CU 3:6,6,6
Prerequisite: None
This course introduces the student to health information management concepts of healthcare delivery settings in the U.S., including filing systems, storage, circulation and documentation issues. Topics also explored are the electronic health record (EHR), patient confidentiality, the impact of the Health Insurance Portability and Accountability Act (HIPAA) on medical practices, ICD-10-CM implementation and career opportunities for health information management professionals. Students apply health information management concepts and skills to course exercises to demonstrate application of knowledge.

AH114 Medical Terminology
CU 3:6,6,6
Prerequisite: None
This course helps to identify the appropriate medical terminology used to describe the major pathological conditions in the human body. The major systems included in this course are: skeletal, integumentary, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. Students are expected to use correct spelling and apply the terminology appropriately within the scope of healthcare.

AH212 Basic Diagnosis Coding Systems
CU 3:6,6,6
Prerequisite: AH114
This course examines medical billing and coding in medical practice. All basic medical billing and coding issues are discussed, including coding diagnosis, the International Classification of Diseases Manual (ICD-9-CM), coding compliance and legal and ethical compliance. Students extrapolate coding information from the ICD-9-CM manual and examine usage guidelines for Volumes I, II and III. Students are introduced to ICD-10-CM.

AH213 Basic Procedure Coding Systems
CU 3:6,6,6
Prerequisite: AH212
This course provides the student with in-depth coverage of procedural coding utilizing the HCPCS coding system composed of Current Procedure Terminology (CPT) and national codes. The course includes detailed application of the CPT classification system for inpatient and outpatient services. Emphasis includes Evaluation and Management, Anesthesia, Surgery, Radiology, Pathology and Laboratory and Medicine codes, as well as the use of modifiers. Student will applies coding and billing principles through the use of exercises and health management software.

AH214 Reimbursement Methodologies
CU 3:6,6,6
Prerequisite: AH212
This course provides students with a working knowledge of medical insurance and its applications. Emphasis is on understanding insurance essentials, including the role of the medical insurance billing specialist and legal and ethical requirements. Medical documents and coding diagnoses and procedures are discussed. Students comprehend the

claims process, focusing on charges, methods of payments, billing and reimbursement. Other topics covered are private payers, Blue Cross and Blue Shield, Medicaid and Medicare, worker's compensation, disability insurance, hospital insurance, long-term care and dental insurance. Patient billing software is also explored.

AH215 Medical Assisting
CU 3:6,6,6
Prerequisite: None
This course covers an overview of medical assisting as a career. Students analyze job responsibilities of a medical assistant including patient interaction and communication, scheduling and maintaining accurate patient records. Processing insurance claims is described and students examine various bookkeeping systems. The importance of taking inventory is discussed, as well as the steps in making a purchasing decision. Students also explore specialized options for an administrative medical assistant.

AH216 Professional Practice (Capstone)
CU 3:6,6,6
Prerequisites: Completion of the degree requirements
The focus of this class is to simulate the on-the-job experience as a medical billing and coding intern at a clinic. Students will utilize coding and billing skills in an electronic environment, using CPT and ICD 9 CM books and on-line medical records. The course focuses on knowledge and speed and accuracy in billing and coding in a capstone curricula experience.

AH356 Information Security and Privacy in Healthcare Organizations
CU 3:6,6,6
Prerequisite: None
This course explores the regulatory issues associated with the Health Information Privacy Protection Act (HIPPA) and the implications of this Act related to data security and privacy issues in healthcare organizations. Topics examined are identifying and prioritizing information assets and threats to those assets; defining information security strategy and architecture; planning responses to intruders in an information system; and identifying legal and ethical issues and implications of information security.

AH432 Healthcare Informatics
CU 3:6,6,6
Prerequisite: None
This Course focuses on the day-to-day requirements of healthcare systems in the processing and storing of patient information and the medical management systems to facilitate appropriate and safe care. Students examine a broad range of topics including: aspects of the healthcare delivery system in relation to overall management functions, institutional, social and political forces in health care, the role of IT in healthcare management and information security and patient privacy.

AH497 Health Systems Management Capstone Project
CU 3:6,6,6
Prerequisites: Completion of the degree requirements
This course helps to develop and implement a unique project that demonstrates mastery of the program objectives. Program objectives include applying fundamental systems analysis and design concepts and program solving strategies to information technology problems; applying project management principles to information systems development efforts and analyzing, designing and implementing solutions to healthcare information challenges.

AH511 Health Services Management
CU 3:6,6,6
Prerequisite: None
This course explores the managerial roles, processes, technologies and tools applicable to a variety of health services organizations. Topics examined are key players and the impact they have on healthcare delivery systems, the production, cost and technology of healthcare, the demand for healthcare and the rise in health care consumerism. Also included are the healthcare industry's quest for quality and productivity and trends that may likely shape the future of healthcare. In addition, best practices related to management, leadership, organization design and development are discussed.

AH531 Healthcare Financial Management
CU 3:6,6,6
Prerequisite: None
This course analyses the financial management challenges and best practice solutions in the healthcare industry. Students investigate the most common tools, processes and techniques used by financial managers in a healthcare environment. Examples used come from a variety of healthcare providers including HMOs, hospitals, physician practices, home health agencies, nursing units, surgical centers and integrated healthcare systems.

AH537 Healthcare Information Resources Management
CU 3:6,6,6
Prerequisite: None
This course examines concepts and techniques in healthcare enterprises for information resources management. Topics include strategic assessment of information needs, resource allocation, techniques for prioritization and control, system acquisition and strategic planning for information system needs and the IT Life Cycle. Governance structures for IT systems planning and evaluation, strategies for aligning competing interests within an organization and stages of planning for an enterprise system is also investigated.

AH541 Healthcare Finance and Economics
CU 3:6,6,6
Prerequisite: None
This course investigates the structure of finance theory and tools for the management of healthcare on a daily basis. Topics include: demand, pricing, cost, production and investment. Emphasis is placed on the assimilation of financial concepts and their application in healthcare agencies and institutions.

AH543 Healthcare Strategic Management
CU 3:6,6,6
Prerequisite: None
This course explores the history, logic, structure and best practices of healthcare strategic management. Students investigate the organization's value chain, analyze the necessity for both the analytical and emergent models of strategic management and review alternative processes related to developing and updating strategic plans. Best practices for implementing strategic plans fast and effectively are also investigated.

AH551 Legal and Ethical Issues of Healthcare Management
CU 3:6,6,6
Prerequisite: None
In this course students examine the legal and ethical issues impacting healthcare management. The concepts of law, professional accountability, legal liability, negligence, malpractice and criminal offense are explored. Specific laws and/or statutes governing healthcare practitioners are reviewed in addition to the application of those principles and ethical considerations while providing healthcare.

AH597 Health Systems Management Capstone
CU 3:6,6,6
Prerequisite: Completion of the degree requirements
This course investigates the strategic planning process to determine direction in health systems management. By effectively managing established objectives and designing and implementing proposed strategies, students explores a range of strategic challenges facing directors of health systems management. The course stresses the dynamic nature of issues as related to rapidly evolving healthcare delivery. Students develop and implement a unique project that demonstrates mastery of the program objectives.

AH598 Healthcare Administration Capstone
CU 6:12,12,12
Prerequisites: Completion of the degree requirements
This course assists the student to develop a capstone project which demonstrates mastery of program objectives. The project is research-based, relevant to current practice and focused on a making a strategic change in the healthcare environment. The topic will be an area of interest for the student that will integrate coursework in functional areas of healthcare involving the basic direction and goals of an organization including the social, political, technological, economic and global environment. This research-based course deepens student understanding of an important healthcare management issue by integrating professional experience with new knowledge. The course is the culminating experience for the student in healthcare administration.

AR201 Introduction to Modern Art
CU3:6,6,6
Prerequisite: None
This course is a general introduction to major movements in the arts from the late 18th to the 21st Century. It is designed for the beginning student and assumes no previous experience in art or art history. The course will focus on painting and sculpture with reference to architecture and decorative arts. In addition to an introduction to the major artworks the course will teach the fundamental of visual analysis and the language used to describe works of art.

AR301 Modern Art in the U.S.
CU 3:6,6,6
Prerequisite: None
This course provides students with a survey of American art in the 20th century. This course encompasses a chronological, organized and comprehensive anthology of readings that tell the whole story of art in America from 1900 to the present. Topics included are cultural and historical context for the first twenty years, for the jazz age, for the depression years, for World War II and the Cold War, for the Vietnam War era and finally for the age of Reagan and postmodernism.

AR310 Ancient Art: Tombs and Treasures
CU3:6,6,6
Prerequisite: None
This course examines the art and architecture of one of the most fascinating ancient civilizations. This course is a study of the visual arts of ancient Egypt and related areas during the period from approximately 4000 B.C. to 30 B.C. This course will explore the objects of Egyptian art—the tombs and wall paintings, sculpture, coffins, amulets and more.

BA101 Introduction to Business
CU 3:6,6,6
Prerequisite: None
This introductory course provides students with a practical and concrete explanation of the concepts of business. Concepts, principles and operations of the private enterprise system are identified in this course. Students compare and contrast sole proprietorships, partnerships and corporations and they learn the advantages and disadvantages of each. This course also discusses the functions of modern business management, marketing and ethics and social responsibility. Human resource management is described, as well as how

employers can motivate their employees. Bookkeeping, accounting, financial management and financial statements are also examined.

BA150 Principles of Business Management
CU 3:6,6,6
Prerequisite: None
This course is an introductory course that provides students with a practical and concrete explanation of the concepts and techniques they will need as managers in today's new organizations. The sequence of topics follows the familiar pattern of planning, organizing, leading and controlling. Throughout the course, the manager's role in leading and accommodating change is emphasized. The course also introduces the student to the issues of managing global businesses, especially the ways in which managers need to develop a global perspective in order to be successful. Issues in strategy, diversity and entrepreneurship are covered extensively.

BA181 Foundations of Marketing
CU 3:6,6,6
Prerequisite: None
This course on the principles of marketing provides an introduction to the nature and fundamentals of the marketing activity in modern businesses. The broad view of marketing that is presented builds on the integration of marketing with the entire enterprise, reinforced by theories and concepts as well as practices and applications. Topics include an analysis of the economic factors influencing buyer behavior, marketing research, market segmentation, development of marketing programs (new product, price, advertising and distribution decisions) and international marketing. The course also covers new marketing technologies that are revolutionizing the way companies bring value to their customers.

BA201 Microeconomics
CU 3:6,6,6
Prerequisite: None
This course provides the student with a sound foundation in economic thinking that is central to business. Topics that are covered include: supply and demand, opportunity costs, elasticities, utility theory, the economic concept of the firm, the relationship between costs and capital in the short-run and in the long-run, competition, monopoly, anti-trust laws and public and private goods.

BA206 Macroeconomics
CU 3:6,6,6
Prerequisite: None
This introductory course provides an overview of current and traditional concerns and methods of macroeconomics. Topics that are covered include: economic growth, unemployment inflation, government deficits, monetary policy, investment and capital, the role and methods of the Federal Reserve, Keynesian and monetarist theories and comparative advantage.

BA215 Business Statistics
CU 3:6,6,6
Prerequisite: None
This course applies descriptive and inferential statistics to solve business problems. Students perform statistical analysis of samples, compute the measures of location and dispersion and perform linear and multiple regression and correlation analysis. Other topics include constructing a hypothesis, performing one-way and two-way analysis of variance and making decisions under risk and uncertainty.

BA220 Financial Accounting
CU 3:6,6,6
Prerequisite: None
This introductory financial accounting course introduces the student to the important role of financial accounting in modern business. The key role of financial accounting is to provide useful information to external users in order that a wide variety of economic decisions can be made. The course covers the theory and practice of accounting applicable to the recording, summarizing and reporting of business transactions. Topics include the different types of financial statements and accounts, asset valuation, revenue and expense recognition and appropriate accounting for asset, liability and capital accounts.

BA225 Managerial Accounting
3 CU 3:6,6,6
Prerequisite: BA220
This course is a continuation of Financial Accounting, shifting the focus from external reporting to internal needs of managers. Managerial accounting information helps managers accomplish three essential functions: planning, controlling and decision-making. The course provides students with an understanding of managerial accounting information to enable them to evaluate the usefulness of managerial accounting techniques in the real world. Topics include: managerial accounting terminology, budgeting, costing, breakeven analysis and cost-volume-profitability analysis. The methods of identifying and extracting relevant information from managerial accounting systems as an input to decision making and performance evaluation are stressed throughout the course.

BA250 Personal Finance
CU 3:6,6,6
Prerequisite: None
This introductory course provides the student with a basic understanding of personal financial planning. The course is designed to help students understand how to plan for a successful financial future for themselves and their families.

The course offers a comprehensive treatment of financial planning to help students understand the complexities of today's financial world and evaluate their financial options through a formal decision-making approach.

BA260 Business Law I
CU 3:6,6,6
Prerequisite: None
This course is designed to provide the student with a basic understanding of the law that affects business operations including the topics of torts, contracts, commercial paper and sales. New developments that affect the legal environment of business are presented from all three sources of law: statutes, regulations and case law. The student will gain a thorough understanding of law that governs business and will gain an understanding of how new developments in technology affect business law.

BA265 Business Law II
CU 3:6,6,6
Prerequisite: BA260
This course provides students with an understanding of the law affecting business operations, including the topics of debtor-creditor relationships, business organizations, government regulation, property and its protection and the international legal environment. New developments on those topics are presented from three sources of law: statutes, regulations and case law.

BA280 Consumer Behavior
CU 3:6,6,6
Prerequisite: None
This course provides the student with a comprehensive theoretical and practical base of knowledge regarding the forces that shape the attitudes and behaviors of consumers of products and services. Subjects covered include consumerism in American society, learning theories, motivation, personality theories, persuasive communication and the consumer decision-making process.

BA301 Business and Society
CU 3:6,6,6
Prerequisite: None
This intermediate course is designed to provide the student with a basic understanding of business and how it relates to society as a whole. The major topics include the corporation in society, the business and the social environment, business and the ethical environment, business and government in a global society, the corporation and the natural environment, business and technological change. A systems-thinking approach is central to the course, wherein business, government and society are so closely intertwined that an action that affects one will inevitably affect the others. The corporation's responsibilities to primary and secondary stakeholders, both economic and ethical, are studied in light of various social issues.

BA303 Business Negotiations
CU3:6,6,6
Prerequisite: None
Students will analyze and evaluate the fundamentals, major concepts and theories of bargaining and negotiation. Case studies will provide an experiential approach to learning the strategies and tactics of negotiation while examining power and emotions in interpersonal conflict and its resolution. International and cross-cultural negotiations and ethical standards will be covered in this course.

BA320 Retail Management
CU 3:6,6,6
Prerequisite: BA181
This intermediate course introduces students to aspects of retailing, such as strategic planning and the overall retailing activities and control mechanisms. The retail strategies of a broad range of retail institutions are analyzed. The student is then shown how to identify and understand target customers, choose a retail location and manage a business. The merchandise management and pricing aspects of the retail strategy mix is presented.

BA325 Labor Relations
CU 3:6,6,6
Prerequisite: BA260
This course examines the historical and legal basis for labor relations and collective bargaining in the United States. The growth and evolution of labor law due to court decisions, NLRB rulings and changes in the environment of union and management relations are covered, as well as analyses of the implications of changing labor laws in the workplace. Topics include estimation of wages and benefits, computerized costing, negotiating techniques, contract enforcement, grievances and arbitration.

BA330 Marketing Communications
CU 3:6,6,6
Prerequisite: BA181
This course provides students with a baseline understanding of marketing communication strategies. Starting with the theoretical background to marketing communications, the course moves to the mechanics of producing marketing materials, describing the various techniques marketers have for telling their stories. By taking the concept of marketing as a launching point, students examine the layers of a sound marketing implementation plan by looking at several communication strategies. Initial topics include communication and miscommunication in the marketing world. The course is practical examination of real-life marketing communication tactics.

BA340 Human Resource Management
CU 3:6,6,6
Prerequisite: None
This course provides students with a comprehensive review of the concepts and techniques associated with strategic human resource management (HRM) in an emerging global context. Key issues examined are the legal, ethical and regulatory nature of the business environment. Also studied are the specific technical areas of job evaluation, recruitment and selection, compensation and benefits, training and development, performance appraisal and employee relations. Of particular importance is the examination of such areas as technology, international staffing and global competition.

BA345 Patents, Copyrights and Trademarks
CU 3:6,6,6
Prerequisite: BA260
This course provides an introduction to our legal system and teaches the essentials of patents, copyrights, trademarks and trade secrets. Topics include definitions of technical/legal terms, an explanation of the legal terminology, the full text of key laws (including those relating to the Internet), as well as descriptions of the different protections offered by patents, copyrights and trademarks – and how they can affect you.

BA350 Principles of Finance I
CU 3:6,6,6
Prerequisite: BA225
This intermediate course examines the role of the financial manager in the overall management and control of a firm. Stress is placed on the use of analytical models for improving the decision-making process. Both the short-term management of working capital and the long-term planning of capital structure and investment strategy are covered. Topics include financial ratio analysis, the time value of money, valuation of stocks and bonds, free cash flows, capital budgeting and the cost of capital.

BA355 Principles of Finance II
CU 3:6,6,6
Prerequisite: BA350
This intermediate course is the continuation of Principles of Finance I. The course examines the role of the financial manager in the overall management and control of a firm. Stress is placed on the use of analytical models for improving the decision-making process. Both the short-term management of working capital and the long-term planning of capital structure and investment strategy are covered. International issues are emphasized. Topics include leverage, working capital management, hedging and value creation by merger, valuation of an acquisition and the theory of optimal capital structure.

BA365 Introduction to Operations Management
CU 3:6,6,6
Prerequisite: None
This course is an introduction to operations management that strikes a balance between both the managerial issues and quantitative techniques of operations. There is an increased emphasis on information technology and the effect of the Internet and e-business on operations management. Important changes taking place in operations, such as supply chains, e-business and information technology are integrated with more traditional topics in operations such as strategy, quality and competitiveness. Topics include the strategic importance of operations, designing the operating system, managing the supply chain and ensuring quality.

BA370 Employment Law
CU 3:6,6,6
Prerequisite: None
This course provides the student with a basic understanding of law that affects business in the area of employment, including employment relationship and procedure, employment discrimination and government regulation of employment. New developments affecting the legal environment of employment are presented from all three sources of law: statutes, regulations and case law. The student will gain a thorough understanding of employment law that governs business and how new developments affect employment law.

BA401 International Business
CU3:6,6,6
Prerequisite: None
This advanced course explores the unpredictable forces of foreign business environments and the role of multinational corporations in worldwide economic development with emphasis on complexities confronting US firms operating in international market, covering trade and foreign investment; theories of international trade, economic development and international investment; and governmental and private international agencies, which affects international business.

BA405 Multinational Management
CU 3:6,6,6
Prerequisite: BA301
This advanced course provides an introduction to multinational management. The course is designed to familiarize students with the dynamic, interrelated challenges and opportunities of operating an international business. It addresses issues of world trade, international investment, world financial markets and business policy and strategy. It provides the student with conceptual frameworks and theoretical explanations applicable to the daily challenges of a practicing manager faced with cultural differences, global marketing, multinational finance and accounting and taxation.

BA411 Training and Development
CU 3:6,6,6
Prerequisite: None
This course is an overview of training and development as a process designed to assist an individual to learn new skills, knowledge, or attitudes. As a result, these individuals make a change or transformation that improves or enhances their performance. These improvements ensure that people and organizations are able to do things better, faster, easier and with higher quality and a better return on investment.

BA420 Organizational Behavior
CU 3:6,6,6
Prerequisite: None
This course introduces students to concepts and principles of organizational behavior. Students investigate the impact that individuals, groups and structures have on behavior within organizations, for the purpose of applying such knowledge toward improving an organization's effectiveness. Topics addressed include motivation, leadership, communications, group structure and process, attitude and values and the change process.

BA421 Leadership in Organizations
CU 3:6,6,6
Prerequisite: None
This course presents leadership as a way of acting that involves the influence of people to inspire change toward a mutually-desired outcome. Technological advancements and globalization have created a business environment where rapid and constant change is the norm. This course uncovers how effective leaders embrace the inevitability of constant change and diversity and use their interpersonal skills to promote change, communicate vision, provide a sense of direction and inspire employees.

BA430 Introduction to Quality Management
CU 3:6,6,6
Prerequisite: BA301
This course presents a broad overview of the quality management system. The total quality concept as an approach to doing business began to gain wide acceptance in the late 1980s. The evolution and methodologies for managing the quality system in manufacturing changed the way business was conducted. This course provides an overview of the transformation, the tools used and how the system has evolved.

BA431 Performance Management
CU 3:6,6,6
Prerequisite: None
This course reviews the purpose of performance management as the approach of systems thinking into the process of work improvement in organizations. This course examines the systems approach in measuring human performance and its alignment with organizational objectives. This approach is from the process of using metrics, removing barriers and studying the end results of the business. The course also explores some of the systems in transferring the approach of employee involvement into successful organizations.

BA432 Quality Management
CU 3:6,6,6
Prerequisite: None
This course is an analysis of quality management as a statistical base of quality control. The applications of these tools design and implement a quality management system, while also addressing the underpinnings of quality theory and quality philosophy through basic mathematical equations of quality control and develop methods for applying these tools to design, manufacturing and inspection procedures. By examining the means used by quality managers, students unveil how members of the organization perform in their tasks in such a way that promotes quality in its processes and ensures continuous improvement in its performance.

BA440 Marketing Analysis
CU 3:6,6,6
Prerequisite: MA170
This course provides students with an advanced, managerial approach to marketing strategies, exposing students to major decisions that marketing managers may face in their effort to balance an organization's objects and resources against the needs and opportunities in the global market. Initial topics include an in depth view of strategic marketing strategies and the national and international marketing environment. Building upon this foundational knowledge, the course also explores marketing in the Internet age, the ethics of marketing from a social perspective, the global marketplace and relationship marketing.

BA450 Project Management
CU 3:6,6,6
Prerequisite: BA215 or MA170
This advanced course identifies the components of modern project management and shows how they relate to the basic phases of a project, starting with conceptual design and advanced development and continuing through detailed design, production and termination. Topics covered include project organization and structure; project planning and control; human behavior in the project setting; and project management information systems. The course places stress on integrative concepts rather than isolated methodologies. It relies on simple models to convey ideas and avoids detailed mathematical formulations, though some of the more important mathematical programming models are presented.

BA451 Compensation
CU 3:6,6,6
Prerequisite: None
This course integrates the concepts and topics related to the field of compensation to organizations. The course covers topics such as skill and performance competency analysis, compensation strategies, benchmarking job types, structuring pay merits, forms of pay, performance appraisals, determining benefit structures and Government and Legal issues in compensation. This course is designed to allow practical application of compensation in organizations through analyzing asset variations and the employee performance/recompense relationship.

BA460 Public Relations
CU 3:6,6,6
Prerequisite: BA330
This course provides students with an in-depth analysis of public relations practices. The course aims to demonstrate the critical need for effective public relations communication in the 21st Century by placing emphasis on the principles, processes and practices that lead to building positive relationships in a 24/7 communications environment. Starting with an understanding of how communications research, theory and public opinion can be applied to strategic public relations planning and creation of believable and persuasive messages, the course moves through a series of "Speaking of Ethics" features that bring to life the daily dilemmas that confront professional public relations practitioners.

BA470 Entrepreneurship
CU 3:6,6,6
Prerequisite: BA150
This penultimate course in the core business curriculum is an advanced undergraduate course focusing on entrepreneurship and small business ownership. The major topic of the course is the development of an entrepreneurial endeavor, including analyzing the venture creation process, understanding the groundwork for becoming an entrepreneur and studying real life examples that illustrate entrepreneurial ethics and the global dimensions of entrepreneurship.

BA471 Developing Human Resources
CU 3:6,6,6
Prerequisite: None
This course presents the opportunity to develop targeted skills using human resource systems as a management tool. Students develop expertise in creating and implementing hiring, training and reward systems. This framework includes viewing human resources as a way to enhance employee retention, development, career advancement and performance management.

BA490 Business Policy and Strategy
CU 3:6,6,6
Prerequisites: Completion of the Degree Requirements
This advanced course is designed to provide students with a comprehensive review of management and the total business enterprise. Students learn strategy formulation, implementation and evaluation concepts and techniques through an applied project. Students use this new knowledge, coupled with knowledge acquired from other courses, to chart the future direction of different types of organizations. The course builds on previous courses to offer insights and analytic tools which a general manager needs to plan and implement successful business policies and strategies. The course emphasizes the practical application of business theory to business problems through a course project and the choice of an exam or internship opportunity. The internship opportunity is arranged by the student and approved by the instructor. *This internship option is not available to students who are Ohio residents due to state requirements. Ohio students taking BA 490 must complete the examination that is part of the course.*

BA500 Management
CU 3:6,6,6
Recommended Competency: BA150
This course provides a solid foundation for facing the challenges of a rapidly changing and highly competitive business environment. This course introduces the fundamental management functions of planning, decision-making, organizing, leading and controlling, as well as the tools and techniques of managing people, processes, projects and the work environment. Students explore current issues in management and gain insights into how successful organizations operate.

BA501 Overview of Business Intelligence
CU 3:6,6,6
Prerequisite: None
This course surveys the field of business intelligence and establish a foundation of knowledge regarding the integration of sales, human resource, customer, finance and product information data into a warehouse. Students discover the process of data driven decision making and its role in today's organizations.

BA510 Accounting
CU 3:6,6,6
Recommended Competency: BA225
This course provides students with a framework for the analysis, use and design of internal accounting systems. This introduction to financial and managerial accounting prepares students to use accounting data for strategic and management purposes with an emphasis on profitability and understanding the strengths and weaknesses of an organization's accounting system. Students develop an understanding of the nature of costs, budgeting, cost allocation, standard costs and variances.

BA520 Quantitative Analysis
CU 3:6,6,6
Recommended Competency: MA170
This Quantitative Analysis (QA) course addresses managerial decision analysis using quantitative tools. Topics include a general framework for decision analysis, decision tables and trees, forecasting, inventory control, linear programming, transportation and assignment, networks, project time management, waiting lines (queuing) and simulation. After the course, the student should be able to use a broad array of powerful analytical tools to make business decisions.

BA521 Balanced Scorecards and Performance Dashboards
CU 3:6,6,6
Prerequisite: None
This course creates business intelligence tools such as balanced scorecards, performance prisms and dashboards as tools to use in the organizational decision making process. Content in this course focuses on the advantages of each data tool and the best implementation options moving toward performance improvement. Students learn to match information needs with the most appropriate data presentation.

BA530 Marketing Management
CU 3:6,6,6
Recommended Competency: BA181
This course reviews marketing management within the broader context of an organization's strategies and operations. Students explore how marketing adds value by working to support organizational strategy. Topics covered include the 4 Ps (product, price, place and promotion), different types of markets, marketing research, market segmentation and differentiation, global aspects of marketing and the implementation and control of marketing plans. Students discover the benefits of market research and analysis and develop effective marketing strategies through segmentation, targeting and positioning.

BA531 Business Performance Management
CU 3:6,6,6
Prerequisite: None
This course translates business performance management topics related to organizational development and performance management in a business intelligence context. This course focuses on how to drive business strategy throughout the organization through performance objectives, organization structures and management processes, as well as how to deal with managing the performance of teams and individuals toward the achievement of performance objectives.

BA540 Managerial Economics
CU 3:6,6,6
Recommended Competency: BA201
This advanced course applies microeconomic theory to the management of the firm by focusing on the use of microeconomics to enhance decision-making. The course explores the complex relationships between manager decisions and the impact of those decisions on product demand and profitability. Students delineate the economic environment in which the firm operates and learn to think strategically within this environment.

BA541 Customer Relationship Management
CU 3:6,6,6
Prerequisite: None
This course allows students to generate systems of customer relationship management that promote effective, long term client relationships by delivering value to targeted organizational markets. Depending upon assessment of value in the marketplace provides a means of gaining profitability. The management of customer needs including data capture, storage and analysis are central to building effective customer management. Students focus on helping customers maximize profits through efficient data management systems.

BA542 Strategic Management of Technology and Innovation
CU 3:6,6,6
Prerequisite: None
This course focuses on the strategic management of technology and innovation as a way to increase the productivity of organizations. Leveraging technology in a rapidly changing global environment is a key to successful organizational management. Students develop methods to use in staying current in emerging trends and riding those trends to improve profitability within an organization.

BA550 Finance
CU 3:6,6,6
Recommended Competency: BA350
This introduction to corporate financial management and investments provides the framework, concepts and tools for analyzing financial decisions by applying the fundamental principles of modern financial theory. Major topics include the time value of money, the economic and financial environment, an overview of financial statement analysis, the essentials of risk analysis and the valuation process and capital budgeting.

BA560 Business Ethics
CU 3:6,6,6
Prerequisites: None
This course examines ethics and values in multiple contexts. It begins with an exploration of individual values and the integration of mind, body and soul. The perspective then broadens to include corporate ethics and the role of moral

leadership in business. The course concludes with an examination of ethical dilemmas created by an expanding global economy.

BA562 Labor Relations and Management
CU 3:6,6,6
Prerequisites: None
This course introduces students to the traditional approach to studying U.S. labor relations in an uncritical exploration of how the existing labor processes work, how unions are organized, how contracts are negotiated and how grievances are resolved. Labor relations processes and work rules are simply a means to more fundamental ends or objectives. This course examines the goals or objectives of work rules to discover what motivates contemporary U.S. labor relations processes and evaluates whether these processes remain effective in the 21st Century. To achieve these goals, this course will analyze the existing processes -- such as organizing, bargaining and contract administration, as well as the major pressures on these processes -- employee involvement, workplace flexibility and globalization.

BA570 Strategic Management
CU 3:6,6,6
Prerequisites: None
This strategic management course is designed to help students effectively guide an organization toward a profitable and dynamic future. This course provides students with a formal method of defining the organization's purpose and aligning the entire business to achieve corporate goals. It also examines emerging technologies in information processing as an important element of strategic planning.

BA580 Strategies for Change
CU 3:6,6,6
Prerequisites: None
This course introduces students to a broad spectrum of issues relative to change, including the dynamics of leadership, the failure of change, how to make planned change work and the implications of change for the 21st Century. Topics include the importance of leadership, how successful leadership can result in a more effective organization, how to implement new changes to promote a healthy organization, change in action, e-commerce, radical change and the implications of change for the 21st Century.

BA590 Organizational Behavior
CU 3:6,6,6
Recommended Competency: BA420
This advanced course discusses how businesses run on hardware, software and human capital more than ever before. This course focuses on the people in the organization and how they work and behave in the work environment. It examines the behavior of individuals, the dynamics of teamwork and the processes of small groups, decision-making, problem solving, conflict management and ways to eliminate barriers to effective communications within the workplace.

BA595 Project Management Capstone
CU 3:6,6,6
Prerequisites: Completion of the Degree Requirements
This course is the capstone for the Certificate in Project Management program. Students will demonstrate an understanding and application of material explored during the Project Management Certificate Program. This course will prepare students for the Project Management Institute's (PMI) Project Management Professional (PMP) certification examination. Preparation includes utilization of study guides and practice exams

BA597 Capstone Project-Business Intelligence
CU 3:6,6,6
Prerequisites: Completion of the Degree Requirements
This course applies the knowledge and skills acquired in courses to the student's work environment. This project is completed individually; students are encouraged to select work-related projects that are of particular interest and will result in professional growth and benefit the organization.

BA599 Capstone Project
CU 3:6,6,6
Prerequisites: Completion of the Degree Requirements
This capstone project allows students to apply the reasoning, decision-making, analytical and authorship in the curriculum to the work environment. The project is completed individually; students are encouraged to select work-related projects that are of particular interest and will result in professional growth and benefit the organization.

BA645 Project Management Essentials
CU 3:6,6,6
Prerequisite: None
This course completes the topics presented in the Project Management Institute's Project Management Body of Knowledge and includes project cost, quality, procurement and risk management. Students are provided with opportunities to apply these concepts using real-life exercises, examples and software tools.

BA646 Project Management Organization Framework and Risk
CU 3:6,6,6
Prerequisite: BA645
This course furthers the fundamental concepts of scope, time management and human resource planning and project communications as presented in the Project Management Institute's Project Management Body of Knowledge. Emphasizing both theory and practical application, students are provided with an opportunity to apply these concepts using real-life exercises, examples and software tools.

BA647 Project Management Integration Framework
CU 3:6,6,6
Prerequisites: BA646
This course introduces students to the fundamental elements of effective project management. It provides students with the opportunity to apply these elements using exercises and examples based on real-time projects. The required tools and techniques used to plan, measure and control projects and the methods used to organize and manage projects are discussed.

BA661 Human Resource Strategies
CU 3:6,6,6
Prerequisites: None
This course examines HR's evolving role as an important element of strategic management and as a source of competitive advantage. Course topics include diversity and effective management, change and performance management, teams and team effectiveness and the roles and responsibilities of HR professionals, managers and employees.

BA685 eBusiness
CU 3:6,6,6
Prerequisites: None
This course covers the Internet and related technologies which pose enormous opportunities for developing new business models and significant threats to existing models. Information Professionals must be prepared to recognize opportunities and overcome challenges posed by the electronic economy. This course defines the core elements of developing an eBusiness strategy, including branding, competitive analysis, technology assessment, business method models and preparing for emerging trends. Course assignments involve extensive case studies and online research using the latest e-tools. Students collaborate to create a prototype eBusiness venture.

BIO113 Anatomy and Physiology
CU 3:6,6,6
Prerequisite: None
This course examines the twelve major systems of the human body. These systems include: skeletal, integumentary, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary and reproductive. In addition, students develop the use of appropriate medical terminology, examine cell and tissue structure and review how body systems maintain health homeostasis.

BIO113L Anatomy and Physiology Lab
CU 1:2,2,2
Corequisite: Concurrent enrollment in BIO113
Anatomy and Physiology Lab (BIO113L) adds a one (1) credit hour laboratory component to BIO113 Anatomy and Physiology. The laboratory experience is for students to meet graduation requirements in states requiring laboratory science courses in degree programs. The lab component is also open to students who elect to include a laboratory experience in their Anatomy and Physiology course. Students wishing to add the lab component must be concurrently enrolled in BIO113 and BIO113L. The lab is an extension of BIO113 and is not a standalone course and, therefore, may not be taken in isolation. When taken concurrently with BIO113, the student is eligible to earn 4 hours of science credit instead of 3 credit hours.

BIO116 Introduction to Pathophysiology
CU 3:6,6,6
Prerequisite: None. [Enrollment restricted to Allied Health students]
This course explores the pathophysiology of diseases and disorders of the principal organ systems of the human body. Topics presented include homeostasis and disease processes, trauma, cancer, pain management and an overview of common diseases and disorders of each organ system. Students ascertain how pathophysiological processes disrupt normal functioning of the human body.

BIO117 Introduction to Pharmacotherapy
CU 3:6,6,6
Prerequisite: None. [Enrollment restricted to Allied Health students]
This course explores the role of pharmacotherapy in the treatment of physiological and psychological disorders and diseases. Students develop a framework for understanding diseases and disorders that are commonly associated with each major system and the pharmacological treatment commonly used in managing the pathology. Types of pharmacotherapies reviewed include muscle relaxants, anesthetics and pain medication.

CA499 Professional Strategies
CU 3:6,6,6
Prerequisite: Completion of the Degree Requirements
This course is designed as a senior-level capstone course to be taken at the end of the Multidisciplinary Studies program. This capstone course provides an opportunity for students to synthesize and articulate their undergraduate experience by demonstrating knowledge and skills acquired in previous coursework and/or work experience.

CE212 Digital Electronics (Lab included)
CU 4:8,8,8
Prerequisites: CS192 and EE105
This is an introductory course to the fundamentals of digital electronics. Topics include number systems and codes, logic gates, Boolean algebra, combinational circuits and PLCs. Sequential circuits are introduced. Circuits are implemented using circuit simulation software and also using a hardware description language.

CE262 Microprocessor Systems Engineering (Lab Included)
CU 4:8,8,8
Prerequisite: CE212
This course provides a systems-level understanding of Intel microprocessors. Intel architecture microprocessor families are covered: 8088, 8086, 80286, 80386, 80486 and the latest Pentium processors. Students write practical programs and learn to plan, write and test software solutions for real applications. A solid understanding of the role of the various types of memory on the modern microcomputer system is covered.

CE312 Advanced Microprocessors (Lab included)
CU 4:8,8,8
Prerequisite: CE262
This course uses practical applications and microprocessor-based systems to help the upper-level student gain a unique perspective in this cutting-edge technology. Topics include microcomputer concepts, the 68000-instruction set, assembly-language programming, programming examples and input/output interface examples.

CE362 Modern Digital Design (Lab included)
CU 4:8,8,8
Prerequisite: CE212
This is an intermediate course in digital logic design. Topics include synchronous and asynchronous sequential logic, logic families and digital/analog interfacing. Analysis and design problems are approached using circuit simulation and a hardware description language.

CH201 Chemistry and Society
CU 3:6,6,6
Prerequisite: None
This course is a general survey of chemistry intended for non-science and non-engineering students. This course personalizes chemistry for today's students – allowing them to focus on evaluating information about real-life issues rather than memorizing rigorous theory and mathematics. The connection between chemistry theory and our everyday lives is developed.

CH205 General Chemistry (Lab Included)
CU 4:8,8,8
Prerequisite: MA105
This is a general chemistry course, intended for engineering students. Topics include: states of matter, thermo-chemistry, ionic and covalent bonding, molecular geometry, rates of reaction, oxidation-reduction equations, thermodynamics and organic chemistry.

CJ101 Introduction to Criminal Justice
Prerequisite: None
CU 3:6,6,6
This course examines a general overview of the criminal justice system, with an emphasis on decision points and administrative practices in police and other criminal justice agencies, as well as basic criminal procedures. Topics include: Causes of crime, criminal law, policing history and structure, police management and legal aspects, adjudication including the courts and sentencing, corrections drugs and crime, multinational criminal justice and the future of criminal justice.

CJ102 Introduction to Criminology
Prerequisite: None
CU 3:6,6,6
This course introduces the student to the major theories of crime by exploring the biological, psychological, sociological and economic theories. Traditional and contemporary theories of criminology are examined to better explain patterns and root causes of crime, crimes against persons and property, white-collar and organized crime, drug abuse and crime, technology and crime, terrorism and criminology and social policy.

CJ201 Police Systems & Practices
Prerequisite: None
CU 3:6,6,6
This course provides an overview of police issues, integrating the history, social context and theoretical understanding of policing in America. Relationships between communities, individuals and police organizations are studied. Topics include: evolution of policing, organizational structure and supervision, societal expectations and police corruption.

CJ202 Correctional Systems & Practices
Prerequisite: None
CU 3:6,6,6
This course evaluates the history and progression of correctional systems. Contemporary correctional practices are analyzed and evaluated using a historical perspective with a modern emphasis on community and institutional corrections. This course balances current and past research, theories and applications and practical examples and issues. Topics include: historical perspectives, the court process, alternatives to imprisonment, correctional functions, institutional clients, rights of correctional clients, reintegration systems and the future of corrections.

CJ203 Juvenile Justice I
Prerequisite: None
CU 3:6,6,6
This course explores the evolution of the juvenile justice system and the different approaches followed by the court and correctional authorities. Current topics in juvenile justice include youth victimization, crime prevention, treatment and various juvenile sanctions. Distinction is made between the adult and juvenile system, with emphasis placed on the roles and functions of the juvenile justice system.

CJ230 Serial Killers
Prerequisite: None
CU3:6,6,6
This course involves an examination of serial killers, including the history, profiling of the offenders and techniques for the investigation. Actual case studies are discussed. *This course examines mature subject matter, some of which may include violent and sexually explicit material. By signing the enrollment agreement, you acknowledge the course content may be violent and you imply your willingness to read, research and participate in all discussion forums, written assignments and/or exams. As you participate in this course, you will be required to respond in a respectful and thoughtful manner*.

CJ302 Criminal Procedure
Prerequisites: CJ101 and CJ102
CU 3:6,6,6
This course provides the student with the core knowledge of constitutional criminal procedure. Topics of study include: Fourth Amendment doctrines such as the exclusionary rule, the search warrant, plain view, arrest and Terry-stops and warrant- less searches. The focus of the exclusionary rule reflects the areas in which the Supreme Court has been most active in recent years. The conflicting approaches to the application of law evident between justices adhering to the Due Process Model and those following the Crime Control Model are addressed. Additional topics in the course include: meaning, context and constitutional foundation of criminal procedure; the right to counsel; rules of interrogation and confession; identification of suspects and entrapment; and the pretrial and trial process.

CJ303 Juvenile Justice II
Prerequisite: CJ203
CU 3:6,6,6
This course is a comprehensive examination of the American juvenile justice system, examining social systems theory and prevention and intervention and treatment options. The course focuses on juveniles who have entered the system via intake and are now subject to trial, dispositions and corrections. Topics include the changing role of prosecution in juvenile matters, the role of defense attorneys, the use of waivers, adjudication and dispositional alternatives, nominal sanctions, juvenile probation and community-based corrections and custodial sanctions and parole.

CJ305 Introduction to Criminal Justice Ethics
Prerequisites: CJ101 and CJ201
CU 3:6,6,6
This course examines the diverse ethical issues frequently encountered in the criminal justice system. Students study the writings of the major theorists such as Plato, Socrates and Aristotle. Classic ethical theories will be studied, reviewed and applied to such varied topics as the application of professional and personal discretion, the appropriate use of force, dimensions of professional responsibility and proper application of authority.

CJ309 Criminal Law
Prerequisites: CJ101 and CJ102
CU 3:6,6,6
This course introduces the student to the foundational aspects of criminal law, including its historical background and fundamental elements. Major themes of both common law and the Model Penal Code, including the elements of statutory crimes, criminal responsibility and defenses are reviewed. Topics include: the historical background of criminal law, fundamentals of criminal law, jurisdiction, the criminal act, the mental element, matters affecting criminal responsibility, assault and related crimes, homicide, sex offenses and offenses to the family relationship, theft, robbery, burglary and related offenses, arson, kidnapping, narcotics and offenses by and against juveniles.

CJ401 Community Policing
Prerequisites: CJ101 and CJ201
CU 3:6,6,6
This course is designed to provide an analysis of both the community-oriented policing philosophy and its practical application through strategic oriented policing, neighborhood oriented policing and problem oriented policing methods. Additional aspects to be reviewed include the various roles in the systemic approach, organization and management styles of the police department, implementation methods, evaluation methods and an examination of past and future practices under this new model in policing.

CJ402 Criminal Investigation
Prerequisites: CJ101 and CJ102
CU 3:6,6,6
This course provides a framework for understanding the criminal investigative process. Case studies throughout this course emphasize the applied technique of criminal investigation, crime scenes collection, street gangs and drugs. Topics include: the evolution of criminal investigation and criminalistics, the investigative process and the crime scene, gathering physical evidence and investigative

reporting, interviewing and interrogation, injury and death investigations, sex-related offenses, crimes against children, computer crime, arson recognition, terrorism and the control and investigation of drug sales and abuse.

CJ403 White Collar Crime

Prerequisites: CJ101 and CJ102
CU 3:6,6,6

This course surveys financial and corporate crime, including the influences of local economic conditions and the cost factors associated with crime. Topics include the development of white-collar crime, effects on consumers, explaining conspiracies about white-collar crime, defending against white-collar crime and detailing governmental and religious fraud.

CJ408 Criminal Justice Research Methods

Prerequisites: CJ101 and CJ201
CU 3:6,6,6

This course presents a comprehensive overview of the methods and techniques used for conducting criminological and criminal justice research. The course focuses on why and when research is performed, the methodologies involved and a description of the applied statistical tests most often used. Techniques and procedures are compared to gain an understanding of what method or test to use and why. Topics include: the research enterprise, theory and research, ethics in research, research design, sampling techniques, questionnaires, interviews, observational techniques, secondary data, reliability and validity issues, data coding, hypothesis testing and sampling distributions.

CJ409 Police Administration

Prerequisites: CJ101 and CJ102
CU 3:6,6,6

This course provides a review, analysis and evaluation of the various approaches to police management, including traditional scientific management, the behavioral systems approach and the human relations approach. Major conceptual contributions from the behavioral sciences and human relations are explored in the context of police management.

CJ414 Multicultural Law Enforcement

Prerequisite: CJ309
CU 3:6,6,6

This course is intended to provide a guideline for dealing with diversity in a multicultural society. This includes diversity in recruiting, enhanced training, targeted language and communications skills and an emphasis on embracing different ethnic and racial communities.

CJ415 Police Community Relations

Prerequisites: CJ201 and CJ402
CU 3:6,6,6

This course is an in-depth examination of various controls and concepts used in community policing models. Decision points and administrative practices in police, criminal court and correctional bureaucracies are evaluated. The historical evolution of criminal justice agencies is reviewed with basic criminal procedures.

CJ416 Victimology

Prerequisite: None
CU 3:6,6,6

This course examines crime from the perspective of the victim. Victimization theory, offender-victim relationships, situational factors, responses to victims and the phenomenon of the violence of terrorism. This course will also examine the relationship between serial killers and their victims, victims of hate crimes, stalking and the demographic, social and behavioral characteristics of female and male offenders. Biological, psychological and sociological explanations are offered for serial murderers.

CJ421 Advanced Criminal Law

Prerequisite: CJ309
CU 3:6,6,6

This course emphasizes the general principles that impact the criminal law. Knowledge of criminal law provides the student the tools necessary to apply general principles to the varied and changing definitions of specific crimes. This knowledge is also practical because the general principles form the basis for both the elements of the specific crimes that prosecutors must prove beyond a reasonable doubt and the defenses with which defendants can justify or excuse their guilt.

CJ425 Judicial Process

Prerequisites: None
CU 3:6,6,6

This course evaluates the various components in judicial process and policymaking. The creation of the court systems, the structure of most courts and key players in the legal system are examined with focus on how each of these themes affects how judges make decisions and how those decisions create and further develop policy. Topics include: courts and law, the federal and state court systems, judges, lawyers, trials and appeals, criminal justice and the courts, civil justice and the courts, judicial decision making and judicial policy making.

CJ450 Understanding Terrorism

Prerequisite: CJ309
CU 3:6,6,6

This course is an introduction to terrorist cults and personalities. Studies focus on a variety of aspects related to terrorist organizations and individuals, gaining an understanding of how various terrorist cults and personalities

affect national security, how understanding terrorism personalities can aid the counterterrorism war and what the future looks like in the war against terrorism.

CJ451 Principles of Terrorism
Prerequisite: CJ450
CU 3:6,6,6
This course examines terrorism in the modern world with a review of the historical origins of terrorism. Topics include: patterns of terrorism, Latin American influences on terrorism, the origins of Middle Eastern terrorism, Osama bin Laden and al Qaeda, U.S. domestic terrorism issues, counter terrorism and U.S. responses, homeland security, employment of national and domestic intelligence resources against terrorism, weapons of mass destruction and future issues on terrorism.

CJ452 Terrorism & U.S. National Security
Prerequisite: CJ450
CU 3:6,6,6
This course examines the relationship between terrorism and U.S. national security. It focuses on a variety of aspects related to U.S. policy on terrorism, the threat of terrorism to U.S. national security and the problems inherent to U.S. counterterrorism. The student gains a comprehensive understanding of how the U.S. views terrorism, how various policies affect outcomes of counterterrorism, strengths and weaknesses in policy and strategies, threats to U.S. national security and suggestions for solutions to these threats.

CJ453 Border and Coastal Security
Prerequisite: None
CU 3:6,6,6
This course is designed to teach the student to analyze the implications of September 11, 2001 and the new "war on terrorism" for border controls, cross-border relations and economic integration in North America. This course also examines U.S.–Canada and U.S.–Mexico relations in the wake of the terrorist attacks, the management of trade and migration flows and the reconceptualization of North America's borders in the post 9-11 world.

CJ454 Elements & Issues in Counterterrorism
Prerequisite: CJ451
CU 3:6,6,6
This course is a comprehensive review of issues and elements to be considered in the planning and organization of a counterterrorism program. It presents an examination of techniques and procedures, which can be applied to programs developed at both the national and local level. Such measures as financial investigations, technical defenses and counterintelligence activities are studied.

CJ455 Emergency Planning
Prerequisite: None
CU 3:6,6,6
This course examines emergency planning as it relates to surviving natural and man-made disasters. Risk analysis and the formulation of a comprehensive plan, followed by a vigorous and continuous testing program, are essential elements to surviving an emergency. Topics include threat assessment, risk analysis, formulating the plan, staffing the emergency operations center (EOC), coordinating with supporting agencies and the importance of continuing liaison, managing an actual incident and conducting an effective follow-up analysis. Various actual case studies are discussed.

CJ475 Introduction to Computer Crime
Prerequisite: None
CU 3:6,6,6
This course focuses on the technical aspects of digital crime, as well as behavioral aspects of computer hackers, virus writers, terrorists and other offenders. Using real life examples and case studies, the course examines the history, development, extent and types of digital crime and digital terrorism as well as current legislation and law enforcement practices designed to prevent, investigate and prosecute these crimes.

CJ476 Computer Forensics & Cyber Crime
Prerequisite: None
CU 3:6,6,6
This course familiarizes students with the techniques used to investigate computer crimes, providing students with cutting-edge techniques used to investigate computer crime scenes as well as computer hardware and software to solve computer crimes. Topics include: The history of computer crime and legal and social issues relating to computer crime.

CJ477 Computer Crime Scene Investigation
Prerequisite: None
CU 3:6,6,6
This course provides a complete overview of computer forensics for students in law enforcement and administration of justice using case studies and vignettes of actual computer crimes. It contains practical information on solving computer crimes and catching the hacker, including data recovery techniques, auditing methods and services, data seizure and analysis, preservation of computer evidence, reconstruction of events and information warfare.

CJ478 Online Resource Guide for Law Enforcement
Prerequisite: None
CU 3:6,6,6
This course is intended to turn those who already have some computer and Internet experience into effective users of the Internet and to reveal how the Internet can augment their traditional investigative methodology. It covers not only technical issues, but includes how to formulate good search strategies and how to make sense of the results.

CJ479 Information Security
Prerequisites: None
CU 3:6,6,6
This course gives students and professionals the necessary managerial, technical and legal background to support investment decisions in security technology. It discusses security from the perspective of hackers (i.e. technology issues and defenses) and lawyers (i.e. legal issues and defenses). This cross-disciplinary course is designed to help users quickly become current on what has become a fundamental issue.

CJ480 Criminal Intelligence Analysis
Prerequisites: None
CU 3:6,6,6
The course provides the student with the methods and techniques of criminal intelligence analysis and strategic organized crime. Students learn how to predict trends, weaknesses, capabilities, intentions, changes and warnings needed to dismantle criminal organizations. Students are introduced to techniques such as association and link analysis, visual investigative analysis (VIA), telephone toll analysis, matrix analysis, reporting and application to violent crime and organized crime to include drug, white collar and money laundering. This course emphasizes criminal intelligence as opposed to criminal investigation.

CO101 Introduction to Public Speaking
CU 3:6,6,6
Prerequisite: None
This course provides students with a broad overview of public speaking, including such topics as audience analysis, idea generation and development, speech organization and speech delivery. Topics include how to outline speeches, create effective introductions and conclusions, use appropriate language and control nervousness. In addition, students examine guidelines for and practice delivering informative and persuasive speeches.

CO120 Interpersonal Communication
CU 3:6,6,6
Prerequisite: None
This course explores the challenges of building and maintaining relationships through verbal, nonverbal language, conflict management, perception and listening skills. Ideas are applies to everyday aspects of interaction in both personal and professional relationships. The course also provides an in-depth perspective on communication and the role it plays in everyday challenges.

CO201 Conflict and Communications
CU3:6,6,6
Prerequisite: None
This course introduces the concepts and theories related to conflict communication, conflict styles and conflict resolution techniques. The course develops and applies skills needed to resolve conflict in various social arenas.

CO210 Business Communication
CU 3:6,6,6
Prerequisite: None
This course develops professional communication skills for use in today's fast moving professional environment. With a focus on oral and written communication for business, students discover how to design and deliver messages in both formal and informal venues. Students are expected to integrate knowledge about perception, conflicts, leadership skills and nonverbal communication as they develop advanced communication skills.

CS101 Computer Concepts and Office Applications
CU 3:6,6,6
Prerequisites: None
This course covers the fundamentals of Microsoft Office 2010. Students gain skills in Microsoft Word 2010, Microsoft Excel 2010, Microsoft Access 2010 and Microsoft PowerPoint 2010. Students achieve an appreciation for the application of these tools and develop a skill set in using the applications. The student is also introduced to fundamental computer concepts such as RAM, ROM and binary code.

CS105 Introduction to Computer Applications
CU3:6,6,6
Prerequisites: None
Students are introduced to basic computer concepts as well as techniques and tools for folder and file navigation and manipulation. Students explore the fundamentals of an office productivity suite, developing skills in word processing, spreadsheet and presentation applications.

CS106 Introduction to Computer Systems
CU 3:6,6,6
Prerequisites: None
This course covers basic computer concepts including binary logic, how computer hardware works, how programs are designed and written and advanced applications like artificial intelligence. This course introduces students to terminology and concepts they will see throughout the program.

CS116 Introduction to Programming with Visual Basic
CU 3:6,6,6
Prerequisite: CS192
This course covers fundamental programming concepts. It develops programming skills and problem solving techniques. The course introduces the fundamentals of computer programming, using Visual Basic software. Skills learned can be applied to mastering any programming language. Detailed case studies reinforce application of the fundamental concepts.

CS150 Introduction to Python Programming
CU3:6,6,6
Prerequisite: None
This course introduces fundamental programming concepts using the Python programming language. An emphasis is placed on formulating problems for solution by a computer program. By the end of the course, students will have the tools to write simple interactive Python applications.

CS165 Advanced Microcomputer Applications
CU 4:8,8,8
Prerequisite: CS101 or CS105
This is a course using the Microsoft Office Suite. The applications covered are Word, Excel, Access and PowerPoint.

CS192 Programming Essentials
CU 3:6,6,6
Prerequisites: None
This course introduces problem-solving concepts needed for programming. It covers fundamental control structure such as the sequential structure, the selection structure and the repetition structure. The use of logic in designing programs has general application.

CS197 Programming in HTML
CU 3:6,6,6
Prerequisite: CS192
This course covers the basics of mastering Hypertext Markup Language (HTML) and Extensible Hypertext Markup Language (XHTML). Topics include creating a web page, use of links, tables, scripting for HTML, adding graphics, Cascading Style Sheets and multimedia.

CS200 Programming in Java
CU 4:8,8,8
Prerequisite: CS192
This course is devoted to object-oriented programming using Java. Topics include object-oriented programming, classes and instances, looping, arrays, flow control, packages, interfaces, streams, files, Java applet programming and applying advanced graphical user interface elements.

CS205 Computer Software Applications in Healthcare
CU 3:6,6,6
Prerequisites: None
This course provides an overview of commonly available software tools used in healthcare, including an introduction to encoding tools and computer-assisted coding software used in healthcare data processing. Focus is placed specifically on healthcare software and its many uses, functions and applications in the medical office. Other processes such as medical office billing and information technology are also discussed.

CS208 Programming in JavaScript
CU 4:8,8,8
Prerequisite: CS197
This course covers JavaScript programming basics such as operators, expressions, arrays, loops, conditional statements, as well as advanced topics like AJAX.

CS216 Computer Networks
CU 3:6,6,6
Prerequisite: None
This course covers fundamental, vendor-independent networking concepts. The course is aligned with the CompTIA Network+ certification exam. Various tools are used to analyze networks.

CS225 Assembly Language Programming
CU 4:8,8,8
Prerequisite: CS192
This course introduces the fundamentals of assembly language programming. This is programming at the machine instruction set level.

CS263 Programming in C
CU 4:8,8,8
Prerequisite: CS192
This course is an introduction to programming using C. Topics include flow of control, functions and structured programming, pointers, arrays and file manipulation.

CS265 Programming in C++
CU 4:8,8,8
Prerequisite: CS192
This course is an introduction to C++ programming. Topics include control structures, arrays, pointers, classes, overloading, inheritance, file processing and data structures.

CS270 Data Structures
CU 3:6,6,6
Prerequisite: CS265
Using the C++ programming language standard, this advanced programming course delivers a disciplined approach to algorithms and data structures and includes abstract data types and advanced data structures.

CS316 TCP/IP
CU 3:6,6,6
Prerequisite: CS216
This course provides a comprehensive, hands-on look at TCP/IP. Coverage includes the latest TCP/IP stack as well as SMTP and IPv6. Practical skills are learned with hands-on projects using various tools.

CS336 System Analysis and Design
CU 4:8,8,8
Prerequisite: CS192
This course covers the process of analyzing and designing information systems in support of business requirements. The system development lifecycle (SDLC) is examined along with its impact on analysis and design. Strategies and techniques for solving complex problems are also presented.

CS340 Operating Systems
CU 3:6,6,6
Prerequisite: CS192
This course introduces operating system fundamentals and compares a variety of operating systems. Servers and networking basics are included.

CS350 Introduction to JQuery
CU3:6,6,6
Prerequisite: CS208 or IS306
This course introduces students to the powerful jQuery framework library. For students already familiar with HTML, JavaScript, CSS and the DOM, this course addresses how to quickly and easily create interactive websites with enhanced user interfaces. Advantages of using the library for such things as form validation, event handling and AJAX interactions are also explored.

CS367 Programming Languages
CU 3:6,6,6
Prerequisite: CS270
This course provides the tools necessary for the critical evaluation of existing and future programming languages and constructs. It also introduces compiler design and construction.

CS371 Database Design
CU 4:8,8,8
Prerequisite: IS259
This course presents the fundamental concepts of database systems such as the hierarchical, networks and relational database models. SQL, entity-relationship modeling and normalization are introduced. Both logical and physical database design are covered along with implementation and maintenance issues.

CS386 Systems Architecture
CU 4:8,8,8
Prerequisite: CS336
This course provides technical knowledge of computer hardware and system software. The material covered in the course presents the background needed for systems analysis, design, configuration, procurement and management.

CS405 Software Engineering
CU 4:8,8,8
Prerequisite: CS336 or IS337
This course covers the fundamentals of software engineering using a project management methodology and systems approach. Requirements analysis, system design and object-oriented analysis and design are covered.

CS406 Advanced Software Engineering
CU 4:8,8,8
Prerequisite: CS405
This course addresses more advanced topics in software engineering. Topics include the study of project planning, techniques for data-oriented design, object-oriented design, testing and quality assurance and computer-aided software engineering.

CS411 Artificial Intelligence
CU 4:8,8,8
Prerequisite: CS425
This course covers the techniques and methodologies to develop intelligent machines and expert systems. Topics include a survey of the history of artificial intelligence, state space and heuristic searches, knowledge representation, natural language and automated reasoning.

CS425 Algorithm Development
CU 4:8,8,8
Prerequisite: CS270
This course covers developing and analyzing algorithms for common computing tasks. In addition to covering metrics for evaluating algorithms, topics include elementary data structures, recursion, trees, sorting methods, binary searching, hashing, radix searching and external searching.

ED240 Reading Strategies
CU3:6,6,6
Prerequisite: Enrollment in the Paraprofessional Certificate Program
This course provides Paraprofessional candidates with the reading strategies associated with being a paraprofessional. Paraprofessional candidates will identify how learning disabilities affect reading. Candidates will learn to teach reading and comprehension techniques such as: predicting, reviewing, determining main ideas, inference and making personal connections, with their students. Emphasis will be placed on creating templates that can be used while teaching these strategies.

ED250 Test Taking Strategies
CU3:6,6,6
Prerequisite: Enrollment in the Paraprofessional Certificate Program
This course is intended to prepare students to complete the Para-Professional Exam, by providing strategies

for test taking, sample exams in Reading, Writing and Mathematics. Students will complete sample exams, giving them the ability to self-assess readiness for the ParaPro Exam. The topics covered and sample exams will also serve as a review for those students that have not completed specific reading, writing, or mathematics courses.

ED301 Classroom Management Strategies

CU 3:6,6,6

Prerequisites: None

This course provides techniques and methods to successfully organize a classroom to suit specific instructional needs. It covers such topics as setting up the classroom rules and procedures, creating effective instructions, monitoring progress goals, preparing for the first day, planning and delivering effective instruction. This course also provides theoretically based and practical systems for classroom management.

ED303 Educational Psychology

CU 3:6,6,6

Prerequisite: None

This course gives an overview of the uses of psychology in teaching. It covers such topics as cognitive, social, emotional and personal development, several different views on learning and effective ways to teach for all students. This course includes older psychological studies, such as those done by Piaget or Freud, but also mentions newer, more modern studies to see how psychology is advancing.

ED305 Educational Assessment Methods

CU 3:6,6,6

Prerequisite: None

This is course designed to develop skills in assessment of students' progress, both cognitively and emotionally. The course covers selected-response tests, constructed-response tests, performance assessment, portfolio assessment, affective assessment and instructionally oriented assessment, showing the pros and cons of each style. Other topics include the use of validity in testing, absence-of-bias and how to decide when, what and how to assess.

ED310 Foundations of History and Philosophy of Education

CU3:6,6,6

Prerequisite: None

This course highlights the purpose, of school and non-school enterprises. This course aims to deepen awareness of social context and implications of various educational activities. It uses the social sciences and humanities lens to develop awareness and develop educational policies and practices.

ED320 Education and Technology: Applications and Implications

CU3:6,6,6

Prerequisite: None

This course introduces students to the practical applications of computer technology in education. Since so much of society today is computer driven, it is essential for the student to be able to teach using the tools provided by today's technology. Students learn a variety of techniques usable in the classroom and initiate inquiry into the educational implications of emerging information technologies. Special emphasis is given to the exploration of how these technologies might be of assistance in meeting the needs of diverse learners.

ED340 Fundamentals of Special Education

CU3:6,6,6

Prerequisite: None

This course provides a focus on students with disabilities that are in the regular classroom. Topics covered are identification of learning styles, individualized instruction and a review of laws governing special education. Educators and parents partnerships in the educational process are reviewed along with the specific needs of different disabilities.

ED380 Teaching Literacy to ESL Learners

CU3:6,6,6

Prerequisite: None

This course covers various theoretical approaches to understanding literacy acquisition and development in the bilingual learner. Practical strategies will be developed to aid the literacy learner in two or more languages.

ED401 Instructional Strategies

CU 3:6,6,6

Prerequisite: ED301

This course illustrates the instructional approaches a teacher may take to achieve learning objectives. Topics include the ability to furnish students tools with which to build up their ability to learn, the capabilities to acquire information, organize it and explain it, the skills to create social learning communities to dramatically enhance learning for all students, the capacity to practice productive behaviors and the wisdom to use individual diversity to enhance curriculum.

ED403 Special Teaching Methods K-8

CU 3:6,6,6

Prerequisite: ED301

This course provides an overview of the specific methods of teaching that should be employed by teachers as they present subject-based content to younger students. The course will examine how to develop, support and provide opportunities for development to occur, knowing different learning styles among students and providing resources to foster higher level thinking skills.

ED405 Reading Instruction
CU 3:6,6,6
Prerequisite: ED301
This course emphasizes prevention and early intervention for struggling readers and centers around the ideology that all students can learn to read and write on a proficient level if given the proper assistance. The course focuses on the assessment and the instructional decision-making process as it relates to reading difficulties occurring within the classroom. While formal assessments are described, the emphasis is on informal assessment and interventions.

EE100 Engineering and Ethics
CU 3:6,6,6
Prerequisite: None
This course places a strong emphasis upon Internet research of case studies, professional codes of ethics and additional tools for solving engineering ethics problems. The professional role that engineering and engineering technologists have to ethically serve society is an underlying theme.

EE105 Fundamental Properties of DC Circuits (Lab included)
CU 4:8,8,8
Prerequisite: MA105
This is a comprehensive course on the properties of Direct Current (DC) circuits. Topics include electrical components, electrical quantities and units, voltage, current and resistance. Basic circuit principles are presented for the analysis of series and parallel circuits. Magnetism and electromagnetism is also covered. A circuit simulation tool is used to build and test circuits.

EE115 Fundamental Properties of AC Circuits (Lab included)
CU 4:8,8,8
Prerequisites: EE105 and MA111 or MA141
This course is a continuation of EE105. The student is introduced to the concepts and laws which describe the behavior of AC circuits. After an introduction to capacitive and inductive circuits, the behavior of RL, RC and RLC circuits is analyzed using circuit theories. Transformer theory is also covered. A circuit simulation tool is used to build and test AC circuits and to demonstrate the use of an oscilloscope.

EE212 Electronics I (Lab included)
CU 4:8,8,8
Prerequisite: EE115
This foundational course in analog electronics introduces the student to the fundamentals of diode and transistor circuit analysis and design. Topics include semiconductors, diode theory and circuits, bipolar transistors, transistor biasing, AC models and voltage amplifiers. Circuit simulation software is used to analyze and design basic diode and transistor circuits.

EE222 Electronics II (Lab included)
CU 4:8,8,8
Prerequisite: EE212
This course is the second in a two part sequence on electronic devices. Building on the principles of transistor operation in the first electronics course, this course continues with the analysis of power amplifiers, emitter followers and differential amplifiers. JFETs and MOSFETs are also introduced. The performance of amplifiers is considered based on the frequency response. Exposure to the basics of operational amplifiers is introduced as preparation for optional further course work in op-amps. The course concludes with a treatment of oscillators and power supplies.

EE310 Circuit Analysis
CU 4:8,8,8
Prerequisites: EE115 and MA312
This course addresses advanced circuit theory, providing a strong foundation in engineering analysis. Topics covered include network theorems, time-domain circuit analysis using differential equations and the sinusoidal steady-state. More advanced techniques for circuit analysis using Laplace transforms and the Fourier series and transforms are also covered.

EE332 Analog Integrated Circuits (Lab included)
CU 4:8,8,8
Prerequisites: EE222 and MA302
This in-depth course provides a thorough understanding of a variety of op-amps and integrated circuits and their applications. The analysis and design of a wide variety of circuits involving operational amplifiers and linear integrated circuits. Topics include op-amp data sheets, frequency response of an op-amp, active filters and oscillators and IC applications. A software circuit simulation tool is used to assist in the analysis and design of a wide variety of circuits involving operational amplifiers and linear integrated circuits.

EE352 Electronic Communication Principles and Systems (Lab included)
CU 4:8,8,8
Prerequisites: EE222 and MA302
This course is an introduction to the basic principles underlying the analysis and design of communication systems. Topics include modulation techniques, receivers and transmitters, digital communications and telephone and wireless communications

EE372 Instrumentation and Measurement (Lab included)
CU 4:8,8,8
Prerequisites: EE222, CE212 and PH221
This course focuses on interfacing electronic systems to the environment and mechanical systems through a thorough

introduction to pneumatic and electrical sensors and actuators, their specifications and their designation in electrical drawings. Data acquisition systems are studied along with analog and digital signal conditioning, filtering and analog to digital conversion. The basic process control system and the various types of controllers, including programmable logic controllers, are introduced.

EE382 Signals and Systems Theory (Lab included)

CU 4:8,8,8

Prerequisites: MA312 and CS263

This course covers the theory and problem-solving skills required for the analysis of linear systems. Real-world applications and actual data provide concrete problems that reinforce intuition and critical thinking. Both continuous and discrete-time signals and systems are covered. Topics include Fourier analysis, convolution, filters and applications, modulation, sampling, signal reconstruction, Laplace transform, z-transform and linear feedback systems. Software simulations are used to explore mathematical concepts introduced through theoretical frameworks.

EE410 Technical Project Management

CU 3:6,6,6

Prerequisite: Last Class before Capstone Project

This course is an introduction to the management of engineering projects. The design review process is presented as well as techniques for determination of requirements. Topics also include the product development life cycle, scheduling techniques and continuous improvement. In teams, students develop a proposal for the EE450 capstone project.

EE450 Capstone Project

CU 3:6,6,6

Prerequisites: EE410 and Completion of the Degree Requirements

This course is a continuation of the project management course EE410. The approved project proposal is executed through the design, building, testing and presentation stages.

EE485 Electrical Power Systems Analysis (Lab included)

CU 4:8,8,8

Prerequisite: EE310

This course addresses the tools required to design simple residential and commercial electrical systems. Such tools range from basic mathematics for electrical systems to the methods for selection of common electrical components, including conductors, transformers and grounding and protection systems. The design of common electrical systems and solutions to typical problems encountered in electrical design are covered.

EE495 Control Systems (Lab included)

CU 4:8,8,8

Prerequisite: EE382

This course presents a control engineering methodology that, while based on mathematical fundamentals, stresses physical system modeling and practical control system designs with realistic system specifications. Both frequency- and time-domain methods are used to model, analyze and design controllers for different system applications. Recognizing the importance of computer-aided design and analysis, Matlab is used throughout.

EN030 Basic Writing

CU 3:6,6,6

Prerequisite: None

This course explores the basics of good writing. Students learn how to write a clear topic sentence and thesis; how to support their ideas with adequate and appropriate evidence; and how to bring their writing to a clear, logical conclusion. Students use all five steps of the writing process to practice paragraphs and short essays in various styles of writing and learn to identify and correct common grammar and usage errors. This course does not satisfy General Education requirements.

EN101 English Composition I

CU 3:6,6,6

Prerequisite: None

This course develops written communication skills with emphasis on understanding the writing process. Students will analyzing readings and practice writing for personal and professional applications. This course satisfies the General Education requirement.

EN102 English Composition II

CU 3:6,6,6

Prerequisite: EN101

This course expands writing skills developed in English Composition I. Writing a structured, research term paper develops additional proficiency in composing academic papers through the process of pre-writing, writing and re-writing. Research skills with the Internet and published resources are integrated into composition with an emphasis on distinguishing supportive evidence.

EN301 Survey of American Literature I

CU 3:6,6,6

Prerequisite: EN101

This course examines America's literary heritage from the times of Christopher Columbus through Walt Whitman and Emily Dickinson. Literary topics include the literature of early America (e.g. authored by Columbus, Captain John Smith, William Bradford, the New England Primer and Jonathan Edwards), the literature of the eighteenth century (e.g. authored by Benjamin Franklin, Thomas Paine and Thomas

Jefferson) and the literature of the early-to mid-nineteenth century (e.g., authored by Washington Irving, Cooper, Poe, Emerson, Melville, Douglass, Lincoln and Hawthorne).

EN302 Survey of American Literature II
CU 3:6,6,6
Prerequisite: EN101
This course is continuation of the literature examined in Survey of American Literature I. Students will examine and analyze a collection of American Literature beginning with writers from late 19th Century through present times. Some of the great literary works to be read are from Mark Twain, Mary E. Wilkins Freeman, Jack London, Ernest Hemmingway, John Steinbeck, Eudora Welty and others.

EN361 Technical Writing
CU 3:6,6,6
Prerequisite: EN101
This course explores the fundamental principles of successful professional communication. Topics included are, how to write business correspondence, job search correspondence, public relations documents and professional reports. Learning include how to define audiences and purpose, designing document layout, as well as writing, revising and proofreading text.

EN405 Literature of the Western World I
CU 3:6,6,6
Prerequisite: EN101
This course covers the literature of the Western World from ancient times through the Renaissance. This anthology is limited to the literatures of Europe and America, but provides extensive analytic and explanatory apparatus. Topics covered include literature from the ancient world (e.g. authors such as the Bible, Sophocles and Virgil), the Middle Ages (e.g., authors such as Dante and Chaucer) and the Renaissance (e.g., authors such as Milton, de Cervantes and Shakespeare).

EN406 Literature of the Western World II
CU 3:6,6,6
Prerequisite: EN101
An intermediate level course that is a study of literary offerings from the 17th through the 20th centuries. Some of the great literary works to be read are selections from Moliere, Swift, Pope, Hobbes, Locke, the Romantics, the Realists and the Naturalists and both Modern and Contemporary writers. This course considers the writings themselves and considers the world in which the authors practiced their craft.

GP210 American Government I
CU 3:6,6,6
Prerequisite: None
This course provides an introduction to American government and politics. Topics include the concept of a constitutional democracy, federalism, amendment rights and equal rights under the law. Also covered are, political culture, political ideology, interest groups, lobbying, and political campaigns and elections.

GP215 American Government II
CU 3:6,6,6
Prerequisite: None
This course is a continuation of American Government I. Topics include the effect of the media on politics and the branches of government. Also covered are the federal bureaucracy and domestic and foreign policymaking.

GP310 Contemporary Political Issues
CU3:6,6,6
Prerequisite: None
This course is a broad study of American's formal and informal political institutions and policies. The material is designed to introduce various contemporary political issues, with both sides of the debate being presented. Students should expect to participate in lively and thoughtful discussions about vital issues and gain from the experience of learning about opposing views.

GS102 Introduction to Life Science
CU 3:6,6,6
Prerequisite: None
This course provides a broad overview of biological processes. Topics include the anatomy of the cell, cell division, species diversity and species classification. This course relates the subject matter to everyday occurrences.

GS102L Introduction to Life Science Lab
CU1:2,2,2
Corequisite: Concurrent enrollment with GS102
This course adds a one (1) credit hour laboratory component to GS102, Introduction to Life Science. The laboratory experience is for students to meet graduation requirements in states requiring laboratory science courses in degree programs. Students wishing to add the lab component must be concurrently enrolled in GS102 and GS102L.

GS103 Introduction to Physical Science
CU 3:6,6,6
Prerequisite: None
This course provides a broad overview of scientific physical processes. Topics included are: units and measures, motion, energy, momentum, atoms and molecules, inorganic chemistry, geology and astronomy. This course attempts to relate the subject matter to everyday occurrences.

GS103L Introduction to Physical Science Lab
CU1:2,2,2
Corequisite: Concurrent enrollment in GS103
This course adds a one (1) credit hour laboratory component to GS103, Introduction to Physical Science. The laboratory experience is for students to meet graduation requirements in states requiring laboratory science courses in degree programs. Students wishing to add the lab component must be concurrently enrolled in GS103 and GS103L.

GS104 Introduction to Environmental Science
CU 3:6,6,6
Prerequisite: None
This course provides an up-to-date, introductory view of essential themes in environmental science. Students are provided with numerous opportunities to practice scientific thinking in an active learning environment.

GS104L Introduction to Environmental Science Lab
CU1:2,2,2
Corequisite: Concurrent enrollment in GS104
This course adds a one (1) credit hour laboratory component to GS104, Introduction to Environmental Science. The laboratory experience is for students to meet graduation requirements in states requiring laboratory science courses in degree programs. Students wishing to add the lab component must be concurrently enrolled in GS104 and GS104L.

GU100 Student Success
CU 1:2,2,2
Prerequisite: None
This course covers the fundamentals of navigating within Grantham University's online learning environment. This course is designed to assist students to meet the challenges of higher education. It introduces them to various strategies for learning and other skills that are often overlooked when planning for college. Students will conduct self-assessments to become familiar with the styles of learning that best suit them as they become proficient in time management, reading skills, writing techniques, memory abilities and test-taking strategies.

HPI501 Introduction to Organizational and Human Performance
CU 3:6,6,6
Prerequisite: None
This course surveys the field of performance improvement by examining foundational concepts, theory and terminology. Students study theories and practices while exploring emerging directions of Human Performance Technology (HPT) that connect to their immediate reality.

HPI505 Principles of Human Performance Technology
CU 3:6,6,6
Prerequisite: None
This course investigates the history, theories and application of knowledge of Human Performance Technology (HPT). Students apply human performance improvement principles to other disciplines including but not limited to total quality management, process improvement, behavioral psychology, instructional systems design, organizational development and human resources management. Students also practice assessing alignment and performance gaps, creating process flows and identifying improvement opportunities within organizations.

HPI507 Learning and Performance
CU 3:6,6,6
Prerequisite: None
This course reviews the learning and development functions, processes, models, theories and theorists by examining how individual and organizational learning are interdependent. Students learn how to excel in seeing systems, collaborating across boundaries and move easily from solving problems to creating desired futures by understanding the role of motivation in the learning process which affects the individual and organizational performance.

HPI513 Performance Consulting, Persuasive Communication and Influence Process
CU 3:6,6,6
Prerequisite: None
This course examines the role of performance consulting and creating a communication style in which effective consulting may occur. This course applies the history and knowledge of a process in which a client and a consultant partner to achieve the strategic outcomes of the organization. By focusing on a persuasive approach and the student's influence, emphasis is placed on the building of relationships and generating positive strategic organizational outcomes.

HPI515 Measurement and Assessment Strategies
CU 3:6,6,6
Prerequisite: None
This course utilizes instruments that set performance goals and targets and monitor progress. Assessment strategies assure that goals are being accomplished and that appropriate interventions are implemented. Students apply measurement strategies to assess the progress and completion of organizational goals.

HPI620 Strategic Human Resources Management
CU 3:6,6,6
Prerequisite: None
This course focuses on the human resource functions within an organization including recruitment, management and providing direction for the people who work in the

organization. By effectively managing a workforce through human resources, students examine how organizational success is achieved. Students design recruitment, management and strategic HR system approaches for performance improvement.

HPI631 Performance Analysis
CU 3:6,6,6
Prerequisite: None
This course applies one or more performance tools to investigate the reasons for performance deterioration. A four step process will be utilized for implementing a performance analysis system. Skills are built-in systematically identifying opportunity types, building analysis strategies, gathering data and reporting analysis results. By understanding the application of a structured model for performance analysis the practice of investigation of performance deterioration emerges.

HPI632 Evaluating Results and Benefits
CU 3:6,6,6
Prerequisite: None
This course assesses the measuring activity when gauging performance improvement. Students plan an assessment activity, track the changes over time and evaluate the results, the opportunities for improvements and benefits of the outcomes. This comprehensive approach to evaluation offers students skills as efficient consultants who can leverage data in to a decision making process.

HPI633 Knowledge, Learning and Enterprise Systems
CU 3:6,6,6
Prerequisite: None
This course analyzes the impact of computers and technology on organizational performance improvement. Students review large-scale, integrated application-software packages that use the computational, data storage and data transmission power of modern information technology to support processes, information flows, reporting and data analytics within and between complex organizations to understand the relationship of enterprise system to human performance.

HPI641 Learning Theories and Technology
CU 3:6,6,6
Prerequisite: None
This course compares and contrasts theories of how technology is used to help individuals learn effectively to enhance performance improvement. By studying learning theories and using technology to create problem-based training and development opportunities for individuals, teams and organizations. Students explore the influence of technical integration into learning, specifically training and development for the ultimate aim of improving organizational performance.

HPI699 Capstone Performance Project
CU 3:6,6,6
Prerequisites: Completion of the Degree Requirements
This course synthesizes and articulates comprehensive problem-solving abilities as performance improvement experts. Students customize a project, execute it and write the results in a final project.

HS101 World History: Ancient to Renaissance
CU 3:6,6,6
Prerequisite: None
This course in world civilization covers the history of mankind from antiquity to the sixteenth and seventeenth centuries. It provides a thorough coverage of the unique heritage of Asian, African, Islamic, Western and American civilizations, while highlighting the role of the world's great religious and philosophical traditions.

HS102 World History: Reformation to Present
CU 3:6,6,6
Prerequisite: None
This course explores the interaction and interdependence of the nations and peoples of the world. People with different cultural heritage and religious beliefs are drawn daily into close contact with one another. All people face political, religious and economic relationships from a global perspective. Diverse civilizations of the world will be examined looking for similarities, as well as differences; inferences will be drawn about how the current civilization benefited from our ancestral pasts.

HS201 U.S. History: Pre-Columbus to Civil War
CU 3:6,6,6
Prerequisite: None
This course focuses on the characteristics of societies existing in the Americas prior to 1861. European exploration and colonization of the New World will be examined as impacting Europe, Africa and the young United States. The emergence of political, religious, economic and social institutions is discussed. Specific causes of the American Revolution are examined, as well as the resulting impact on politics, the U.S. economy and society.

HS202 U.S. History: Post Civil War to Present
CU 3:6,6,6
Prerequisite: None
This course provides an overview of the history of the United States and its effects on American society from Reconstruction following the Civil War to post-9/11. Topic include major themes in American history and the successes and failures of various reconstruction plans. The causes of War will be investigated as are the social and economic developments that took place after each major conflict.

HS215 Great Commanders
CU3:6,6,6
Prerequisites: None
This course will examine the successful techniques of noted military commanders throughout history focusing on a specific battle or military campaign. By examining some of the historically significant victories of Hannibal, Genghis Khan, Napoleon, "Stonewall" Jackson, William T. Sherman, Mao Zedong, Erwin Rommel and Douglas MacArthur students will gain an appreciation for the role of exceptional leaders demonstrating flexibility, cunning and judicious use of force in the creation of victory on the battlefield, and how those qualities might be applied in other areas of leadership.

HSN501 Healthcare Systems
CU 3:6,6,6
Prerequisite: None
This course examines healthcare systems and their effects on the health of populations. The purpose of this course is to bring the student up-to-date on significant developments that have occurred in the American healthcare system. Students explore the widespread penetration of managed care with its service management and cost control strategies. Topics include systems/theory thinking, case management, health policy, the inter-relatedness of elements within healthcare systems and strategies to influence systems.

HSN509 Clinical and Administrative Systems
CU 3:6,6,6
Prerequisite: None
This course examines the foundations of clinical information collection, processing, recording and use to support decision-making in healthcare environments. Emphasis is placed on compliance with regulatory standards, safety and quality implementation. Other topics include technology for e-health applications and Tele-health, hospital information systems, utilization of electronic pharmacy systems, data integrity, and implications and applications of information technology in healthcare management.

HSN521 Modern Organizations and Healthcare
CU 3:6,6,6
Prerequisite: None
This course exposes students to an in-depth discussion of both the theories and practical applications of healthcare management. In addition to the primary management functions of planning, organizing and controlling, specialized topics like communication, ethical responsibilities, process management and leadership are discussed. Students also investigate alternative management and leadership styles that can be utilized as effective models and approaches for managing change, resources, time and performance.

HSN536 Concepts of Healthcare Informatics
CU 3:6,6,6
Prerequisite: None
This course explores the development and utilization of healthcare informatics as it relates to the administration of healthcare agencies and institutions. Students appraise the theoretical underpinnings of healthcare informatics. A comprehensive overview of healthcare practices is examined. Acquisition of clinical and financial information, processing, analysis and reporting, as well as informatics trends and issues is also explored.

HSN548 Information Security and Privacy in Healthcare Environments
CU 3:6,6,6
Prerequisite: None
This course helps allied health students gain the foundation for understanding the key issues associated with protecting information assets, determining the levels of protection and response to security incidents and designing a consistent, reasonable information security system, with appropriate intrusion detection and reporting features. The course provides the student with an overview of the field of information security and assurance. Students are exposed to the spectrum of security activities, methods, methodologies and procedures. Coverage will include inspection and protection of information assets, detection of and reaction to threats to information assets and examination of pre- and post-incident procedures, technical and managerial responses and an overview of information security planning and staffing functions.

HU260 Strategies for Decision Making
CU 3:6,6,6
Prerequisite: None
This course examines critical thinking. Students learn the core skills of effective thinking then analyze argumentative processes, in order to identify weaknesses in thinking and overcome them. With a focus on critical reading, as well as critical thinking, this course prepares students to engage actively with their studies and in society.

IS104 Digital Graphics Fundamentals
CU3:6,6,6
Prerequisite: None
This course explores the various applications for digital image manipulation, specifically graphics for the web and interface development. Topics include the application of tools and techniques utilized in image manipulation processes including the creation of fonts, image repair, filters and compression best practices for web and multimedia assets. This course further explores the fundamentals of visual design that can be applied to various professions where images are utilized.

IS211 Introduction to Information Systems Security
CU 3:6,6,6
Prerequisite: None
This course covers the terminology of the Information Security field, the history of the discipline and principles, policies and technologies for securing computer information systems.

IS212 .NET Concepts and Principles
CU 4:8,8,8
Prerequisite: CS197 or IS301
This course covers how to build a feature-rich, data-driven interactive website. This is done on a Microsoft platform with an emphasis on using ASP.NET.

IS220 Cloud Computing
CU3:6,6,6
Prerequisite: None
This course provides students with a comprehensive exploration of cloud computing. After examining the evolution of cloud computing, the three primary cloud computing models of Software as a Service (SaaS), Platform as a Service (PaaS) and Infrastructure as a Service (IaaS) are studied. Benefits of cloud computing to businesses in regards to data storage, security, web applications, collaboration and mobile development are also considered. The course culminates in the design and development of cloud-based solutions.

IS231 E-Commerce
CU 3:6,6,6
Prerequisite: CS101 or CS105
This course covers current and emerging electronic commerce technologies using the Internet. The realities and potential of electronic commerce for a new generation of managers, planners, analysts and programmers is introduced.

IS242 Management Information Systems
CU 3:6,6,6
Prerequisite: CS101 or CS105
This course covers the principles of managing information systems in the context of an enterprise. Topics include coverage of information technology in management, information systems in decision-making, planning of information systems, systems development, controls and security measures and electronic commerce.

IS259 Database Applications
CU 3:6,6,6
Prerequisite: CS105
This course presents the fundamental concepts of database systems. The course covers the relational model, structured query language (SQL), data modeling, database design and database administration.

IS301 Web Design I
CU 4:8,8,8
Prerequisite: None
The course shows how to use Hypertext Markup Language (HTML), Extensible HTML (XHTML) and Cascading Style Sheets (CSS) to create a Website. “Best practices” in Website and Web page design and creation are used.

IS306 Web Design II
CU 4:8,8,8
Prerequisite: IS301
Students gain skills in interactive techniques that combine XHTML with CSS and JavaScript. Also emphasized is XML document creation. The course focuses on skill building for advanced web design.

IS311 Security Operations
CU 3:6,6,6
Prerequisite: None
This course covers the principles and practices of secure operation and management of information systems. Principles and practices of analysis and monitoring of systems security are also addressed.

IS336 Information Systems Analysis
CU 3:6,6,6
Prerequisite: IS242
This course introduces the tools and techniques used in systems analysis and design, including Program Evaluation and Review Technique (PERT) and Gantt charts, economic feasibility analysis, data flow diagramming and other modeling techniques. The primary focus of the course is ascertaining the early phases of the Systems Development Life Cycle.

IS337 Information Systems Design & Implementation
CU 3:6,6,6
Prerequisite: IS336
This course examines the methodologies, techniques and tools in the design, implementation and maintenance phases of the Systems Development Life Cycle. Advanced analysis and design techniques are the focus. This course is a continuation of IS336.

IS351 Information Systems Project Management
CU 3:6,6,6
Prerequisite: None
This course covers the technical and managerial aspects of project management as identified by the Project Management Body of Knowledge (PMBOK). Emphasis is placed on defining project management and its relationship to other business disciplines and the development of information systems.

IS355 Risk Management
CU 3:6,6,6
Prerequisite: None
This course provides a comprehensive review of industry approaches, practices and standards on how to handle risks to organizations' business-critical assets. Through a practical approach, this course explores key topics that enable students to uncover and remediate potential infractions.

IS376 Advanced Database Systems
CU 3:6,6,6
Prerequisite: IS259
This course provides a thorough and practical foundation for the design, implementation and management of database systems using a combination of theory and practice. These concepts are applied to the design and development of client/server database applications.

IS391 Special Topics in Information Systems
CU:1,2,2,2
Prerequisite: None
In this course, the student selects a significant topic in information systems that is not available through other program offerings, researches the topic and writes a paper on it.

IS411 Network Security
CU 3:6,6,6
Prerequisite: CS216
This course introduces the techniques, methodologies and tools used in building and maintaining secure networks. Lab exercises address assessing protocol, network and code vulnerabilities. The course is aligned with the CompTIA Security+ certification examination.

IS412 .NET Implementation
CU 4:8,8,8
Prerequisite: CS192
This course introduces the fundamentals of programming using both Visual Basic.NET and C#. These fundamentals are employed in writing code to design, implement and deploy Visual Basic.NET and C# applications.

IS431 Access Control Systems
CU 3:6,6,6
Prerequisite: IS411
This course covers the fundamentals of selectively restricting access to information system resources. A variety of tools are used in practical tasks to determine authorization of resources.

IS461 Cryptography
CU 3:6,6,6
Prerequisite: IS411
This course covers the ways in which cryptography can be used to protect communications traffic and sensitive data. Topics include symmetric vs. asymmetric (public-key) cipher, hash algorithms, authentication codes and the mathematical underpinnings of cryptography. Hands-on experiences provide exposure to state-of-the-art technologies.

IS471 Computer Forensics
CU 3:6,6,6
Prerequisite: None
This course introduces the methods and tools utilized for collecting and preserving electronic digital evidence for the computer forensic process. Topics include the forensic examination, crime categories, analysis, laws governing forensics and report writing.

IS481 Database Security
CU 3:6,6,6
Prerequisite: IS259
This course covers strategies and tactics for securing databases. It introduces the tools necessary to implement database security and auditing in order to protect data. Topics include basic data protection methods, secure database design, secure architectures and secure transaction processing and auditing. Vulnerabilities and countermeasures are also covered.

IS498 Senior Research Project
CU 3:6,6,6
Prerequisites: Completion of the Degree Requirements
This capstone course requires demonstration of the knowledge and skills gained throughout the degree program by completing a major research project.

IS505 Managing in an Age of Information Technology Change
CU3:6,6,6
Prerequisites: None
This course sets the stage for Grantham's Master of Science degree program by addressing the need for organizations to respond efficiently to technological changes. Students examine management techniques for fostering a corporate culture that facilitates innovation. The course also discusses the dynamics of growth and change and their impact on the success of a technology-intensive business.

IS515 Management of Information Systems
CU3:6,6,6
Prerequisites: None
In this course, students gain valuable insight into the planning, organizing and controlling of user services, as well as the management of the information systems development process. The course also examines organizational learning curves, dealing with vendors, budgeting, accounting, management reporting and legal considerations of information systems.

IS516 Data Management
CU 3:6,6,6
Recommended Competency: IS259
This course examines the development and administration of relational databases through the stages of the database application life cycle. Advanced topics in database administration, recent trends in database technologies and the roles of administrators are covered.

IS525 Information Systems Strategic Planning
CU3:6,6,6
Recommended Competency: BA350
Information systems are an integral part of corporate operations. This course examines guidelines for developing an information systems plan, selecting systems projects, assessing current systems and planning future systems expansion that supports organizational growth.

IS526 Data Communications and Networking
CU 3:6,6,6
Recommended Competency: CS216
This course combines the fundamental concepts of data communications and networking with practical applications. It presents the technical and managerial issues important to data communications in a modern business environment.

IS535 Telecommunications
Prerequisites: None
CU 3:6,6,6
This course provides a brief history of telecommunications, a look at the field's structure and regulation, information on networks and telecommunications services, the basics of traffic engineering and an introduction to primary data communications systems. The underlying principles and functions of telecommunications management are also introduced.

IS536 System Analysis Design and Implementation
CU 3:6,6,6
Recommended Competencies: IS336 and IS337
This course provides an in-depth examination of the stages of the systems development life cycle at a graduate course level including the tools and techniques used in each stage. Both traditional and object-oriented analysis and design techniques, frameworks for information systems architecture, and logical and physical models for documenting requirements are investigated.

IS545 Emerging Technologies
CU3:6,6,6
Prerequisite: None
Through this course, students explore state-of-the-art and emerging technologies in information processing. The class includes a survey of recent advances in software development, hardware and computer networking strategies.

IS566 Decision Support & Intelligent Systems
CU 3:6,6,6
Prerequisite: None
This course introduces the methodologies, issues and technologies behind management support systems. Systems covered include Decision Support Systems, Executive Information Systems, Expert Systems and other types of management support systems. Students focus on how these systems are used to support the decision-making process within an organization.

IS576 Data Warehousing
CU 3:6,6,6
Prerequisite: None
This course covers how data warehouses are used to capture, analyze and provide output that managers can use in their decision making process. In addition, the course provides an overview of concepts and covers planning and requirements, architecture and infrastructure, data design and deployment and maintenance.

IS649 Information Technology Project Management
CU3:6,6,6
Prerequisite: BA645
In today's fast-paced and dynamic environment, innovative information technology and system development projects are critical to many companies' success. The emphasis on such projects creates greater demand from senior management to deliver quality information technology projects on time, within budget and which add functionality and value to their customers and clients. IT Project Management will teach the project manager how to integrate sound project management principles in the information technology project's development profile in order to assure every aspect of the project is under control and delivers the technical objectives. This course will also cover the IT project's life cycle from initiation through closeout and address all the components of project management as they relate to IT projects, based on the Project Management Body of Knowledge (PMBOK) as defined by the Project Management Institute (PMI).

IS665 Data Communications
CU3:6,6,6
Prerequisite: None
This course provides an overview of business communication technologies, from basic components and subsystems to whole networks. Highlights include areas such as TCP/IP and the Internet, wireless networks, high-speed LANs, Wide Area Networks (WANs), network security and issues concerning network management. This course enables students to make informed decisions about technologies comprising the data communications field. The purpose of this course is to present the concepts of information communications in a way relating specifically to the business environment and to the concerns of business management and staff. An

important theme throughout this course is the essential role of standards, which are addressed in terms of groupings shaping the marketplace and defining the choices available to the decision-maker.

IS675 Systems Design
CU3:6,6,6
Prerequisite: CS371 or CS270
This course reviews efficient processes for information systems analysis and development. It also covers state-of-the-art techniques for information systems specifications and design. Other topics covered include real-time structured analysis and design and object oriented analysis and design.

IS696 Network Systems Design
CU3:6,6,6
Prerequisite: None
This course provides an overview of management principles, practices and technologies for managing networks, systems, applications and services. Highlights include the design of networks such as LAN/WAN, ATM, wireless, voice, video and data. This course enables students to make informed decisions in order to configure modern operating systems and devices for networking.

MA030 Basic College Math
CU 3:6,6,6
Prerequisite: None
This course is designed to provide a solid foundation in the basics of mathematics, starting with manipulating whole numbers, then moving through fractions, decimals and ratios, until finally touching on an introduction to algebra. Topics encountered include geometry, statistics and probability. This course does not satisfy General Education requirements.

MA101 Consumer Math
CU3:6,6,6
Prerequisite: None
This course provides instruction in the mathematical operations associated with the retail, banking and accounting industries. Topics include: decimals, fractions and percentages; bank services; interest payment; purchase orders and invoices; and selling prices and mark-ups. This course can be used as a math elective for degree programs.

MA105 College Algebra
CU 3:6,6,6
Prerequisite: None
This course is an introduction to the fundamental concepts of algebra. Topics include equations, polynomial and rational functions and graphing and exponential and logarithmic functions.

MA111 College Trigonometry
CU 3:6,6,6
Prerequisite: MA105
This course develops additional math skills beyond Algebra. Topic includes trigonometric functions, identities and equations, matrices and determinants, systems of equations, sequences, series and probabilities.

MA141 Precalculus
CU 3:6,6,6
Prerequisite: MA105
This course further develops the skills acquired in algebra and trigonometry and prepares students for calculus. Topics include factorization, powers and exponents, radicals, quadratic equations, inequalities and absolute value, progressions, graphing and an introduction to limits.

MA170 Finite Mathematics
CU 3:6,6,6
Prerequisite: MA105
The course covers a range of topics in linear mathematics including linear equations, matrices and linear programming. The course also introduces probability and statistics. Next, the course combines the ideas of linear mathematics, probability and statistics and applies them to real-world problems of finance.

MA302 Calculus I
CU 4:8,8,8
Prerequisite: MA141
This course provides an introduction to calculus. Topics include limits, derivatives, concavity, applications of the derivative, integration, applications of integrations, the Fundamental Theorem of Calculus and integrating using parts and substitutions.

MA312 Calculus II
CU 4:8,8,8
Prerequisite: MA302
This advanced Calculus course on integration, differential equations, parametric equations, polar coordinates, conic sections, dot and cross products, quadratic surfaces, partial derivatives, double and triple integrals and vector calculus.

MA315 Discrete Math
CU 3:6,6,6
Prerequisite: MA141
This course is designed for computer science and engineering students. Five major themes are interwoven throughout the course: mathematical reasoning, combinatorial analysis, discrete structures, algorithmic thinking and applications and modeling. The course is specifically tailored to address the practical applications of discrete mathematics to problems of computer science and engineering.

MA330 Mathematical Statistics I
CU 3:6,6,6
Prerequisite: MA170 or BA215
This course presents methods in making analytical decisions using statistics. This course focuses on the characteristics of numerical and categorical data, methods of presentation and descriptive statistics. Correlation and covariance are presented in the context of business analysis. The course also introduces students to basic methods of sampling and of making inferences using one or two independent samples.

MA335 Mathematical Statistics II
CU 3:6,6,6
Prerequisite: MA330
This course presents methods in making analytical decisions using statistics. This course is a continuation of Mathematical Statistics I. Topics include the analysis of variance, chi-squared, linear regression, multiple linear regression and time series analyses. In addition, the concepts of statistical process control, quality assurance and the role of statistics in decision-making are covered.

MA410 Differential Equations
CU 3:6,6,6
Prerequisite: MA302
This is intended for students who have taken calculus and are continuing study in science, engineering, or mathematics. The topics covered include: first-order differential equations, Laplace transforms, linear equations of higher order, series methods and linear systems of differential equations.
*Enrollment in all nursing courses (NURxxx) is restricted to students admitted to a nursing program.

NUR401 Theories and Research in Nursing
CU 4:8,8,8
* Prerequisite: NUR402 *[For students accepted into the RN to MSN Bridge Program Option, no prerequisite is required]*
This course introduces the student to components of the research process with application to the theory and practice of professional nursing. Emphasis is on evidence-based practice utilizing the research process. Students will be introduced to several research methods with an emphasis on the use of these methods in solving patient care problems. Critiquing skills will be developed to assist the student in becoming an active consumer of research and a participant on the research team.

NUR402 Transition to Professional Nursing
CU 3:6,6,6
*Prerequisite: None
This course explores the traditional and less traditional roles of the professional registered nurse in addition to implications for future practice. The course addresses the added complexities that technological advances bring to the health care delivery systems and includes topics such as critical thinking, socioeconomic issues, patient self-determination, cultural diversity, research and evidence-based practices and ethical issues in healthcare.

NUR415 Introduction to Nursing Informatics
CU 3:6,6,6
*Prerequisite: NUR402
This course introduces the student to the most current applications of computer-related technology as it relates to nursing and the healthcare environment. The focus of the course presents the principles and practices of computers and information technology (IT) as they apply to the practice of nursing and healthcare delivery systems. The format utilizes a variety of techniques that include guided discovery, discussion and written assignments.

NUR416 Leadership and Management
CU 5:10,10,10
*Prerequisites: NUR401, NUR402, NUR415 and NUR 436
[For students accepted into the RN to MSN Bridge Program Option, no prerequisite is required]
This course prepares the RN-BSN student for experiences in a leadership and management arena. Students will use a variety of learning methodologies to develop a foundation for decision-making, problem solving and critical thinking skills. A continuation of the legal and ethical concepts as well as advocacy roles will be discussed throughout this course.

NUR426 Community and Public Health Nursing
CU 5:10,10,10
*Prerequisites: NUR401, NUR402, NUR415 and NUR 436.
[For students accepted into the RN to MSN Bridge Program Option, no prerequisite is required]
This course will introduce the principles of population health and epidemiology in individuals and family case studies as well as disaster scenarios. Students will discuss disease prevention in the context of emerging global diseases as well as within the constraints of personal and national financial resources. Students will conduct a community health assessment and develop a plan for intervention for a specific community health need that reflects a global health issue. The student will then evaluate the plan based on ethical issues and present the results of the proposed intervention.

NUR436 Health Assessment for RNs
CU 3:6,6,6
*Prerequisite: NUR402
[For students accepted into the RN to MSN Bridge Program Option, no prerequisite is required]
This course builds on the practical knowledge many RNs possess due to employment in healthcare agencies. The course provides a holistic approach to health assessment for the adult client with adaptations across the life span.

Theories and competencies are needed to elicit a thorough and accurate assessment of the client under various health and wellness conditions. The student will apply concepts of health assessment focusing on a general systems approach.

NUR441 Case Management Concepts
CU 3:6,6,6
*Prerequisites: NUR401, NUR402, NUR415 and NUR 436
This course offers the student a means to explore professional nursing practice that focuses on innovative, integrated nursing case management models within the context of the current managed care delivery system. Cost effective strategies and appropriate levels of care across the continuum of care will be examined in relation to current healthcare economics.

NUR498 RN-BSN Capstone Project
CU 4:8,8,8
*Prerequisites: Completion of the Degree Requirements
The capstone course in the RN-BSN program focuses on the synthesis of knowledge from past and current learning experiences to promote professional evidence-based practice that emphasizes principles of lifelong learning. Collaboration with other healthcare providers to improve evidenced-based outcomes of clients, families and the community is emphasized. The application of these concepts through the development of a strategic change project that reflects successful completion of individual goals and program outcomes.

NUR506 Foundations of Advanced Practice Nursing
CU 3:6,6,6
*Prerequisite: None
This course concentrates on related theories and concepts related to Advance Practice Nursing; the roles, the essential knowledge, behavioral motivations and decision-making techniques of the APN. Application of various aspects of advance practice nursing will also be explored including evidence-based practice (EBP) and research with the application of these principles when providing nursing care to clients, families and the community.

NUR513 Diverse Populations and Healthcare
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course provides an introduction and exploration of concepts and theories relevant to healthcare for diverse populations. Diversity is examined relative to social organizations, roles and expectations and communication patterns and the values/beliefs underlying health-illness behaviors between western and non-western cultures.

NUR514 Project and Change Management
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course examines the knowledge sets, skills, tools and techniques of managing projects, with an emphasis on how project management contributes to the strategic goals of the organization. Topics include strategic management process, project prioritization and planning, evaluating project risk, resource scheduling, project management structures, project team and partner management issues. Also explored will be some of the most common change management challenges a Project Manager must face, as well as an overview of change management best practices.

NUR516 Nursing Research & Evidence Based Practice
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course focuses on the process and design of nursing research. Studies in the research process include the context of established nursing theories, nursing research and evidenced-based nursing practice. A review of quantitative and qualitative studies and guidelines to support evidence-based practice will result in the development of a research project. Strategies are developed for research utilization, protection of subjects and dissemination of findings in advanced nursing practice. The culmination of this course will result in the creation of a Concept Paper; the first step in the Major Applied Research Paper (MARP) project for master's level nurses.

NUR526 Human Resources and Nursing Management
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course explores the application of behavioral sciences to human resource management in healthcare. An overview examines managing the modern organization and the structure of industrial and nonindustrial organizations. The course emphasizes the relationship between organizational and administrative theories related to human resource management in the current healthcare delivery system.

NUR532 Leadership in Healthcare Organizations
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This leadership course focuses on organizational systems leadership, knowledge and skills critical to the role development of master's prepared nurses. Content includes communication, conflict resolution, collaboration and negotiation, leadership and team functioning to maximize success in the establishment of safe, effective patient-centered care in complex environments. Emphasis is on the synthesis of skills, knowledge and attitudes to coordinate holistic, evidence-based care in healthcare organizations.

NUR533 Curriculum Design and Learning Outcomes
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course explores world views of health and illness and provides a historical, current and futuristic analysis of curriculum development and learning outcomes for nursing education. Traditional and nontraditional theories of instructional methods and techniques both in the clinical and didactic settings will be examined. The emerging trends in technology and their application to nursing education will be discussed.

NUR534 Assessment of Learning
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course focuses on assessment techniques and performance evaluations for individual students in an academic or institutional setting. Students will research and identify competency-based assessment profiles, investigate formative and summative evaluation methods and develop tools and testing to measure specific learning outcomes.

NUR535 Concepts of Distance Education
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course focuses on the development, application, implementation and evaluation characteristics used in distance learning environments. Assessment and evaluation of the distance education process will be analyzed for consistency and congruency along with the unique dimensions of online learning related to individual student readiness to learn in a self-motivational learning environment. The role of the faculty member in a distance education setting will also be explored.

NUR539 Organizational Dynamics of Higher Education
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course focuses on the structure and organization of higher educational institutions and the regulations and accreditation standards that guide the work of academic leadership. The student will examine the role of the self-study document and the accreditation review process in the establishment of best practice learning standards. The student will research tools for assessment of the institution as a whole.

NUR540 Essentials of Nursing Informatics
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course explores the essential concepts related to the development and utilization of nursing informatics as it relates to healthcare agencies and institutions. Students will be provided with an understanding of the theoretical underpinnings of the specialty; Nursing Informatics and how it impacts the healthcare environment. A comprehensive overview of the role of the nursing informaticist will be examined in addition to analyzing clinical and financial information, processing and reporting of acquired data. Nursing informatics trends and issues will also be explored.

NUR542 Concepts of Case Management
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course examines the evolution of the case management concepts from the inception of the specialty through current practice models. The role and processes of the case manager as an advance practice nurse will be emphasized. Included will be the analysis of the interdisciplinary team and functions of nurse as a member of the case management team in a variety of institutional environments.

NUR545 Life Care Planning
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course examines the financial, emotional and ethical aspects of patient care related to disease management, coordination of care and the process of identifying long-term care for vulnerable populations. Included will be patients with congenital complications, chronic illnesses and complex injuries throughout the life span.

NUR546 Healthcare Strategic Management and Planning
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course investigates the strategic planning process to determine the direction of a healthcare system. By effectively managing established objectives and designing and implementing proposed strategies, the student will explore a range of strategic challenges facing leaders of healthcare organizations. The course stresses the dynamic nature of issues as related to rapidly evolving healthcare delivery.

NUR547 Case Management and Evidenced-Based Practice
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course covers the processes of evidenced-based patient care as its central theme. The role of the case manager as client advocate and incorporation of evidenced-based care will be examined. The course will provide the student with the essential competencies of the advanced practiced professional with a particular emphasis on total quality management (TQM). The role of the nurse in expanding the content of evidenced-based practice guidelines will be defined.

NUR552 Legal and Ethical Issues of Advanced Practice Nursing
CU 3:6,6,6
*Prerequisites: NUR506 and HSN501
This course presents the moral, ethical and legal aspects facing the advanced practice nurse in their daily professional work with an emphasis on the ethical practices and decision-making processes faced by all nurses. The basic tenants of these practices and the practical application of professional nursing principles are examined throughout this course and continue throughout the nursing programs at Grantham University.

NUR601 MOL Research Seminar
CU 3:6,6,6
*Prerequisites: Completion of required courses, except NUR602
The MOL Research Seminar for the graduate Nurse Leader/Administrator emphasizes the emerging trends in healthcare and the world health systems, developmental and accrediting trends within a healthcare institution and government and political influence on the provisions of healthcare. The culmination of this course will result in a Major Applied Research Paper (MARP) proposal related to practice, concepts and/or major issues related to today's nurse administrator.

NUR602 MOL Research Practicum
CU 3:6,6,6
*Prerequisite: NUR601
The practicum experience for Nursing Management & Organizational Leadership requires the student to demonstrate the knowledge and skills they have acquired through a variety of experiences as a nurse leader/administrator in a healthcare environment. This course requires an eight (8) hour per week "hands-on" experience in the Nursing Management/Leadership role. The culmination of this course will result in the completion of the Major Applied Research Paper (MARP) related to management and organizational leadership in today's complex healthcare environment.

NUR603 Nursing Education Research Seminar
CU 3:6,6,6
*Prerequisites: Completion of required courses, except NUR604
The MSN Research Seminar for the graduate nurse educator emphasizes the emerging trends and roles in nursing education in both the academic and healthcare environments. Issues related to tenure, promotion, governance, academic freedom and ethical concerns will be reexamined throughout the course. The culmination of this course will result in a Major Applied Research Paper (MARP) proposal related to Nursing Education practice, concepts and/or major issues.

NUR604 Nursing Education Practicum
CU 3:6,6,6
*Prerequisite: NUR603
The practicum experience for Nursing Education requires the student to demonstrate the knowledge and skills they have acquired through a variety of experiences as a nurse leader/administrator in a healthcare environment. This course requires an eight (8) hour per week "hands-on" experience in the Nursing Education and the faculty role. The culmination of this course will result in the completion of the Major Applied Research Paper (MARP) related to nursing education and the faculty role related to practice, concepts and/or major issues in today's complex healthcare environment.

NUR605 Case Management Research Seminar
CU 3:6,6,6
*Prerequisites: Completion of required courses, except NUR606
This Case Management Research Seminar for the graduate student emphasizes the emerging trends in healthcare and the world health systems. Issues relating to the development/implementation of new case management programs or evaluation/recommendations for existing case management programs will be examined. The culmination of this course will result in a Major Applied Research Paper, (MARP) proposal related to Case Management practice, concepts and/or major issues.

NUR606 Case Management Practicum
CU 3:6,6,6
*Prerequisite: NUR605
The practicum experience for Nursing Case Management requires the student to demonstrate the knowledge and skills they have acquired through a variety of experiences as a nurse case manager in a healthcare environment. This course requires an eight (8) hour per week "hands-on" experience in the Nursing Case Management role. The culmination of this course will result in the completion of the Major Applied Research Paper (MARP) related to the nursing case manager; its practice, concepts and/or major issues in today's complex healthcare environment.

NUR607 Nursing Informatics Research Seminar
CU 3:6,6,6
*Prerequisites: Completion of required courses, except NUR608
This MSN Nursing Informatics research seminar requires the student to demonstrate the knowledge and skills they have acquired throughout the MSN degree program in Nursing Informatics. The student will explore plans for evaluating, contracting and implementing a new technology in a healthcare organization. The culmination of this course will result in a Major Applied Research Paper (MARP) proposal related to Nursing Informatics; the practice, concepts and/or major issues.

NUR608 Nursing Informatics Practicum
CU 3:6,6,6
*Prerequisite: NUR607
The practicum experience for Nursing Informatics requires the student to demonstrate the knowledge and skills they have acquired through a variety of experiences as a nurse leader/administrator in a healthcare environment. This course requires an eight (8) hour per week "hands-on" experience in the Nursing Informatics role. The culmination of this course will result in the completion of the Major Applied Research Paper (MARP) related to the nursing informatics manager; its practice, concepts and/or major issues in today's complex healthcare environment.

PA301 Introduction to Public Administration
CU 3:6,6,6
Prerequisite: None
This course is broad-ranging and provides a combination of theory and practice. The course purpose is to promote a superior understanding of government and its relationship with the society it governs, as well as to encourage public policies that are more responsive to social needs. Additional topic include managerial practices attuned to effectiveness, efficiency and human requirements of the citizenry.

PH201 Physics Concepts and Connections
CU 4:8,8,8
Prerequisite: GS103
This course provides an introduction to physics using concepts and connections to our everyday life. It is intended for non-engineering and non-science majors. The course covers the Laws of Motion, Energy, Thermodynamics, Waves, Electricity, Magnetism, Electronics, Optics and Radiation.

PH220 Physics I
CU 4:8,8,8
Prerequisite: MA141
This course covers a range of topics, concepts and theories in general physics including kinematics and dynamics in 1D and 2D motion, forces and Newton's laws of motion, work and energy, impulse and momentum, rotational kinematics and dynamics, simple and harmonic motion, fluid dynamics and temperature and heat. This course is intended for students majoring in information systems, software engineering technology, computer science, computer engineering technology and electronics engineering technology.

PH221 Physics II
CU 4:8,8,8
Prerequisite: MA141
This course continues Physics I topics, concepts and theories in general physics. Topics include waves and sound, electric forces and electric fields, electric potential energy and the electric potential, electric circuits, magnetic forces and magnetic fields, electromagnetic induction, alternating current (ac) circuits. The course also introduces the student to applied physics and applies this knowledge to real-world problems.

PL201 Introduction to Philosophy
CU 3:6,6,6
Prerequisite: None
This course emphasizes content coverage and development of critical reasoning skills. It pays attention to the personal and practical relevance of philosophy by focusing on its experiential, therapeutic and social applications. Topics include the definition of philosophy, philosophical argument, epistemology and metaphysics, ethics and moral decision making and political philosophy.

PL301 Practical Philosophy
CU 3:6,6,6
Prerequisite: None
This course uses a multidisciplinary approach to explore original essays combined with classical and contemporary readings from philosophy, science and literature. Both structure and content emphasize the relevance of philosophy to other disciplines. Topics include the meaning of life, existentialism, ethics, social and political philosophy and the philosophy of science, metaphysics and the existence of God.

PL401 Philosophy of Science and Technology
CU 3:6,6,6
Prerequisite: None
This course provides an introduction to philosophy and its relationship to technology. Interactive activities encourage the student to think critically, analytically and creatively and challenge him/her to develop new ideas and map solutions to current technological and sociological issues. Topics include ethics and technology, history of technology, energy, ecology, population, health and technology, technology and the Third World and technology of the future.

PS240 Fundamentals of Psychology
CU 3:6,6,6
Prerequisite: None
This course presents an introductory overview of the basics of psychology. The focus of this course is to guide your thinking critically and imaginatively about psychological issues and to help you apply what you learn to your own daily life and the world around you.

PS260 Abnormal Psychology
CU 3:6,6,6
Prerequisite: PS240
This course is designed to provide an understanding of the biological, environmental and cultural issues applicable to the field. The course will examine current trends in the field of psychopathology including; defining

abnormal behavior, DSM-IV-TR diagnosis, psychological assessment, adjustment disorders, mood disorders, suicide, schizophrenia and delusional disorders.

PS280 Psychology and the Law

CU 3:6,6,6

Prerequisite: PS240

This course provides a broad overview of the interplay between the two fields of psychology and the law. In appearance the two disciplines are vastly different; however the legal system has an immense influence on our everyday psychology. The purpose of this course is to examine the legal system through the use of psychological concepts, methods and research results.

SO101 Introduction to Sociology I

CU 3:6,6,6

Prerequisite: None

This course offers a global perspective to understand self as well as presenting the most current research in the field of sociology. Topics explored include social diversity while critically examining the issues and challenges facing society. Additional areas covered are the theoretical and empirical foundations of sociology, the major themes of sociological research and the techniques employed.

SO103 Baseball and the American Society

CU 3:6,6,6

Prerequisites: None

This course provides a historical look at the history of baseball through a sociological lens. A chronological look at baseball will highlight the impact of baseball on the American culture through the 19th and 20th century as well as the state of race relations within the country. The economics of baseball will be explored as it paralleled the rise and fall of the America economy. Recent trends in baseball and current issues will be explored as well.

SO106 Introduction to Sociology II

CU 3:6,6,6

Prerequisite: SO101

This course continues the introduction to sociology begun in SO101. Like the previous course, this course continues to provide a global perspective to enable students to better understand their own lives and presents the most current research in the field of sociology. Students will explore social diversity while critically examining issues and challenges facing society. Topics covered include a range of social institutions and social change.

SO203 Social Anthropology

CU 3:6,6,6

Prerequisite: None

This course examine the core concepts of cultural anthropology and how they apply to interactions among culture, technology and social organizations. Students investigate how people behave within the context of individual culture and social structures and how they forge solutions to issues such as resource distribution, ethics and morality, family structures and politics. The course also studies the unique impact of technological advancement on society and culture and evaluates both the costs and benefits that various aspects of technology carry for society.

SO210 Conflict in Cultures

CU3:6,6,6

Prerequisites: None

This course is designed to develop an understanding of causes and effects for strategically important conflicts in the world today. The course fosters discussion and dialogue as students gain an appreciation for the complexity of cultural conflicts which have deep, varied and often conflicting roots. Lessons focus on developing a thorough knowledge of conflicts in today's society.

SO251 Technology and Society

CU 3:6,6,6

Prerequisite: None

This course examines the broad implications of technological innovation on social organizations in terms of personal, political, economic and environmental issues. Topics covered include technological progress within society, issues of energy use and creation, positive and negative environmental impacts of technology, technology in war and policy, personal health, and economic development and social responsibility.

SS106 Geography

CU 3:6,6,6

Prerequisite: None

This course introduces the concepts and tools in geography and the major subfields of geography, including physical geography, population geography, cultural geography, political geography, economic geography, urban geography and regional geography. In addition, it affords an overview of the major world regions.