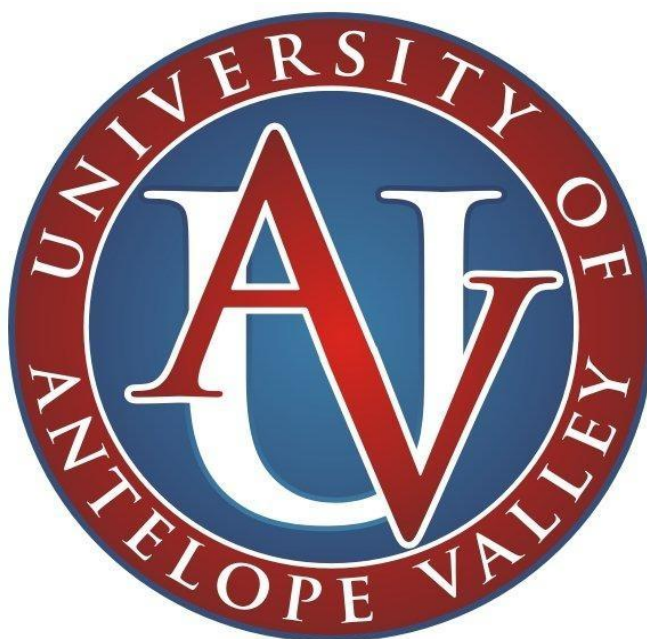


# UNIVERSITY OF ANTELOPE VALLEY

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**2018**  
**University Catalog**  
(1/1/2018 – 12/31/2018)

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Failure to read this catalog does not excuse the student from compliance with the terms and conditions of enrollment. This catalog supersedes any oral statements or representations.

University of Antelope Valley (UAV) reserves the right to: (1) change any provisions of this catalog, including tuition and fees and (2) to withdraw a student for cause at any time.

The catalog addendum is an integral part of this document and is incorporated herein by reference.

**Founders Message**

**Thank you for being part of a new era; welcome to the University of Antelope Valley (UAV).**

Education is the backbone of most communities, and we are dedicated to making the Antelope Valley a strong community through education and giving our students and community the ability to thrive by changing lives.

The mission of the UAV is to provide quality undergraduate, graduate, certificate and continuing education to our local and global community. UAV offers higher education that enables students to achieve their academic, career, and personal goals, thereby allowing them to become valuable assets to their communities.

We are grateful to many people for their unwavering belief and assistance in founding UAV, including faculty and staff, close friends, city leaders, and members of the community who have joined our advisory board and/or offered their expertise and support. We would also like to thank the legal, business, and medical community for guidance and leadership.

We know there is much more work to be done to advance our mission and we welcome your ideas and support. Our hopes are that with the recent property acquisition (formerly The Antelope Valley Inn) we have clearly demonstrated our personal commitment to the master plan of expanding educational offerings and technology to our community.

**With warm regards,  
Marco and Sandra Johnson**



## UAV History

**1997:** In the winter of 1997, after witnessing what he believed to be too many unnecessary deaths, Los Angeles City Firefighter/Paramedic Marco Johnson, with the blessing of his wife Sandra, began instructing community CPR and First Aid courses. This service quickly developed into the CPR and First Aid Company and following demands of the community to teach other classes the name was changed to the **Antelope Valley Medical College**.

**1998:** Six months after its inception, Antelope Valley Medical College (AVMC) received approval from the State of California and the County of Los Angeles to provide training in Emergency Medical Technology.

**1999:** AVMC was granted approval to administer **Allied Health Instruction** in the careers of Medical Assistant, Medical Administrative Assistant, Medical Clinical Assistant, Emergency Room Technician, Paramedic, Nursing Assistant, Medical Billing, Phlebotomy, Administrative Assistant, and Vocational Nursing.

**1999:** During this time, the facility increased in size from a 500 square-foot starter location to a 45,000 square-foot, high tech training facility. This facility consists of 20 lecture rooms, student break areas, student lounges, staff lounges, library, career center, and computer labs.

**2003:** Mid 2003, AVMC initiated the Paramedic Program, headquartered in Kern County at: 2997 Desert Road, Suite 6A, Rosamond, CA.

**2009:** In June 2009, the institution received approval from the United States Department of Education and the Accrediting Council for Independent Colleges and Schools (ACICS) to offer Associates, Bachelors, and Masters degrees. UAV was established.

**2010:** UAV expanded and **relocated to a 250,000 square-foot campus** within a mile of the founding location. The property was the former home of a hotel and two restaurants and was completely remodeled to meet the needs of the growing university, and currently serves as the institution's main campus. UAV expanded its **Bachelor and Masters level programs** after relocation, and began offering night and online programs including an RN to BSN.

**2010:** UAV founders, Marco and Sandra Johnson, advertised a request to the community to name the university's mascot; after reviewing hundreds of submissions, the name **Pioneers** was selected. The name represents the original Pioneers who thought they had found an oasis in the desert when they came upon the Antelope Valley. The pioneering spirit and hard work of the founders and staff of UAV resonated with the spirit of the Antelope Valley Original Pioneers, as well as the pioneering space and flight exploration born in the Antelope Valley.

**2011:** High school, college and professional level athletics played a significant role in the life of UAV cofounder/President and CEO Marco Johnson. Johnson always proclaimed the addition of athletics was a high priority at UAV and another effective means of further instilling student discipline, organizational skills, teamwork, and planning. Johnson's vision was realized in 2012 with the established of **UAV Women's Softball**.

**2012:** In its inaugural year, the **Lady Pioneers won the Southern Pacific Championship** and second place in the NCSA World Series. The same year UAV entered into an athletic contract with performance athletic gear company, **Under Armour®**, and was the only nationally accredited university to receive this elite sponsorship.

**2013:** The second year of competition, the Lady Pioneers did it again, in June 2013, the **Lady Pioneers won the Southern Pacific Championship**, and were crowned **NCSA World Series National Champions!**

**2013:** The next addition was men's baseball, and incredibly, the **Pioneers Men's Baseball won the Southern Pacific Championship** their first year. The Pioneers have outstanding athletes who persevered facing well-established teams including UCLA, USC, Cal Poly and UC Merced. **The National Association of Intercollegiate Athletics (NAIA)** officially admitted UAV's athletic programs institutional wide.

**2014:** In 2014, UAV welcomed **Men's and Women's Soccer and Cross-Country**.

**2015:** In 2015, UAV welcomed **Men's Basketball and Women's Volleyball**.

**2016:** In February 2016, the University received regional accreditation from **The Western Association of Schools and Colleges (WASC) Senior College and University Commission**.

### **INFORMATION NOTICE**

University of Antelope Valley makes every effort to ensure accuracy of the information contained in this catalog. Some policies, rules, procedures, and regulations may change and therefore, alter the information during this catalog period. The University reserves the right to change policies, regulations, fees, and course of instruction upon direction of UAV Administration, the Chief Executive Officer, and accrediting bodies. For the most current Official Catalog version, please visit UAV website.

### **OWNERSHIP CONTROL**

UAV is a privately held corporation headquartered at 44055 North Sierra Highway in Lancaster, California. The majority owners of the corporation are the university's founders -- Marco Johnson, President/CEO and Sandra Johnson, Vice President. By formal agreement the policy making authority and operations of the university are vested in the Board of Trustees of UAV.

### **BOARD OF TRUSTEES**

UAV operates under the authority of its Board of Trustees, which is responsible for all policies and operational aspects of the University and its programs. The membership of UAV Board of Trustees appears in the Catalog addendum posted on [www.uav.edu](http://www.uav.edu).

### **MISSION**

The mission of the University of Antelope Valley is to provide quality, graduate, undergraduate, certificate and continuing education to our local and global community. The University of Antelope Valley offers higher education that enables students to achieve their academic, career, professional and personal goals, thereby allowing them to become valuable assets to their communities.

### **PURPOSE**

University of Antelope Valley offers life-long learning programs that develop the students' knowledge and skills to assist them with achieving their educational and personal goals.

### **OBJECTIVES**

University of Antelope Valley delivers its programs through traditional, accelerated and adult learning methodologies. The institution takes great pride in preparing its graduates for careers that allow them to become valuable assets to their communities.

### **INSTITUTIONAL LEARNING OUTCOMES**

University of Antelope Valley is committed to advancing the academic preparation of its students beyond their major course of study. Upon graduation,

- Students will demonstrate competency in skills related to their career objective.
- Students will collaborate effectively in groups or teams.
- Students will achieve basic proficiency in written and oral communication.
- Students will demonstrate engagement with the community.

## **ACCREDITING AGENCIES, APPROVALS AND MEMBERSHIPS**

UAV is a private institution and is approved to operate by the following accrediting agencies, approvals, and memberships.

1. Accredited by the WASC Senior College and University Commission (WSCUC)  
985 Atlantic Avenue, Suite 100, Alameda, CA 94501 (510) 748-9001
2. Bureau for Private Postsecondary Education (BPPE)  
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA. 95833 (916) 431-6959
3. Emergency Medical Services Los Angeles County  
10100 Pioneer Blvd, Suite 200 Santa Fe Springs, CA 90670, (562) 347-1500
4. California Board of Registered Nursing  
400 R Street Suite 4030 Sacramento, CA. 95814-6200, (916) 322-3350
5. California Emergency Medical Services Authority  
10901 Gold Center Drive, Suite 400 Rancho Cordova, CA 95670, (916) 322-4336
6. California Massage Therapy Council  
One Capitol Mall, Suite 800 Sacramento, CA 95814 (916) 669-5336 (School Code: SCH0160)  
A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.
7. Board of Vocational Nursing and Psychiatric Technicians  
2535 Capital Oaks Drive Sacramento, CA 95833(916) 263-7800
8. American Heart Association  
7272 Greenville Avenue Dallas, TX 75231 (800) 242-8721
9. Department of Health Services  
1800 Third Street, Sacramento, CA. 94234-7320(916) 324-8620
10. Veterans Affairs  
P.O. Box 980818 W. Sacramento, CA. 95798-0818, (916) 445-3427
11. WIA/I-Train  
11539 Hawthorne Blvd, Hawthorne, CA. 90250(310) 970-7700
12. Department of Education (Financial Aid)  
Regional Office Building SW Washington, DC. 20202, (800) 842-5327
13. Council for Higher Education Accreditation (CHEA)  
One Dupont Circle NW, Suite 510 Washing, DC 20036, (202) 955-6126
14. National Association of Intercollegiate Athletics  
1200 Grand Blvd. Kansas City, MO 64106, (816) 595-8000
15. California Pacific Conference  
18550 Redwood Road Castro Valley, CA 94546, (510) 432-7699
16. Kern County Emergency Medical Services  
1400 H Street Bakersfield, CA. 93301, (661) 868-5200
17. The Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).
  - Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
1361 Park Street Clearwater, FL 33756, (727) 210-2350 [www.caahep.org](http://www.caahep.org)
  - Committee on Accreditation on Education Programs for the Emergency Medical Services Professions (CoAEMSP)  
8301 Lakeview Parkway Suite 111-312 Rowlett, TX 75088, (214) 703-8445 [www.coaemsp.org](http://www.coaemsp.org)

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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

The institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.



The institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **FACILITIES**

University Main Campus (Sierra)  
44055 N Sierra Highway  
Lancaster, CA 93534  
P: 661-726-1911

Parkview Classroom Location  
808 West Ave J  
Lancaster, CA 93534

## **ADMISSION REQUIREMENTS**

UAV aspires to enroll applicants who are committed to graduating. UAV offers “rolling admissions,” which means that students can apply and be accepted anytime throughout the calendar year. Start dates vary by program. See the catalog addendum for start dates.

Applicants desiring to attend UAVs on-ground campus must meet with an Admissions Representative to complete an application and Enrollment Agreement. Applicants for on-ground enrollment are encouraged to tour the campus prior to starting class. Students enrolled in online programs must speak with an Admissions Representative and submit the paperwork either through mail or electronically. Applicants must complete the browser check to ensure that they can access the online campus.

### **Certificate Program Admission Requirements**

During enrollment applicants must submit or complete the following:

- UAV Enrollment Application
- All applicants must pass an entrance assessment (administered at the University). The passing score on the entrance test is 13 for all certificate programs except for Paramedic and Vocational Nursing, which requires 16.
  - Applicants who have earned a degree from a regionally or nationally accredited institution, are UAV alumni, or are transferring to UAV do not have to take the entrance examination.
- Foreign Graduates must have attended an institution that is comparable to a United States secondary institution of higher learning. International transcripts must be translated by a NACES approved evaluation service (Payment of the evaluation is the student’s responsibility).
- Evidence of high school graduation or the equivalency including: General Education Development (GED), High School Equivalency Test (HiSET), California High School Proficiency Examination (CHSPE) and Test Assessing Secondary Completion (TASC).

Applicants must submit (within 30 days of program start date):

- Government Issued ID/Driver’s License
- Additional Program Admissions Requirements (if applicable)

### **Associate Degree Admission Requirements**

During enrollment applicants must submit or complete the following:

- UAV Enrollment Application
- Applicants interested in attending UAV must pass the entrance assessment exam administered at UAV with a score of 16 or meet one of the following requirements:
  - Evidence of an earned degree from a regionally or nationally accredited institution, or UAV alumni, or are transferring to UAV from a regionally or nationally accredited institution, do not have to take the entrance examination.
  - High school graduate with an unweighted GPA of 2.5 or above
  - High school graduate with qualifying college entrance exam score:
    - ACT: 18
    - SAT (math and reading only) on 1600 point scale: 1440 (Test date before 3/1/2016) OR 960 (Test date after 3/1/2016)
  - GED and transcript of all credit-bearing coursework

- 2014 Series and later: Cumulative score of 680 or above
- 2002-2013 Series: Cumulative score of 3000 or above
- 2002 Series and prior: Cumulative score of 258 or above
- Official Transcripts documenting evidence of an earned degree from an accredited institution or of high school graduation, or the equivalency including: General Education Development (GED), High School Equivalency Test (HiSET), California High School Proficiency Examination (CHSPE), and Test Assessing Secondary Completion (TASC).
- Foreign Graduates must have attended an institution that is comparable to a United States secondary institution of higher learning. International transcripts must be translated by a NACES approved evaluation service (Payment of the evaluation is the student's responsibility).

Applicants must submit (within 30 days of program start date):

- Government Issued ID/Driver's License
- Additional Program Admissions Requirements (if applicable)

### **Bachelor Degree Admission Requirements**

During enrollment applicants must submit or complete the following:

- UAV Enrollment Application
- Applicants interested in attending UAV must pass the entrance assessment exam administered at UAV with a score of 16 or meet one of the following requirements:
  - Evidence of an earned degree from a regionally or nationally accredited institution, or UAV alumni, or are transferring to UAV from a regionally or nationally accredited institution, do not have to take the entrance examination.
  - High school graduate with an unweighted GPA of 2.5 or above
  - High school graduate with qualifying college entrance exam score:
    - ACT: 18
    - SAT (math and reading only) on 1600 point scale: 1440 (Test date before 3/1/2016) OR 960 (Test date after 3/1/2016)
  - GED and transcript of all credit-bearing coursework
    - 2014 Series and later: Cumulative score of 680 or above
    - 2002-2013 Series: Cumulative score of 3000 or above
    - 2002 Series and prior: Cumulative score of 258 or above
- Official Transcripts documenting evidence of an earned degree from an accredited institution or of high school graduation, or the equivalency including: General Education Development (GED), High School Equivalency Test (HiSET), California High School Proficiency Examination (CHSPE), and Test Assessing Secondary Completion (TASC).
- Foreign Graduates must have attended an institution that is comparable to a United States secondary institution of higher learning. International transcripts must be translated by a NACES approved evaluation service (Payment of the evaluation is the student's responsibility).

Applicants must submit (within 30 days of program start date):

- Government Issued ID/Driver's License
- Additional Program Admissions Requirements (if applicable)

### **Master Degree Admission Requirements**

During enrollment applicants must submit or complete the following:

- UAV Enrollment Application
- Official Transcripts documenting evidence of an earned Bachelor Degree from a nationally or regionally accredited institution with a minimum cumulative GPA of 2.0.
- Foreign Graduates must have attended an institution that is comparable to a United States secondary institution of higher learning. International transcripts must be translated by a NACES approved evaluation service (Payment of the evaluation is the student's responsibility).

Applicants must submit (within 30 days of program start date):

- Government Issued ID/Driver's License
- Additional Program-Specific Admissions Requirements (if applicable)

## **Additional Admissions Procedures and Requirements**

### **Admissions Testing and Retake Policy**

Applicants who have earned a degree from a regionally or nationally accredited institution, have previously passed the entrance exam at UAV (achieving the required score for enrolled program at the time of program enrollment), or are transferring to UAV do not have to take the entrance examination.

Students are given 3 attempts to successfully pass the entrance exam. Students that do not pass the entrance assessment on the first attempt must wait 24 hours before retesting. Students failing the second attempt are encouraged to complete remedial academic exercises and must wait 7 days before retesting. Students failing the second attempt are encouraged to take remedial coursework and must wait 3 months before retesting. Students that do not pass the entrance assessment on the third attempt are not eligible to retest for one year from the date of their initial assessment attempt.

Students wishing to have credits evaluated for transfer to satisfy graduation requirements must provide the school with an official transcript from each educational institution awarding the credit.

### **Additional Admissions Requirements for online courses**

All online students are required to participate in the online orientation prior to taking their first online course. All online students are emailed detailed log in instructions and granted access to Canvas tutorials and the Orientation by the online coordinator prior to the start of any online program.

### **High School Verification**

If the University has reason to believe that a high school diploma or its equivalent is not valid, the diploma or equivalent will be verified in one of the following ways: direct contact with the organization granting diploma or equivalent, via phone, email, letter, etc.; or confirmation of organization's accreditation through the NACES database; or confirmation of accreditation for California Schools through California Department of Education via California School Directory [www.ced.ca.gov/re/sd/](http://www.ced.ca.gov/re/sd/).

### **Program-Specific Admissions Requirements**

Additional entrance examinations including but not limited to signing a statement of good health or completion of a drug screening or background check may apply to specific programs. These requirements are listed in the Program Descriptions section where applicable.

### **Exam Challenges/ Credit for Prior Life Experience**

#### **Life Experience Credit Program**

UAV offers a Life Experience credit program that can potentially help you earn your degree more quickly. The Life Experience credit is only applicable for undergraduate degrees—associate degree or bachelor degrees. UAV does not offer Life Experience for graduate degrees. UAV will accept up to **30 credits (one year of college); note that minimal fees (to both UAV and testing sites) will apply for credit reviews**. The last year of any given program must be taken directly from UAV in order to receive a UAV degree to meet the residency requirement.

Interested students must make an appointment to meet with a UAV Academic Counselor and the Registrar to determine if Life Experience credit is an option. Additionally, the student will need to meet with and gain final approval from the Dean of Student Affairs.

UAV offers the following options for obtaining approval for appropriate Life Experience credit:

#### **College Level Exam Program (CLEP)**

UAV accepts College Level Exam Program (CLEP), to determine "life experience" credit for a given subject. UAV will award credit for a score of 60 or higher on any given CLEP exam.

The CLEP program features 33 single-subject college exams and five general exams. Single-subject exams cover material that is covered in a single college course. For example, the College Algebra CLEP covers the material commonly taught during an introductory course in college algebra. The cost for each CLEP is \$100; this fee is paid directly to CLEP.

The five general CLEP exams cover freshman-level knowledge in English composition, humanities, college mathematics, natural sciences and social sciences. If all five general exams are passed, up to 30 college credits may be awarded—the equivalent of an entire year of college. For more information about CLEP exams, contact: [The College Board](#), 800-257-9558.

### DSST Standardized Subject Tests

UAV accepts DSST, to determine "life experience" credit for a given subject. UAV will award credit for a score of 60 or higher on any given DSST exam. DSST offers 38 subject-specific exams covering business, social science, humanities, math and the physical sciences. Cost: \$80 per exam; this fee is paid directly to DSST. Contact: [DSST Program Office](#), 877-471-9860.

### The Academic Portfolio

UAV recognizes that some people express themselves better in written form, via papers and essays, than they do on multiple-choice tests. Therefore candidates can opt to earn credits for experience by putting together a written academic portfolio.

UAV uses the procedures of the [Council for Adult and Experiential Learning \(CAEL\)](#) to evaluate credit for undergraduate courses. Evaluations are done on a course-by-course basis. We evaluate knowledge that you have gained outside the college classroom for possible credit toward a degree. Students must meet at least 70% of the course learning objectives. Students must show the fulfillment of course outcomes and follow the portfolio development and assessment process. The UAV portfolio fee is a non-refundable \$350.00 per course (\$125.00 for the Learning Counts Review; paid directly to CAEL). Complete the Application Form and submit payment.

Additional Life Credit Portfolio resources:

- Please meet with an Academic Counselor to determine courses eligible for a Life Credit Portfolio.
- [Click here](#) to access two free lessons of the Portfolio preparation course.
- [CAEL standards](#) for evaluating a Life Credit Portfolio.

Supporting documentation (if applicable) you must submit as part of your portfolio includes:

- Résumé, awards, computer code, videos or written narrative
- Training or industry certificates and documentation
- Supervisor verification written on company letterhead
- Other appropriate forms of verified learning

### Professional Licenses and Credentials

UAV will make credit determinations based on specific certifications within the guidelines of The American Council on Education (ACE). ACE has also reviewed professional certifications offered by non-collegiate agencies and made credit award recommendations for work experience in its free [National Guide to College Credit for Workforce Training](#).

A few of these credentials are highlighted below:

- Certified Public Accountant
- Certified Computer Programmer
- Certified Novell Engineer
- Certified Professional Secretary
- Certified Purchasing Manager
- Chartered Financial Consultant
- FAA Pilot, Engineer, Mechanic Licenses
- Respiratory Therapy Technician

In addition to ACE-approved professional designations, UAV will accept nationally recognized or state licenses. Aviation licenses, real estate licenses and professional health certifications, such as nursing diploma training, are all commonly accepted.

### Corporate and Military Training Programs

UAV acknowledges that many organizations seek to improve the knowledge and abilities of their employees by providing corporate training, either through instructor-led classes or e-learning. Such sessions might be focused on giving employees the tools and skills necessary to perform a specific job function. Or, they might be broader in scope, like providing a management trainee program to prepare current employees to take on a leadership role in the future. The curriculum used in either or both of these formats may provide employees with exposure to college-level coursework, which may be transferable to your degree program at UAV. If your training has been reviewed by the American Council on Education (ACE), request an ACE transcript or other documentation from your corporation. Although your corporation may be different, training history is most often maintained by the human resource or corporate training department. Transcripts must include course title, credit hours or CEUs, and proof of successful completion. If you've been in the

military in the last decade, you probably have ACE (American Council on Education) military credits that can be applied toward a college degree.

ACE publishes a four-volume set on how military training and occupational specialties translate into university degree credits through the ACE process. [The Guide to the Evaluation of Educational Experiences in the Armed Services](#) can be accessed free online.

The guide contains ACE college credit recommendations for all formal courses and occupational specialties offered by the services.

### International Students

All non-U.S. citizen students must meet the same admissions standards as all other students when seeking enrollment at the University of Antelope Valley (UAV). International students wishing to attend UAV and obtain sponsorship for student visa status must meet the additional requirements listed below. Additionally all international students admitted under F-1 visas are required to maintain a full course of study consisting of a minimum of 12 units per semester.

In addition to required degree level requirements, international admission requirements include:

- International UAV Admissions Application
- Copy of valid passport with a current photo
- Minimum age of 18
- Transcripts evaluated from all previous non-U.S. institutions
  - *Student athletes* must do this through Incred <http://www.playnaia.org/page/InCred.php>
- Equivalent of American high school education translated into English
- Evidence of financial resources
- Recent physical examination (health screening)
- Medical insurance (upon arrival in the United States)
- Immunizations:
  - Hepatitis B
  - Mumps, Rubella, and Measles (MMR) immunization and/or titers
  - Tuberculosis screening (upon arrival in the United States)
- Student Visa, I-94 Card, I-20 form
- Proof of English proficiency

All incoming freshman are required to live in the dormitories for the first year.

### English Language Proficiency Policy

As the lectures, materials, and discourse which comprise courses at UAV are presented in English, the university requires all students to possess and demonstrate a minimum level of English language proficiency required to substantially benefit from the programs offered. A student is deemed proficient in the English language if he or she meets one of the following:

- Holds a U.S. high school diploma or U.S. General Equivalency Diploma (GED) or international high school diploma, e.g., U.S. military base, business/diplomat expat community, etc., in which instruction is delivered primarily in English
- Holds the equivalent (evidenced by credential evaluation) of a U.S. high school diploma from overseas institution in which instruction is delivered primarily in English
- Completed (with passing grades in all courses) a minimum of two semesters or academic terms at a regionally or nationally accredited U.S. post-secondary institution in which instruction is delivered primarily in English
- Presents an acceptable English Language Proficiency test scores meeting one of the minimum required levels below

English Language Proficiency Test	Minimum Score
Test of English as a Foreign Language, TEOFL	500 Paper
TEOFL iBT	61
American College Testing (ACT)	18
Scholastic Aptitude Test (SAT)	860

### Joint Degrees

University of Antelope Valley does not currently participate in joint degrees.

### **Programs Preparing Graduates for a Field Requiring Licensure**

Under California law, University of Antelope Valley must take reasonable steps to ensure the student is eligible for licensure if he or she has chosen a program that prepares them for a field where licensure is required. There are numerous eligibility requirements for licensure, depending on the field. Students are urged to read carefully the requirements and conduct further research. If the student identifies concerns regarding his or her ability to meet licensure requirements, he or she is encouraged to discuss the concerns with an admissions representative and the appropriate academic program administrator. If the student decides to continue in a program of study given the understanding that he or she may not be able to achieve licensure, the student will be asked to sign a release to that effect.

### **Notice to Applicants and Students with Misdemeanor and Felony Convictions**

Employment in most positions requires a background check. The University does not believe that students should make a substantial investment of time and money if the ability to secure employment in the field of study is unlikely. **Prospective students are required to disclose information relating to any felony or misdemeanor conviction to their admissions representative.**

### **Americans with Disabilities Act (ADA) assessment/ testing policy**

University of Antelope Valley recognizes the obligation to provide overall program accessibility throughout its campuses for persons with disabilities. Individuals seeking special accommodations under ADA for completing the entrance assessment evaluation/testing must ask for the accommodation and provide documentation of the disability that is satisfactory to the university admissions department.

### **Orientation**

Each student at UAV is scheduled and expected to attend a New Student Orientation. The student is introduced to the University's philosophy, policies, and operational procedures, as well as academic and student resources.

### **Late Start Policy**

Occasionally a student will begin the program after the initiation of class, during the Add/Drop period. Some programs have regulations that prohibit students from entering the program after the first day of class. See admissions for details.

The maximum number of days that a student is allowed to start after the implementation of a program varies by term length. For programs with terms that are four weeks or less in duration, students may not start the program more than two days late. For programs with terms that are five through eight weeks in duration, students may not start the program more than three days late. For programs with terms that are nine to 14 weeks in duration, students may not start the program more than one week late. For programs with terms that are 15 weeks or longer in duration, students may not start the program more than two weeks late. In all cases, when a student begins the program during the Add/Drop period, he or she is required to make up all work missed.

## **FINANCIAL ASSISTANCE INFORMATION**

University of Antelope Valley assists eligible students in seeking financial aid assistance. The University participates in various federal and state student financial assistance programs as well as provides information regarding private third party financing. These programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment and whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the Federal Government and is called Title IV Aid. This includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study (FWS), Federal Direct Loan Program, and Parent Loans for Undergraduate Students (PLUS). In addition, the student may be eligible to participate in institutional or private loan programs that enable the student to contribute to his/her education while in college. The University is also eligible to participate in a number of state agency programs. For detailed information regarding the various Title IV programs, both grants and loans, please refer to the Financial Aid department.

### **Financial Responsibility**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds. Students must repay loans even if s/he does not complete the educational program, or is not able or does not choose to get a job after completing the program. Students who fail to repay a loan will be considered in default. Default on a loan may result in the loan becoming immediately due and payable, withholding of federal and/or state income tax refunds, wage garnishment, ineligibility for future state and federal financial aid, and/or the reporting of the default to a national credit bureau.

## **Veterans Benefits**

Selected programs at UAV are approved for veterans training. Veterans can attend classes and receive veteran's benefits earned from their military service. Applications for veteran's benefits may be picked up at UAV or by contacting the Department of Veteran Affairs. Approval of training benefits to be awarded is the responsibility of the State Approving Agency for enrollment of veterans and eligible beneficiaries to receive benefits under Title 38 and Title 10, USC. Program approval rests with the Veteran's Administration for purposes of the G.I. Bill benefits.

## **Institutional Cancellation and Refund Policies**

Upon a student cancelling or withdrawing, all money due to the student will be refunded within 45 days of date of determination.

**Rejection** An applicant rejected by the school is entitled to a refund of all monies paid.

**Cancellation** Institutions shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two-hundred and fifty (\$250.00), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment whichever is later. The student has the right to withdraw from a program of instruction at any time. Cancellation or withdrawal shall occur when the student provides written notice to the institution sent to: University of Antelope Valley, 44055 Sierra Highway, Lancaster, CA 93534.

The institution shall also provide a pro-rata refund of non-federal student financial aid program moneys paid for institutional charges to students who have completed 60% or less of the period of attendance.

## **Refund after the commencement of classes**

### **(1) Procedure for withdrawal/withdrawal date.**

A student choosing to withdraw from the University after the commencement of classes is to provide written notice to either the Registrar or the Dean of Student Affairs. The notice must be signed and dated by the student. For a student who fails to return from an authorized Leave of Absence (LOA) or completes the program but does not qualify as a graduate (assigned a Completer Status), the withdraw date is the student's last date of attendance.

### **(2) Refunds and Return of Title IV Funds.**

A student who withdraws or is terminated from UAV will be entitled to (or receive) a financial aid refund calculated based upon the percentage of Title IV funds earned by the student at the time of withdrawal. The Financial Aid Office will calculate the amount of Title IV assistance that the student has earned. Title IV funds are earned in proportion to the percentage of the payment period that is completed, with 100% of the funds awarded after 60% of the payment period is completed. For instance, if the payment period consists of 100 hours, 100% of the Title IV funds are earned after 60 hours is completed. When a student withdraws prior to completion of 60% of the payment period, the refund calculation is based on the number of hours completed in the payment period as of the student's withdrawal date. If the amount received by the student exceeds the amount earned, the university must return the excess funds to the Title IV programs in the sequence mandated by Federal Law. Once the Title IV return calculation is completed, and after excess funds (if any) have been returned to the Title IV programs, the state-approved refund calculation will be applied.

### **(3) Tuition Charges.**

Tuition charges for the enrollment period will be determined based upon the student's **last day of attendance** and the resulting percentage of the enrollment period completed.

If the student withdraws from the program after the period allowed for cancellation of the agreement and has completed 60% or less of the period of attendance, the university will calculate whether a refund is due. A student who has completed greater than 60% of the period of attendance will not be entitled to a refund. For non-federal student financial aid program monies, the institutional/California state refund policy shall be a pro rata refund of monies paid for institutional charges based on hours of attendance within the period of attendance. The following calculations are used to determine the refund amount:

1. Divide the total tuition charge (exclusive of the registration fee) by the number of hours in the program.
2. The quotient is the hourly charge for the program.
3. The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours scheduled to be attended through the last date of attendance by the hourly charge for instruction, plus the amount of the registration fee and other materials obtained by the student (i.e., books and equipment).

If any portion of those charges were paid from the proceeds of a non-federal loan, then the refund will be sent to the lender or to the agency that guaranteed the loan.

### **(4) Additional Charges for Registration fee and educational resource fee as specified in the Enrollment Agreement:**

The student will be charged a non-refundable registration fee of \$75 and appropriate Educational Resource Fee applicable to enrolled program of study.

#### **For the purposes of this section:**

- The period of a student's attendance is measured from the first day of instruction as set forth in the enrollment agreement through the student's last day of actual attendance, regardless of absences. Approved LOAs are not included.
- The period of time for a training program is the period set forth in the enrollment agreement.
- Tuition is calculated using the tuition and fees as set forth in the enrollment agreement.

#### **Determination of the Withdrawal Date**

The student's withdrawal date is the last date of academic attendance as determined by the institution from its attendance records. The withdrawal date for a student who does not return from an approved leave of absence is the date on which the student fails to return, as determined by the institution's signed documentation.

A student who is on an approved LOA retains in-school status for purposes of Title IV loans. However, the student should be aware that if he or she does not return from a LOA, some or all of the grace period of the loan could have been used, as the withdrawal date is set retroactively.

#### **Special Cases**

In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical for the student to complete the program, the university may make a settlement that is fair.

#### **Distribution Priority of Refunds and Repayment**

Returns will be made in the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grants
5. Federal SEOG Program
6. Other SFA Programs
7. Other federal, state, private, or institutional sources
8. The student

#### **Tuition Payments**

Tuition for the program selected is due upon date of said agreement unless alternative arrangements are made with the Finance Department, payment may be made with cash, credit card, check, or money order made payable to University of Antelope Valley. Payments can be made in person during regular office hours, mailed and postmarked prior to the due date, over the phone and online at [www.uav.edu](http://www.uav.edu).

#### **Returned Checks**

Checks that are returned for non-sufficient funds will be assessed a \$25 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the session of the enrollment agreement, all future payments must be in cash or by money order. Students who have checks returned to the University, for any reason, must make arrangements to redeem them with cash, cashier's check or money order as soon as possible. Students failing to make prompt arrangements with the Finance Department may be subject to withdrawal and will be referred to an outside collection agency.

#### **Collection Expenses**

All expenses incurred by the University to collect delinquent tuition or fees from students will be added to the student account.

#### **Financial Aid Advising**

UAV provides entrance and exit advising as it relates to government guaranteed loans or other loans used to finance educational expenses. UAV provides students with information and counseling to assist them in managing their loans effectively. The University conducts periodic Default Prevention Workshops to assist students in financial planning for loan repayment and default prevention.

#### **Financial Aid Eligibility Requirements**

To be eligible for financial aid, a student must:

- Be a citizen of the United States or an eligible permanent resident.
- Be enrolled in an eligible program.



- Be making satisfactory academic progress toward graduation.
- Not be in default on a financial aid loan nor owe a refund to a financial aid grant received at any postsecondary college or institution and have completed U.S. Selective Service requirements, if applicable.

### **Constitution Day**

The university observes Constitution Day to honor this historic day. On Constitution Day, the staff, faculty, and student body is provided access to receive copies of the U.S. Constitution and the Declaration of Independence.

### **Verification: Current Award Year**

- 1) Verification Policies and Procedures- explains the new verification policies and procedures for the current award year.
- 2) Current Award Year Verification forms for your school use only. There are now five pages related to verification. The use of each form will depend on the Verification Tracking Group that the student was placed into by the Department. Once the tracking group is known, you will use the appropriate form for the student.

### **Tuition and Fees**

See catalog addendum

### **Laptop Charges**

The university offers an optional laptop to be included in program tuition to all degree students. Laptops are distributed to students 45 days after start date who are in good financial standing with the university.

### **Charges for Online Courses**

Students taking courses through distance education are charged a technology fee of \$100 per year.

### **Student Tuition Recovery Fund**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

### **Financial Aid Programs**

The following is a description of the financial aid programs available at University of Antelope Valley. Additional information can be obtained through the Financial Aid Office.

#### **Federal Pell Grant**

The Federal PELL Grant program provides a foundation of assistance to which other forms of aid may be added. Eligibility for the Federal PELL Grant Program is determined by a standard formula that is revised and approved every year by the federal government. Unlike loans, grants do not have to be paid back.

#### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

Federal Supplemental Educational Opportunity Grants are available to a limited number of students with exceptional financial need. Grants are based on funds available and do not have to be repaid. Need is determined by the financial resources of the student and parents, and the cost of attendance.

#### **Federal Work Study (FWS)**

The Federal Work-Study program provides jobs for graduate and undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work related to your course of study. Funds under this program are limited.

#### **Federal Family Education Loan Program (FFELP)**

Federal Family Educational Loan Programs (FFELP) are administered by the state guaranty agency in conjunction with participating lending institutions. Qualified students and their parents can borrow money for school through federally-subsidized low interest loans. The Federal Stafford, Federal Unsubsidized Stafford, and Federal Plus loans are available through FFELP.

#### **Federal Subsidized Stafford Loan**

Federal Subsidized Stafford loans are available to students with financial need. The interest is paid by the Federal government while students are in school and for six months after students cease their enrollment. Regular payments begin six months after students cease enrollment or fail to carry at least one-half the normal full-time school workload.

#### **Federal Unsubsidized Stafford Loan**

Unsubsidized Stafford loan programs are available for students to borrow for additional education costs. With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the regular Federal Stafford loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to

the principal balance. Regular payments begin six months after students cease enrollment or fail to carry at least one-half the normal full-time school workload.

### **Federal Parent Loan For Undergraduate Students (PLUS)**

Federal Parent Loans for undergraduate students provide additional funds for credit-worthy parents to help pay for students' educational expenses. The interest rates for these loans are competitive and the repayment schedules differ. Federal PLUS loans may be obtained from a bank, savings and loan, or other institution participating in the Federal Family Education Loan programs.

### **Private Loans**

UAV offers private loans to students through various lending institutions. Private loans, which are privately insured, cover educational expenses beyond what is covered by federal loans. The student must be a U.S. Citizen, a U.S. national, or a permanent resident and must be creditworthy. Students may be enrolled full or half-time. If the student has no credit or a poor credit history, he/she may still qualify for a loan by applying with a creditworthy co-borrower.

### **UAV Scholarships**

The following are the available scholarship programs available at University of Antelope Valley. Applications can be obtained through both the Admissions and Financial Aid Offices. UAV scholarships cannot be combined and all applications are due one week prior to the scheduled start date. Scholarship amounts are based on all units being earned at UAV and are subject to change without notice.

#### **UAV Alumni Scholarship**

The UAV Alumni Scholarship is designed to encourage graduates of the University to pursue the next level of higher education. Scholarship funds are credited to the students tuition account and are distributed equally over the period of the student's enrollment. To qualify, a candidate must have graduated from one of the programs offered at UAV with a cumulative GPA of 2.5 or higher.

#### **High School Graduate Scholarship**

UAV is proud to promote its High School Graduate Scholarship Program. High School graduates with a GPA of 2.5 and above are eligible to apply. To apply you must complete and submit the application along with a copy of your high school transcript to the UAV on or before established deadline. Applications received after deadline, will not be considered. Scholarship amounts vary depending on the program of desire.

\* Exception of the Emergency Medical Technician & Solar PV Installation.

#### **Undergraduate Transfer Degree Scholarship Program**

All undergraduate transfer degree students (possessing an associate degree), with a GPA of 3.0 and above are eligible to apply. To apply, applicants must complete and submit the attached application along with a copy of your Transcript to the University by established deadline. Applications received after deadline will not be considered. Eligible applicants enrolling in one of UAV's **Bachelor Degree Programs** will qualify for scholarship funds based upon their cumulative GPA.

#### **Athletic Scholarship**

Athletic teams are provided with an allocated amount of athletic scholarship money each year. The disbursement of allocated funds is determined by each team's coaching staff. Athletic scholarships are neither guaranteed nor required; however, UAV provides additional financial assistance to student-athletes through these funds. Total funds are limited by the National Association of Intercollegiate Athletics, and vary among athletic teams. Student athletes receiving athletic aid must be enrolled full time and be actively participating in intercollegiate athletics. Failure to do so will result in the removal of the athletic aid. Furthermore, athletic scholarships are offered on a yearly basis, there is no guarantee of renewal. Athletic aid can be removed for disciplinary reasons, violation of team policies, California State Laws, Federal Laws and or polices of UAV.

To qualify for an athletic scholarship, a student must be considered eligible to play through the NAIA eligibility center and meet the UAV requirements of:

- Maintain a 2.5 CGPA(2.0-2.49 will be placed on mandatory tutoring)
- Maintain an 80% attendance percentage in all scheduled classes.
- Be enrolled in a full time status.

\*The disbursement of allocated funds is determined by each team's coaching staff

The requirements of NAIA are the following:

1. An entering freshman student must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution.
2. An entering freshman student must meet two of the three entry-level requirements below. Students not meeting at least two of the three standards shall be denied athletics participation at a member institution for the first full year of attendance (two semesters, three quarters, or the equivalent) that such a student is identified with any institution(s). The three entry-level requirements are as follows:
  - a. A minimum score of 18 on the ACT or 860 on the SAT (for tests taken on or after April 1, 1995); NOTE: In order to meet the requirement of Article V, Section C, Item 2, paragraph a above, an entering freshman must achieve a score of 18 or higher on the ACT or a score of 860 or higher, achieved on the Critical Reading and Math sections of the SAT. The test score must be achieved at a single test sitting administered by a certified tester on a National, International or official state assessment testing date to apply to this requirement. A test taken under any conditions other than those listed is considered by both testing agencies to be a residual test and cannot be used for certification purposes. The ACT/SAT must be taken prior to the beginning of the term in which the student initially participates.
  - b. An overall high school grade point average of 2.000 or higher on a 4.000 scale;
    - i. a. A student may satisfy freshman academic requirements upon completing six semesters, or its equivalent, of secondary education by obtaining:
      - 1) A minimum score of 18 on the ACT or 860 (Critical Reading and Math) on the SAT; and
      - 2) An overall high school grade point average of 3.000 or higher on a 4.000 scale.
    - b. A student may satisfy freshman academic requirements upon completing seven semesters, or its equivalent, of secondary education by obtaining:
      - 1) A minimum score of 18 on the ACT or 860 (Critical Reading and Math) on the SAT; and
      - 2) An overall high school grade point average of 2.500 or higher on a 4.000 scale.
  - c. Graduate in the upper half of the student's high school graduating class. The class rank must appear on the student's transcript, leaving certificate or other academic document. If the student's class rank does not appear on the above-mentioned documents, a letter from the student's principal or headmaster, written on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement can be accepted
3. The student must be identified and enrolled in a minimum of 12 institutional credit hours at the time of participation.
4. The student must maintain institutional identification during any term of participation. For exceptions see Article V, Section D, Items 3 and 4.
5. The student must have accumulated a minimum of nine institutional credit hours prior to identification for the second term of attendance.

## **ACADEMIC POLICIES AND REGULATIONS**

### **Academic Integrity**

The University of Antelope Valley (UAV) is committed to maintaining the highest standards of integrity, mutual respect, and honest inquiry. This is developed through the interpersonal relationship between faculty and students, who must be free to seek truth and to search for knowledge with open minds and mutual respect. In this spirit, UAV seeks excellence in the discovery and dissemination of knowledge. Excellence in scholarship cannot be achieved in situations that are contaminated by dishonest practices. All members of the University community are obligated to adhere strictly to the highest standards of integrity in study, research, instruction, and evaluation. Student and faculty obligations can be found in the respective handbooks. For the full Academic Integrity Policy, please contact the CAPC.

### **Academic Level**

The University of Antelope Valley uses the following criteria for determining the academic level of students:

- Freshman: 0-30 units applied towards their program completion
- Sophomore: 31-60 units applied towards their program completion
- Junior: 61-90 units applied towards their program completion
- Senior: 91-120 units applied towards their program completion

It should be noted that grade level determination only uses units that are applied towards the student's listed program and not their total number of units completed. For example, a student may have completed 36 units at another institution but only have 21 applied towards their degree at UAV. As only 21 are applied, the student would be considered a Freshman.

### **Attendance Policy (On-ground courses)**

Regular attendance is essential for academic and professional success. Student attendance is recorded daily in class and recorded by the registrar's office. Due to the concentration of the course material, regular attendance is mandatory and becomes a part of the student's permanent record. Excessive absences may result in grade reduction, probation, and/or termination from the course; in such cases the student remains financially liable for the time enrolled. In no case can a student attend less than 50% of the scheduled hours and pass the class. Stricter attendance policies made apply to specific programs, please refer to program description in catalog for additional details.

A student will automatically be withdrawn from the University after 14 consecutive calendar days of nonattendance without notifying the institution. Exceptions to the rule can be granted for the following:

- At the discretion of the University President or his/her designee: Student provides the University with documentation of any mitigating circumstances explaining the absences and supply a return date
- If the student has been granted an extension to complete a course which has been given a grade of I (incomplete). The days in the extension period will not count toward the 14 days of consecutive nonattendance. During this time, a student in an extension period will remain in active status. An extension of the course is indicated by the issuance of an I (Incomplete) grade.
- Students on institutionally scheduled breaks will not have the days of the break count toward the 14 days of consecutive nonattendance at an academically related activity. The following are different types of institutionally scheduled breaks at the University:
  - Holidays
  - Inclement Weather
  - Administrative

### **Background Checks**

Some programs at UAV require a criminal background check. During the enrollment process the student may be required to sign an affidavit stating that they have no criminal convictions that would prevent them from working in the field. Students that willfully falsify their criminal background history will be withdrawn from school and will be responsible for all charges incurred.

### **Changes in Programs or Policies**

The University has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequence of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling, or professional requirements.

### **Class Size**

Classes are typically limited to 40 students per instructor for lecture and online courses.

### **Code of Conduct**

Students must conduct themselves in a professional manner and comply with all University rules as set forth here and in any other University publications or in written or verbal notices given by University staff or faculty. Any student whose conduct violates the rules will be subject to suspension or dismissal. In the event of dismissal, tuition shall be based on the refund policies and student will not be allowed to return to the university.

The following behaviors are prohibited or restricted by this Student Code of Conduct. Violations of these policies, or assisting or encouraging others in the violation of these policies, may lead to disciplinary action.

- Physical abuse of any person or any action that threatens or endangers the emotional well being, health, or safety of any person (including oneself).
- Unauthorized taking (e.g., stealing, theft) or damage of property, including the following:
  - Theft of property or services;
  - Knowing possession, sale, or distribution of stolen property or materials; and
  - Destroying, damaging, defacing, or vandalizing property.
- Unauthorized entry to, presence in, or use of University facilities, property, systems, or services, including the following:

- Accessing, entering, or using University facilities, property, systems, or services without authorization;
  - Entering onto the roofs of University building or facility for any purpose except in case of an emergency;
  - Unauthorized presence in the University's restricted access areas; and
  - Unauthorized possession, duplication, distribution, or use of keys, access codes, access cards, or other means of entry or access to any University property, premises, or location.
- Disorderly conduct or disruptive acts, including the following:
    - Obstruction or disruption of teaching, research, administration, hearing procedures, or University activities or of other authorized activities, including studying, learning, and emergency services;
    - Making, causing, continuing, or allowing to continue any loud, unnecessary, or unusual noise that disturbs the peace of others, including violations of residence hall quiet;
- Acts of fraud, misrepresentation, or dishonesty, including the following:
    - Forgery, alteration, or misuse of University documents, records, or identification or other materials submitted to the University;
    - Knowingly furnishing false information to the University, any University official, or emergency response personnel;
    - Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency;
- Misconduct related to the student conduct system, including the following:
    - Failure or refusal to appear upon request or to cooperate in the investigation, hearing, or administration of cases of alleged offenses (provided that no students shall be required to furnish information that would be self-incriminating);
    - Falsification, distortion, or misrepresentation of information in the investigation, hearing, or administration of cases of alleged offenses;
    - Institution of a frivolous or malicious student conduct proceeding (including an appeal);
    - Any action that attempts to retaliate against, intimidate, threaten, coerce, discriminate against, or improperly influence any student for reporting alleged violations of policy;
- Failure to comply promptly with the reasonable request or instruction of a University official or emergency personnel acting in an official capacity, including, but not limited to, refusing to provide identification, refusing to dispose of or turn over to University authorities prohibited items, failing to respond, or leaving the scene of an incident.
- Misconduct related to alcohol and alcoholic beverages, including the following:
    - Use or possession of alcohol, or containers that previously contained alcohol, except as specifically authorized by the university
    - Providing or distributing alcohol to individuals under the age of 21;
- Misconduct related to illegal drugs and controlled substances (including marijuana, medical marijuana, narcotics, cocaine, heroin, prescription medication, synthetic cannabinoids or other drugs, and any chemical substantially similar to a controlled substance), including the following:
    - Use, misuse, or possession of illegal drugs or controlled substances (except as expressly permitted by law);
    - Manufacturing or distribution of illegal drugs or controlled substances;
    - Use, possession, manufacturing, or distribution of drug paraphernalia;
    - Being in the presence of the use or misuse of illegal drugs or controlled substances on campus;
- Misconduct related to firearms, weapons, explosives, or dangerous substances and devices (including ammunition, air or pellet guns, paintball guns, slingshots, knives, weapons of any description, firecrackers, fireworks, dangerous chemicals or substances, or any other object or substance designed to inflict a wound or cause injury, or imitations or replicas of any such items), including the following:
    - Possession of any such item on University premises or at University activities or events (except as specifically authorized);
    - Use or brandishing of any such item, even if legally possessed, in a manner that harms, threatens, causes fear to, or otherwise endangers others.
- Acts that jeopardize the safety or security of the University, the University community, or any University facilities, building, or premises, including
    - Intentionally damaging or destroying property by fire or explosives;

- Creating or maintaining a fire or fire hazard (except as specifically authorized), including burning candles or incense or
- use of unauthorized (or misuse of authorized) appliances or heating devices, including toasters, microwaves, hot plates, and space heaters;
- Tampering with or misuse of emergency or fire safety equipment, including emergency call devices, fire alarms, fire exits, firefighting equipment, smoke/heat detectors, or sprinkler systems;
- Failing to immediately exit any facility or building when a fire alarm or other emergency notification has been sounded, or hindering or impairing the orderly evacuation of any University facility, building, or premises;
- Disobeying a directive or command by any University or emergency official in connection with a fire, alarm, or other safety, security, or emergency matter;
- Smoking in any enclosed University facility. Smoking is permitted at specifically designated locations on campus
- Misconduct related to University computer, network, or telecommunications systems or resources, including the following:
  - Unauthorized use of facilities, services, equipment, account numbers, or files,
  - Reading, copying, changing, deleting, tampering with, or destruction of another user's files, software, programs, and accounts (including monitoring another user's data communications) without permission of the owner;
  - Use of computing facilities and resources in violation of copyright laws (including unauthorized downloading or sharing of copyrighted files);
- Knowingly allowing one's visitors or guests to violate this Student Code of Conduct or other University policies, or failing to monitor the behavior of one's visitors or guests to assure their adherence to such standards.
- Sexual assault, including, but not limited to,
  - Sexual penetration without consent;
  - Sexual contact without consent;
  - Sexual exploitation;
  - Stalking;
  - Dating and domestic violence
  - Sexual harassment
  - Retaliation
- Actions that may violate federal, state, or local laws or ordinances.
- Violation of any other policy set forth in the Student Handbook or otherwise enacted and published by the University, by living units, or by another delegated authority of the University, including, but not limited to, those concerned with
  - Civility, Mutual Respect, and Unacceptability of Violence on Campus;
  - Discrimination and Harassment;
  - Gambling;
  - Hate Crimes and Bias Incidents;
  - Hazing;
  - Student Organizations; and
  - All other University policies.
- Bringing animals onto university property. No animals are allowed on the premises unless they are assisting the physically impaired or are being used as classroom subjects.
- Bringing children into the University. The University does not provide childcare services and cannot assume responsibility for their health and safety.

In addition to the regulations above, UAV has established the following "Netiquette" guidelines for participation in threaded discussions and chat rooms for on line courses:

- Read carefully what you receive to make sure you understand the message.
- Read carefully what you send, to make sure that your message will not be misunderstood.
- If you are using humor or sarcasm, make sure to clearly label it as such. Well -intended sarcasm is seldom effective online.
- Remember that the absence of cues associated with face-to -face communication provides for an environment where it's easy to misunderstand what is being said.

- Make sure that the person, or list of people, you are sending your message to are the appropriate one(s) with whom to communicate.
- Be patient with users that are new to online learning or computer technology.
- Avoid cluttering your messages with excessive emphasis (such as stars, arrows and emoticons). It may make the message hard to follow.
- If you are responding to a message, either include the relevant part of the original message in your message, or make sure you unambiguously refer to the original's contents. It's very possible that people will read your reply to the message before they read the original. Do not quote more than necessary to make your point clear. Please do not quote the entire message.
- Be specific, especially when asking questions.
- Always, always put your name in the text of your message, and also your best Email address for a reply.
- Do not type in all UPPERCASE characters. This gives the appearance of shouting and makes the message less readable.
- Remember that not all readers have English as their native language, so make allowance for possible misunderstandings and unintended discourtesies.

### **Communication Expectations**

University of Antelope Valley assigned email accounts are used for official communication between students, staff, and faculty. Students are assigned an email account with the university and all official university email communications will be sent to the student's uav.edu account. It is the student's responsibility to read, comply, and respond to emails sent to them in a timely manner. Failure to read and respond to university emails in a timely manner does not absolve students from the contents of the email communications.

Students may forward their official uav.edu email address to another email address of their choice. UAV is not responsible for email forwarded to any other email address. Having email forwarded to another email address does not absolve the student from knowing and complying with the email sent to their uav.edu address. Students may contact the IT department for assistance in accessing and forwarding their uav.edu email accounts.

Successful students, employees, and managers must have effective written and oral communication skills. The ability to communicate effectively both orally and in writing is one of UAV's Institutional Learning Outcomes. Therefore, communication errors such as improper grammar, improper sentence and paragraph structure, misspelling and incorrect punctuation are unacceptable in UAV coursework. Although course grades focus on knowledge attained and skills competencies, faculty also consider communication literacy when evaluating student performance.

### **Computer and Electronic Communications Policy**

Computer equipment, email accounts, facsimile equipment, and Internet access are provided exclusively for student's educational activities. Downloading distributing or sending pornographic or obscene materials is prohibited. This includes viewing or book marking any such web sites, or opening or forwarding any such email, fax or voicemail messages. Any intentional, willful or reckless transferring of viruses, as the result of an email message or attachment will be cause for disciplinary action. Any communication by students via email, instant messenger, voicemail, or fax that may constitute verbal abuse, slander, and defamation may be considered offensive, harassing, vulgar, obscene, or threatening is prohibited. Offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of age, race, sex, color, religion, national origin, handicap, disability, or veteran's status. Any individual with a complaint about such communications should refer to the policy of non-discrimination section in this catalog.

Students should not expect that computer files, email, voicemail or Internet bookmarks are confidential or private and therefore, should have no expectation of privacy whatsoever related to their usage of these systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files, cannot be ensured to anyone. Messages sent through drives of any computer on the university premises, as well as saved voicemail messages, are the sole property of the university as they may be considered business records and could be used in administrative, judicial, or other proceedings.

The University licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the University's computer equipment, software, and communications devices, all students knowingly and voluntarily consent to their use of these systems being monitored and acknowledge the University's right to conduct such monitoring. The media and equipment are intended to be used for business and educational purposes only and any other use by students may result in discipline up to and including withdrawal.

### **Copyright Policy**

The University of Antelope Valley recognizes and supports U.S. Copyright laws. In the library, careful consideration will be given to balance the needs of the creators with the academic needs of the institution as directed in the federal code.



The loaning and reproducing of material in the library falls under the legal category of fair use. Fair use is a balance set forth in enforcement of copyrights that allow the limited usage of materials without payment for the advancement of society. The conditions that are considered in its application are:

1. *The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;*
2. *The nature of the copyrighted work;*
3. *The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and*
4. *The effect of the use upon the potential market for or value of the copyrighted work.*

-17 U.S.C. § 107.

Here at the library the enforcement of copyright balances the creator's rights against the principle of intellectual freedom. This balance helps to ensure that the role intellectual property plays in the economy is persevered.

Keeping in mind the intent of the fair use policy limited copying of texts are permitted as long as it doesn't exceed 10% of the original work. All journal articles from online databases can be reproduced as the university has paid appropriately for this right when purchasing access to the database. In the duplication of materials for class, limited copies can be made for distribution as their intended use is educational. In the creation of a course reader appropriate payment for material needs to be adhered to. Books are loaned for 3 week periods and are available for in library use. A plagiarism policy has been drafted to cover the duplication of educational resources in student work and insure that proper citation has been used in the creation of assignments. All locations on campus are to read the above legal code considerations and weigh their usage against the four considerations when making decisions not provided for specifically in this policy. Creative work is essential to the advancement of scholarship and respect for its creators is necessary.

### **Course Load Policy (Degree Students only)**

A full-time class load for all degree students is defined as 12 credits per semester. General Education semesters are scheduled at 15 semester credits, core semesters are generally scheduled for 12-16 semester credits.

A student who plans to attempt more than 16 credits per semester must have written permission from the Dean of Student Affairs. The maximum number of credits per semester is 21. The ability to enroll in 16 or more credits is based entirely upon class availability and courses may not be available each semester. Additionally, the increase in credits attempted per semester may impact financial aid. Additional approval from the financial aid office may be required prior to scheduling of classes.

In order to receive approval from the Dean of students, students must meet the following requirements:

- a) Have a cumulative grade point average of no less than 3.0
- b) Be in good standing with the university
- c) Not be in the first semester of the program

Student athletes must obtain additional approval from the Athletic Director before the Registrar will allow them to take fewer than 12 credits per semester.

Definition of school status:

- Full time: 12 credits per semester
- Three-quarter time: 9 credits per semester
- Half-time: 6 credits per semester
- Less than half-time: 3 credits per semester

### **Course Numbering System**

- Associate Degree Course Numbers: 100 – 299
- Bachelor Degree Course Numbers: 300 – 499
- Masters Degree Course Numbers: 500 – 700

### **Credit Hour Measurement**

University of Antelope Valley measures its programs in semester credit hours.

Semester credit hours are defined as follows:

One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum. The formula for calculating the number of semester credit hours for each course is: (hours of lecture/15) + (hours of lab/30) + (hours of practicum/45).

A credit hour is defined as a minimum of 50 minutes of instruction, lab, or externship within a 60 minute period.

One semester credit in an online environment is defined as participating at a level consistent with the lecture, lab and externship definitions listed above. In order to fulfill the credit hour requirement in the online courses, students are required to access the virtual classroom at least three times per week and must participate at an appropriate level.

Both on-ground and online students should understand that to be successful they will be required to spend time outside of class or offline, completing homework, reading, and studying. It is estimated that each students will have approximately two hours of homework for every hour of faculty instruction.

### Degree Credit Hour Policy

- A. The definition of a credit hour unit is based, in general on contact hours plus independent work. In this policy, the term *contact hour* refers to time spent in required instructional contact with the course instructor.
- B. For undergraduate courses, each credit hour in lecture or discussion courses will typically require 50 minutes (one classroom hour) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for each week of a fifteen week semester (for a total of 45 hours per unit per semester).
- C. For graduate courses, each credit hour in lecture or discussion courses will typically require 50 minutes (one classroom hour) of classroom or direct faculty instruction and three hours of out-of-class student work for each week of a fifteen week semester (for a total of 60 hours per unit per semester).
- D. Since “seat time” is the federal standard for measurement with regard to the credit hour, in courses such as those offered online to which this standard may not apply, a credit hour shall be measured by an equivalent amount of work by students as defined by the appropriate University policies.
- E. Guidelines for common course types are provided below. For courses that do not fall into one of the categories listed below, the course description must explain the conditions for credit which must reasonably approximate the standard for lecture and discussion courses. For instance, conditions for credit may be addressed by number of contact hours per week and/or expected time spent in independent work.
- F. Courses may be offered for variable credit hours (either for a range of credits in a single term, or for a different number of credits from one term to another).

#### Guidelines for Common Course Types for Undergraduate Courses

Course Type	Typical Number of Student Hours <u>in Class</u> Weekly per Unit	Typical Number of Student Preparation/Activity Hours <u>Out of Class</u> Weekly per Unit	Minimum <u>Total</u> Hours per Unit	Number of Semester Credit Hours Earned across 15 Weeks
Lecture, seminar, discussion, recitation	1 hour	2 hours	3 hours weekly	1 unit
<i>Activity supervised as a group</i> (laboratory, field trips, practicum, workshop, group studio, physical education)	2-3 hours	0-1 hour	3 hours weekly	1 unit
<i>Independent study, individual studio, tutorial, culminating experience</i> : study given initial guidance, criticism, review and final evaluation of student performance by a faculty member	0-1 hour: time spent in initial guidance, criticism, review and final evaluation of student performance	2-3 hours	45 hours per semester	1 unit
<i>Practice</i> (supervised clinical rounds, visual or performing art studio, fieldwork)	0-1 hour	2-3 hours in supervised and/or independent practice	3 hours weekly	1 unit
<i>Practicum/Internship</i>	N/A	variable	45 hours per semester	1 unit
<i>Credit by Examination</i> : student showing mastery through credit-by-examination	N/A	N/A	N/A	Units assigned at the discretion of the University

Sessions (e.g. summer sessions, intersessions, special sessions, shortened sessions, term sessions)	Variable but proportional to hours spent for the same activity during a regular term	Variable but proportional to hours spent for the same activity during a regular term	45 hours	Units assigned proportionately to those earned for the same activity during a regular term; units assigned at the discretion of the University with no more than one credit per week of full-time study
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*Guidelines for Contact Hours for Credential Courses*

- A. Lecture or Discussion: One weekly contact hour per credit.
- B. Seminar - For each seminar, the average number of weekly contact hours may range from 2/3 of an hour to 2 hours per credit
  - a. There may be fewer contact hours per week for seminars which have higher expectations for outside independent work.
  - b. There may be more contact hours per week for seminars which have lower expectations for outside independent work.
- C. Lab - Generally two types of lab experiences are offered:
  - a. Practical learning experiences in specially equipped facilities and specially designed learning contexts. Characterized by the candidates performing some activity designed to enhance understanding or knowledge of a particular topic, with the goal of candidate demonstration of an appropriate skill (i.e. a providing clear instructions, observing teaching while using a protocol, implementing concept attainment strategies, conducting student assessments), typically a minimum meeting of 50 minutes or more per week for 1 credit hour. Typically, outside preparation time of 50 minutes per week for 1 credit hour.
  - b. Field application experiences based on content learned in a course. These field experiences use local educational settings as the learning “lab.” In the course, candidates learn about particular situations, behaviors, processes and protocols. In the learning “lab,” they use a framework provided through their course to execute this learning “lab” (usually a set of guidelines about where to observe and what observational data to collect). These learning “lab” experiences do not typically involve participation or actions from the candidate, who takes on a primarily observational role. They are monitored by instructors via specific assignments that the candidate must complete as part of the learning lab experience. The lab typically requires a minimum of 30 hours of lab experience and an additional 10 hours of preparation time per one unit of credit.
- D. Clinical Experiences - Clinical experiences are defined as “a part of the program that allows for observation, participation, studies of individual pupils or clients, individual field work, and practicums both on and off campus.” Required pre-service clinical hours (clock hours) in teacher education programs are generally associated with specific “field experience” or “student teaching” courses, receive course credit, and are graded “CR/NCR.” Credit for clinical experiences in other programs is determined in accordance with recommendations of their specific accrediting bodies or applicable state regulation, typically a minimum meeting of 160 minutes or more per week of contact/”on site” time and non-contact/”off site” preparation time for 1 credit hour. Generally, more required credit hours for a specific clinical experience involves greater levels of complexity, responsibility, skill and time as well as a greater number of learning outcomes assessed.
  - a. Supervised Field Experience: a type of clinical experience that occurs primarily in an authentic professional context/setting. Candidates have limited responsibilities and execute a narrow range of tasks independently. All work is completed under the supervision of an in-service practitioner. All work is supervised and evaluated (by the in-service practitioner or proxy and/or a university supervisor).
  - b. Supervised Student Teaching/Intern: another type of clinical experience that occurs primarily in an authentic professional context/setting. Candidates take on considerable responsibilities and execute a wide range of tasks independently. By the end of the student teaching/intern experience, candidates’ daily responsibilities and tasks should mirror those of the in-service professional. All work is completed under the supervision of an in-service practitioner. All work is supervised and evaluated (by the in-service practitioner or proxy and/or a university supervisor). Student teaching/interning is typically the culminating clinical experience in a program.
- E. Professional Practice: Professional practice is defined as “one or more credit-generating, academic/career related, salaried or non-salaried work experiences.” Professional Practice work sites are located on the University campus and with business, industry, government and other agencies and organizations outside the University campus.
  - a. At least one full-time five-day week of professional practice or the equivalent over a longer period of time will be required for one credit hour.

- b. Depending on specific curriculum, programs may require more than one week in order to award one credit hour.
- F. Independent Study - Independent Study will represent a minimum of three hours of student work per week per credit hour throughout the course of the semester or the equivalent work distributed over a different period of time.
- G. Distance Education, Internet and Hybrid (Blended) Courses - Credit hour policy is consistent with the standards of courses offered through face to face instruction, although some or all of content and faculty-student interaction occurs through one or more forms of distance education. All definitions and standards apply equally to courses offered both on and off campus. Distance education, internet and hybrid (blended) courses adhere to campus standards for e-Learning and to credit hour policies adopted by the campus for different categories of courses.

*Guidelines for Contact Hours for Common Course Types for Graduate Courses*

- A. Lecture or Discussion - One weekly contact hour per credit.
- B. Seminar - For each seminar, the average number of weekly contact hours may range from 2/3 of an hour to 2 hours per credit
  - 1. There may be fewer contact hours per week for seminars which have higher expectations for outside independent work.
  - 2. There may be more contact hours per week for seminars which have lower expectations for outside independent work.
- C. Laboratory - One to four weekly contact hours per credit.
  - 1. There may be fewer contact hours per week for laboratories which have higher expectations for outside independent work.
  - 2. There may be more contact hours per week for laboratories which have lower expectations for outside independent work.
- D. Independent Study (including Culminating Experience) - Contact between instructor and student is required, but variable and not necessarily on a weekly basis.
- E. Experiential (e.g. Internship/Practicum/Field Experience) - Contact between instructor and student is required, but variable and not necessarily on a weekly basis.
  - 1. Fewer contact hours will be necessary for an experiential course in which a considerable amount of the student's time is devoted to reading, research, and other academic activities to which the field experience is supplemental. More contact hours will be necessary if the academic component involves a less significant proportion of the student's time.
  - 2. Fewer contact hours in the setting will be necessary for an experiential course in which the student receives a significant amount of supervision and instruction from a regular member of the faculty. More contact hours in the setting will be necessary if the student receives less direct supervision, or less time devoted to instruction, from the faculty.
- F. Short Courses - The following guidelines will be used to determine the appropriate credit for post-baccalaureate courses of shorter duration than the regular full- or half-term offerings.
  - 1. In short courses, the total number of contact hours and independent work expected will be equivalent to a multiple of 15 times the weekly amount given in each category above. For example, a lecture or discussion course should have 15 contact hours per credit hour since these courses would normally have one contact hour per credit hour per week.
  - 2. All short courses shall consist of at least three separate meetings for each credit hour and shall extend over a duration of at least five days.

*Implementation of the Credit Hour Definition*

- A. In order to address the WSCUC (WASC) requirement to monitor the implementation of UAV's credit hour definition, for courses in the course approval process, course proposals should clearly indicate the course type. It is not the intent of the Credit Hour Definitions given in this document to describe all individual courses across the University, but rather to describe typical practices within course types. Programs proposing courses whose expectations lie significantly outside of those delineated in the Definitions above shall provide a justification within the course proposal.
- B. For existing courses, each department will review their current courses and determine if each course adheres to the guidelines delineated in this Credit Hour Definition Policy. Existing courses that have expectations that lie significantly outside of those delineated in this policy shall provide a justification for the deviations. Departmental course credit hour review will be requested every five years by the Office of Academic Affairs.

**Discipline**

The Dean of Student Affairs or designee will determine discipline in proportion to the offense. Discipline may include, but is not limited to, warning, probation, suspension or expulsion (either permanent or conditional). The Dean of Student Affairs or designee may set appropriate terms or conditions under which a student may continue enrollment or be allowed to re-enroll following an infraction of the rules. Such conditions may include requiring the student to demonstrate

corrective actions, such as counseling or restitution, to assure that there will be no repetition of inappropriate conduct. Student misconduct on assigned externships will not be tolerated and appropriate discipline or termination will result from poor attendance, insubordination or unprofessional conduct.

### **Diversity Policy**

The University of Antelope Valley declares its commitment to diversity and the fulfillment of its educational mission in order to build a strong universal community. The University of Antelope Valley is dedicated in promoting diversity and inclusion through education, research, community service, outreach, externship and clinical service. Students will possess the knowledge and skills to help them thrive in a culturally diverse world.

In alignment with the mission of the University of Antelope Valley, students will be enabled to achieve academic, career, and personal goals through higher education, thereby allowing them to become valuable assets to local and global communities.

The University of Antelope Valley celebrates and values diversity and seek to cultivate behaviors and attitudes that promote global awareness, inclusive sensibilities, and respect for the dignity of each individual regardless of race, religion, ethnicity, gender, sexual orientation, age, socio-economic status, culture, political conviction, physical ability, learning, and psychological differences.

It is necessary to the University of Antelope Valley's high academic standards to remain committed in creating a diverse campus community. Therefore the University of Antelope Valley is dedicated in attracting and retaining a diverse student body, faculty, staff, and Board of Trustees in order to sustain and enrich the learning and living environment that defines the institution and its place in the world.

### **Dress Code**

Students are expected to maintain a neat and clean appearance during class time, as that is what will be required in their future career roles and positions. Students are expected to wear University approved uniforms when they are in a clinical setting, certificate programs, and core courses. Please refer to the respective Enrollment Agreement or consult with faculty for any specific program requirements. UAV student name badges must be worn above the waist and clearly visible while on campus.

### **Dropping or Adding Courses**

All schedule changes must be submitted in writing within the first 5 days of an academic term/ semester and submitted to the Dean of Student Affairs for processing. Dropping/adding a course may affect class schedule, course availability, program length, and financial funding obligations.

- Failure to initiate the process of dropping a class within the five day period may result in the recording of a failed grade.
- The addition of a course cannot be completed if the course has already begun.
- Dropping a course after the 5 day drop period will result in a WA (withdrawal) from the course and will count as a course attempt on transcripts.
- A course withdrawal will only be granted up until the course has reached 50% of published course length. After the 50% mark, student will receive a grade.
- Students receiving VA benefits as well as students in a Certificate program are exempt from dropping or adding a course to their program
- After three consecutive course withdrawals, students may be withdrawn from the university.
- All student athletes must receive approval from the Athletic Director for any schedule modification

### **Equal Opportunity in Education and Employment Policy**

University of Antelope Valley affords equal treatment and opportunity to all persons and prohibits discrimination based on race, creed, color, gender, religion, age, national origin, sexual orientation, marital status, medical condition or physical and mental disability in any of its functions or activities, including educational programs and services, admissions, financial aid and employment.

In the event that the University becomes aware of a crime, occurring on- or off- campus, which poses a threat, the Dean of Student Affairs or Designee will seek assistance from the local authorities to ensure the safety of the students, faculty and staff.

### **English-As-A-Second-Language Instruction**

The University does not offer English-as-a-Second-Language (ESL) instruction. All lecture and materials are provided in English. Therefore English is the primary language spoken in class.

## **Externship and Other Clinical Courses**

Some programs include externships, internships or fieldwork as required courses prior to completing the program. In some cases these are designed as “externship”; in other cases they are referred to as “internship” or “clinical” courses. Regardless of the designation, the following policies apply.

Externship and other clinical fieldwork are courses in which the student practices the skills of the profession under the supervision of a qualified professional. In most cases the externship occurs in a professional office, clinic, or hospital apart from the campus where the student enrolled. UAV makes externship assignments based on availability and the appropriateness of the extern experience. In some cases the appropriate assignment may be a significant commute from campus or the student’s residence. Student preference for location, days and time of assigned attendance, and type of facility will be considered when determining an appropriate assignment but the University cannot and does not guarantee these student preferences will be met.

By enrolling in a program of study at UAV, the student agrees to attend any externship required in that program at the times and locations assigned by the University. The student is responsible for arranging transportation to the assigned site. Many externship assignments are for forty hours per week, and assigned hours may be during the daytime, evenings, weekends or holidays. All students are responsible for managing their affairs so as to be available for whatever hours are assigned during the weeks of the externship assignment. Students for which a full-time externship is an undue hardship may petition for a part-time externship assignment. Part-time externships are rare and at the discretion of the Dean of Student Affairs. Students should be aware that part-time externships will extend the students’ graduation date. If a student has a particular interest in a facility with which the University is not affiliated, the student may bring this to the attention of the Extern Coordinator so the site may be evaluated.

*Note:* Some externship sites may require students to provide evidence of CPR, TB and/or Hepatitis B vaccination. When required, it is the student’s responsibility to provide the required documentation for assignment at the site.

As with all courses, students must successfully meet the attendance and performance requirements of externship in order to graduate. Failure to attend an assigned externship or meet the requirements of the externship is grounds for dismissal. If a student is absent from externship or clinical training, the student must inform both the site and the University. Students on externship are held responsible for ensuring timesheets are properly filled out, verified by the supervisor at the site, and timely reported to the campus. Failure to submit accurate completed timesheets may result in hours attended not being accepted and/or the student being withdrawn from the program. Students are accountable to maintain professional standards on externship and may be dismissed from school for failure to meet either the University’s or the externship site’s professional standards. The externship facility will submit evaluations of the student’s performance based on the standards set by the University. The final grade for externship will be determined by a faculty member.

## **Graduation Requirements**

A degree or certificate is awarded to each student who successfully completes a program of study. A degree or certificate is awarded solely on the program identified on the students Enrollment Agreement.

To graduate, all courses must be completed with a passing grade. Passing grades vary by program. Information regarding criteria can be found on the syllabi. Additionally, students must have a cumulative grade point average of at least 2.0. Furthermore, students must have satisfactorily fulfilled, or have made acceptable arrangements to fulfill, all financial and other obligations to the University and returned any outstanding library material.

Degrees and/or Certificates are processed within four to six weeks after receiving final grades, final project or externship/internship completion notice. Students are notified in writing of when their certificate/degree will be available for pick up. All certificates/ degrees are released through the Registrar’s office located at the Sierra campus and will only be available for up to six months after graduation confirmation. To have a certificate or degree mailed, student must complete a written request online and attach the required processing fee.

Students are required to submit appropriate paperwork within 90 days of program completion to participate in any services the university offers its graduates (i.e. national exam, license, etc), if applicable. For further information contact the Career Services department.

- Bachelor Degree Graduation Requirement: A minimum of 120 semester credits or its equivalent must be successfully completed of which 45 semester credits must be in general education courses, and 45 within the areas of concentration.
- Associate Degree Graduation Requirement: A minimum of 60 semester credits or its equivalent must be successfully completed of which a minimum of 15 semester credits must be in general education courses, and 30 within the areas of concentration.

- Occupational Associate Degree Graduation Requirement: A minimum of 60 semester credits or its equivalent must be successfully completed of which 15 semester credits must be in general education courses. .

Students who attempt every course and earn a grade but who have not met all the requirements for graduation will be designated as a Completer. A completer is a student who is no longer enrolled in the institution and who has either completed the time allowed or attempted the maximum allowable number of credits for the program of study but did not accomplish one of the following graduation requirements:

- Achieve a CGPA of at least 2.0.
- Attain required competencies or speed skills.
- Satisfy non-academic requirements (e.g., outstanding financial obligations).

Official Transcripts are available for a nominal processing fee upon written request by the student. The University reserves the right to withhold an official transcript, certificate, or degree if the student's financial obligation to the University has not been fulfilled.

#### Masters Degree Graduation Requirements

- Master Degree Graduation Requirement: A minimum of 36 semester credits or its equivalent must be successfully completed. Students must have a cumulative grade point average of at least 3.0.

#### **Graduation Ceremony Policy**

Students who have not completed their program requirements may still be eligible to participate in the commencement ceremonies provided the following conditions have been met:

- 1) Students have no more than 3 courses remaining in their academic program by the registration deadline.
- 2) Undergraduate students are in good academic standing with a cumulative GPA of at least 2.0.
- 3) Graduate students are in good academic standing with a cumulative GPA of at least 3.0.
- 4) Students may not have any pending disciplinary actions.
- 5) All financial obligations with the university have been satisfied.
- 6) Active students will not be eligible to wear an Honor Roll or Perfect Attendance cord in the ceremony, as program grades and attendance have not been completed.

Please note that students are not considered to have graduated from the University until all program requirements have been satisfied.

#### **Complaint and Grievance Procedure**

##### Filing of Informal Grievance Level I

*References: AP 5530 Student Rights and Grievances, Title IX. Education Amendments of 1972; ECS 76224(a)*

Students are protected against capricious, arbitrary, unreasonable, unlawful, false, malicious or professionally inappropriate evaluations or behavior by a faculty member, a staff member, an administrator or an official of the University or another student. The following policy will ensure due process for students.

Formal grievances must be filed **no later than 30 school days**, Monday through Friday, when classes are in session, after the beginning of the primary term following the alleged violation, or 30 school days from the time that the student learns of the basis of the grievance. Students may pick up grievance packets and forms from the **Student Affairs Office**. It is recommended that students meet with the Dean of Student Affairs regarding the complaint/grievance prior to starting the process.

Student complaints may be classified as grievances and fall into one of three categories: Academic, Non-Academic, and Discrimination.

##### A. Academic Grievances:

When grades are given for any course of instruction taught in a community University district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of "mistake, fraud, bad faith, or incompetency" shall be final (Education Code Section 76224). If a student files a grievance relative to a grade, he/she must prove that "mistake, fraud, bad faith, or incompetency" is the reason for the grade assignment. The student must follow the due process Grievance Procedure.

##### B. Non-Academic Grievances

Grounds for non-academic grievances include, but are not limited to, the following:

1. Any act or threat of intimidation, discrimination or harassment.
2. Any act or threat of physical aggression.

3. Arbitrary action, violation of student rights, or imposition of sanctions without proper regard to University policy as specified in the Education Code, Board Policy, and/or Administrative Procedures.
4. Violation of Title IX.
5. Any violation of Section 504 with reference to the rights of disabled students.

C. Discrimination Complaints

Students wishing to file complaints based upon discrimination on the basis of ethnic group identification, religion, age, gender, sexual orientation, color, or physical or mental disability and any other category of unlawful discrimination should contact the either the Dean of Academic Affairs or the Dean of Student Affairs, depending on the nature of the complaint.

**A. STATEMENT OF GRIEVANCE - Level I**

Any student who believes an injustice or a violation of state, federal, or University policies, laws, or regulations has occurred should try to resolve the problem through informal consultation with each of the individuals indicated below, in order, before filing a formal grievance (Level II).

1. Instructor involved (or staff member/administrator for non-academic grievances)
2. The appropriate Department Chair/Lead or Department representative designated by the University.
3. Dean of Academic Affairs

If there is no resolution after meeting with the faculty/staff member or the faculty/staff member refuses to meet or respond within ten (10) school days, the student may proceed by meeting with the faculty member's department chair or staff member's immediate supervisor. If the complaint is still not resolved at this step, the student must meet with the faculty or staff member's division dean or supervisor. If the student has not been able to resolve the complaint/grievance at any of the informal steps indicated, the student may file a request for grievance review, Formal Grievance Level II, within ten (10) school days after meeting with the division dean or supervisor.

***Statement of Grievance form (Level I) must be completed in order to document that the student followed the informal resolution process.***

**GRIEVANCE REVIEW**

**B. FILING OF FORMAL GRIEVANCE – Level II**

If the student believes the issue has not been resolved satisfactorily at Level I, the following procedures are to be followed:

1. He/she shall file a Formal Grievance form with the Dean of Student Affairs within ten (10) school days after completing Level I. Additional documentation substantiating the grievance must be attached to the form.
2. The Dean of Student Affairs is responsible for informing the aggrieved student of his/her rights, responsibilities, and procedures.
3. The faculty/manager/staff member against whom the grievance is filed will be sent a copy of the student grievance (Levels I and II) by the Student Affairs Office within ten (10) school days. The faculty/manager/staff member will have fifteen (15) school days to submit a response.
4. The Dean of Student Affairs seeks committee appointees within the same ten (10) school day period that is considered the notification deadline for the faculty/manager/staff member being grieved.
5. Both the student and faculty/manager/staff member involved may solicit documentation from other persons to support their position.
6. The written grievance and written response by the faculty/manager/staff member shall be forwarded to the Dean of Student Affairs.
7. The Dean in establishing the committee, shall arrange for the five members to select one of themselves to be the chair (and voting member) of the Committee. The faculty advocate should not be involved in the meetings of the committee except when invited to be present to represent the grievant to the committee.
  - a. two (2) of the grievant's/complainant's choosing;
  - b. two (2) of the respondent's choosing;
  - c. one chosen by the four (4) members selected in (1) and (2).



- i. The grievance committee has thirty-five (35) days in which to study the case (gather facts, hear the grievant/, faculty advocate, respondent, dean, appropriate committees, etc.) and based on the findings make a written recommendation to the Dean.
8. The Grievance Review Committee will make one of the following determinations within twenty (35) school days.
  - a. The complaint of the student is not a grievance.
  - b. There is insufficient evidence to warrant further action.
  - c. The case should proceed to formal action, Level III.
9. The Dean reviews the findings of the grievance committee and after consultation with the President renders a decision within seven (7) days of receiving the findings of the grievance committee. The Dean shall inform the grievant/ complainant and respondent in writing of the decision and shall state in this letter that this is the final institutional action in the matter.
10. The faculty/manager/staff member, dean/manager, and grievant will be notified within five (5) school days of the committee's written report.

C. GRIEVANCE HEARING –Level III

If the Grievance Review Committee determines that further action is warranted, the case is referred to the Dean of Student Affairs.

1. The Dean of Student Affairs will set the formal hearing date and notify the appropriate bodies in writing of the need to appoint members to the Grievance Hearing Committee. The hearing must commence within ten (10) school days after the Grievance Review Committee renders its decision.
2. The Dean of Student Affairs shall send confidential packets to the Grievance Hearing Committee members (in person or by express/certified mail) five (5) school days prior to the hearing.
3. The Grievance Hearing Committee will be comprised of the following members:
  - a. Chair, Dean of Student Affairs (non-voting)
  - b. Two (2) student appointments made by the President, Associated Students
  - c. Two (2) faculty appointments made by the Dean of Academic Affairs (one from the department and one outside of the department in which the grievance has been made)
  - d. one (1) of the grievant's/complainant's choosing;
  - e. one (1) of the respondent's choosing;
4. The following persons shall be present at the hearing to answer questions by the Grievance Hearing Committee:
  - a. The student grievant
  - b. The faculty/manager/staff member defendant
  - c. The Department Chairperson/Division Dean who participated in the Grievance Review Committee.
5. The following process shall be followed when the hearing is convened:
  - a. Purpose, function, and guidelines of hearing will be reviewed by the Chair.
  - b. The student is allowed to make a statement specific to the grievance and the requested outcome.
  - c. Faculty/manager/staff member is allowed to make a statement specific to the grievance, requested outcome, and any statements/evidence presented by the student.
  - d. The hearing committee members may ask questions specific to the case.
  - e. Discussion, clarification, and additional comments are allowed.
  - f. The hearing is recessed for a decision; student and faculty/manager/staff member and any other invited parties are excused.
  - g. A decision is made by the hearing committee within fifteen (15) school days.
    - i. Reject grievance; deny requested outcome.
    - ii. Support grievance; approve requested outcome.
    - iii. Support grievance; approve revised outcome.

- h. The Dean of Student Affairs shall send out written notification to the student, faculty/manager/staff member, the Dean of Academic Affairs, the provost, and the University President of the decision within ten (10) school days.
6. Both the grievant and the defendant have the right to present witnesses, testimony, and evidence, but only as related to the charges previously presented to the Grievance Review Committee. No new charges shall be admitted for consideration.
7. Both the grievant and the defendant have the right to be accompanied by an advocate in the formal grievance hearing.
8. The hearing shall be closed to the public.

### TIME LIMITS

Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

### APPEAL PROCESS

#### University President

1. If either party is dissatisfied with the decision of the Grievance Hearing Committee, an appeal may be submitted to the University President.
2. Such an appeal must be submitted to the University President by certified mail within ten (10) school days after notification of the decision.
3. The University President has ten (10) school days to respond to the appeal.

#### Board of Trustees

1. If either party is dissatisfied with the decision of the University President, an appeal may be submitted to the Board of Trustees through the University President.
2. Such an appeal must be submitted to the University President by certified mail within ten (10) school days after notification of the decision by the University President.
3. The Board of Trustees shall have two (2) consecutive Board business meetings to review the appeal before making a final decision.
4. The Board of Trustees may not overturn the President's decision without reviewing a transcript of the hearing.

The decision of the Board of Trustees completes the Grievance Process. Any further appeal must be filed through civil court. A record of the Board's decision shall be kept on file in the University President's office.

### **Guests**

Guests, including children, of students are not permitted on campus without the specific prior authorization. At other times, students are responsible for their guests and should see that they obey all University regulations. Guests should not loiter nor linger on campus without approval of the University's administration.

### **Homework/ Additional Study Time**

Additional study time, outside of classroom hours, is required to successfully complete the program. The amount of time required will vary based on the student's ability and academic prowess. Students should allot approximately two hours of homework for each scheduled hour of class.

### **Honors and Awards**

Students who graduate with a cGPA of 3.76 or higher will be recognized at the Commencement ceremony by the wearing of a gold cord. Students who graduate with perfect attendance will be recognized at the Commencement ceremony by the wearing of a white cord.

UAV also recognizes academic excellence throughout the year. Students with a Grade Point Average of 3.5-3.79 are recognized as achieving the Dean's List. Students with a Grade Point Average of 3.8-4.00 are recognized as achieving the President's List.

### **Independent Study**

Independent study is reserved for rare circumstances where a student's program sequence is disrupted and a specific course is needed to graduate or progress timely. Only students with GPAs at or above 2.0 qualify for an independent study (excluding VA students). An Independent Study contract must be completed by the faculty and the student and specifically address the course objectives, expected outcomes, assignments to be completed, hours expected to be

completed with the faculty and hours expected to be completed independently. Courses that are heavily dependent on completion of laboratory exercises do not usually qualify for Independent Study. Independent study contracts must be approved by both the Dean of Student Affairs and the Dean of Academic Affairs. Students may take a total of two independent study courses per program. The university may allow students to take a third independent study due to extreme circumstances or course scheduling issues beyond the student's control. The university will review the circumstances regarding taking a third independent study on a case by case basis. Documentation explaining the circumstances may be required.

In order to apply for an independent study, a student must complete an independent study application detailing their reasoning on why an independent study is needed and pay an application fee of \$50. If the independent study is approved the application fee is non-refundable. If the application is denied, application fee will be refunded.

### **Instruction Materials**

The university maintains and utilizes the following materials for instruction:

- Computer
- Ink Jet Printer/Photo Copier
- Television
- VCR/DVD
- Computer Projector
- Overhead Projector
- Dry Erase Boards
- UAV Library
- Program Specific and Industry Specific Software Programs (if applicable)
- Program Specific and Industry Specific Equipment (if applicable)

### **Instructional Delivery**

UAV is approved to offer courses on campus (residential) and through distance education.

### **Leave Of Absence (LOA)**

Students must petition the Dean of Student Affairs for a Leave of Absence in writing. A Leave of Absence is a period of time approved by the University of up to 180 Consecutive Calendar Days during which a student is not required to attend class. Students on a Leave of Absence (LOA) are considered active students for purposes of Title IV funds, although no funds may be disbursed. No individual student can have more than one LOA during any twelve-month period. For purposes of this determination, the date an LOA begins, starts the twelve-month period. The University can approve a Leave of Absence only for:

- 1) documented medical reasons,
- 2) documented personal emergencies\*, or
- 3) documented military obligations

\*Personal emergencies do not include transportation, child care, marital problems, financial difficulties, or other family issues making school attendance a choice among these priorities. An LOA can be granted only for emergency situations beyond the control of the student and only if it is reasonable to predict the emergency will end and the student will be able to resume at the beginning of a scheduled class within 180 days. An LOA cannot be granted if the student cannot be scheduled to be in class by the end of the 180-day period. The Dean of Student Affairs may request whatever documentation deemed necessary to make a determination whether an LOA meets the criteria to be considered for approval. Any questions about an LOA should be addressed to the Registrar or Dean. Students that do not return from an LOA on the scheduled date will be immediately withdrawn. Students withdrawing from a course to begin an LOA will receive a WN for that course regardless of the length of time attended in that course.

Students making tuition payments to the University remain under that obligation during a LOA. Students who have received Title IV loans and fail to return from a LOA will have their grace period begin retroactively from the date the leave began, and may have their grace period reduced or eliminated. Veterans Affairs will be notified immediately if a Veteran Affairs student is granted a leave of absence. Students must realize that an administrative leave of absence could affect their future financial aid eligibility and the availability of class scheduling.

Students on Student Academic Progress (SAP) probation are not eligible for an LOA.

### **Make-Up Standards**

Regular class attendance is required. Attendance is recorded daily. When a student misses class, it is his or her responsibility to complete missed assignments. Make-up hours do not count towards hours of class attendance but may

be required to pass the course. Make-up work is not permitted for the purpose of receiving veterans' educational training benefits.

In the event of an absence, it is essential for a student to give notice to his/her instructor or the Dean of Student Affairs. When it is necessary, make-up work can be scheduled. Specific information about policies regarding make-up work is located on the course syllabus.

### **Non-Scheduled Status (NS)**

Occasionally an active student will not be scheduled for class for a period of time. The usual reason for this is that the student has already successfully completed the course currently being offered in his or her program or has transfer credit for the current course and is awaiting the next course. When there is no course available for the student to take, the student's status will be designated as nonscheduled (NS). This designation documents that the active student is waiting to attend the next available course. NS may not be used when there is a credit course that the student can be scheduled to attend. The maximum period for which a student may be placed on a nonscheduled status is 90 days. If at the end of 90 days there are no classes available that the student needs to complete the program, the student will be withdrawn. Students that do not return from an NS on the scheduled date will be immediately withdrawn from the university.

Degree seeking students may request a non-scheduled status for the summer semester if available. Graduation dates may be affected whenever time is taken off from scheduled classes.

### **Parking**

Parking is available at all campuses. Students must obey all parking ordinances. The University is not responsible for any damage to or loss of any vehicle on the premises or in the area before, during, and after school. The University is not responsible for a vehicle towed away.

### **Personal Property**

The University assumes no responsibility for loss or damage to a student's personal property or vehicle.

### **Plagiarism Policy**

Academic integrity is essential to college instruction. Maintaining respect for other people's work and ideas is essential to any educational institution. Plagiarism falsifies academic work and makes the student's transcript invalid. To maintain the validity of our degrees at UAV we ask the students to read and execute the following policy in respect to all of their studies.

Plagiarism is the use of ideas, writings, or any other work that is not properly cited. Acts of plagiarism here at the University will be taken seriously and students are advised to be careful and adhere to these guidelines. It is expected that all work that is taken credit for is the original work of the student unless otherwise clearly noted. This includes, but is not limited to, honest representations of projects, graphics, writing, files, programs, and speeches. When collaborating with other students, colleagues must be given appropriate credit for their contributions. Instructors set the standard for proper citation in their classes; however, it is given that a misrepresentation of your work will be disciplined based on the severity of the offense with or without explicit instructions from the professor. Honesty is taken very seriously and a reasonable expectation of honesty is a requirement in the classroom and on campus in all circumstances.

Penalties outlined in the catalog range from instructors lowering the student's grade to being referred to the Dean for disciplinary action. In the worst cases of plagiarism, the Dean has discretion and ask the student to leave the University. The use of term paper companies is strictly prohibited and all tutors and instructors are to be careful to help the student learn the material and not complete the assignment for them.

Turning in an assignment twice is considered self-plagiarism. This can only be done with written permission from the instructor. Otherwise, the duplicated assignment is considered cheating and carries the penalty of getting no points for the work which should be managed by the instructor.

In the case of using plagiarism checking programs, instructors are advised to be suspicious at the 20% mark. When a student surpasses the 20% mark on a paper the instructor is to investigate the student's uses of resources. It is possible to correctly cite more than 20% of a paper and instructors are advised to consider intent when disciplining actions. Maintaining integrity is an important part of life and the university wishes to instill the value of honesty in its students so that they can be successful members of society. Practicing academic integrity is part of the learning process in becoming an upstanding member of the academic world and therefore has an edifying effect on the community at large. The University urges its students to maintain integrity of all kinds and to apply the value of honesty in all circumstances.

## **Policy of Non-Discrimination**

The University prohibits discrimination based on race, creed, color, gender, religion, age, national origin, sexual orientation, marital status, medical condition or physical and mental disability and follows the laws and regulations below, without limitations.

1. Title VI of the Civil Rights Act of 1964, as amended, and the implementing regulation 34 CFR Parts 100 and 101 (barring discrimination on the basis of race, color, or national origin);
2. Title IX of the Education Amendments of 1972 and the implementing regulations 34 CFR, Part 105 (barring discrimination on the basis of sex);
3. The Family Educational Rights and Privacy Act of 1974 and the implementing regulations 34 CFR Part 99;
4. Section 504 of the Rehabilitation Act of 1973 and the implementing regulations 34 CFR Part 104 (barring discrimination on the basis of physical handicap);
5. The Age Discrimination Act of 1975 and the Implementing regulations 45 CFR Part 90; and
6. The Americans with Disabilities Act of 1990 and the implementing regulations in 29 CFR Part 1630 (1992).

The institutions' facilities are readily accessible to handicapped students. Reasonable accommodations will be made on an individual basis. However, it is the responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment. Documentation to support the disability must be provided to the University at time of the request.

## **Policy for the Procurement of Students with Special Talents**

### Definition of Students with Special Talents:

Students with special talents shall be defined as any student who possesses exceptional talent or abilities in any area of interest to the university or any university affiliated organizations and departments [hereafter referred to as "organizations"].

### Procurement of Students with Special Talents:

The university and its affiliated organizations have the opportunity to expend additional resources when attempting to acquire students with special talents. The funds used during the recruitment process are to be provided by the organization directly involved in the process and NOT by the university.

### Limits of Assistance:

During the procurement process, additional resources may be expended; however, these resources are not to exceed the following limits regardless of the amount of resources the organization is willing to provide.

1. Transportation: organizations shall not provide financial assistance for ground transportation; however, they may provide up to \$500 in financial assistance for air travel. The maximum is \$500 per student with special talent.
2. Lodging: organizations shall not pay for any off-campus lodging; however, students are permitted to stay on campus - provided there is availability. If on-campus housing is provided, the director of housing must be made aware and visiting students must complete necessary paperwork (indemnification, et cetera).
3. Meals: meal money shall not exceed the per diem limits set forth by the organization.
4. Duration: students shall not "visit" the university (stay on campus or receive meal money) for more than 48 hours.
5. Attendance: prospective students shall not miss class to visit the university unless approved by UAV administration and the student's current school administration.
6. Apparel/Gifts: organizations can provide students with a UAV t-shirt and/or other UAV apparel items; however, these items are not to exceed \$30.

### Providing Financial Assistance:

Those seeking to provide additional assistance throughout the procurement process must receive approval from their supervisor prior to agreeing to or providing assistance. After approval, it is the staff or faculty member's responsibility to properly document the distribution of funds.

The organization is solely responsible for all funds provided. Organizations may use funds from their operating budget or funds raised through external fundraisers. The university will not provide any additional assistance for the procurement of students with special talents.

## **Program Changes / Transfers**

Students must request a program change in writing to the Dean of Student Affairs. A change from one program to another may affect graduation date, costs, and financial aid. Whether specific coursework transfers from one program to another depends on the programs and courses required. A student transferring to a new program must complete a new enrollment agreement and will be charged the prevailing tuition rate for the newly selected program.

Students are subject to all admission requirements of the new program, if changing programs. Students on probation are not eligible to change programs.

## **Progress Reports**

Students are kept apprised of their grades on a regular basis through communication with their instructors. Students are able to request an unofficial transcript from the Registrar's office. Students that have questions regarding their grades should see their faculty, the Dean, or the Registrar. Students have until the next academic term to challenge grades on the basis of incorrect calculation or posting.

## **Re-Entry**

A student who withdraws or is terminated from a program may petition to re-enter within 180 days of the last date of attendance. Students will return under the original enrollment agreement and catalog. Students may submit their petition letter to the Student Services department. The letter should outline the circumstances for the withdrawal or termination and what remedies have been taken since the date of last attendance to ensure that the student can be successful. All re-entry determinations will be made by the University and are final.

A student who withdraws or is terminated from a program after passing a SAP evaluation point must wait one full semester if in a degree program or 60 days for a certificate program before they may apply for re-enrollment. Students who have re-enrolled in this manner will be placed on academic probation for the next semester and must maintain a GPA of 2.0 or above during their probationary period or they will be withdrawn from their program. In addition, the student must maintain attendance of 70% or above while on probation status.

While on probation, the student will be assigned mandatory tutoring with their instructors to ensure they maintain their academic standing. The student will also meet with the Dean of Students monthly to review their progress. Failure to attend assigned tutoring or the meeting with the Dean may result in dismissal from the university.

If the school grants re-entry, the student must agree in writing to the terms for re-entry, pay \$100.00 Re-Entry Fee, and initial the original Enrollment Agreement that will be modified to include the new start date and estimated graduation date. Students that re-entry may be required to provide additional admissions documentation (if applicable).

## **Re-Enrollment**

A student who withdraws or is terminated from a program prior to passing a SAP evaluation point may apply to re-enroll after 180 days from the last date of attendance. Prospective students will follow the admissions process and have their UAV and/or other colleges transcript evaluated for transfer credit. A new Enrollment Agreement is executed and the student pays the prevailing tuition cost, less transfer credits. Students that re-enroll are required to re-test or establish admissions eligibility.

## **Residency Requirements**

### **Undergraduate Residency requirements**

Students are required to complete a certain percentage of credits at UAV in order to earn a credential from the institution. Residency requirements vary by credential level as indicated below:

- Students earning a Certificate must complete a minimum of 50% of their credits at UAV to graduate from UAV.
- Students earning an Associate's degree must complete a minimum of 25% of their credits at UAV to graduate from UAV.
- Students completing a Bachelor's degree must complete a minimum of 25% of credits within their major at UAV to graduate from UAV.

### **Graduate Residency Requirements**

Students are required to complete a certain percentage of credits at UAV in order to earn a credential from the institution. Residency requirements vary by credential level as indicated below:

- Students completing a Masters degree must complete a minimum of 80% of credits within their major at UAV to graduate from UAV. Students may not transfer in credits towards the capstone course requirement in the Masters degree program.

### **School Closing (cancelling of class)**

UAV reserves the right to alter its class schedule due to inclement weather, campus emergencies, or other unforeseen situations. Depending on the class schedule, course make-up hours may be held in the evenings or weekends. In some circumstances class schedules may extend in order to make up missed class time.

### **School Holidays**

- Winter Break (approximately 2 weeks during the Christmas and New Year Holidays).
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving (2 days)

See the catalog addendum for dates of these holidays for the current calendar year. Although online students can access their courses on holidays, faculty and staff are not required to be available for questions on school sponsored holidays.

### **School Hours and Schedule**

UAV programs are offered in 14-16 week semesters or 3 to 13-week terms depending on the program. Online courses are 8-weeks in length. See the catalog addendum for the program schedule. The hours of operation for UAV are as follows:

Day Classes (times vary by program): Monday-Friday 9:00am - 1:00pm  
Afternoon Classes (times vary by program): Monday-Friday 1:30pm-5:30pm  
Evening Classes (times vary by program): Monday-Friday 6:00pm - 10:00pm  
Weekend Classes: Saturday-Sunday 9:00am -5:00pm  
Business Office: Monday-Friday 8:00am - 7:00pm

Students enrolled in online programs can access courses 24/7/365. Technical assistance is also available on demand. Faculty and staff are expected to respond to student questions or requests within 48 hours. Faculty and staff are diligent and will, in many instances, address concerns in less than 24 hours. In addition, faculty holds regular office hours outside of a traditional schedule.

### **Smoking/ Eating**

Eating, drinking, smoking, chewing tobacco, and chewing gum are prohibited on campus except in areas designated for these purposes.

### **Student/Employee Fraternization**

Employees of UAV are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age and/or regardless of whether the student may have consented to such conduct. Further, employees must not entertain or socialize with students outside of the University environment. Similarly, any action or comment by an employee which invites romantic or sexual involvement with a student is considered highly unethical, in violation of University policy, and may result in disciplinary action by the University. Inappropriate and unacceptable employee behavior includes, but is not limited to, dating; requests for sexual activity; physical displays of affection; giving inappropriate personal gifts; frequent personal communication with a student (via phone, e-mail, letters, notes, text messaging, etc.) unrelated to course work or official University matters; giving or accepting rides, giving or offering housing, selling or buying anything of more than nominal value, providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations. Students are also expected to behave in a professional manner towards faculty and staff and must follow the same guidelines as presented for employees. If a student witnesses or hears of an instructor or staff person's participation in an inappropriate relationship with a student, the incident should be reported to Administration immediately.

### **Suspension and Dismissal**

All students are expected to conduct themselves responsibly, attend classes regularly, and to maintain a satisfactory level of academic achievement. The university reserves the right to suspend or dismiss any student who:

- 1.Exhibits conduct which is found by the Administration to be detrimental to fellow students, other individuals, the community, or the University, as addressed in the Conduct section of this catalog.

2. Fails two or more courses.
3. Fails to meet attendance standards.
4. Fails to meet financial obligations to the university.

Time on suspension will be counted as an absence from the University and cannot exceed the allowable absences stated in the attendance policy.

### **Student Suggestions**

UAV welcomes suggestions from students, staff, faculty, graduate employers and the community. Recommendations should be emailed to [feedback@uav.edu](mailto:feedback@uav.edu).

### **Teach Out Program**

In the event of closure of a program due to an unanticipated event that renders the program inoperable while students are still enrolled, the university would stop admitting students to the program and teach out the existing students. The registrar's office and the faculty will continue with the class schedule to allow the current students to finish their degree.

### **Telephones**

No student will be called out of class for a telephone call except for an emergency. Students should inform family and friends of this rule. University telephones are not for student use and unauthorized use is grounds for disciplinary action. Personal telephones must be turned off and not used during class time.

### **Transcripts**

Graduates receive one free unofficial copy of their transcripts when obtaining their degree or certificate of completion. A \$10.00 fee will be charged for official transcripts and must be paid before the request is processed. Official transcripts will not be released for students who have a past due account with the University. Normal transcript processing time is 5 business days. Transcripts from high schools or other colleges submitted to UAV by the student or on behalf of a student cannot be duplicated. Students must apply directly to each school for copies of their transcripts. Unofficial transcripts are available upon request via email.

### **Notice Concerning Transferability of Credits and Credentials Earned At UAV**

- The transferability of credits you earn at UAV is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or degree you earn is also at the complete discretion of the institution to which you may seek to transfer. If the credits, certificate, or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending UAV to determine if your credits, certificate or degree will transfer.
- Currently UAV does not have articulation agreements with other institutions.

### **Transfer of Credit**

UAV will review for transfer academic credits earned from nationally and regionally accredited academic institutions when the course content is deemed equivalent.

- The student submits official, sealed transcripts to the University. Once submitted, the transcripts become property of the University and will not be returned. Students with multiple transcripts should submit all transcripts to the University at the same time for evaluation. Unofficial transcripts will not be evaluated.
- The Dean of Student Affairs will evaluate the transcripts for transferability of applicable degrees and/or units. The student may be required to submit course descriptions to verify compatibility of coursework. The transcripts will be evaluated and the Credit Transfer Request form will be completed within 3 business days. The Dean of Student Affairs will approve the Credit Transfer Request and forward it to the Registrar, who will process the transfer of credits and forward a copy of the Credit Transfer Request to the Financial Aid Department.
- The Registrar will send a letter to the student indicating credit accepted and if applicable toward which course.
- The Financial Aid Department will calculate the credit amount applied to the tuition and adjust packaging as necessary.

When applicable, the university shall award credit for the following types of Prior Learning Assessment: College Level Examination Program (CLEP), Defense Activity for Non Traditional Education Support (DANTES), and training providing by non-collegiate institutions such as the armed forces. Credits are accepted for transfer with the course content is deemed equivalent. The registrar and the Dean are responsible for the evaluation of transferable credit subject to the established requirements listed below.



Credits will be considered for transfer if the following criteria are met:

- Certificate Programs
  - Official sealed transcripts from a regionally or national accredited institution are submitted for evaluation.
  - The courses must be equivalent in content and credit. Students may be required to submit course descriptions during the evaluation process.
  - UAV is on the semester system. Quarter system units will be evaluated as one quarter unit being the equivalent of two-thirds of a semester unit.
  - A grade of C or better was earned. If course was a pass/fail, a pass will be considered for transfer if it is the equivalent of a C or better.
  - Courses must have been completed within two years of enrollment with the university.
- Degree Programs
  - Official sealed transcripts from a regionally or national accredited institution are submitted for evaluation.
  - The courses must be equivalent in content and credit. Students may be required to submit course descriptions during the evaluation process.
  - UAV is on the semester system. Quarter system units will be evaluated as one quarter unit being the equivalent of two-thirds of a semester unit.
  - Undergraduate degree programs: A grade of C or better was earned. If course was a pass/fail, a pass will be considered for transfer if it is the equivalent of a C or better.
  - Graduate degree programs: A grade of B or better was earned. If course was a pass/fail, a pass will be considered for transfer if it is the equivalent of a B or better.
  - Students enrolling in graduate programs must submit an official transcript which provides proof of bachelor degree earned.

Bachelor Degree Graduation Requirement: A minimum of 120 semester credits or its equivalent must be successfully completed of which 45 semester credits must be in general education courses. Those not possessing a minimum of 30 credits of general education through their associate degree will need additional general education courses in order to meet the general education requirements for the Bachelor degree programs. Refer to General Education Requirements for a list of some general education applicable transfer courses.

UAV Official Transcripts are available for a nominal processing fee upon written request by the student. The University reserves the right to withhold an official transcript, certificate, or degree if the student's financial obligation to the University has not been fulfilled.

**Withdrawal from University**

The majority of students who begin classes at UAV successfully complete their education. However, sometimes conditions or circumstances beyond the control of the student and the University require that the student withdraw from the University. Students who need to withdraw from the University prior to completion must follow the steps below:

1. Meet with the Dean of Student Affairs or a Student Services Representative to discuss the decision to withdraw. The University will make every effort to assist students in continuing their education.
2. Meet with representatives of the Financial Aid and Business Offices. The Business Office can answer questions regarding financial obligations to the University and the Financial Aid Office will answer questions regarding student loan repayment responsibilities.

**Grading Systems and Policies**

Instructors assign grades based on appropriate weighting of classroom participation, laboratory and project work, written examinations and quizzes, practical application of skill, and homework. No student can graduate without obtaining a passing grade for each course in the program.

Letter Grade & Quantitative Assessment	Quantitative Assessment	Qualitative Assessment	Credits attempted	Credits completed	Calculated in CGPA
A (4.0)	90-100%	Excellent	Yes	Yes	Yes
B (3.0)	80-89%*	Very Good	Yes	Yes	Yes

C (2.0)	70-79%*	Satisfactory	Yes	Yes	Yes
D (1.0)	60-69%	Less than Satisfactory. In some programs a D is not a passing grade.	Yes	Yes	Yes
F (0.0)	59% and below	Failing	Yes	Yes	Yes
I	Incomplete	If the incomplete work is not finished within 30 days, the incomplete grade will revert to the letter grade earned based on the average of the grades achieved on all course work previously completed and the assigned grade of "0" for the incomplete work.	Yes	No	Yes
P or NP	Pass or No Pass	In some clinical or externship courses where students are assessed solely on performance of clinical competencies, a grade of P or NP is awarded. P is a passing grade. NP is not a passing grade.	Yes	Yes	No
TC	Transfer Credit	When a student has properly applied for and been granted transfer credits, the Registrar enters the grade of "TC" on the student's transcript. The student is not required to attend that class. The student may be required to be placed on a nonscheduled status until a required course is available. This may impact graduation date.	No	Yes	No
WN	Withdrawn Not Attempted	Where a withdrawal from a course is approved and occurs before the student has completed 5 days of the course, a grade of "WN" is awarded. Withdrawals are approved only by the Dean when a written request is provided with substantiating reasons for the withdrawal. A WN will be awarded to a student for a currently enrolled class if an LOA is granted to begin prior to the end of the class. .	No	No	No
RF or RD	Failed course Repeat	"RF" or "RD" are not assigned grades. They signify that a course where a failing grade of "F" was previously earned has been repeated and a subsequent grade has been posted for that course on the date the retake was completed.	Yes	No	No
AP	Advanced Placement	The University allows advanced placement credit. A student may transfer a course/program of study and receive college credit. The course/program will be individually reviewed by the academic department for appropriate placement. Credit will be given for a grade of AP.	No	Yes	No

### Courses Not Passed

In order to graduate, students must earn a passing grade in every course in the curriculum. Please refer to program descriptions and individual course syllabi for information regarding minimum grade requirements. When a student does not receive a passing grade, one of two things can happen:

First, the student can repeat the course when it is offered again and earn whatever grade the student achieves. The original grade is denoted by an "R" in front of the original grade. So long as the subsequent grade is a passing grade, the student will then have satisfied the requirement for the course.

Second, at the discretion of the instructor, and within a maximum timeframe of 30 days, the student can remediate the course. Students must have attended a minimum of 51% of scheduled class hours to qualify for remediation consideration. Once the student satisfactorily demonstrates to the instructor that he or she has corrected the deficiencies and now has the requisite knowledge, skill and behavior to pass the course, the instructor provides the Registrar with a grade change report that documents the amount of time spent in remediation, the new grade and notes the basis for the change. General education remediation courses are scheduled in a three week format. Time spent remediating coursework does not replace class attendance for the purpose of determining hours present. When a grade change is issued, there is only one entry for the course on the student's transcript, and the original course completion date is retained.

If it is determined that a student must retake a course, the scheduling of the retake class is based on seat availability. There may be instances where a student may have to sit out a term, or other period of time, until a seat becomes available. Any costs associated with the retake courses will be the responsibility of the student including tuition, supplies and textbooks.

### Grade Appeal Policy

If a student believes that an improper grade has been assigned, the student should speak directly with the instructor in an attempt to resolve the issue. If the discussion with the faculty member does not resolve the issue, the student may file a formal grade appeal. Grade appeals must be submitted within 30 days of the end of the course. An appeal may be filed on the following grounds:

1. Discrimination: On the basis of race, religion, national origin, sex, age, ancestry, disability, sexual orientation, or political affiliation.
2. Non-Standard Evaluation: Significant deviation from grading procedures and course outlines set at the beginning of the course or grade assigned arbitrarily on the basis of whim or impulse. The student may not claim non-standard evaluation if he or she disagrees with the subjective professional evaluation by the instructor.

3. Error: Demonstrable, objective determination that a mathematical or clerical error resulted in the entry of an incorrect grade.

To file an appeal, students must complete the Grade Appeal Form, which is available from the Dean of Student Affairs, and submit the form along with any documentation to the Dean of Student Affairs. The Dean of Student Affairs will respond in writing within 10 business days of receipt of the Grade Appeal. If the student is not satisfied with the resolution of the Grade Appeal, they may submit their appeal to the Academic Quality and Institutional Standards (AQIS) Committee. The decision of the AQIS Committee is final.

### **Grade Changes**

Instructors may, with the approval of the Dean of Student Affairs, submit a grade change after a course grade has been assigned. Ordinarily a grade change is appropriate only when circumstances beyond a student's control prevented the student from achieving a higher grade by the end of the scheduled completion of the course. However, the student was able, at the direction of the instructor, to make-up specific deficiencies following the posting of the grade at the conclusion of the course. Grade changes requested after 30 days must be approved by the Dean of Student Affairs.

### **Grade Point Average**

Grade Point Average (GPA) is an important measure of student progress. As noted in the section titled *Satisfactory Academic Progress*, every student must achieve minimum GPA and timeframe standards in order to remain in school. No student may graduate with a cumulative GPA below 2.0. Based on industry requirements for obtaining licensure or certification in some programs, students may be required to pass courses with a "C" or higher. Students who receive a "D" in those courses are required to repeat the course.

### **Repeating a Course to Improve a Grade**

To improve a previously earned passing grade, a student has the option of repeating the course two times; the highest grade received for the course will be used in computation of the grade point average and all other grades for the course will not be used to calculate the student's program GPA.

For term based programs, all grades assigned for the term are included for calculation of the term GPA, but only the last grade posted for courses repeated will be included in the program GPA.

A student must pay tuition each time they elect to repeat a course. The student should note that Title IV funding and many agency funding programs may not pay the tuition cost to repeat a course. Students are encouraged to meet with the Financial Aid department to understand the impact on their financial obligation with the University. Repeating a course to improve a grade will impact the student's length of time in the program and thereby affect their satisfactory academic progress.

## **SATISFACTORY ACADEMIC PROGRESS**

### **Satisfactory Academic Progress (SAP): Certificate Programs**

Students' academic progress will be measured at the midpoint of their program or at the end of their first academic year if applicable. In order to maintain satisfactory progress, students must:

1. Maintain a minimum cumulative grade point average (CGPA) of at least 2.0 (on a standard 4.0 scale) at the evaluation point.
2. Progress at a satisfactory rate toward completion of their program. At the end of the evaluation period, the student must have successfully completed at least 66.67% of all coursework that the student has attempted in the program. A description of the calculation is given below.
3. Complete the program within a maximum timeframe of 150% of the published length of the program as calculated in credits attempted. For example: A student enrolled in a 120 semester credit program would have to complete the program in a maximum timeframe of 180 credits attempted (150% of 120 Credits).
4. Veterans Affairs benefit recipients must complete their program within the approved timeline and credit load. Education benefits expire when student has reached either the date of expected completion or the required number of credits attempted.

#### Certificate Graduation Requirements

Student must have a minimum of a 2.0 CGPA or its equivalent in order to meet the requirements for graduation.

### **Satisfactory Academic Progress (SAP): Undergraduate Programs**

Students' academic progress will be measured at the end of each semester. In order to maintain satisfactory progress, students must:

1. Maintain a minimum grade point average (GPA) of at least 2.0 (on a standard 4.0 scale) at the end of each semester.
2. Progress at a satisfactory rate toward completion of their program. At the end of the evaluation period, the student must have successfully completed at least 66.67% of all coursework that the student has attempted in the program. A description of the calculation is given below.
3. Complete the program within a maximum timeframe of 150% of the published length of the program as calculated in credits attempted. For example: A student enrolled in a 120 semester credit program would have to complete the program in a maximum timeframe of 180 credits attempted (150% of 120 Credits).

#### Undergraduate Graduation Requirements

Student must have a minimum of a 2.0 GPA or its equivalent in order to meet the requirements for graduation.

#### **Satisfactory Academic Progress (SAP): Graduate Programs**

Student academic progress will be measured at the end of each semester. In order to maintain satisfactory progress, students must:

1. Maintain a minimum grade point average (GPA) of at least 3.0 (on a standard 4.0 scale) at the end of each semester.  
Progress at a satisfactory rate toward completion of their program.  
Complete the program within a maximum timeframe of the published length of the program as calculated in credits attempted.

#### Graduate Graduation Requirements

Student must have a minimum of a 3.0 GPA or its equivalent in order to meet the requirements for graduation.

#### **Calculating the Rate of Progress (Pace) toward Completion of the Program**

The rate of progress toward completion of the program is calculated by dividing the cumulative number of credit hours the student has successfully completed in the program by the cumulative number of credit hours attempted by the student in the program. For example: A student who has attempted courses worth 36 credits, but has successfully completed only 24 credits would have a rate of progress calculated by dividing 24 by 36 or 66.67% (24/36).

The cumulative number of credit hours attempted in the program includes transfer and proficiency/challenge exam credits received, credits for courses from which a student has withdrawn, credits for which a student has received an incomplete, and every repeated course. The cumulative number of credit hours attempted in a program does not include remedial courses, audited courses or courses that are pre-requisite to the program taken at the University.

Transfer and proficiency/challenge exam credits are counted as both attempted and successfully completed. Credits for courses from which a student has withdrawn are counted as attempted and not successfully completed. Credits for courses from which a student has received an incomplete are counted as attempted and not successfully completed until a final grade has been assigned, at which time the rate of progress will be evaluated according to the grade assigned.

#### **Satisfactory Academic Progress (SAP) Standards**

Students are considered to be maintaining satisfactory academic progress when they have met the following:

1. **Quantitative Evaluation** - Maintain required minimum cumulative grade point average (CGPA) based on program level at the evaluation point. Progress at a satisfactory rate toward completion of their program. At the end of the evaluation period student must have successfully completed at least 66.67% of all coursework that the student has attempted in that timeframe for their program.
2. **Qualitative Evaluation** – Assessing student progress through student learning outcome data and the documentation process from faculty, the student services coordinator and the Dean of Student Affairs.

#### **Completion Rate Requirements**

1. Complete the program within a maximum timeframe of 150% of the published length of the program as calculated in credits attempted. Maximum timeframes are calculated by multiplying the number of total credits by 1.5. For instance, in a program of 30 credits, a student would have to complete the program in a maximum timeframe of 45 credits attempted.
2. Students are expected to maintain SAP. For purposes of Satisfactory Academic Progress, only courses attended at the University that are applicable to the current program enrolled will be evaluated.
3. Veterans Affairs benefit recipients must complete their program within the approved timeline and credit load. Education benefits expire when student has reached either the date of expected completion or the required number of credits attempted.

### Satisfactory Academic Progress (SAP) Student Notification

The Dean of Student Affairs reviews student records and advises the students. The Dean of Student Affairs is responsible for monitoring probation. When a student hits SAP check point and their CGPA is below required, the following occur:

1. Student status is changed to Probation status (a student who fails to meet the required cumulative GPA at the end of an evaluation period is considered to be placed on probation)
2. Student is mailed a letter informing of probationary status
3. Student must meet with the Dean of Student Affairs to go over a Satisfactory Academic Progress Evaluation. This evaluation breaks down the CGPA and the necessary steps to bring the GPA back to satisfactory progress, if it is possible within the semester attempted. Student signs evaluation form. SAP evaluation form clearly outlines the grades needed in the upcoming semester in order for student to re-establish satisfactory academic progress.
4. If Dean of Student Affairs determines it is mathematically impossible for the student to achieve the required GPA by the next SAP evaluation checkpoint, the student will be withdrawn.
5. If student fails to achieve required GPA by the next evaluation point, student will be withdrawn.

Students continue to remain eligible for Title IV while on Probation. Students who are able to meet the required GPA by the next SAP evaluation in both qualitative and quantitative evaluation areas are returned to an Active status. Students who are unable to meet SAP requirements will be withdrawn. The institution's registrar verifies GPA and percentage of successful course completion with the assistance of the Campus-Vue system.

### Satisfactory Academic Progress: Financial Aid

At the end of each evaluation point, students' GPAs and completion rates are reviewed to determine whether the students are meeting the above requirements.

- Probation is the status students will be placed in for the first evaluation point that a student fails the SAP requirements listed above. Students on Probation must meet with the Dean of Student Affairs or designee to develop a SAP Evaluation, if followed, will ensure the student is able to meet SAP by next evaluation point. Students who meet the SAP standards by the next evaluation point will be removed from Probation. Students not meeting the SAP requirements at the next evaluation point may be dismissed and must appeal to remain in school. Students placed on probation are eligible to receive Title IV aid.
- Students not meeting SAP at the end of the next evaluation point must be dismissed. Unless they wish to continue while no longer being eligible for financial aid. However, a student not meeting GPA standards at the next evaluation point may remain as an enrolled student who is eligible for financial aid if appeal is approved with documented mitigating circumstances.

Situation	Academic Status	Federal Financial Aid Eligibility
First SAP Evaluation Point in which CGPA and/or completion rate is below minimum standards	Probation	Students are still eligible for federal financial aid through the next SAP evaluation point
Second SAP Evaluation Point in which CGPA and/or completion rate is below minimum standards	Probation/ Dismissal	Students not meeting SAP will be dismissed; unless they wish to continue while no longer being eligible for financial aid. However, a student may remain as an enrolled student who is eligible for financial aid if appeal is approved.

If at any point it is determined that it is mathematically impossible to meet the SAP standards in the maximum number of terms allowed, the student must be dismissed.

### Withdrawals, Incomplete grades, repeated courses

Students with withdrawals, incomplete grades and repeated courses are eligible to continue receiving financial aid if they continue to make satisfactory progress.

Grades affecting Completion Rate calculation			
Letter Grade & Quantitative Assessment	Credits attempted	Credits completed	Calculated in CGPA
A (4.0)	Yes	Yes	Yes
B (3.0)	Yes	Yes	Yes
C (2.0)	Yes	Yes	Yes
D (1.0)	Yes	Yes	Yes
F (0.0)	Yes	Yes	Yes
Incomplete (I)	Yes	No	Yes
Pass (P) or No Pass (NP)	Yes	Yes	No
Transfer Credit (T)	No	Yes	No
Withdrawn Not Attempted (WN)	No	No	No

Failed course Repeat (RF or RD)	Yes	No	No
Advanced Placement (AP)	No	Yes	No

### **Satisfactory Academic Progress Probation**

A student who fails to meet the required GPA at the end of an evaluation period (every semester) is considered to be placed on probation.

### **Satisfactory Academic Progress Dismissal**

Student on a probation status who fails to achieve the required GPA by the next evaluation point (semester) will be withdrawn.

### **Satisfactory Academic Progress Probation or Dismissal Appeal**

Students who are eligible to appeal may do so by submitting Academic Appeal form to the Dean of Student Affairs explaining the mitigating circumstances that affected his/her performance. The student must provide documentation of the circumstances that had an adverse impact on his/her performance.

### **Satisfactory Academic Progress Probation or Dismissal Appeal Process**

The student must submit an Academic Appeal form explaining the mitigating circumstances that affected his/her performance, as well as explaining what changed in the student's situation that would allow the student to demonstrate satisfactory progress. The following is a comprehensive list of events that indicate there may be mitigating circumstances which have negatively impacted academic progress:

- death of an immediate family member
- student illness requiring hospitalization (this includes mental health issues)
- illness of an immediate family member where the student is a primary caretaker
- illness of an immediate family member where the family member is the primary financial support
- abusive relationships
- divorce proceedings
- previously undocumented disability
- work-related transfer during the term
- change in work schedule during the term
- natural disaster
- family emergency
- financial hardship such as foreclosure or eviction
- loss of transportation where there are no other means of transportation
- documentation from a professional counselor
- student is following the Academic Success Plan

The Dean of Student Affairs is responsible for determining the appropriateness of the mitigating circumstances in regard to severity, timeliness and the student's ability to avoid the circumstances.

To appeal the application of the SAP standards, the student must follow the appeal process:

1. Obtain an Academic Appeal Form from the Dean of Student Affairs. Appeal must include:
  - a. Why student failed to meet SAP
  - b. What has changed that will allow the student to meet SAP at the next evaluation point
2. Prior to the last day of Drop or prior to the re-entry term, complete the form and submit it to the dean.
3. Should the appeal be granted, the student must meet with the dean or designee to develop a Satisfactory Academic Progress Evaluation form.
4. Continue to attend regularly scheduled classes during the review period.

The Dean of Student Affairs will review the student's request and reach a decision no later than the 5th calendar day after the term start.

If the appeal is granted, the student will be placed on probation and student's eligibility for financial aid will be reinstated for the duration of evaluation period. As part of the Probation, the student must agree with and sign the Satisfactory Academic Progress Evaluation form developed by the academic dean or designee.

Should an appeal be denied, the student's dismissal stands and he/she can no longer attend classes; any tuition charges that have been posted for the current term will be reversed. A student may appeal academic dismissal only one time.

## Re-establishing Satisfactory Academic Progress (SAP)

Students who fail to meet the SAP standards for two consecutive terms or who are dismissed must complete the appeal. A student whose appeal has been approved is eligible to receive Title IV aid in that subsequent evaluation point. During that term, the student must follow the terms outlined in the Satisfactory Academic Progress Evaluation. Students on Probation will remain in active school status and will have their progress evaluated at the completion of each evaluation point by the dean or designee.

## Transfer Credit

Accepted Transfer Credit from other accredited institutions is included towards the completion of the student's program as hours and credits completed. Grades earned at other institutions do not count towards student's cGPA.

## Dual Degree

Students may earn two or more degrees from UAV; however a student may only be enrolled into one degree program at a time. Credits earned from the first degree program may apply toward subsequent degrees. Upon enrolling in a second degree, a determination will be made of the student's satisfactory academic progress in the credits attempted and grades earned that count toward the new program of study.

## Program Changes

On rare occasions, the University grants program changes when a written request has been submitted by the student to the Dean and the student is maintaining satisfactory academic progress. The Dean will determine which courses are relevant to be transferred to the new program. All transfer courses will be counted in the completion rate and GPA. A change from one program to another may affect graduation date, costs, and financial aid. A student transferring to a new program must complete a new enrollment agreement and will be charged the prevailing tuition rate for the newly selected program. Students are subject to all admission requirements of the new program, if changing programs. Students on probation are not eligible to change programs.

## General Education Requirements

### General Education Philosophy

In the General Education courses, students will demonstrate the ability to recognize the need for information, to be able to identify, locate, evaluate, and effectively use that information for issues or problems that exist in day-to-day life. Students will learn to effectively communicate, show an understanding of cultural diversity, apply computational techniques to address problems and demonstrate critical thinking skills. In addition, students will demonstrate scientific and technical knowledge to be utilized when working in this global environment. These general education courses will empower our graduates with the fundamental skills necessary to succeed in core courses and beyond, providing students with a background of knowledge and skill-sets. The university ensures the development of core competencies including, but not limited to, written and oral communication, quantitative reasoning, information literacy, and critical thinking. This program is a stepping stone to the next plateau in students' educational experience and development as professionals and lifelong learners.

### General Education Graduation Requirements:

Occupational Associate students must complete a minimum of 15 semester credits of General Education coursework, 3 in Humanities, 3 in math, 3 in Natural Sciences, 3 in Social & Political Sciences, and one additional from any category. Academic Associate students must complete a minimum of 15 semester credits of General Education coursework, 3 in Humanities, 3 in math, 3 in Natural Sciences, 3 in Social & Political Sciences, and one additional from any category. Bachelor's degree students must complete 45 credits of general education coursework, 6 in Humanities, 6 in math, 6 in Natural Sciences, 6 in Social & Political Sciences (minimum of 6 at the upper division level), and 15 additional from any category.

Students follow a general education curriculum that is grouped into four foundational areas: Humanities, Natural Science, Mathematics, and Political & Social Sciences. Courses offered may vary. Courses that fulfill the General Education (GE) requirements are below. "U" designates an upper division course.

### Humanities

COM102: Public Speaking  
COM303: Communication Studies (U)  
EDU101: Introduction to College Studies  
ENG101: English Composition  
ENG202: Introduction to Literature  
ENG303: Critical Thinking and Argument. (U)  
PHIL101: Introduction to Philosophy

### Natural Sciences

ANA105: Anatomy  
BIO101: General Biology  
CHEM101: General Chemistry  
CIS101: Computer Information Systems  
PED101: Physical Education: Health and Wellness  
PH300: Physics (U)  
PH310: Physics II (U)

	PHY105: Human Physiology
<b>Mathematics</b> MATH101: College Math MATH130: Introductory Algebra MATH150: College Algebra MATH300: Calculus I (U) MATH301: Statistics (U) MATH310: Linear Algebra (U) MATH400: Calculus II (U) MATH410: Probability and Statistics (U) MATH420: Ordinary and Partial Differential Equations (U) MATH430: Calculus III (U)	<b>Social &amp; Political Sciences</b> ANTHRO301: Human Culture and Anthropology (U) HIS202: US History: Past to 1877 HIS203: US History: 1865 – Present POLS101: Political Science 101 PSY101: Introduction to Psychology SOC101: Introduction to Sociology

In the humanities area, students will be exposed to the great philosophical, religious, and literary traditions of the world's civilizations. While all courses will emphasize the importance of the rational aspects of human beings and their mental processes, it is hoped that students will also--by studying the fine arts and other subjects in the humanities--develop an appreciation for the great expressions of the human spirit.

The social and political sciences are designed to help students acquire the knowledge and understanding of their own behavior as individuals and as part of their society, ethnic group, heritage, and world. The study of history of the United States and that of other parts of the world will provide students with knowledge of events, factual information, and further practice in critical thinking and analysis.

The natural sciences and mathematics should enable students to learn to solve problems, acquire analytical skills, gain knowledge of the physical, and develop a true spirit of inquiry. These qualities, the university believes, will—along with the other liberal arts—strengthen life-long habits of learning and the continued acquisition of knowledge about the world and themselves.

Please see below for some General Education Applicable Transfer Courses:

<u>Humanities</u>	<u>Humanities Cont.</u>	<u>Math</u>	<u>Natural Science</u>	<u>Social Science</u>
Aesthetics	Intercultural Communication	Calculus	Anatomy and Physiology	Cultural Anthropology
Architecture (History and Appreciation)	Interviewing Skills	College Algebra	Astronomy	Cultural Geography
Art	Journalism	Discrete Mathematics	Biochemistry	Ethnic Studies
Bible as Literature	Linguistics	Finite Mathematics	Biology	Gender Studies
Communications	Literature	Mathematical Analysis	Botany	Government
Composition	Listening Skills	Mathematical Functions	Chemistry	History
Creative Writing	Mass Communication	Numerical Analysis	Genetics	Human Development
Editing	Mythology	Regression Analysis	Health	Human Relations
Ethics	Philosophy	Set Theory and Logic	Nutrition	Political Science
Foreign Languages	Rhetoric/Speech	Statistics	Pathology	Psychology
History/Appreciation of Art	Religion	Trigonometry	Physics	Sociology
History/Appreciation of Music	Semantics	Geometry		
History/Appreciation of Literature	Sign Language			
Humanities	Technical Writing			

## **Distance Education (Online)**

### **Distance Education (Online)**

UAV shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission. The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The UAV shall transmit all of the lessons and other materials to the student if the student:

- (a) has fully paid for the educational program, and
- (b) after having received the first lesson and initial materials, request in writing that all the material be sent.



If UAV transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation, and comment on lessons submitted by the student, but shall not be obligated to pay any refunds after all the lessons and materials are transmitted.

The University uses the Canvas Instructure to host the distance education. Canvas is a trusted partner. Canvas is an open-source learning management system (LMS) or e-learning platform. The platform gives the University the ability to develop and manage online courses, by supporting the software used to manage and deliver instructional content to learners in online classrooms.

### **Student Orientation**

All online students participate in the online orientation prior to taking their first course. All online students are emailed detailed log in instructions and granted access to Canvas tutorials and the Orientation by the online coordinator prior to the start of any online program.

### **Attendance Policy (Online courses)**

Consistent and thoughtful participation in online discussions is essential for academic success online. Therefore, the quality and quantity of discussion threads are assessed. The discussions will be graded based on frequency and quality.

**Frequency:** Students are expected to log into the course and post to the threaded discussion topics on at **least three separate days per week**, beginning **no later than Wednesday**. For attendance purposes, the online week begins Monday at 12:01am and ends on Sunday at 11:59pm.

**Quality:** Students are expected to contribute meaningful and thoughtful insights to the discussion. Examples of quality posts include:

- Adding meaningful information to the discussion;
- elaborating on previous comments of peers or faculty;
- presenting explanations of concepts or methods to help fellow students,
- presenting reasons for or against a topic in a persuasive fashion,
- sharing personal experiences that relate to the topic, and
- providing sources such as a URL to enhance a topic being discussed.

**By the end of week 1, if there is no student activity (i.e. discussion or assignment) it will result in automatic removal from the course and possible drop from the entire program.**

**After a successful first week, if student becomes inactive for more than two consecutive weeks the student may be dropped from the course.**

Weekly attendance credit is awarded when both the frequency and quality expectations are met.

Time spent in online activities must be equivalent to that which a student would spend in a traditional classroom environment. A student will automatically be withdrawn from the University for missing two consecutive class weeks without notifying the institution. The faculty may consider mitigating circumstances in determining the effect of absences. The student must provide the University with documentation of any mitigating circumstances explaining absences. It should be understood, however, that the fact that an absence was unavoidable or understandable cannot change the fact that the student missed valuable interaction that is essential to passing the course. In no case can a student attend less than 50% of the scheduled hours and pass the class

### **Communication Expectations**

There are many opportunities to cooperate and collaborate with fellow students and your instructors including presentation of research, group projects, and oral/written reports. Online courses rely heavily on written communications and also include:

- **Threaded Discussions** (usually graded). The discussions simulate traditional classroom discussions. A threaded discussion allows you to post comments to a question or topic, react to other students' comments, and respond to ideas shared by your instructor or by others in the course. Most threaded discussions ("threads") are initiated by your instructor. Discussions take place asynchronously, meaning that you can log into the course whenever you want and then post to the threaded discussion at your convenience.
- **Email.** Through the online campus, students can email all class members, groups of students that have been set up within the course, the instructor, a single class member, or several class members. Emails should be constructed in such a way as to not offend (see Netiquette section).

- **News Forum.** The News Forum feature allows asynchronous communication with faculty or peers. Students and faculty are notified of any comment/post via instant messaging alerts once they log into the online platform.

### **Grading Threaded Discussions**

Key to the learning process in an online educational environment is the interactions among students, the interaction between faculty and students, and the collaboration in learning that results from these interactions. The primary way this is accomplished is through the use of "threaded discussions."

Online threaded discussions mirror the discussions that take place in a site-based UAV classroom. Online discussions take place asynchronously with each student posting or commenting by logging on to the class at different times. Students initiate discussions, ask questions, react to other students, respond to ideas shared by others in the class, and become more creative in their own learning process. This interaction not only allows students to grow cognitively but collegially. Threaded discussions provide for the formation of learning communities, communities where knowledge is imparted and meaning is co-created, thereby setting the stage for the accomplishment of learning outcomes.

To gain maximum benefit from threaded discussions and to ensure a common understanding of student and faculty expectations, the following policies, standards, and guidelines apply:

- Students are expected to logon and post in weekly threaded discussion activity at least three days per week in each thread. In the majority of courses, participation at least every other day is necessary if students are to meaningfully interact on discussion issues presented in class.
- Students are expected to fully participate in the "discussion." This means that, in addition to posting a response to the thread topics presented, students are expected to respond to comments and questions from the instructor and/or other students.
- Grading criteria for threaded discussions is in the syllabus. The criteria vary depending on course content and learning objectives. Students are responsible for meeting threaded discussion grading criteria.
- Courses will include anywhere from one to three threaded discussion topics per week. The number of posts per thread topic and the percentage weight of each is left up to the discretion of the faculty member and is listed in the syllabus.
- Quality indicators for threaded discussion posts are spelled out in the course syllabi under the grading policy of the threaded discussions. Examples of what constitutes a quality posting are written out for the benefit of both students and faculty members. Examples: Did the student include a practitioner example? Did the student include a website or source? Did the student ask questions of fellow classmates? Did the student give a personal example? Did the student bring in something from the textbook or from some outside reading, to support his/her opinion? The faculty member is looking to see how well the students support their opinions pertaining to the topics and how well they interact with their classmates.
- Instructors participate in weekly threaded discussions a minimum of four times per week in each threaded discussion topic and no less than every other day.
- A threaded discussion is a conversation and not a bulletin board or "chat room." The instructor facilitates discussions between student and instructor, student and student, and groups of students. The role of the instructor is not to answer every comment but to frame issues and extend the discussions through leading and directed questions.
- Threaded discussions strengthen students' ability to communicate effectively both orally and in writing. Both students and instructors are expected to post "threads" that are well thought out, well written, and apply the principles of effective communication. Points are deducted for spelling and grammatical errors that detract from the meaning.
- Participation in the threaded discussions each week is an important part of the learning process. However, sometimes unavoidable circumstances (please see list below) make participation impossible. Students that find they cannot meet the class' minimum Threaded Discussion requirements due to such a circumstance are advised to contact the instructor as soon as possible.
  - The administration will review the request, and may make accommodations to students under the following circumstances:
    - In the event that the area in which a student resides experiences an extended power outage due to a natural disaster (hurricane, flood, storm, etc.)
    - A student is on active military duty and cannot complete coursework.
    - A student has a verifiable medical or other personal emergency

### **Instructional Delivery**

Courses offered through distance education include asynchronous presentations/lectures, threaded discussions, collaborative activities, synchronous chat, written assessments and research. UAV utilizes an online platform to deliver its online courses.

## **Submitting Assignments**

Your assignments will generally be performed using applications such as Microsoft Word and Excel. Submit assignments as an attachment (or attachments) via the tools in the online classroom.

Your instructor will grade your submission promptly, generally within three to seven business days, and you can check for graded assignments online in your course.

## **Final Exam Policies and Procedures**

All final exams are administered online. Final exams can be taken the last the week of course.

All final exams will be timed. Once the time limit has been reached, the final exam shuts down. Students should watch the time closely and save answers frequently. Answers that are entered but not saved prior to the time limit will be lost. Final Exam grades are available no earlier than 3 days after the close of the Final Exam.

Students have a responsibility to maintain the academic integrity of the University and to meet the highest standards of academic conduct. Students are expected to do their own work on exams, not use unauthorized resources, and to not provide others with answers to exam questions. UAV reserves the right to require a proctored final examination if there is an allegation of a student's violating the academic integrity policy.

Any problems with exams, assignments, and course content should be addressed with the online instructor. All other issues should be addressed with Technical Support.

## **Technical Support**

Technical support can be accessed using the HELP tab. Note: there is a 24 hour response window

## **Technical requirements for online coursework**

In addition to having reliable Internet access, the section below identifies the hardware and software needed to complete your online courses. It is highly recommended that you have administrative rights to the computer used for college coursework. If you must use a computer over which you do not have administrative rights (such as a library computer or a workplace computer), you may experience difficulties with needed functions, such as installing plug-ins. Students using library or workplace computers will have limited support options due to access limitations on such networks. Check with your workplace IT department to ensure that you may access course materials from your company's network.

## **Supported Operating Systems:**

- Windows XP (32-bit, with Service Pack 3)
- Windows Vista (32-bit, with Service Pack 2)
- MAC OS 10 is supported, but there are some applications that require the Windows OS. You should be prepared to run the Parallels desktop and a Windows OS if you elect to use a MAC system.

## **Productivity Tools:**

- Microsoft Office 2003 or 2007 for Windows. Microsoft Office 2008 for Mac is an acceptable option for many courses. Coursework is to be submitted in .doc or .docx file formats.

## **Supported Browsers:**

- Windows: Internet Explorer 7.0.
- Windows: Internet Explorer 8.0
- Windows: Mozilla Firefox 3.6.12
- MAC: Mozilla Firefox 3 (Free download at <http://www.mozilla.com/en-US/firefox/>)
- Other browsers, including the AOL browser, Opera, Google Chrome, and Safari for Windows, are NOT currently supported for some components of your coursework. You may use AOL for your ISP, but you should use either IE or Firefox browser versions listed above. As new browser versions are released, announcements will be issued to notify students when the new versions have been tested and may be used safely.

## **Plug-ins**

The following plug-ins are required for many of the resources available in your online courses.

- Adobe Flash Player
- Adobe Acrobat Reader
- RealPlayer (Basic)
- Apple QuickTime Player (Quick Time 7.0)
- Java(JRE) 1.5 or higher (JRE)
- Citrix Client: Xen App Client to support virtual labs in courses
- Windows

- Additional plug-ins and/or downloads may be required by specific courses. The courses will include information for obtaining and installing the appropriate plug-ins.

### **Browser Settings**

- Java Script should be enabled
- Cookies should be enabled
- Know how to allow Pop-Up windows for coursework

### **Supported Computer Security Options (Windows)**

- McAfee Virus Scan 8.5
- Windows Internet Connection Firewall
- Windows Defender Anti-Spyware
- AVG Anti-Virus

### **Minimum Hardware Specifications:**

- Pentium-class 1 GHz or faster processor.
- 2 GB of RAM (3 GB recommended for those running the Vista Operating System)
- High speed connection to the Internet
- CD-RW/DVD-ROM drive - Note that some software may require a DVD drive for installation
- Hard drive: 160 GB
- Graphics card and monitor capable of 1024x768 display
- Stereo sound card, speakers and/or headset, microphone
- Monitor - 1024 x 768
- A Webcam may be required in courses in some programs.

### **Additional Information and Recommendations**

- Internet access is required to participate in online courses. Using a LAN, Cable, or DSL connection is highly recommended for optimal experience. Many course components will have suboptimal performance when accessed through a 56K dial-up connection.
- Satellite and wireless connections are not supported in our learning platform. Performance may be suboptimal due to signal instability.
- If AOL is your ISP, you must use the Internet Explorer or Firefox browser, rather than the default AOL browser, to complete coursework in a college course online. Simply launch the appropriate browser after logging onto your AOL account.
- Courseware cannot be accessed using Web TV.
- Course access using iPhones and mobile devices is not supported.
- Students who need assistive technologies will have different computer and technology requirements. Please check with your Student Services advisor to determine the requirements for the specific technologies needed to support your coursework.
- If you connect to the Internet through your employer, you may need to ensure that appropriate plug-ins and access rights are available to you. Check with your IT department to ensure that you may access course materials from your company's network.
- A valid email address, which is checked frequently, is required for participation in components of your coursework. All students are issued a UAV student email address.
- All plug-ins needed to participate in components of your online coursework are available free of charge. It is recommended that you review the plug-ins and install them prior to beginning your coursework.
- The ease and convenience of accessing educational materials through the Internet brings with it the need to ensure that our computers do not become targets of unwanted and often malicious attacks and intrusions by computer viruses and/or hackers. To prevent this, we recommend using an anti-virus package and a firewall. Since an anti-virus program is no better than its virus definitions, virus definitions should be updated regularly, preferably on a weekly basis.
- Personal firewalls are another means to protect your computer from malicious activity when you are connected to the Internet. Windows comes with a built-in personal Firewall. It is recommended that you enable the Windows Internet Connection Firewall and learn how to use this application to protect your computer and network by limiting or preventing access to this computer from the Internet.
- Your screen resolution should be set at minimum 1024 x 768 or higher.

Computers purchased by UAV and issued to degree students meet the minimum requirements for online participation. Students will still be responsible for ensuring that they have Internet access, the required software and plugins and the basic computer skills prior to beginning class.

## **STUDENT SERVICES**

### **ADVISING**

**Academic Advising** - Faculty and administration at UAV maintain an open-door policy that encourages students to seek assistance with academic concerns or other problems that may interfere with their education. Each student is encouraged to initiate discussions with instructors whenever there are concerns. If at any time the student feels that the instructor was not able to adequately address the concerns, the student should schedule a meeting with the Lead Faculty or the Dean who will assist the student in getting necessary help to resolve the issues. Telephone meetings can be arranged for on-ground or online students as well.

Tutoring hours are posted and individual tutoring can be scheduled upon request in person or electronically for online students. If questions or problems arise while online students are working on an assignment, they can email their instructor. Instructors are required to respond within two business days.

### **Alcohol Policy**

University of Antelope Valley prohibits the possession, consumption, storage or service of alcohol by students except at the designated areas where alcoholic beverages may be appropriately served to adult groups. The consumption and purchase of alcohol is permitted on campus only in the following service locations: Pioneer Pub and Grand Ballroom. The Pioneer Pub and the Grand Ballroom are frequently available for rental or the hosting of University special events which may include the service of alcohol. Under certain circumstances or for certain University-wide events, the President of the university may designate other sites as appropriate for the service of alcoholic beverages. It is always against University policy and against the law to sell, furnish or provide alcohol to a person under the age of 21.

### **Career Advising**

The University offers job placement services to graduates and completers. Career advisement is available from representatives in the Career Services department through face-to-face, email, chat, and telephone to accommodate both onsite and online students. Students can increase the chances of obtaining the employment they want by excelling academically. The attendance, attitude, and effort a student demonstrates in school will be considered by an employer in a hiring decision.

University of Antelope Valley works closely with its students and provides placement assistance that may include:

- Assistance completing application and employment forms.
- Assistance with the preparation of resumes.
- Setting interviews with prospective employers.
- Making contacts with employers to identify job openings.
- Providing information concerning employment opportunities with local, state, and federal agencies.

University of Antelope Valley does not guarantee employment following graduation. However, Career Services will work with every student to assist in finding that special position.

### **Campus Security**

In keeping with the requirements of the Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics, the University distributes to all current and prospective students and employees, upon request, the University policies and procedures for maintaining campus security. This information provides the student with details of measures for preventing crime, instructions for reporting crimes or suspected crimes, and a record of crimes that have occurred on the campus and is distributed annually. Prior to enrolling, prospective students may contact the University's Admissions Office to request a copy of the "Crime Statistics Disclosure".

Security Guards are present at UAV campuses at all times. Security personnel have the authority to determine if an individual has lawful business at the university. The campuses also utilize electronic surveillance equipment as part of their security program.

Crime Reporting: The University encourages anyone who is a victim or witness to a crime on campus to report the incident promptly to Campus Security and/or the Dean. The university will immediately notify the local authorities. For crimes occurring off-campus, the local authorities should be notified (dial 911).

### **Drug Policy**

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 101-690) and the Drug-Free Schools and Communities Act Amendments (Public Law 101-266) the University provides a Drug-Free Schools and Workplaces disclosure to each student during the matriculation process. This disclosure includes descriptions of the legal sanctions under local, state and federal law for drugs and alcohol.

It is the objective of UAV to maintain a 100% drug free campus. The university prohibits the unlawful possession, use, distribution, sale, and manufacture of illicit drugs on and within 1000 feet of the campus or as part of its off-campus activities. Anyone violating this policy faces permanent withdrawal from the university and prosecution by the state.

The faculty and staff of University of Antelope Valley share the responsibility for the physical and mental well-being of its students and employees. If at any time a student thinks he/she or a fellow student/associate may have a substance abuse problem, it is very important that help is sought immediately. Students should feel free to discuss concerns with their instructor, Dean, Student Services or Campus Security.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act were legislated by Congress in 1974 and are also known as the Buckley Amendment. In accordance to the Act, student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts being maintained indefinitely. Students have the right to inspect their academic, financial, or general records during normal school hours with an appointment. The only exception is the confidential student guidance notes maintained by the university.

The University may neither release nor disclose academic, personal, or financial information to outsiders (employers, agencies, or individuals) without first securing a written release from a parent or eligible student, unless permitted by law.

Students may not have access to financial data separately submitted by their parents or guardians. Once the student becomes an eligible student, the rights accorded to, and consent required of, parents under this Act transfer from parents to the student.

### **FERPA Release of Information Directory Information**

In compliance with the Family Educational Rights and Privacy Act, UAV treats the following student information as directory information, which can be disclosed without a specific release of information from the student: name, field of study, degrees/awards, participation in officially recognized activities, dates of attendance, level of enrollment. Students may restrict the release of directory information by written request available in the Admissions and Registrar's office. In compliance with FERPA guidelines, a student must provide self-identifying information in a signed and dated written request to the Registrar for the release of non-directory information. The receipt of a written request by fax satisfies this requirement.

### **Guidance Services**

Students may often experience educational, personal, or financial problems during their enrollment. The University staff and faculty welcome the opportunity to assist students in finding solutions to these problems. The University offers academic advising to students as necessary to assist them in meeting their educational goals. The Student Services department provides referral information to students. Students requiring other types of professional assistance will be referred to outside counselors or agencies.

### **Health Services**

UAV does not provide campus health services. Students are responsible for their own healthcare. In the event of a student medical emergency, a staff member will dial 911. Students requiring non-emergency medical care will be given information about medical services or agencies. Any costs incurred for medical services are the student's responsibility.

### **Housing**

UAV has a limited number of dormitories available for students. Applications for the dormitory accommodations and information regarding costs, policies and procedures may be obtained in Admissions. Refer to Catalog Addendum for Student Housing room rates.

### **Learning Resources**

UAV provides appropriate learning resources to complement its programs. Students receive a University email. Email is the primary means for the University to communicate with students. Students should check their university email account frequently.

### **Learning Resource Center (LRC) – Library**

UAV students have access to a physical learning resource center (LRC) on campus which includes texts, CDs, DVDs, computers, periodicals, and printing capabilities. Students should apply for a UAV library card prior to starting class. The LRC contains computers with internet access. Additionally, UAV students have access to UAV online database. Students receive a password so that they can access these resources from any computer, on or off campus that has internet access. Students receive an orientation to the LRC.

## **Placement Assistance**

The university offers job placement services to all eligible graduates. An eligible graduate is any student who has successfully completed all graduation requirements as stated in the "Graduation Requirements" section of this catalog. Many students desire to obtain employment on their own. The university supports and encourages this effort and will provide techniques on seeking and securing employment. Students are responsible for advising the University of their Employment Information.

The Career Services Department will assist students in their job search; these services include assistance with resume writing, interviewing, identifying job openings, and other job search activities. It should be understood that job placement services offered by the university are not an obligation or guarantee of employment. If a student fails to attend a job interview arranged by the Placement Department, the service may no longer be available to that student.

Continuous placement services are available to all eligible graduates.

## **Student Records**

The university retains student records up to seven (7) years and transcripts are kept indefinitely.

## **Suicide Prevention Policy**

The University of Antelope Valley does not provide counseling services. If you are thinking about suicide or hurting yourself, or if someone you know is seriously thinking about suicide, **please seek help**.

**National Suicide Prevention Lifeline**  
**1-800-273-TALK (8255) - 24/7 support**

**In case of emergency, call 911!**

A suicide threat is defined as any spoken, written, or behavioral indication of self-destructive tendencies with the intent of taking one's own life. All personnel will take all such threats seriously and implement UAV's Suicide Prevention Policy.

Any UAV employee who becomes aware of a suicide attempt, threat or gesture, whether written, verbal, or behavioral, must contact and report the incident to the Student Services Office and your supervisor immediately.

Please call 661-726-1911 during business hours, walk to Student Services office, or if after business hours call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255).

All attempted suicides will be treated as medical emergencies. The attempt may not appear lethal; however, any attempt will be considered serious and will require action. University staff or faculty will not make an independent determination as to the lethality of the attempt. The management of all students who have made suicide attempts will follow the procedures for threatened suicide. In case of an emergency, call 911 or go to the nearest hospital emergency room.

Warning signs of suicide vary on a case-by-case basis; however, a general list of what signs to look for can be found here:

<http://www.suicidepreventionlifeline.org/learn/warningsigns.aspx>

## **Tutoring**

Students experiencing academic difficulties may arrange for tutoring through their instructor or visit the Learning Resource Center for scheduled tutoring hours.

## **Certification, State Board and National Board Exams**

Registering for and completing licensing, certification, state board, or national board examinations are the student's responsibility. The University makes every attempt to provide accurate information about test dates, locations, fees and requirements for examinations. Some examinations may have work experience requirements. No student is automatically certified in any way upon program completion. Proof of graduation is often required to register for exams.

## **Voter Registration**

Voting is an essential part of the political process. Every citizen has the privilege of being able to vote, and at UAV we want to make it as easy as possible for every student to register. To register to vote, you can visit the California Secretary of State's website and fill out a voter registration form at <http://registertovote.ca.gov/>.

## **Title IX and Gender Equity**

Consistent with Title IX of the Education Amendments of 1972, the University of Antelope Valley does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to educational programs, employment, and admission. Sexual harassment, including sexual violence, is a kind of sex discrimination and is prohibited by Title IX and by the University.

The University is committed to responding promptly and effectively when it learns of any form of possible discrimination based on sex. The University responds to reports of sexual harassment, including sexual violence, as part of its efforts to stop the harassment and prevent its recurrence of possible sex discrimination. An individual who has questions or concerns regarding possible discrimination based on sex should contact the Title IX Coordinator in the Student Affairs Office. An individual also may contact the U.S. Department of Education, Office for Civil Rights (“OCR”).

Contact Information for Steve Ramirez, Title IX Coordinator

Email: [steve.ramirez@uav.edu](mailto:steve.ramirez@uav.edu)  
Address: 44055 North Sierra Highway  
Lancaster, CA 93534  
Phone: 661-726-1911 ext: 134



## **MASTER DEGREE PROGRAM DESCRIPTIONS**

### **Master in Business Administration (MBA)**

#### Program Description

The Master degree in Business Administration provides students the opportunity to study a broad set of topics to enhance their managerial skills. Contemporary theories of management and organizational behavior are highlighted. Through in-depth research and scholarship, students explore one area of management to relate to a career interest as part of the capstone course. The MBA program prepares graduates for mid and upper level managerial positions in a variety of business and industry settings.

#### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Demonstrate leadership and the ability to apply management strategies to a business setting.
- Demonstrate the ability to act with integrity and honesty and choose an ethical course of action as a manager in a business setting.
- Demonstrate the ability to think critically and analyze problems that may arise in a business setting and be able to analyze and manage ambiguous situations using business strategies.
- Practice professional standards in the workplace by examining and demonstrating appropriate responses to key diversity issues in the workplace. Undertake thoughtful consideration of divergent points of view and utilize multiple perspectives in considering information in relation to employment law.

#### Graduation Requirements

To graduate, students in the Master Degree program must successfully complete 36 credits. A cumulative GPA of 3.0 ("B") is required for graduation.

### **Master in Business Administration Program Outline**

Estimated Program Length: 38 weeks

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
BUS501	Foundations and Theories of Management	3
BUS502	Organizational Theory	3
BUS503	Business Law	3
BUS505	Leadership	3
BUS506	Managerial Negotiation	3
BUS508	Operations Management	3
BUS509	Strategic Management	3
BUS510	Managerial Accounting	3
BUS511	Marketing in a Global Environment	3
BUS512	Managerial Finance	3
BUS515	Applied Research and Quantitative Methods	3
CAP699	Graduate Capstone	3
<b>Total Credit Hours</b>		<b>36</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Master in Criminal Justice with a Concentration in Administration and Management

### Program Description

This program provides a review of the US criminal justice, public safety management and administration system. Students develop a thorough understanding of public safety agencies and their functions, and learn area theory, as well as practice. The program analyzes the multifaceted problems that confront public safety officers and administrators and the implications that their decisions may have on the public. The program uses a case study approach to evaluate strategies for solving complex issues within the criminal justice system.

Graduates of this program qualify for mid-level management positions in Criminal Justice, Government and Public Safety Management and Administration.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

1. Develop a thorough understanding of public safety agencies.
2. Demonstrate a measurable proficiency of leadership and operational skills in the US criminal justice system.
3. Demonstrate a professional level of competence in the identification, collection, and preservation of evidence.
4. Demonstrate the ability to solve complex and diverse problems in the criminal justice system.
5. Demonstrate a thorough understanding of the application of pertinent legislation from initial report to conclusion of trial.

### Employment Requirements

- Live Scan
- Felony convictions may prohibit graduate from receiving employment.
- Guard card (Optional)

### Graduation Requirements

To graduate, students in the Master Degree program must successfully complete 36 credits. A cumulative GPA of 3.0 ("B") is required for graduation.

## Master in Criminal Justice Program Outline

Estimated Program Length: 48 weeks

Course Code	Course Title	Credit Hours
CMA500	Criminology and Social Control	3
CMA501	Criminal Law	3
CMA503	Technology in Law Enforcement	3
CMA530	Police Administration and Management	3
CMA560	Domestic and Family Violence	3
BUS501	Foundations and Theories of Management	3
BUS505	Leadership	3
BUS508	Operations Management	3
BUS509	Strategic Management	3
RES505	Qualitative Research Methods	3
RES515	Quantitative Research Methods	3
CAP699	Graduate Capstone	3
<b>Total Credit Hours</b>		<b>36</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Master of Education

### Program Description

The Master of Education degree program provides students the opportunity to strengthen and transform teaching and learning through the latest educational theory. The curriculum is comprised of a specialization in Leadership. Students will participate in individualized learning to support professional and personal goals and furthering their development as professional educators. This program is not designed as a teacher certification program.

### Program Learning Outcomes

Upon successful program completion graduates will demonstrate ability to:

1. Prepare strategies for developing, administering, evaluating, and managing educational programs for diverse populations.
2. Examine various learning theories and apply teaching and assessment strategies to diverse learning environments.
3. Apply advanced instructional models for learning.
4. Explore contemporary and emergent technologies relevant to learning environments.
5. Develop supportive learning environments to motivate and engage students.

### Graduation Requirements

To graduate, students in the Master Degree program must successfully complete 36 credits. A cumulative GPA of 3.0 ("B") is required for graduation.

### **Master of Education Program Outline**

Estimated Program Length: 52 weeks

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
MED500	Multidisciplinary Foundations of Education	3
MED510	Organizational Behavior	3
MED520	Strategies to Improve Student Learning	3
MED530	Research on Effective Teaching	3
MED540	Curriculum Development, Implementation and Evaluation	3
MED550	The Instructional Role of Assessment	3
MED560	Classroom Environment and Management	3
MED600	Leadership	3
MED610	Educational Research	3
MED630	School Law	3
MED640	Educational Leadership: Issues and Decisions	3
CAP699	Graduate Capstone	3
<b>Total Credit Hours</b>		<b>36</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## **BACHELOR DEGREE PROGRAM DESCRIPTIONS**

### **Bachelor of Science in Business Management**

#### Program Description

The Bachelor's Degree in Business Management presents trends in today's growing global business environment in the public and private sectors. Students gain knowledge and skills in a wide range of topics in the field of management such as employment law, statistics, public relations and project management which are just a few of the topics covered. Students are introduced to theories and practices that drive successful businesses in the global market.

Graduates are prepared to pursue careers in a variety of managerial positions in fields such as retail, finance, professional, and marketing.

#### Program Learning Outcomes

Upon successful program completion graduates will be able to:

1. Collaborate in groups or teams with the rotation of leadership roles.
2. Demonstrate computer literacy to produce documents, internet research, and use other internet based programs.
3. Apply critical thinking skills to assess pertinent data gathered during research that is connected to course learning and applied to business situations.
4. Demonstrate the ability to act with integrity and honesty and choose an ethical course of action in a business setting.
5. Demonstrate the ability to think critically and manage ambiguous situations in business settings.
6. Practice professional standards by demonstrating appropriate responses to key diversity issues in the workplace and adhering to employment law.

#### Graduation Requirements

To graduate, students in the Bachelor Degree program must successfully complete 120 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### **Bachelor of Science in Business Management Program Outline**

Estimated Program Length: 128 weeks

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Required General Education Courses – 45 Credits</b>		
Humanities – <i>(Minimum of 6 credits)</i>		
Natural Sciences – <i>(Minimum of 6 credits)</i>		
Mathematics – <i>(Minimum of 6 credits)</i>		
Social and Political Sciences – <i>(Minimum of 6 credits)</i>		
<b>Required Core Courses – 75 Credits</b>		
BUS101	Introduction to Business	3
BUS102	Principles of Management	3
BUS104	Business Ethics	3
BUS105	Legal Aspects of Business	3
BUS106	Introduction to Economics	3
BUS107	Business Communication	3
BUS113	Introduction to Marketing	3
BUS202	Accounting	3
BUS205	Personal Finance	3
BUS206	Business Information Systems	3
BUS301	Employment Law	3
BUS302	Organizational Behavior	3
BUS303	Management Theories	3
BUS306	Microeconomics	3
BUS307	Accounting for Managers	3
BUS308	Change Management	3
BUS311	Corporate Finance I	3
BUS312	Corporate Finance II	3
BUS318	Entrepreneurship	3
BUS319	E-Business	3
BUS402	Supervision	3
BUS403	Conflict Management	3

BUS404	Marketing	3
BUS405	Project Management	3
CAP499	Undergraduate Capstone	3
<b>Total Credit Hours</b>		<b>120</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Bachelor of Arts in Communication Studies

### Program Description

A Bachelor of Arts in Communication Studies can help you become an effective communicator who can engage audiences, build relationships, and drive results in today's fast-paced, consumer-driven global economy. This degree can open doors to many challenging, exciting, and rewarding career opportunities. Depending on your personal and professional aspirations, as a graduate of the Bachelor of Arts in Communication Studies program, you may pursue careers in areas such as administration, sales, public relations, and management.

### Program Learning Outcomes

Upon successful program completion graduates will demonstrate ability to:

- Demonstrate effective written communication skills for multicultural and diverse audiences.
- Assess awareness of their own values, dispositions, and communication styles as evident in their interpersonal, group, and mass communications.
- Critically analyze contextual needs in order to select appropriate communication strategies.
- Successfully collaborate with others in ways that promote personal accountability and mutual respect.
- Competently employ use of digital communication in professional settings.
- Demonstrate ethical, socially aware strategies in communications with both local and global audiences.
- Critically analyze political and historical rhetoric in various communication contexts.

### Graduation Requirements

To graduate, students in the Bachelor Degree program must successfully complete 120 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### **Bachelor of Arts in Communication Program Outline**

Estimated Program Length: 144 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 45 Credits</b>		
Humanities – <i>(Minimum of 6 credits)</i>		
	COM102: Public Speaking	
	COM303: Communication Studies	
Natural Sciences – <i>(Minimum of 6 credits)</i>		
Mathematics – <i>(Minimum of 6 credits)</i>		
Social and Political Sciences – <i>(Minimum of 6 credits)</i>		
<b>Required Core Courses – 75 Credits</b>		
<i>Core-Requirement: COM102, COM303</i>		
COM110	Small Group Communication	3.0
COM115	Interpersonal Communication	3.0
COM120	Intercultural Communication	3.0
COM125	Introduction to Rhetoric	3.0
COM130	Introduction to Mass Communication	3.0
COM135	Argumentation	3.0
COM140	Performance and Communication	3.0
COM150	Communication Research Methods	3.0
COM305	Communicative Functions of Language	3.0
COM310	Communication Theory	3.0
COM315	Persuasion	3.0
COM320	Principles of Family Communication	3.0
COM325	Freedom of Communication	3.0
COM330	Organizational Communication	3.0
COM332	Communications Conflict and Negotiation	3.0
COM335	Legal Argumentation	3.0
COM340	Gender and Communication	3.0
COM345	Public Relations	3.0
COM350	Nonverbal Communication	3.0
COM355	Advanced Public Speaking	3.0
COM400	Communication and Personal Relationships	3.0
COM405	Oral Interpretation	3.0
COM410	Technology and Communication	3.0
COM415	Communication Leadership	3.0
CAP499	Undergraduate Capstone	3.0

<b>Total Credit Hours</b>	<b>120.0</b>
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General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Bachelor of Science in Criminal Justice

### Program Description

This program provides a broad review of the Criminal Justice system as well as a basic awareness of social and behavior sciences. The upper level courses include focused study of the criminal justice system including principles of investigation, forensic specialties and homeland security.

Graduates are prepared for entry level employment or career advancement in such professions as law enforcement, corrections, immigration, security services and similar types of employment.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

1. Demonstrate the ability to lead a group or team.
2. Recognize and differentiate between ethical and unethical behavior within the Criminal Justice Environment.
3. Demonstrate an understanding of advanced Criminal Justice Concepts.
4. Demonstrate an ability to conduct Criminal Justice research using appropriate and available resources.
5. Demonstrate understanding of the concepts, theories, and methods of the social and behavioral sciences to analyze individuals, groups, institutions, and societies, both past and present.

### Additional Admissions Requirements

- Applicants with Felony convictions are not permitted to attend this program

### Employment Requirements

- Felony convictions may prohibit graduate from receiving employment.
- Guard card (Optional)

### Graduation Requirements

To graduate, students in the Bachelor Degree program must successfully complete 120 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### Bachelor of Science in Criminal Justice Program Outline

Estimated Program Length: 136 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 45 Credits</b>		
Humanities – <i>(Minimum of 6 credits)</i>		
	COM102: Public Speaking	
Natural Sciences – <i>(Minimum of 6 credits)</i>		
Mathematics – <i>(Minimum of 6 credits)</i>		
Social and Political Sciences – <i>(Minimum of 6 credits)</i>		
	SOC101: Introduction to Sociology	
	PSY101: Introduction to Psychology	
<b>Required Core Courses – 75 Credits</b>		
CJAA100	Introduction to Criminal Justice	3.0
CJAA110	Criminal Procedure	3.0
CJAA115	Effective Report Writing in Criminal Justice	3.0
CJAA125	Introduction to Corrections	3.0
CJAA130	Ethics in Criminal Justice	3.0
CJAA140	Police Operations	3.0
CJAA151	Criminal Investigations	3.0
CJAA170	Traffic Enforcement and Collision Investigation	3.0
CJAA180	Drugs and Dangerous Narcotics	3.0
CJAA200	Firearms, Defensive Tactics and Physical Training	3.0
CBA323	Public Safety Statistical Research	3.0
CBA324	Principles of Investigation	3.0
CBA325	Forensic Specialties	3.0
CBA326	Legal Rules of Evidence	3.0
CBA331	Criminal Law	3.0
CBA332	Police and Community Relations	3.0
CBA333	Organized Crime: Gangs and Vice	3.0
CBA335	Homeland Security and Counterterrorism	3.0



CBA411	Emergency Management	3.0
CBA412	Risk Management	3.0
CBA413	Race and Ethnicity in Criminal Justice	3.0
CBA414	Ethical Issues in Criminal Justice	3.0
CBA415	Ethical Issues in the Judicial System	3.0
CBA420	Crisis Intervention	3.0
CAP499	Undergraduate Capstone	3.0
<b>Total Credit Hours</b>		<b>120</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Bachelor of Science in Electrical Engineering

### Program Description

The Bachelor of Science Electrical Engineering program studies how electrical power is generated and distributed through power grid systems, as well as the installation of electrical components to deliver that power to the residential, commercial, and industrial sectors. The students learn and perform lab work in electrical codes, wire management, electrical blueprints, programmable logic control and industrial motors for the purposes of power delivery. Students gain a solid foundation in mathematics and physics appropriate to the theoretical aspects of electrical power and the application of those subjects in the field of power generation and electrical transformers. Students study robotics and industrial applications, including various sensor types, controllers, interfacing circuits, and I/O allocation pertinent to manufacturing and private market industries. Students take general education courses to help them develop the critical thinking abilities necessary to fill responsible leadership positions. Graduates gain knowledge and skills that prepare them to begin careers in electrical engineering.

### Program Learning Outcomes

Upon successful program completion graduates will demonstrate ability to:

- Apply knowledge of mathematics, science, and engineering principles to electrical engineering problems or situations.
- Recognize the importance of experimentation in engineering, as well as the ability to analyze and interpret data.
- Identify, formulate, and solve engineering problems.
- Utilize techniques, skills and modern engineering tools necessary for ethical engineering practice.

### Additional Admissions Requirements

Mathematic Admittance Examination (must score at minimum 1500)

### Employment Requirements

None

### Graduation Requirements

To graduate, students in the Bachelor Degree program must successfully complete 123 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

## Bachelor of Science in Electrical Engineering Program Outline

Estimated Program Length: 176 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 45 Credits</b>		
Humanities – <i>(Minimum of 6 credits)</i>		
Natural Sciences – <i>(Minimum of 6 credits)</i>		
	CHEM101: General Chemistry	
	PH300: Physics	
	PH310: Physics II	
Mathematics – <i>(Minimum of 6 credits)</i>		
	MATH300: Calculus I	
	MATH310: Linear Algebra	
	MATH400: Calculus II	
	MATH410: Probability and Statistics	
	MATH420: Ordinary and Partial Differential Equations	
	MATH430: Calculus III	
Social and Political Sciences – <i>(Minimum of 6 credits)</i>		
<b>Required Core Courses – 75 Credits</b>		
CS300	Computer Systems	6
CS301	Applied Numerical Computing	6
EE100	AC and DC Theory	3
EE101	Semiconductor Theory	3
EE110	Logic Control	3
EE120	Logic Control II	3
EE130	Power Distributions	3
EE140	Motor Control	3
EE300	Analog Devices and Applications	3
EE310	Advanced Digital Applications	3
EE320	Industrial Transformers	3

EE330	Circuit Analysis I	3
EE340	Circuit Analysis II	3
EE350	Engineering Economy	3
EE360	Electrical Power System	3
EE370	Electrical Power Distribution	3
EE380	Electrical Codes and Regulations	3
EE390	Industrial Fundamentals	3
EE400	Industrial Controllers	3
EE420	Industrial Electronics	3
EE430	Electricity and Magnetism	3
EE440	Robotics Engineering	3
EE450	Robotic Computer Interfacing	3
CAP499	Undergraduate Capstone	3
<b>Total Credit Hours</b>		<b>123</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Bachelor of Science in Healthcare Management

### Program Description

The Bachelor of Science in Healthcare Management is designed to provide students with the skills necessary to succeed in support and leadership roles in a variety of healthcare settings. This program focuses on the basics of delivering medical care, as well as foundational business principles that also explore administration, regulation and financing, planning, and policy. This degree enables students to begin careers in healthcare management in both support and administrative roles.

### Program Learning Outcomes

Upon successful program completion graduates will demonstrate ability to:

- Evaluate basic theories and contemporary issues in business operations, administration, and management.
- Apply healthcare management policies, leadership principles, and operational best practices to healthcare management situations.
- Demonstrate an understanding of how technological, legal, and ethical issues impact the delivery of healthcare services.
- Communicate effectively and professionally in diverse groups or teams.

### Graduation Requirements

To graduate, students in the Bachelor Degree program must successfully complete 120 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### Bachelor of Science in Healthcare Management Program Outline

Estimated Program Length: 144 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 45 Credits</b>		
Humanities – <i>(Minimum of 6 credits)</i>		
Natural Sciences – <i>(Minimum of 6 credits)</i>		
ANA105: Anatomy		
Mathematics – <i>(Minimum of 6 credits)</i>		
Social and Political Sciences – <i>(Minimum of 6 credits)</i>		
<b>Required Core Courses – 75 Credits</b>		
BUS101	Introduction to Business	3
BUS102	Principles of Management	3
BUS104	Business Ethics	3
BUS202	Accounting	3
HCM200	Healthcare Administration	4
HCM205	Healthcare Legal Aspects and Ethics	4
HCM210	Human Resource Management in Healthcare	4
HCM215	Healthcare Marketing and Strategic Planning	4
HCM300	Healthcare Information Systems	4
HCM305	Current Issues in Healthcare Policy and Practice	4
HCM310	Insurance and Healthcare Reimbursement	4
HCM315	Healthcare Finance	4
HCM325	Concepts of Health Promotion	4
HCM330	Behavioral and Cultural Issues in Healthcare	4
HCM350	Principles of Epidemiology	4
HCM400	Medical Transcription	4
HCM410	Principles of Risk Management and Patient Safety	4
HCM420	HIPAA and Electronic Health Records	4
HCM425	Healthcare Organization Theory and Behavior	4
CAP499	Undergraduate Capstone	3
<b>Total Credit Hours</b>		<b>120</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Bachelor of Arts in Health Fitness Specialist

### Program Description

The Bachelor of Arts in Health Fitness Specialist program is designed to provide students with the knowledge and skills required for entry-level positions in the health, fitness, and wellness industry. This program prepares students for employment as managers and personal trainers and consultants in health clubs, commercial fitness centers, fitness and wellness centers, recreation centers and health-promotion departments/organizations.

### Program Learning Outcomes

Upon successful program completion graduates will demonstrate ability to:

- Apply knowledge of nutrition, exercise science, and stress management when designing health and wellness programs.
- Identify anatomical structures, joint functions, and the mechanics of human movement.
- Summarize the role of nutrition in promoting health and affecting body processes throughout the life cycle.
- Select appropriate fitness assessments, interpret results, and utilize data to design relevant exercise programs for various populations.
- Demonstrate written and oral communication skills appropriate to the health and fitness industry.

### Graduation Requirements

To graduate, students in the Bachelor Degree program must successfully complete 123 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### **Bachelor of Arts in Health Fitness Specialist Program Outline**

Estimated Program Length: 152 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 45 Credits</b>		
Humanities – <i>(Minimum of 6 credits)</i>		
Natural Sciences – <i>(Minimum of 6 credits)</i>		
ANA105: Anatomy		
PHY105: Human Physiology		
Mathematics – <i>(Minimum of 6 credits)</i>		
Social and Political Sciences – <i>(Minimum of 6 credits)</i>		
<b>Required Core Courses – 78 Credits</b>		
BUS101	Introduction to Business	3
HFS103	Resistance and Balance Training	3
HFS106	Safety Liability and Legal Issues	3
HFS110	Strength Training for Upper Extremities	3
HFS115	Strength Training for Lower Extremities	3
HFS200	Introduction to Exercise Physiology	3
HFS204	Plyometrics, Speed and Agility Training	3
HFS205	Management in Health Fitness Industry	3
HFS207	Marketing in Health Fitness Industry	3
HFS215	Core Training	3
HFS300	Population Specific Fitness	3
HFS305	Introduction to Kinesiology	3
HFS310	Introduction to Sports Medicine	3
HFS320	Care and Prevention of Athletic Injuries	3
HFS330	Current Trends in Health and Wellness	3
HFS340	Program Design	3
HFS350	Basic Biomechanics	3
HFS399	Nutrition	3
HFS400	Exercise Prescription	3
HFS410	Sports Nutrition and Nutritional Supplements	3
HFS420	Sports Psychology	3
HFS430	Personal Stress Management	3
HFS445	Introduction to Physical Therapy Techniques	3
HFS450	Lifetime Wellness	3
CAP499	Undergraduate Capstone	3
HFX499	Externship	3
<b>Total Clock and Credit Hours</b>		<b>123</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Bachelor of Arts in Hospitality Management

### Program Description

The Bachelor of Arts in Hospitality Management degree program prepares students for the workplace with a solid business foundation. This program is designed to prepare students in many business areas such as accounting, marketing, and conflict management. Students will also study the hospitality industry in areas including legal issues, cost control, revenue generation, along with operational and management practices used within hospitality management.

This Hospitality Management degree program is designed to accommodate students with a wide range of experiences that allows you to work in a variety of business and hospitality settings including customer service, finance, operations, marketing, or project management. A Bachelor of Arts in Hospitality Management prepares students to compete for entry-level positions in the hospitality industry including but not limited to: Hotel and Restaurant Operations, Event Planner, Customer Service Representative, Retail Manager, Operations Manager, and Casino Operations.

### Program Learning Outcomes

Upon successful program completion graduates will demonstrate ability to:

1. Work collaboratively and ethically to apply strategies for effective management practices.
2. Employ sales techniques and procedures including marketing, public relations, and entrepreneurship related to various business and hospitality settings.
3. Analyze past and current market research and legislation in order to effectively solve problems related to managerial decision-making.
4. Comprehend and articulate written and oral communication as appropriate for effective management practices.

### Graduation Requirements

To graduate, students in the Bachelor Degree program must successfully complete 120 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### **Bachelor of Arts in Hospitality Management Program Outline**

Estimated Program Length: 152 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 45 Credits</b>		
Humanities – <i>(Minimum of 6 credits)</i>		
Natural Sciences – <i>(Minimum of 6 credits)</i>		
Mathematics – <i>(Minimum of 6 credits)</i>		
Social and Political Sciences – <i>(Minimum of 6 credits)</i>		
<b>Required Core Courses – 75 Credits</b>		
BUS101	Introduction to Business	3
BUS102	Principles of Management	3
BUS104	Business Ethics	3
BUS105	Legal Aspects of Business	3
BUS106	Introduction to Economics	3
BUS107	Business Communications	3
BUS202	Accounting	3
BUS206	Business Information Systems	3
BUS301	Employment Law	3
BUS302	Organizational Behavior	3
BUS303	Management Theories	3
BUS307	Accounting for Managers	3
BUS318	Entrepreneurship	3
BUS402	Supervision	3
BUS403	Conflict Management	3
BUS404	Marketing	3
HOS101	Introduction to Hospitality	3
HOS202	International Hospitality Development	3
HOS250	Cost Control in Hospitality Management	3
HOS370	Legal Issues in Hospitality Management	3
HOS440	Hotel and Lodging Management and Operations	3
HOS460	Food and Beverage Service Management and Operations	3
HOS465	Revenue Generation for Hospitality	3

HOS470	Hospitality Services Marketing	3
CAP499	Undergraduate Capstone	3
<b>Total Credit Hours</b>		<b>120</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.



## Bachelor of Science in Psychology

### Program Description

The Bachelor of Science in Psychology degree program is designed to help build a solid foundation into the cognitive and affective processes that underlie human development and behavior. Students will study the application of psychological principles in both social and professional environments and learn the biological and behavioral aspects of psychology. Students will explore the influence gender and culture has on the psychology of individuals and groups. Courses in this program examine the major concepts, values, and theories in psychology as they apply to human behavior, learning, critical thinking, interpersonal relations, communication, and development to assist in becoming a more effective manager, supervisor, educator or human services professional. This program does not lead to professional licensure and does not have a clinical component.

### Program Learning Outcomes

Upon successful program completion graduates will demonstrate ability to:

1. Employ innovative and integrative thinking and problem solving by evaluating key concepts, principles, and overarching themes in psychology.
2. Work collaboratively and ethically with diverse teams to apply psychological theory and concepts to local and global communities.
3. Utilize existing research methods and ethics to aid in the development, administering, and interpreting of psychological research.
4. Present ideas clearly and persuasively.

### Graduation Requirements

To graduate, students in the Bachelor Degree program must successfully complete 120 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### Bachelor of Science in Psychology Program Outline

Estimated Program Length: 152 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 45 Credits</b>		
Humanities – ( <i>Minimum of 6 credits</i> )		
COM102: Public Speaking		
ENG101: English Composition		
Natural Sciences – ( <i>Minimum of 6 credits</i> )		
CIS101: Computer Information Systems		
Mathematics – ( <i>Minimum of 6 credits</i> )		
MATH301: Statistics		
Social and Political Sciences – ( <i>Minimum of 6 credits</i> )		
PSY101: Introduction to Psychology		
<b>Required Core Courses – 75 Credits</b>		
PSY200	History of Psychology	3.0
PSY220	Cross-Cultural Psychology	3.0
PSY223	Psychology of Gender	3.0
PSY230	Statistical Analysis in Psychology	3.0
PSY250	Introduction to Psychology Research	3.0
PSY255	Social Psychology	3.0
PSY260	Sensation and Perception	3.0
PSY265	Theories of Personality	3.0
PSY270	Interpersonal Psychology	3.0
PSY280	Developmental Psychology: Childhood	3.0
PSY283	Developmental Psychology: Adolescent	3.0
PSY285	Developmental Psychology: Adulthood	3.0
PSY300	Organizational Psychology	3.0
PSY320	Community Psychology	3.0
PSY323	Principles in Ethics	3.0
PSY330	Psychology of Learning	3.0
PSY350	Cognitive Psychology	3.0
PSY355	Biological Psychology	3.0
PSY360	Health Psychology	3.0

PSY401	Abnormal Psychology	3.0
PSY410	Behavioral Psychology and Motivation	3.0
PSY420	Assessment and Measurements	3.0
PSY430	Psychophysiology	3.0
PSY450	Psychopharmacology	3.0
CAP499	Undergraduate Capstone	3.0
<b>Total Credit Hours</b>		<b>120.0</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Bachelor of Science in NURSING (RN to BSN)

### Program Description

The Bachelor in Nursing program expands the knowledge of licensed nurses to enable them to become successful leaders, managers, and deliverers of care to patients in health care environments.

This program is for current Registered Nurses. The purpose of the advanced standing program is to give formal educational credit for knowledge and/or ability gained through previous training or experience. To receive Advanced Placement in the program, students must have completed a Nursing program at the AOS, AAS, or AS level and have earned the RN credential, which is in good standing. Through the advanced placement program students are awarded 45 core credits. Students may also transfer up to 45 general education credits earned at a regionally or nationally accredited institution.

Instruction takes place on campus in classrooms and computer laboratory. Lecture, discussion, research, case studies, collaborative learning activities, writing assignments, oral presentations, and demonstrations are utilized as part of the instructional design of the program.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Communicate effectively with members of the healthcare team.
- Apply critical thinking and problem solving skills to practice situations.
- Demonstrate an understanding of the principles of nursing leadership and management.
- Demonstrate an understanding of ethical principles of professional nursing practice.
- Demonstrate knowledge and understanding of nursing research theories, research methods and types, and their relationship to clinical evidenced-based practices.

### Additional Admissions Requirements:

- Must be a graduate of a nursing program at the associate degree level with a GPA of at least 2.5.
- Hold a valid RN license.

### Employment Requirements

- Current Registered Nurse License
- CPR

### Graduation Requirements

To graduate, students in the Bachelor Degree program must successfully complete 120 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

## Bachelor of Science in Nursing (RN to BSN) Program Outline

Estimated Program Length: 68 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 15 Credits</b>		
Humanities – <i>(Minimum of 3 credits)</i>		
Natural Sciences – <i>(Minimum of 3 credits)</i>		
Mathematics – <i>(Minimum of 3 credits)</i>		
Social and Political Sciences – <i>(Minimum of 3 credits)</i>		
<b>Required Core Courses – 45 Credits</b>		
BMB308	Change Management	3.0
BMB403	Conflict Management	3.0
NUR300	Health Assessment and Promotion	3.0
NUR310	Pathophysiology	3.0
NUR315	Cultural Competent Nursing Care	3.0
NUR320	Client Education	3.0
NUR330	Nursing Informatics	3.0
NUR360	Nursing Theory and Healthcare Delivery Practices	3.0
NUR390	Evidence-based Nursing Practice	3.0
NUR400	Community Health and Epidemiology	3.0
NUR430	Legal and Ethical Concepts in Nursing	3.0

NUR460	Health Care Policy and Current Trends	3.0
NUR492	Senior Practicum: Professional Nursing Practice	3.0
NUR495	Senior Practicum: Nursing Leadership and Management	3.0
SCI304	Research Methods	3.0
<b>General Education and Core Courses Total</b>		<b>60.0</b>
Advanced Placement Credit for RN		30.0
Advanced Placement for general education		30.0
<b>Total Credit Hours</b>		<b>120.0</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Bachelor of Arts in Sports Management

### Program Description

The Bachelor of Arts in Sports Management program prepares students to become professional managers in the sports and recreation industry, including sports marketing, sports media, sport/fitness clubs, amateur and professional athletics, athletics equipment merchandising, recreation programs, and sports and entertainment event planning. Coursework for the sports management degree focuses on key business skills with specific application to the sports industry. This program will also explore the basic legal systems relevant to professional and amateur sports, including limiting the liability of sports organizations.

### Program Learning Outcomes

Upon successful program completion graduates will demonstrate ability to:

- Apply the functions of management (planning, organizing, leading, evaluating) to the sports and recreation industry.
- Demonstrate an understanding of the sports industry as a business of the discipline necessary to work in the industry.
- Analyze the cultural, social, and psychological impacts of sport on society.
- Describe basic organizational structures and their behaviors as they relate to the sports industry.
- Demonstrate written and oral communication skills appropriate to the sports management industry.

### Graduation Requirements

To graduate, students in the Bachelor Degree program must successfully complete 120 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### Bachelor of Arts in Sports Management Program Outline

Estimated Program Length: 128 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 45 Credits</b>		
Humanities – <i>(Minimum of 6 credits)</i>		
Natural Sciences – <i>(Minimum of 6 credits)</i>		
Mathematics – <i>(Minimum of 6 credits)</i>		
Social and Political Sciences – <i>(Minimum of 6 credits)</i>		
<b>Required Core Courses – 75 Credits</b>		
BUS101	Introduction to Business	3
BUS102	Principles of Management	3
BUS104	Business Ethics	3
BUS105	Legal Aspects of Business	3
BUS106	Introduction to Economics	3
BUS107	Business Communication	3
BUS113	Introduction to Marketing	3
BUS202	Accounting	3
BUS206	Business Information Systems	3
BUS301	Employment Law	3
BUS302	Organizational Behavior	3
BUS303	Management Theories	3
BUS306	Microeconomics	3
BUS307	Accounting for Managers	3
BUS311	Corporate Finance I	3
BUS403	Conflict Management	3
SM300	Sports History	3
SM310	Introduction to Sports Management	3
SM315	Sports Operation and Facility Management	3
SM320	Sports Law	3
SM400	Ethics in Sports	3
SM410	Leadership in Sport	3
SM415	Sports Marketing	3
SM420	Sports Media and Brand Communications	3
CAP499	Capstone	3
<b>Total Credit Hours</b>		<b>120</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## **ASSOCIATE PROGRAM DESCRIPTIONS**

### **Associate of Science in Allied Health (Completer program)**

#### Program Description

In today's competitive healthcare environment, obtaining higher academic credentials is desirable and sought after by employers. This program is designed for Vocational Nurse graduates who want to pursue an Associate of Science degree. The Allied Health degree completion program incorporates fundamental skills in English, mathematics, social science, natural sciences and computer applications so that Vocational Nursing graduates experience a well-rounded academic curriculum.

#### Program Learning Outcomes

Upon successful program completion graduates will be able to:

1. Demonstrate ability to collaborate effectively in groups or teams.
2. Demonstrate understanding to apply basic mathematical computations.
3. Demonstrate computer literacy.

#### Additional Admissions Requirements

- Graduate from a Vocational Nursing program with a minimum GPA of 2.0.
- Graduates of an Associate Completer degree program may need additional lower-division credits to meet the requirements of a Bachelor degree.

#### Employment Requirement

- CPR
- Vocational Nurse License

#### Graduation Requirements

To graduate, students in this Associate Degree program must successfully complete 92.5 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### **Associate in Allied Health Program Outline**

Estimated Program Length: 89 weeks

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Required General Education Courses – 30 Credits</b>		
Humanities – <i>(Minimum of 6 credits)</i>		
Natural Sciences – <i>(Minimum of 6 credits)</i>		
Mathematics – <i>(Minimum of 6 credits)</i>		
Social and Political Sciences – <i>(Minimum of 6 credits)</i>		
<i>General Education Credit Hours Total</i>		<i>30.0</i>
Minimum Transfer Credits (From VN program)		62.5
<b>Total Credit Hours</b>		<b>92.5</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Associate of Science in Business Management

### Program Description

The Associate's degree in Business Management program introduces students to a wide variety of management topics including finance, marketing, human resources, and business regulations. Students use case studies and contemporary practices to evaluate the role of business managers in today's global economy.

Graduates are prepared for entry level employment in management in positions such as business manager, assistant manager, or shift manager in retail, financial, professional or non-profit organizations.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

1. Demonstrate the ability to work individually and in diverse groups in business settings.
2. Perform research connected to business concepts using APA style and the appropriate number of sources.
3. Demonstrate competency in business technology, software, and devices.
4. Exhibit the ability to act with integrity and honesty in all business practices.
5. Think critically and analyze challenges and opportunities that may arise in a business setting.
6. Demonstrate respectful and professional responses to key diversity issues in the workplace.

### Graduation Requirements

To graduate, students in this Associate Degree program must successfully complete 60 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### **Academic Associate in Business Management Program Outline**

Estimated Program Length: 64 weeks

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
<b>Required General Education Courses – 30 Credits</b>		
Humanities – <i>(Minimum of 6 credits)</i>		
Natural Sciences – <i>(Minimum of 6 credits)</i>		
Mathematics – <i>(Minimum of 6 credits)</i>		
Social and Political Sciences – <i>(Minimum of 6 credits)</i>		
<b>Required Core Courses – 30 Credits</b>		
BUS101	Introduction to Business	3.0
BUS102	Principles of Management	3.0
BUS104	Business Ethics	3.0
BUS105	Legal Aspects of Business	3.0
BUS106	Introduction to Economics	3.0
BUS107	Business Communication	3.0
BUS113	Introduction to Marketing	3.0
BUS202	Accounting	3.0
BUS205	Personal Finance	3.0
BUS206	Business Information Systems	3.0
<b>Total Credits Hours</b>		<b>60</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.



## Associate of Science in Fire Science

### Program Description

A degree in Fire Science prepares students to save lives and make a difference in this exciting field. In this program, the student will practice the fundamentals of the fire service profession as it relates to fire department organization, command, control and communications. The student also develops entry-level knowledge as it relates to alarm systems, fire behavior, fire appliances, fire prevention, arson techniques, emergency medical operations and managing an emergency scene. In addition to classroom and lab activities, students may participate in "Fitness Fridays" where physical fitness training prepares them to complete the physical requirements necessary to apply for the CPAT at the fire academy.

Graduates are prepared for entry level career opportunities in forestry, insurance, state, county, and local government along with local public fire departments.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Collaborate effectively in diverse groups and teams.
- Describe fire engine and truck company operations.
- Demonstrate an understanding of fire prevention methods.
- Demonstrate an understanding of the components of an operation of various fire protection systems.
- Demonstrate correct application of firefighting equipment.
- Demonstrate an understanding of theory and application of fire behavior fundamentals.

### Additional Admissions Requirements

- Felony convictions may prohibit graduate from receiving employment and/or licensure.
- BLS CPR certification required prior to attending EMT100

### Employment Requirements

Optional

- Successful completion of NREMT Exam
- Successful completion of Candidate Physical Abilities Test (CPAT)
- Live Scan (Background Check, No Felonies)
- State licensure through the county of the applicants residence
- Driver's license and ambulance drivers license desired but not mandatory

### Graduation Requirements

To graduate, students in this Associate Degree program must successfully complete 64.5 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### **Associate Degree in Fire Science Program Outline**

Estimated Program Length: 72 weeks

Course Code	Course Title	Lec. Hrs	Lab Hrs	Ext. Hrs	Total Clock Hours	Sem. Cred. Hrs
<b>Required General Education Courses – 15 Credits</b>						
Humanities – <i>(Minimum of 3 credits)</i>						
Natural Sciences – <i>(Minimum of 3 credits)</i>						
Mathematics – <i>(Minimum of 3 credits)</i>						
Social and Political Sciences – <i>(Minimum of 3 credits)</i>						
<b>Required Core Courses (48.5 Credits)</b>						
EMT100	Emergency Medical Technician	115	84	25	224	10.5
FS101	Fire Protection Organization	48	0	0	48	3
FS102	Fire Behavior and Combustion I	48	0	0	48	3
FS103	Structural Firefighter Safety and Survival	48	0	0	48	3
FS104	Fire Protection Equipment and Systems	48	0	0	48	3
FS105	Building Construction for Fire Protection	48	0	0	48	3
FS106	Fire Protection Technology	48	0	0	48	3
FS107	Engine Company Operations	48	0	0	48	3
FS108	Truck Company Operations	48	0	0	48	3
FS110	Fire Apparatus Operator	48	0	0	48	3
FS201	Wildland Safety and Survival	48	0	0	48	3

FS202	Wildland Fire Behavior	48	0	0	48	3
FS203	Hazardous Materials	48	0	0	48	3
FS205	Preparing to become a Firefighter	48	0	0	48	3
<b>Total Hours and Credits Required</b>		<b>624</b>	<b>0</b>	<b>0</b>	<b>1088</b>	<b>64.5</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Associate of Science in Healthcare Management (Completer program)

### Program Description

In today's competitive healthcare environment, obtaining higher academic credentials is desirable and sought after by employers. This program is designed for healthcare related program graduates who want to pursue an Associate degree. The Healthcare Management degree completion program incorporates fundamental skills in English, mathematics, social science, natural sciences, computer applications and business management skills, thereby offering graduates a well-rounded academic curriculum.

Graduates are prepared for entry level employment in positions such as medical office manager, assistant manager, business coordinator, or shift manager in professional or healthcare related organizations.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Collaborate effectively in groups or teams.
- Demonstrate computer literacy to produce documents, internet research, and use other internet based programs.
- Demonstrate an understanding to communicate effectively.
- Think critically and analyze challenges and opportunities that may arise in a business setting.

### Additional Admissions Requirements

- Graduate from a healthcare related certificate program with a minimum of 33 credits and a minimum GPA of 2.0.
- Graduates of an Associate Completer degree program may need additional lower-division credits to meet the requirements of a Bachelor degree.

### Employment Requirements

- CPR Certification

### Graduation Requirements

To graduate, students in this Associate Degree program must successfully complete a minimum of 63 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

## Associate Degree in Healthcare Management Program Outline

Estimated Program Length: 66 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 15 Credits</b>		
Humanities – <i>(Minimum of 3 credits)</i>		
Natural Sciences – <i>(Minimum of 3 credits)</i>		
Mathematics – <i>(Minimum of 3 credits)</i>		
Social and Political Sciences – <i>(Minimum of 3 credits)</i>		
<b>Required Core Courses – 15 Credits</b>		
BUS101	Introduction to Business	3.0
BUS102	Principles of Management	3.0
BUS104	Business Ethics	3.0
BUS107	Business Communication	3.0
BUS202	Accounting	3.0
<i>Required Transfer Credits</i>		33-40
<b>Total Credits Hours</b>		<b>63</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Associate of Arts in Hospitality Management (Completer program)

### Program Description

When evaluating an employee for management positions in the hospitality industry, higher academic credentials are desirable and sought after by employers. This program is designed for graduates from Culinary or Hospitality Certificate programs who want to pursue an Associate of Science degree. The Hospitality Management degree completion program incorporates fundamental skills in English, mathematics, social science, natural sciences, computer applications and business management skills, thereby offering graduates a well-rounded academic curriculum.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Collaborate effectively in groups or teams.
- Demonstrate computer literacy to produce documents, internet research, and use other internet based programs.
- Demonstrate an understanding to communicate effectively.
- Think critically and analyze challenges and opportunities that may arise in a business setting.

### Additional Admissions Requirements

- Graduate from a Culinary Arts, Hospitality, or Baking certificate program with a minimum of 33 credits and a minimum GPA of 2.0.
- Graduates of an Associate Completer degree program may need additional lower-division credits to meet the requirements of a Bachelor degree.

### Employment Requirements

- Food Handlers Certification

### Graduation Requirements

To graduate, students in this Associate Degree program must successfully complete a minimum of 63 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

## Associate Degree in Hospitality Management Program Outline

Estimated Program Length: 74 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 15 Credits</b>		
Humanities – <i>(Minimum of 3 credits)</i>		
Natural Sciences – <i>(Minimum of 3 credits)</i>		
Mathematics – <i>(Minimum of 3 credits)</i>		
Social and Political Sciences – <i>(Minimum of 3 credits)</i>		
BUS104	Business Ethics	3.0
BUS101	Introduction to Business	3.0
BUS102	Principles of Management	3.0
BUS107	Business Communication	3.0
BUS202	Accounting	3.0
Total Credits for General Education and Core Courses		30
<b>Required Transfer Hours/Credits (From Culinary Arts or Baking and Pastry program)</b>		<b>33</b>
<b>Total Credits Hours</b>		<b>63</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Associate of Science in Paramedic Science (completer program)

### Program Description

The Associate of Science in Paramedic Science program is designed for paramedic graduates to earn an Associate degree through completing General Education courses. Obtaining an Associate of Science degree in Paramedic Science focuses on the academic skills that enrich our personal and professional lives including: communicating effectively, thinking critically, ethical decision-making, and solving complex problems.

### Program Learning Outcomes

Upon successful program completion graduates will demonstrate ability to:

1. Demonstrate the ability to communicate effectively in diverse populations.
2. Integrate the use of scientific theory, methodology, and critical thinking skills to interpret and apply research to aid in the decision-making process.
3. Evaluate evidence to construct creative, ethical, and well-reasoned arguments or problem-solving strategies to complex real world issues.

### Additional Admissions Requirements

- Completion of a 40 credits or equivalent paramedic certificate program.

### Employment Requirements

- EMT-Paramedic License

### Graduation Requirements

To graduate, students in the Associate Degree program must successfully complete 70 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

## Associate of Science in Paramedic Science Program Outline

Estimated Program Length: 32 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 30 Credits</b>		
Humanities – ( <i>Minimum of 6 credits</i> )		
COM102: Public Speaking		
ENG101: English Composition		
ENG303: Critical Thinking and Argumentation		
Natural Sciences – ( <i>Minimum of 9 credits</i> )		
ANA105: Anatomy		
BIO101: General Biology		
PHY105: Human Physiology		
Mathematics – ( <i>Minimum of 6 credits</i> )		
Social and Political Sciences – ( <i>Minimum of 6 credits</i> )		
<i>Minimum Required Paramedic Program Transfer Credits</i>		40
<b>Total Credit Hours</b>		<b>70</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Associate of Science in Sustainable Energy Technology

### Program Description

This program provides an overview of sustainable energy and technologies with an emphasis on Solar PV, Thermal, and Wind Turbines. Students will practice the concepts learned in class in the laboratory as well as during the fieldwork portion of the program. The General Education component of the program enhances the student's knowledge of the English language, mathematics, communications, and social sciences.

Graduates are prepared for supervised entry level employment as Solar PV and Thermal installation technicians, solar sales representatives or estimators, and Wind Turbine technicians.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Demonstrate an understanding of various sustainable energy technologies.
- Demonstrate the ability to conduct a site survey with appropriate equipment according to industry standards.
- Demonstrate an understanding of code compliance in various environmental conditions and technologies.
- Work effectively in diverse groups and teams.

### Graduation Requirements

To graduate, students in this Associate Degree program must successfully complete 60 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### Associate Degree in Sustainable Energy Technology Program Outline

Estimated Program Length: 68 weeks

Course Code	Course Title	Credit Hours
<b>Required General Education Courses – 15 Credits</b>		
Humanities – <i>(Minimum of 3 credits)</i>		
Natural Sciences – <i>(Minimum of 3 credits)</i>		
Mathematics – <i>(Minimum of 3 credits)</i>		
Social and Political Sciences – <i>(Minimum of 3 credits)</i>		
<b>Required Core Courses – 45 Credits</b>		
EL151	NEC Applications	3.0
ENV188	Introduction to Sustainability	3.0
ST100	Solar Technology and Electrical Theory	3.0
ST102	Basic Photovoltaic Installation	3.0
ST113	Math for Trades	3.0
ST152	Advanced Photovoltaic Installation	3.5
ST170	Solar Thermal Technology	3.0
ST180	PV Technical Sales	3.0
ST181	Troubleshooting Small Wind Technology	3.0
ST184	Fundamentals of Small Wind Technology	3.0
ST185	Customer Service and Professionalism	3.0
ST190	Electricity and Troubleshooting Techniques	3.0
ST201	OSHA, Equipment Training and Roofing	3.5
EXT240	Fieldwork Externship	5.0
<b>Total Credit Hours</b>		<b>60</b>

General Education courses are denoted with an asterisk (\*) in the Course Description section.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## CERTIFICATE PROGRAM DESCRIPTIONS

### **Certificate in Culinary Arts and Restaurant Management**

#### Class Schedule

Estimated Program Length: 36 weeks

Day session: Monday-Friday, 9:00am–1:00pm or Evening session: Monday-Friday, 6:00pm-10:00pm

Students complete 1 course at a time. Externship hours vary (160 hours).

#### Program Description

A certificate in culinary arts and restaurant management opens doors to careers in food service. Students study food preparation, menu planning, and safety in modern classrooms and kitchens. Graduates are prepared for entry level employment as prep cooks, cooks, sous chefs, restaurant managers or chef.

#### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Collaborate effectively in diverse groups or teams.
- Demonstrate understanding of cost factors of food production including budgets, cost control, and measurements.
- Display proficiency in culinary safety and sanitary methods.
- Produce products based on desired quality standards and identify elements of various cuisines.

#### Employment Requirements

- Food Handlers Certification

#### Graduation Requirements

To graduate, students in this certificate program must successfully complete 33.5 credits. A cumulative GPA of 2.0 (“C”) is required for graduation.

#### **Certificate in Culinary Arts and Restaurant Management Program Outline**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
CAC11	Stocks/ Sanitation and Safety/ Cost Control	3.0
CAC21	Meats and Game/ Managing the Cost of Food	3.0
CAC31	Poultry and Game/ Standard Portion Costs	3.0
CAC41	Fish and Shell Fish/ Selling prices & Product Mix	3.0
CAC51	Vegetables/ Purchasing and Receiving	3.0
CAC61	Sandwiches/Hors D’oeuvres/ Cost in Storage and Issuing	3.0
CAC71	Breakfast & Beverages/ Controlling Food Cost in Production	3.0
CAC81	Food Presentation and yeast bread/ Cost Control Service and Sales	3.0
CAC91	Cookies, Pies and Quick Breads/ Controlling Labor Cost	3.0
CAC101	Cakes, Icings, Creams and Custards/ Review Cost Control	3.0
CAX199	Externship	3.5
<b>Total Hours and Credits Required</b>		<b>33.5</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Certificate in Emergency Medical Technician

### Class Schedule

Estimated Program Length: 11 weeks

Day Session: Monday-Thursday, 9:00am–1:00pm or Evening Session: Monday-Thursday, 5:00pm–9:00pm

Ride-along hours vary

### Program Description

This program provides training and skills in emergency pre-hospital care treatments. Students learn basic life support measures, patient assessment, cardiac arrest skills, shock prevention, spinal immobilization, oxygen therapy and vehicular extrication. Students successfully completing this program are eligible to take the State, Los Angeles County or the National Registry certification examination. Prospective students are encouraged to visit the campus to receive a tour and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Graduates are prepared for entry level positions in the healthcare field as an EMT, or patient care tech.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Collaborate effectively in team settings.
- Demonstrate understanding of the importance of well-being and safety of an EMT.
- Describe the importance of documentation and communication.
- Identify industry level understanding of pre-hospital emergencies and treatment modalities.

### Additional Admission Requirements

- Must successfully pass the UAV's entrance exam with a minimum of 13.
- BLS (AHA)
- At time of course completion must be a minimum of 18 years of age.
- Felony convictions may prohibit graduate from receiving employment and/or licensure.
- High school diploma/GED required

### Employment Requirements

- AHA BLS Card
- 18 or older
- Successful completion of NREMT Exam
- Live Scan
- State licensure through the county of the applicants residence
- Driver's license and ambulance drivers license desired but not mandatory

### Graduation Requirements

To graduate, students in this certificate program must successfully complete 10.5 credits. Students must pass course with a passing grade of 75% or higher. Please refer to syllabi for additional information.

Course Code	Course Title	Lec. Hrs	Lab Hrs	Ext. Hrs	Total Clock Hours	Sem. Cred. Hrs
EMTPrep	EMT Prep Course (Optional)	-	-	-	-	0.0
EMT100	Emergency Medical Technician	115	84	25	224	10.5
<b>Total Hours and Credits Required</b>		<b>115</b>	<b>84</b>	<b>25</b>	<b>224</b>	<b>10.5</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.



## Certificate in Massage Therapy

### Class Schedule

Estimated Program Length: 38 weeks

Day session: Monday-Friday, 9:00am–1:00pm.

Externship hours vary.

Classroom Location: Park View

### Program Description

Massage therapy is accepted as a legitimate treatment in the healthcare field. Not only have chiropractors become more reliant on massage therapists, but salons, medical offices and resorts are also requesting their services. Our students will be trained in a variety of massage therapy techniques including Swedish and Deep Tissue.

Graduates are prepared for entry level positions as massage therapists who can obtain employment in spas, medical offices, or establish their own practice.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Demonstrate an understanding of human anatomy and physiology.
- Demonstrate effective communication skills for client consultations in diverse communities.
- Demonstrate various massage therapy techniques.
- Create a cohesive business plan that includes marketing and financial planning.

### Employment Requirements

- Massage Therapy Certification
- Live Scan and Background Check
- Business License (if applicable)

### Attendance Requirements

As a requirement from the California Massage Therapy Council (CAMTC) students from this program must fulfill a minimum of 500 clock hours and the following minimum hours are needed for certification requirements (see below graduation requirements):

- Anatomy and Physiology = 64 hours
- Contraindications = 13 hours
- Health and Hygiene = 5 hours
- Business and Ethics = 18 hours

### Transfer Requirements

Transfer credits into the Massage Therapy program must be from a California Massage Therapy Council (CAMTC) accredited school. Refer to Transfer Credit policy for additional details.

### Graduation Requirements

To graduate, students in this certificate program must successfully complete 33 credits. A cumulative GPA of 2.0 (“C”) is required for graduation. Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applications for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. seq.

### Hygiene, Dress Code, and Draping Policy

Students are expected to have good hygiene while attending classes and during their internship time. Students should have showered that day, also keep finger nails short, clean and filed. Please do not wear perfumes or cologne to class. UAV requires students to wear scrub uniform outlined in enrollment agreement. UAV’s draping policy is that students drape each other and clinic clients with a flat sheet over entire body prior to massage. The client is only undraped in the area of the body that is being massaged at the time (i.e., back/neck undrape to massage that area, but every other body part remains covered. Exceptions include the arms/hands and feet if the person is warm).

## Certificate in Massage Therapy

Course Code	Course Title	Lec. Hrs	Lab Hrs	Ext. Hrs	Total Clock Hrs	Credit Hours
MT10	Introduction to Body Work	32	32	0	64	3.0
MT20	Spa Modalities	32	32	0	64	3.0

MT30	Anatomy and Physiology of the Digestive, Lymphatic, urinary, endocrine, nervous and reproductive systems	32	32	0	64	3.0
MT40	Massage Techniques and Biomechanics	32	32	0	64	3.0
MT50	Anatomy and Physiology of the Integumentary, Musculoskeletal, Respiratory, and Cardiovascular systems	32	32	0	64	3.0
MT60	Assessment Procedures and Wellness Education	32	32	0	64	3.0
MT70	Serving Special Populations	32	32	0	64	3.0
MT80	Swedish Massage	32	32	0	64	3.0
MT90	Deep Tissue Massage	32	32	0	64	3.0
MT95	Business Considerations and Professional Development	48	16	0	64	3.5
MTX199	Externship	0	0	120	120	2.5
<b>Total Hours and Credits Required</b>		<b>336</b>	<b>304</b>	<b>120</b>	<b>760</b>	<b>33</b>

Lab hours are held at times outside of the classroom. During your scheduled class time, no more than 50 hours will be allocated outside of the classroom for lab hours.

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall, Suite 800, Sacramento, CA 95814, [www.camtc.org](http://www.camtc.org), phone (916) 669-5336, or fax (916) 669-5337.

## Certificate in Medical Assistant

### Class Schedule

Estimated Program Length: 33 weeks

Day session: Monday-Friday, 9:00am–1:00pm, Afternoon Session: Monday – Friday, 1:30pm – 5:30pm

Evening session: Monday-Friday, 6:00-10:00pm.

Externship hours vary (160 hours).

### Program Description

Medical Assistants are the critical link between the physician and nursing staff and the patient. In the Medical Assistant program, students receive instruction in the areas of anatomy and physiology, pharmacology, front office applications, and clinical procedures. Graduates are prepared for entry level positions in the healthcare field as medical assistants in physician offices, long term care centers, or hospitals.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Demonstrate the ability to use medical terminology appropriately.
- Demonstrate the ability to obtain and document patient vital signs.
- Demonstrate literacy in relevant office equipment.
- Demonstrate the ability to assist diverse patient populations with procedures.
- Demonstrate an understanding of medications as related to clinical procedures.

### Employment Requirements

- CPR
- Optional
- Successful completion of National Certified Medical Assistant Examination
  - Current Immunization for Hepatitis B and TB

### Graduation Requirements

To graduate, students in this certificate program must successfully complete 33.5 credits. A cumulative GPA of 2.0 (“C”) is required for graduation.

### **Certificate in Medical Assistant Program Outline**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
MAC100	Introduction to Medical Assistant	5.5
MAC115	Medical Office Management & Professional Development	5.5
MAC125	Anatomy and Physiology with Medical Terminology	5.5
MAC150	Methods of Medical Examinations and Laboratory Procedures	4.5
MAC165	Concepts of Asepsis, Nutrition, Rehabilitation and Basic Pharmacology	4.5
MAC175	Introduction to Hematology, Electrocardiography and Phlebotomy	4.5
MAX199	Externship	3.5
<b>Total Credit Hours</b>		<b>33.5</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Certificate in Medical Billing and Coding

### Class Schedule

Estimated Program Length: 37 weeks

Day session: Monday-Friday, 9:00am–1:00pm or Evening session: Monday-Friday, 6:00-10:00pm.

Students complete 1 course at a time. Externship hours vary (180 hours).

### Program Description

Medical Billing specialists ensure that patient records are accurate and that charges are properly submitted. The program introduces topics such as HIPAA, billing procedures, and claim processing.

Graduates are prepared for entry level positions such as billing clerks and claims processors.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Demonstrate the ability to communicate effectively and provide professional customer service as a member of diverse teams and communities.
- Demonstrate an understanding of HIPAA Rules and Regulations
- Demonstrate an understanding of ICD diagnosis coding systems, procedure coding, coding guidelines, and their relationships with claim form completion.
- Demonstrate literacy in relevant computer software and computer operation.
- Demonstrate an understanding of complete human body systems.

### Employment Requirements

- Successful completion of National Certified Billing & Coding Exam (Optional)

### Graduation Requirements

To graduate, students in this certificate program must successfully complete 33 credits. A cumulative GPA of 2.0 (“C”) is required for graduation.

### **Certificate in Medical Billing and Coding Program Outline**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
MBC101	Medical Billing Procedures	6.0
MBC110	Creating and Processing Insurance Claims	5.0
MBC120	Anatomy and Physiology for Medical Coders	7.0
MBC135	Medical Coding	5.0
MBC140	Hospital Billing & HIPAA	6.0
MBX199	Externship	4.0
<b>Total Credit Hours</b>		<b>33</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Certificate in Paramedic

### Class Schedule

Full-time program: Estimated program length 30 weeks. Days: Monday-Friday, 9:00am–5:00pm.

Clinical / Externship hours vary.

Part-time program: Estimated program length 48 weeks. Two Days per week, 9:00am-6:00pm. Days Vary.

Clinical/Externship hours vary.

### Program Description

The objective of the paramedic program is to provide students with the skills and knowledge that enable them to qualify for positions as a paramedic. Our students are trained in anatomy and physiology, clinical procedures, and paramedic procedures to meet national standards.

### Program Goal

The objective of the paramedic program is to provide students with the skills and knowledge that enable them to qualify for positions as an entry-level paramedic in the cognitive, psychomotor and affective learning domains.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Collaborate effectively in groups or teams.
- Apply appropriate communications skills utilizing industry standard expectations.
- Demonstrate correct use of skills used as an entry level paramedic.
- Demonstrate correct use of emergency medical care in a healthcare setting used as an entry level paramedic.
- Demonstrate an understanding of the expectations of an entry level paramedic.
- Demonstrate an understanding of the personal behaviors expectations of an entry level paramedic.

### Additional Admission Requirements

Listed below are the specific requirements and procedures for entry in the University of Antelope Valley Paramedic Training Program.

#### Items required for application:

- Valid California state driver's license or Identification card
- Social Security number
- Current Resume outlining EMT experience
- Proof of high school diploma or GED
- Current California EMT Certification (must remain current throughout program)
- Minimum of 6 months full-time experience as a working EMT or 1 year part-time experience (minimum 720 hours)
  - Letter from employer demonstrating a minimum of 720 hours

#### Acceptance Process:

- Obtain a passing grade on the basic entrance assessment examination for the University
- Obtain a passing grade on the program entrance examination
- Complete the oral interview process
- Provide three letters of recommendation at the time of the oral interview (one from current or past employer).

#### Desirable Qualifications:

- 6-12 months full-time employment as an EMT
- ACLS certification
- PALS certification
- Completion of an Anatomy and Physiology course
- Completion of a Medical Terminology course

***Candidates will be accepted into the program based on the grade received from successful completion of the oral interview process.***

#### Items required prior to first day of class:

- Proof of health insurance
- Proof of completed physical exam (within last 6 months)

- Proof of CPR certification (BLS for the Health Care Provider, AHA or Red Cross only)
- Documentation for immunization status for T.B. (within last year), Measles, Mumps, Rubella, Tetanus, Varicella Zoster and Hepatitis B

Licensure/ Employment Requirements

- FBI/DOJ - Criminal record/background check
- Certificate of completion from an accredited paramedic program
- Successful completion of National Registry written and practical examinations
- State licensure
- Certification by local Emergency Medical Services agency (usually county agency)

Felony convictions may prohibit graduate from receiving employment and/or licensure.

**Certificate in Paramedic Program Outline**

Course Code	Course Title	Lec. Hrs	Lab Hrs	Ext. Hrs	Total Clock Hrs	Sem. Cred. Hrs
PRMPREP	Allied Healthcare Prep Course	-	-	-	-	0.0
PRM99	Introduction to Advanced Pre-Hospital Care	88	34	0	122	6.5
PRM100	Patient Assessment	43	21	0	64	3.5
PRM103	Medical Emergencies	103	33	0	136	7.5
PRM104	Trauma Emergencies	47	25	0	72	3.5
PRM105	Special Considerations	53	13	0	66	3.5
PRM106	Patient Simulations	12	35	0	47	1.5
PRM151	Hospital Clinical	0	0	160	160	3.5
PRM191	Paramedic Internship	0	0	480	480	10.5
<b>Total Hours and Credits Required</b>		<b>346</b>	<b>161</b>	<b>640</b>	<b>1147</b>	<b>40</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Certificate in Pharmacy Technician

### Class Schedule

Estimated Program Length: 42 weeks

Monday-Friday, 9:00am–1:00pm

Students complete 1 course at a time. Externship hours vary (160 hours).

### Program Description

Pharmacy technicians are versatile members of the healthcare team. Not only have chain drug stores become more reliant on pharmacy technicians, but outpatient hospitals, clinics, long-term care facilities, nuclear pharmacies and online pharmacies are also requesting their services.

Graduates are prepared for entry level positions as pharmacy technicians in retail pharmacies, mail order pharmacies, or hospitals.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Identify the trade and brand generic names of medication and describe their indications and classifications.
- Demonstrate an understanding in aseptic techniques.
- Demonstrate literacy in pharmacy conversions and calculations.
- Demonstrate the ability to communicate effectively and provide professional customer service.
- Demonstrate an understanding of proper prescriptions processing and labeling techniques.

### Employment Requirements

Requirements to Become a Registered Pharmacy Technician of California:

- 18 years of age upon completion
- A criminal background check that will require submission of fingerprints in a manner specified by the California State Board of Pharmacy and the fee authorized in Penal Code section 11105(e) (LiveScan)
  - In addition, a signed statement whether the applicant has ever been convicted of, or pled no contest to a violation of any law of a foreign country, the United States, any state, or local ordinance.
  - Must disclose all infractions, including traffic violations that exceed \$500 with supporting court documentation.
- Applicant will sign and submit their application under penalty of perjury to the Board
- To keep Pharmacy Technician license current, renewal fee must be paid prior to expiration of the license every two years

### Optional

- Certification Board (PTCB) Exam for national certification <http://www.ptcb.org>
- Join National Pharmacy Technician Association (NPTA) <http://www.pharmacytechnician.org>

### Requirements to become Board Certified Pharmacy Technician

- A criminal background check that will require submission of fingerprints in a manner specified by the board and the fee authorized in Penal Code section 11105(e). In addition, a signed statement whether the applicant has ever been convicted of or pled no contest to a violation of any law of a foreign country, the United States, any state, or local ordinance.
- Applicant sign and submit application under penalty of perjury to the Board including high school or GED official transcripts and photo.
- Before expiration of a Pharmacy technician license, the technician must pay fee and renew license.

### Graduation Requirements

To graduate, students in this certificate program must successfully complete 34 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

## Certificate in Pharmacy Technician Program Outline

Course Code	Course Title	Credit Hours
PT101	History of Medicine and Pharmacy	2.5
PT115	Pharmacology Terminology and Dosage Forms	2.5
PT120	Microbiology, Vaccines and Safety in the Workplace	2.5
PT125	Drug Fundamentals	2.5
PT130	Body Systems and Common Disorders and Treatments	2.0
PT135	Introduction to Basic Math Skills and Conversions	2.0
PT140	Pharmacy Calculations and Dosages	2.0

PT145	Hospital Pharmacy	2.0
PT150	Pharmacology and Prescription Compounding	2.5
PT155	Sterile Compounding and CPR	2.5
PT160	Pharmacy Operations	2.5
PT165	Inventory Control and Management	2.5
PT170	Computers and Communication	2.5
PTX199	Externship	3.5
<b>Total Credit Hours</b>		<b>34</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.



## Certificate in Professional Baking and Pastry

### Class Schedule

Estimated Program Length: 44 weeks

Monday-Friday, 9:00am–1:00pm

Courses are 5 weeks in length. Students complete 1 course at a time. Externship hours vary (100 hours).

### Program Description

University of Antelope Valley's Certificate Program in Professional Baking and Pastry provides instruction in the art and science of baking. Students use a variety of tools and equipment to produce items such as quick breads, yeast breads, cakes, frozen desserts, centerpieces, candies, cookies and various pastries. Students also study proper foodservice sanitation. Graduates are prepared for entry level positions such as bakers or pastry chefs.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Collaborate effectively in diverse groups or teams.
- Display proficiency in culinary safety and sanitary methods.
- Produce products based on desired quality standards and identify elements of various bakeshop goods.
- Conduct correct conversion and measurement calculations used in baking production and food cost calculation.

### Employment Requirements

- Food Handlers Certification

### Graduation Requirements

To graduate, students in this certificate program must successfully complete 36 credits. A cumulative GPA of 2.0 ("C") is required for graduation.

### Certificate in Professional Baking and Pastry Program Outline

Course Code	Course Title	Credit Hours
PBP10	Introduction to the Bake Shop	6.0
PBP20	Yeast Dough Products	4.0
PBP30	Quick Breads and Presentation	4.0
PBP40	Cookies, Custards and Pies	4.0
PBP50	Frozen Desserts and Pastries	4.0
PBP60	Cakes	4.0
PBP70	Chocolate and Confections	4.0
PBP80	Food Art	4.0
PBX199	Externship	2.0
<b>Total Credit Hours</b>		<b>36</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Certificate in Solar PV Installation

### Class Schedule

Estimated Program Length: 10 weeks

Afternoon Session: Monday – Thursday, 1:30pm – 6:30pm

Students complete 1 course at a time.

### Program Description

This program provides basic coursework to enable graduates to obtain employment as photovoltaic installation technicians. Students will practice the concepts learned in class in the laboratory as well as during the fieldwork portion of the program.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Conduct a site survey safely using proper equipment and personal protective equipment.
- Demonstrate code compliance in various environmental conditions.
- Demonstrate an understanding to safely install a code compliant photovoltaic system.

### Graduation Requirements

To graduate, students in this certificate program must successfully complete 9.5 credits. A cumulative GPA of 2.0 (“C”) is required for graduation.

### **Certificate in Solar PV Installation Program Outline**

<b>Course Code</b>	<b>Course Title</b>	<b>Credit Hours</b>
ST100	Solar Technology and Electrical Theory	3.0
ST102	Basic Photovoltaic Installation	3.0
ST201	OSHA, Equipment training and Roofing	3.5
<b>Total Hours and Credits</b>		<b>9.5</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Certificate in Vocational Nursing

### Class Schedule

Estimated Program Length: 57 weeks

Monday-Friday, 9:00am–3:00pm

Part Time: Term 1-M-R 5:30pm-9:30pm and Saturday 8:00am-5:00pm; Term 2-3 T-R 5:30pm-9:30pm and Saturday & Sunday clinical. Term 4 Wednesday 5:30-9:30pm and Saturday & Sunday clinical. Clinical hours vary.

### Program Description

Vocational nurses are critical members of the healthcare team. Not only have physicians become more reliant on vocational nurses, but their services are also needed in hospitals, clinics, and long term care facilities. In this program students learn nursing fundamentals such as taking vital signs, assisting patients with palliative care, transporting patients, pharmacology, and medical/surgical care.

Graduates are prepared for entry level positions in the healthcare field as vocational nurses in private duty, clinical, hospitals, and long term care facilities.

### Program Learning Outcomes

Upon successful program completion graduates will be able to:

- Work effectively as a member of the inter-professional healthcare team.
- Demonstrate effective “therapeutic client teaching” which assists the clients in maintaining or regaining ability for self-care.
- Utilize the nursing process as an organizational framework to assist the client in meeting his/her self-care needs.
- Perform nursing skills within the vocational nursing scope of practice.
- Demonstrate understanding of nursing theory and concepts in applying critical thinking to client care.
- Provide culturally appropriate care to diverse populations of clients.

### Additional Admission Requirements

- A high school transcript from an Accredited school or GED with a 2.5 GPA or above or Completion of an Allied Health Care course (in addition to a High School Diploma from an Accredited school or GED) or An associate Degree or higher
- Current BLS Card
- Proof of health insurance.
- Proof of immunity for the following: Hepatitis B Series, a current TB test, Measles, Mumps, Rubella, Tetanus and Varicella Zoster.
- Applicants must pass the Entrance Test at UAV with a cumulative score of 70% or above. Applicant’s scores are ranked and the top 30 applicants are accepted. An additional three applicants may be chosen as alternates. (Additional fees for examination are the responsibility of the applicant)
- All applicants to the Vocational Nursing program must satisfactorily pass a criminal background check with no felonies at the time of enrollment. (Additional fees for the background check is the responsibility of the applicant).

### Employment/Licensure Requirements

- Pass NCLEX exam
  - Successful passing of a computerized examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX PN)
  - UAV graduates are required to complete the ATI (NCLEX) Prep within 6 months of course/program completion
  - Students that fail to complete the ATI, at 100%, within 6 months will not be granted the permissions to test
  - Students that fail to test within 6 months must complete the University’s NCLEX Review Course (Additional fees for the course is the responsibility of the student)
- VN Licensure requirements by the Board of Vocational Nursing:
  1. Minimum Age - 17 Years.
  2. Completion of the 12th Grade of schooling or its equivalent.
  3. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. Note: A License will not be issued until the board receives the background information from DOJ. Felony convictions may prohibit graduate from receiving employment and/or licensure.
  4. IV Therapy/Blood Withdrawal Course (Optional)

## Graduation Requirements

- Students in this certificate program must successfully complete 62.5 credits.
- Students must earn a cumulative GPA of 2.5 or greater.
- Students must pass each course with a passing grade of 75% or higher.
- Student must successfully complete the Virtual ATI NCLEX review and predictor exam with a minimum of 70%  
Please refer to syllabi for additional information.

## **Certificate in Vocational Nursing Program Outline**

<b>Course Code</b>	<b>Course Title</b>	<b>Lec. Hrs</b>	<b>Lab Hrs</b>	<b>Ext. Hrs</b>	<b>Total Clock Hrs</b>	<b>Sem. Cred. Hrs</b>
VNC11	Fundamentals of Nursing	296	172	0	468	25
VNC12	Medical/Surgical Nursing	156	0	240	396	15.5
VNC13	Maternal/Pediatric Nursing and Gerontological Nursing	138	0	240	378	14.5
VNC14	Supervision and Leadership	30	0	324	354	9.0
<b>Total Hours and Credits Required</b>		<b>620</b>	<b>172</b>	<b>804</b>	<b>1596</b>	<b>64</b>

Instructional time does not include holidays. The academic year is defined as a minimum of 30 weeks and 24 semester credits.

## Course Descriptions: Graduate

### **Course Numbering System**

- Master Degree Course Numbers: 500 – 699

### **BUS501 Foundations and Theories of Management**

Pre-requisites: None. Semester credit hours: 3

This course provides an in-depth look into management. Students will study the skills needed by managers in the modern business environment, as well as identify the challenges that will occur in the management field. Students will also study various aspects of management such as project management and organizational management.

### **BUS502 Organizational Theory**

Pre-requisites: None. Semester credit hours: 3

Students taking this course will learn about organization theory and how it relates to the management position. Students will learn the various contexts of organizations and the skills needed to manage. Students will also study organizational culture and how organizations handle power and politics from within and without.

### **BUS503 Business Law**

Pre-requisites: None. Semester credit hours: 3

Students taking this course will study how corporate finance functions as well as management's responsibilities. Students learn about the time value of money and how businesses decide when to invest, as well as risks involved.

### **BUS505 Leadership**

Pre-requisites: None. Semester credit hours: 3

This course will provide students with the knowledge of how important leadership skills are to the modern business world. Students will study the global and contextual differences within styles of leadership. Students will learn leadership traits as well as contemporary trends in leadership styles.

### **BUS506 Managerial Negotiation**

Pre-requisites: None. Semester credit hours: 3

Students taking this course will learn how to successfully negotiate in today's business environment. Students will learn the elements of negotiation and the stages of the negotiation process. Students will also learn bargaining strategies and methods of alternative dispute resolution.

### **BUS508 Operations Management**

Pre-requisites: None. Semester credit hours: 3

This course provides students detailed knowledge of operations management. Students taking this course will learn step by step processes of quantitative techniques used in operations management. Students will learn how to develop, implement, and improve operations processes.

### **BUS509 Strategic Management**

Pre-requisites: None. Semester credit hours: 3

This course will provide students with the information to understand the way businesses strategically manage resource to sustain a competitive advantage. Students will learn about the strategic issues facing businesses and the methods used to formulate and implement policy and procedure.

**BUS510 Managerial Accounting**

Pre-requisites: None. Semester credit hours: 3

Students taking this course will learn the managerial functions in regards to accounting. Students will learn cost management concepts and cost behavior, as well as accounting management systems. Students will review pricing and control systems and learn how to maintain organizational objectives.

**BUS511 Marketing in a Global Environment**

Pre-requisites: None. Semester credit hours: 3

Students taking this course will learn about the growing global market. Students will study global marketing strategies and world market trends. Students will also study the stages of market development and how businesses develop strategy to enter and compete in the various market segments. Students will also review case studies highlighting current businesses in the global market.

**BUS512 Managerial Finance**

Pre-requisites: None. Semester credit hours: 3

Students taking this course will study how corporate finance functions as well as management's responsibilities. Students learn about the time value of money and how businesses decide when to invest, as well as risks involved.

**BUS515 Applied Research and Quantitative Methods**

Pre-requisites: None. Semester credit hours: 3

This course provides students with the fundamentals of research intent and design, methodology and technique, format and presentation, and data management and analysis informed by commonly used statistical methods.

**CAP699 Graduate Capstone**

Pre-requisites: Must have completed or be concurrently enrolled in the last course of program. Semester credit hours: 3

The capstone project allows graduate students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized. Students are encouraged to select work-related projects that are of particular interest to them and that will result in professional growth.

**CMA500 Criminology and Social Control**

Pre-requisites: None. Semester credit hours: 3

This course explores criminology and the factors that affect it including Supreme Court rulings, and governmental policies. This course examines the nature and causes of crime, and the effects of crime on issues of law, community, its citizens, and law enforcement.

**CMA501 Criminal Law**

Pre-requisites: None. Semester credit hours: 3

This course examines the background and foundations of American criminal law. The course covers the common law and statutory elements of misdemeanor and felonies. It also explores the legal implications of causation, conspiracy, accomplice liability, defenses, and sentencing.

**CMA503 Technology in Law Enforcement**

Pre-requisites: None. Semester credit hours: 3

This course will provide a comprehensive outline of the use of technology by law enforcement agencies and includes topics such as; technology in investigations, surveillance and wiretaps. This course will also explore the ethical and legal implications of technology.

**CMA530 Police Administration and Management**

Pre-requisites: None. Semester credit hours: 3

Students will develop a thorough understanding of the aspects of police department management and issues associated with modern government agency management. This course will include leadership styles and management planning. In addition, this course will review different organizational theories and designs. Also included will be discussions of planning and decision making, communications, labor relations, and legal aspects of government agencies.

**CMA560 Domestic and Family Violence**

Pre-requisites: None. Semester credit hours: 3

This course will provide the knowledge necessary to identify family and domestic violence. The student will learn how to recognize the signs and symptoms of domestic abuse, child abuse, sexual abuse, and elder abuse.

**MED500 Multidisciplinary Foundations of Education**

Pre-requisites: None. Semester credit hours: 3

This course will give students the opportunity to study the dynamic and continuing impact of social, political, and economic forces on American education. Students will be introduced to the historical evolution of the public schools to help them identify important social issues that can have an impact on the educational system.

**MED510 Organizational Behavior**

Pre-requisites: None. Semester credit hours: 3

This course examines the educational environment as an organization through review of organizational theory and practice. Students will review organizational culture and climate, decision making strategies, and how motivation of individuals and groups impact organizational behavior.

**MED520 Strategies to Improve Student Learning**

Pre-requisites: None. Semester credit hours: 3

An examination of various research based instructional strategies and an evaluation of effectiveness will be included in this course. Selection, implementation and assessment of the strategies will be imbedded in coursework, as well as an in depth look at the research.

**MED530 Research on Effective Teaching**

Pre-requisites: None. Semester credit hours: 3

This research-based course will require students to survey the research literature on effective teaching practices and school programs. This course provides practical skills to meaningfully incorporate technology into the classroom in order to enhance students' understanding of the curriculum.

**MED540 Curriculum Development, Implementations and Evaluation**

Pre-requisites: None. Semester credit hours: 3

The purpose of this course is to study the process of curriculum development from the planning stages to implementation and ultimately evaluation. This course will include the foundations of curriculum, the principals used in designing and applying curriculum, and the current educational social issues that impact the curriculum field.

**MED550 The Instructional Role of Assessment**

Pre-requisites: None. Semester credit hours: 3

The purpose of this course is to explore how accountability system standards, an engaging curriculum, and valid assessments all fit together to increase student achievement. The process of interdisciplinary, standards-based instruction and assessment will be discussed in depth.

**MED560 Classroom Environment and Management**

Pre-requisites: None. Semester credit hours: 3

This course will review important areas in classroom management. This includes the increasing number and levels of disruptive student behaviors occurring in the classroom and the pressure of high-stakes testing, which has resulted in student disappointments, being left behind, and the failure to graduate.

**MED600 Leadership**

Pre-requisites: None. Semester credit hours: 3

The purpose of this course is to explore the definition and application of strategic leadership. This course will include: the conceptual foundations of strategy as a leadership skill, the implementation of practice, the components of an effective strategy, and the limits and possibilities of strategic leadership.

**MED610 Educational Research**

Pre-requisites: None. Semester credit hours: 3

This course is designed to present a general overview of the methods and procedures of research in education. The course provides the fundamental concepts, principles and methods of educational research with an emphasis on how to evaluate and utilize published research reports.

**MED630 School Law**

Pre-requisites: None. Semester credit hours: 3

To become a transformational leader it is necessary to understand the law. In this course, relevant information on historical and contemporary legal issues affecting the organization and administration of schools in the United States will be explored. School safety; cyber bullying; copyright law and use of media; Response to Intervention (RTI); isolation and restraining laws involving students with disabilities; and other landmark cases and topics will be covered.

**MED640 Educational Leadership: Issues and Decisions**

Pre-requisites: None. Semester credit hours: 3

The purpose of this course is to strengthen the understanding of leadership in the educational environment through the study of standards and values. Students will study the school environment in terms of leadership through reform and innovation in both the classroom and district setting.

**Course Descriptions: Undergraduate****\*ANA105 Anatomy**

Pre-requisites: None. Semester credit hours: 3.0

The topics of this course will include understanding the structures and functions of the skeletal system, muscular system, nervous system, integumentary system, respiratory system, tissues, membranes, and blood. In addition, this course will also include understanding proper use of anatomical terminology.

**\*ANTHRO301 Human Culture and Anthropology**

Pre-requisites: None. Semester credit hours: 3.0

This course will introduce you to socio-cultural anthropology. Beginning with a brief introduction to the historical foundations of the anthropology discipline, and using it to explore and understand evaluate the concept of culture, cultural institutions and processes, evolution of cultural systems, application of the concept of culture to current social problems.

#### **ATH101 Baseball Fundamentals**

Pre-requisites: None. Semester credit hours: 0.0

This course is a practical course that teaches the defensive and offensive aspects of baseball. Emphasis on improving body mechanics and biokinetic movement patterns. Additionally, students will learn baseball strategies, rules of the game, and leadership skills.

#### **\*BIO101 Biology**

Pre-requisites: None. Semester credit hours: 3.0

This course offers a basic overview of biology which is simple enough for non-science majors and thorough enough to serve as a foundation for those pursuing scientific or medical degrees.

#### **BMB308 Change Management**

Pre-requisites: None. Semester credit hours: 3

This course provides an introduction to the process of organizational development and change. Students will learn about the theories and processes of planned change as well as diagnosis skills to evaluate organizational change.

#### **BMB403 Conflict Management**

Pre-requisites: None. Semester credit hours: 3

This course provides students with the skills and knowledge on how to identify and resolve conflict in the workplace. Students will learn the nature of conflicts, how to analyze conflict, and the different methods of resolving conflict.

#### **BUS101 Introduction to Business**

Pre-requisites: None. Semester credit hours: 3

This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies and current issues. Topics include an overview of the business environment, business ethics, entrepreneurship and global business, management, marketing, production, information systems and financial elements of business. This course provides a solid business foundation for more detailed and higher-level study in subsequent courses.

#### **BUS102 Principles of Management**

Pre-requisites: None. Semester credit hours: 3

This course introduces students to management philosophies in changing world. It includes globalization, ethics, diversity, customer service and innovation from a managerial perspective.

#### **BUS104 Business Ethics**

Pre-requisites: None. Semester credit hours: 3

This course provides an introduction to business ethics. Part philosophy and part business, the course covers a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented, including ethical relativism, utilitarianism, and deontology. The lessons explore employee issues and responsibilities, leadership and decision making, morality, diversity, discrimination, and ethics in marketing and advertising. Corporate social responsibility is also examine, as are the topics of environmental responsibilities, global ethics, and regulation concerns in an era of increasing globalization.

#### **BUS105 Legal Aspects of Business**

Pre-requisites: None. Semester credit hours: 3

This course introduces the multiple facets of business law, including online commerce. The course emphasizes the basic concepts of how businesses are organized and operate within a legal environment.

#### **BUS106 Introduction to Economics**

Pre-requisites: None. Semester credit hours: 3

This course introduces students to basic economic principles and elements of business from an economic viewpoint. This course emphasizes how events and developments in the economy can affect the market and financial decisions of business.

#### **BUS107 Business Communication**

Pre-requisites: None. Semester credit hours: 3

This course provides the foundations of all types of business communication including letters, memos, electronic communication, written reports, oral presentations, and interpersonal communication. The course also includes topics of resumes, application letters, interviewing tips, and employment follow-up documents.

#### **BUS113 Introduction to Marketing**

Pre-requisites: None. Semester credit hours: 3

This is an introductory course designed to give students an understanding of the theories and methods of marketing management. Students learn about pricing and capturing customer value. The course teaches students how to gain customer insights by using marketing information to identify consumers and organizational needs.

#### **BUS202 Accounting**

Pre-requisites: None. Semester credit hours: 3

This course provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships.

### **BUS205 Personal Finance**

Pre-requisites: None. Semester credit hours: 3

This course prepares you to understand, plan and manage your financial affairs. It focuses on the development of practical methods of organizing your financial information, interpreting your personal financial position and cash flow, developing achievable and worthwhile goals, and implementing actionable plans and risk management techniques to meet those goals. Specific topics to be covered include money management, insurance, and investing.

### **BUS206 Business Information Systems**

Pre-requisites: None. Semester credit hours: 3

This course introduces the various information and communications technologies and explains how information systems are used to solve problems and make better business decisions.

### **BUS301 Employment Law**

Pre-requisites: None. Semester credit hours: 3

This course provides students with current employment law issues and situations. Students will study equal opportunity legal issues including the various aspects of discrimination. Students will review The Fair Labor Standards Act and employee welfare programs. Consumer protection acts and their impact upon employment law will also be covered.

### **BUS302 Organizational Behavior**

Pre-requisites: None. Semester credit hours: 3

This course examines organizational theory and application. It provides a comprehensive review of individual, group, and organizational performance in relation to organizational structures in contemporary business settings.

### **BUS303 Management Theories**

Pre-requisites: None. Semester credit hours: 3

This course provides an introduction to management theory and practice. Students will learn about organizational design, effectiveness and cultures, as well as management design.

### **BUS306 Microeconomics**

Pre-requisites: None. Semester credit hours: 3

This course provides students with a comprehensive overview of the evolution of the U.S. economy and the ways in which people produce, consume, and exchange goods and services. Major economic principles are presented, including supply and demand, economies and diseconomies of scale, competition, and taxation. Students also explore the characteristics of a labor market, the regulatory restrictions of tariffs, quota, and embargo on trade, and how the optimal quantity of public good is determined. Inequity of wealth and the interaction of economic rent, interest, and profit are also discussed.

### **BUS307 Accounting for Managers**

Pre-requisites: None. Semester credit hours: 3

This course builds on introductory accounting principles. Students need to have an understanding of basic accounting concepts. Topics include corporate accounting and financial statements, long-term liabilities, cash flow and financial statement analysis, managerial accounting, budgeting, and using financial data to make business decisions.

### **BUS308 Change Management**

Pre-requisites: None. Semester credit hours: 3

This course provides an introduction to the process of organizational development and change. Students will learn about the theories and processes of planned change as well as diagnosis skills to evaluate organizational change.

### **BUS311 Corporate Finance I**

Pre-requisites: None. Semester credit hours: 3

This course is an introduction to Corporate Finance. Financial Statement Analysis, Time Value of Money, Valuing Cash Flow Streams, interest Rates, Bonds, Stock Valuation, Investment Decision Rules, Fundamentals of Capital Budgeting, and Stock Valuation are topics that will be covered.

### **BUS312 Corporate Finance II**

Pre-requisites: BUS311. Semester credit hours: 3

This course is an introduction to corporate finance. Risk and Return in Capital Markets, Systematic Risk and the Equity Risk Premium, The Cost of Capital, Raising Equity Capital, Debt Financing, Capital Structure, Payout Policy, Financial Modeling and Pro Forms Analysis, Working Capital Management, Short-Term Financial Planning, Option Applications and Corporate Finance, Mergers and Acquisitions, and International Corporate Finance are topics that will be covered.

### **BUS318 Entrepreneurship**

Pre-requisites: Accounting or BUS202. Semester credit hours: 3

The course will give students an understanding of the business plan and what it entails to start and run a business. Students will learn to create a viable business plan. They will also learn how to analyze costs and prepare financial documents.

### **BUS319 E-Business**



Pre-requisites: None. Semester credit hours: 3

This course will explore the growing opportunities in e-business. Students will study the development of e-business models and strategic planning, legal, ethical, and financial aspects of e-business. The fast paced internet with social networking and global expansion will also be addressed.

#### **BUS402 Supervision**

Pre-requisites: None. Semester credit hours: 3

Enhance your personal and professional learning agenda and welcome the challenges of supervision. In this course you will learn about the roles and responsibilities of supervisors. The course focus builds from a foundation of fundamental skills through a pyramid of understanding the expanded scope of responsibilities for first-time, first-line supervisors through the chairman of the board in private, service, or public organizations.

#### **BUS403 Conflict Management**

Pre-requisites: None. Semester credit hours: 3

This course provides students with the skills and knowledge on how to identify and resolve conflict in the workplace. Students will learn the nature of conflicts, how to analyze conflict, and the different methods of resolving conflict.

#### **BUS404 Marketing**

Pre-requisites: None. Semester credit hours: 3

This course is designed to provide students with the knowledge of how businesses design their product or service for the consumer. Students will study how a business develops a product and service strategy as well as branding strategies. Students will also study marketing channels and promotional strategies.

#### **BUS405 Project Management**

Pre-requisites: None. Semester credit hours: 3

Students in this course will examine the components of project management. Students will learn how projects are conceived, planned and implemented in modern business. Students will also learn about budget and time restraints as well as how employees can be managed and motivated throughout a business project.

#### **CAP499 Undergraduate Capstone**

Pre-requisites: Must have completed or be concurrently enrolled in the last course of program. Semester credit hours: 3

The capstone project allows undergraduate students to apply the knowledge and skills acquired in their courses to the work environment. This project is completely individualized. Students are encouraged to select work-related projects that are of particular interest to them and that will result in professional growth.

#### **CBA323 Public Safety Statistical Research**

Pre-requisites: None. Semester credit hours: 3

This course provides students with the basic principles and research techniques utilized in public safety statistical research. Students will learn about some of the most important sociological studies in Criminal Justice and the research techniques and mathematical formulas used to support various observations and conclusions.

#### **CBA324 Principles of Investigation**

Pre-requisites: None. Semester credit hours: 3

This course is designed to help students develop investigative skills utilized throughout the criminal justice system. Subjects covered include general investigations for robbery, assault, sexual assault, arson, homicide, theft, auto, theft, and other property crimes. This course will also examine crime scene preservation, interviewing techniques, follow-up investigations, and case preparation system.

#### **CBA325 Forensic Specialties**

Pre-requisites: None. Semester credit hours: 3

This course is designed to help students understand advanced forensic science disciplines including the specialized fields of Odontology, Entomology, Anthropology, and Computer Forensics. This course will also examine the pathology, psychology, and forensic science disciplines utilized by criminal profilers.

#### **CBA326 Legal Rules of Evidence**

Pre-requisites: None. Semester credit hours: 3

This course is designed to provide students with basic rules of evidence established through court rulings that govern the legal collection and admissibility of evidence. Topics covered include suspect and witness statements, physical evidence, documents, scientific evidence, and issues related to the exclusionary rule.

#### **CBA331 Criminal Law**

Pre-requisites: None. Semester credit hours: 3

This course presents the historical development, philosophy of law, and U.S. Constitutional provisions, including definitions, classifications of crimes, and concepts of legal research, case law, and law as a social force. Discusses various elements of crimes and relates common law to current California law.

#### **CBA332 Police and Community Relations**

Pre-requisites: COM102 or its Equivalent. Semester credit hours: 3

This course discusses law enforcement and community relations. Provides an in-depth study of community policing strategies, philosophies, and tactics and discusses criminal justice perceptions, race relations, and profiling.

**CBA333 Organized Crime: Gangs and Vice**

Pre-requisites: SOC101 or its Equivalent. Semester credit hours: 3

This course Presents the social, political, and legal issues and discusses the major influences of organized crime and gangs on vice activity, and reviews the California laws dealing with prostitution, gambling, and pornography.

**CBA335 Homeland Security and Counterterrorism**

Pre-requisites: SOC101 or its Equivalent. Semester credit hours: 3

This course will help students understand the basic organization and functions of the Department of Homeland Security (DHS). Students will develop a working knowledge of many federal agencies and understand how state, local, and tribal law enforcement agencies interface with the federal government in the defense of the United States.

This course will help students understand the history of modern terrorism, prominent terrorist organizations in the world today, and basic counterterrorism strategies. Students will develop a working knowledge of many federal agencies and understand how state, local, and tribal law enforcement agencies interface with the federal government in defending our country against terrorist attacks.

**CBA411 Emergency Management**

Pre-requisites: None. Semester credit hours: 3

This course will help the students understand the basic organization and functions of the Federal Emergency Management Agency (FEMA), the Department of Homeland Security (DHS), and other agencies responsible for responding to national or regional emergencies. Students will develop a working knowledge of federal agencies, and understand how state, local, and tribal law enforcement agencies interface with the federal government during national emergencies.

**CBA412 Risk Management**

Pre-requisites: None. Semester credit hours: 3

This course will give students an understanding of essential management concepts and strategies needed to avoid accidents, injuries, and other incidents that damage the organization. Subjects covered will include sexual harassment, discrimination, other employee abuses, accidents, and repetitive injuries. Use of force and vehicle pursuit policies will also be examined.

**CBA413 Race and Ethnicity in Criminal Justice**

Pre-requisites: SOC101 or its equivalent. Semester credit hours: 3

This course examines issues of race and ethnicity germane to the criminal justice field. Problems of discrimination, profiling, and differential treatment both real and perceived are covered with particular attention being paid to the fair application of the law and community oriented policing solutions.

**CBA414 Ethical Issues in Criminal Justice**

Pre-requisites: PSY101 or its equivalent. Semester credit hours: 3

This course will help the students understand important moral and ethical issues facing public safety employees and organizations. Several important public safety issues are covered including discrimination, profiling, use of force, corruption, bribery, and the fair application of discretionary police powers.

**CBA415 Ethical Issues in the Judicial System**

Pre-requisites: PSY101 or its equivalent. Semester credit hours: 3

This course will help the students understand important moral and ethical issues facing the judicial system. Subjects covered include legal concepts and legal principles involved in the judicial system.

**CBA420 Crisis Intervention**

Pre-requisites: PSY101. Semester credit hours: 3

This course will help the students understand crisis intervention techniques and strategies utilized by law enforcement in various situations.

**\*CIS101 Computer Information Systems**

Pre-requisites: None. Semester credit hours: 3

In this course, students will learn basic concepts in computers and information technology, and develop an understanding of various devices and how they are utilized in different environments. As well, students will learn basic computer skills including a variety of computer applications.

**CJAA100 Introduction to Criminal Justice**

Pre-requisites: None. Semester credit hours: 3

This course introduces the history, philosophy, and practical aspects of the U.S. Criminal Justice system, including the related sub-systems, concepts, terms, and theories of law enforcement, judicial, and correctional systems.

**CJAA110 Criminal Procedure**

Pre-requisites: None. Semester credit hours: 3

This course presents an in-depth study of the history, role, and responsibility of each primary segment within the criminal justice system: law enforcement, judicial, and corrections. Each subsystem is examined from the initial entry to final disposition and the relationship each segment maintains with its' system members.

**CJAA115 Effective Report Writing in Criminal Justice**

Pre-requisites: ENG101 or its equivalent. Semester credit hours: 3

This course will focus on the proper approach to take to develop writing skills sets in the criminal justice field. It will challenge the students' critical thinking abilities and address the following topics: developing a thesis or topic; composing the paper structure; applying the necessary research; develop supporting arguments; and drawing conclusions. Course will also review basic investigation principles, note-taking techniques, and rules for writing police reports and search warrants.

### **CJAA125 Introduction to Corrections**

Pre-requisites: None. Semester credit hours: 3

This course will examine an overview of the history of corrections and punishment in America with a review of the correctional process including probation, intermediate sanctions, restorative justice, imprisonment, and the death penalty. The organization, management, and operation of correctional facilities, inmate life and environment will be examined, including the legal foundation of prisoners' rights.

### **CJAA130 Ethics in Criminal Justice**

Pre-requisites: None. Semester credit hours: 3

This course provides an exploration of the field of criminal justice ethics, which broadly encompasses the history of justice and theories of morality and ethics. It includes the study of ethics from both the individual and organizational standpoint. Special attention will be given to concrete ethical issues and dilemmas which are regularly encountered by participants in the major components of the criminal justice system. Topics include determining moral behavior, developing moral and ethical behavior, ethics and law enforcement, ethics and the courts, ethics of corrections and punishment, policy and management issues, and pride and professionalism.

### **CJAA140 Police Operations**

Pre-requisites: None. Semester credit hours: 3

This Course explores the theories, philosophies, and concepts related to the roles and expectations of the line enforcement officer, including patrol. Also examines public service responsibilities and examines their relationship to the criminal justice system.

### **CJAA151 Criminal Investigations**

Pre-requisites: None. Semester credit hours: 3

This course introduces the basic principles of investigation utilized in the justice system, including how to deal with the public, knowledge of crime scenes, interviews, evidence, surveillance, follow-up, technical resources, and case preparation.

### **CJAA170 Traffic Enforcement and Collision Investigation**

Pre-requisites: None. Semester credit hours: 3

This course examines traffic law enforcement, accident investigation, and traffic control, specifically emphasizing the California Vehicle Code. Basic accident reporting, classification, determination of cause, and prevention are also discussed.

### **CJAA180 Drugs and Dangerous Narcotics**

Pre-requisites: None. Semester credit hours: 3

This course presents law enforcement's role in the prevention of narcotics and dangerous drugs sales and use. Also includes the study of laws pertaining to controlled substances, detailed identification of drugs, symptoms of use, sales, and packages, and introduces the student to law enforcement investigative techniques. Also discusses impact of drugs on the criminal justice system and addresses recent trends towards decriminalization and legalization of certain drugs.

### **CJAA200 Firearms, Defensive Tactics, and Physical Fitness**

Pre-requisites: None. Semester credit hours: 3

This course introduces the Criminal Justice student to practical application skill sets used by law enforcement agencies. Student will be exposed to physical fitness programs, basic self-defense tactics, the officer survival mindset, situational awareness triangles and zones, legal aspects in the application of both physical force and deadly force, firearm safety procedures and basic handgun marksmanship.

### **\*CHEM101 General Chemistry**

Prerequisites: None. Semester credit hours: 3.0

This course includes the introduction to physical and chemical properties of the elements, chemical reactions, gas laws, chemical nomenclature, structure of atoms, chemical bonding, and solutions.

### **\*COM102 Public Speaking**

Pre-requisites: None. Semester credit hours: 3.0

This course introduces all aspects of effective public speaking including verbal and non-verbal considerations such as tone, diction, command and connection with the audience. Students practice delivering various types of messages in front of groups.

*Required Textbook: Public Speaking (ISBN: 978-0-07803682-8)*

### **COM110 Small Group Communication**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Practical application of the processes involved in group discussion with an emphasis on problem solving and decision making. This course is designed to develop interpersonal skills for effective small group discourse and working relations.

### **COM115 Interpersonal Communication**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

A course which examines theory and principles across a variety of contexts to improve competencies in interpersonal contexts and an emphasis on the application of communication strategies for interpersonal competence.

**COM120 Intercultural Communication**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Introduction to communication in domestic and/or global contexts. Topics include an examination and discussion of cultures, languages, identity, social behavior, and how members of groups relate among themselves and with members of different ethnic and cultural groups.

**COM125 Introduction to Rhetoric**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

This course is designed to examine, evaluate, and analyze the language and principles of human communication through a variety of rhetorical contexts.

**COM130 Introduction to Mass Communication**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

This course provides a survey of the growth and development of mass media in America from historical and analytical perspectives. An emphasis on the principles of the mass communication processes and how it affects the cultures and identities.

**COM135 Argumentation**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Studies of the strategies used for rhetorical argument. Emphasis is given to using evidence and detecting fallacies in rhetorical communications. Practice in oral argumentation and debate.

**COM140 Performance and Communication**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Theory and practice in performing narrative fiction and nonfiction. Analysis of the role of narrative in identity, culture, and human communication.

**COM150 Communication Research Methods**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

This course includes the critical studies of qualitative methodologies in communication research.

**\*COM303 Communication Studies**

Pre-requisites: None. Semester credit hours: 3.0

This course provides students with foundational skills and theories to navigate various communication contexts such as, interpersonal, small group, public, organizational, intercultural, mass communication, personal, and social media.

**COM305 Communicative Functions of Language**

Prerequisites: None. Semester credit hours: 3.0

Study of the form and structure of the language of persuasive discourse, including semantics, syntax, usage, lexicography and style.

**COM310 Communication Theory**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

The purpose of this course is to introduce you to the major communication theories and their histories that are the foundation to understanding the discipline of communication. These theories can be applied to interpersonal, group, organizational, intercultural, and mass communication contexts. You will be expected to understand the key concepts of each theory and be able to apply them to everyday life situations, events, and/or communication artifacts.

**COM315 Persuasion**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

This course provides the logical and psychological principles used by communicators to affect social control.

**COM320 Principles of Family Communication**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

An introduction to human communication in the setting of the family. An emphasis on the skill development, maintenance, and conflict-resolution strategies of family dynamics and relationships.

**COM325 Freedom of Communication**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Analysis of legal issues entailed in the rights of free expression. Study of court decisions governing freedom of communication and the first amendment in the U.S.

**COM330 Organizational Communication**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Introduction to issues and literature related to communication within organizations. Topics include organizational communication theories, conceptions of organizations, bureaucracy and its alternatives, and the focus on behavior of individuals and teams within organizations.

**COM332 Communications Conflict and Negotiation**

Prerequisites: None. Semester credit hours: 3.0

The course focuses on embracing conflict across contexts and understanding it as an interaction constituted and sustained in communication. Students will use theory to understand both their agency in conflict situations as well as their responsibility.

### **COM335 Legal Argumentation**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Study of courtroom argument and cases with an emphasis on issues, evidence, forms of argument and language used in a judicial and courtroom context.

### **COM340 Gender and Communication**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Exploration of the role and origins of gender differences in communication; focus on contexts such as family, romance, and the workplace; discussion of how the media influence conceptions of gender.

### **COM345 Public Relations**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Examination of how messages are received by the public. Topics include methods for disseminating information to the public in key public relations contexts.

### **COM350 Nonverbal Communication**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Examination of how various forms of nonverbal communication convey meaningful information to perceivers, with focus on both production and perception of multiple communication formats (e.g., affect expression of face and body, gesture, and kinematics), with strong emphasis on body language. Readings from variety of related fields.

### **COM355 Advanced Public Speaking**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Students will gain in-depth knowledge of verbally presenting the self in a variety of speaking contexts. Students will master public speaking skills both in terms of rhetorical strategy and presentational forms.

### **COM400 Communication and Personal Relationships**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

This course includes the explanation of types of communication that occur in close relationships, including coping with relational challenges. The student will also learn communication functions in close relationships, such as those between friends, romantic partners, and family members, can be an exciting and worthwhile enterprise.

### **COM405 Oral Interpretation**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

A course in theory and practice of effective oral presentations. Training in selection, editing, and analysis of various genres of literature. Techniques of physical and oral expression.

### **COM410 Technology and Communication**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

Study of communication technologies on communication and culture. Information technologies are examined from both theoretical and practical perspectives.

### **COM415 Communication Leadership**

Prerequisites: COM102 and COM303 or its equivalent. Semester credit hours: 3.0

This course is the study of communication methods and strategies for leadership contexts.

### **CS300 Computer Systems**

Prerequisites: None. Semester credit hours: 6.0

This course a student learns to use primitive entities such as lines, polylines, circles, arcs and text as a foundation for more complex objects.

### **CS301 Applied Numerical Computing**

Prerequisites: MATH310. Semester credit hours: 6.0

This course is an introduction to numerical computing and analysis. Students learn to use numerical methods to solve systems of linear equations and nonlinear equations such as matrix manipulations and algorithm implementations. Students learn to visually display computed values through use of basic plotting techniques, built-in functions, waveform generation and user interfaces.

### **\*EDU101 Introduction to College Studies**

Pre-requisites: None. Semester credit hours: 3

This course provides an orientation to the college experience for high school and new students. This course will help you make the transition to college by exploring the skills and expectations necessary at the college level. You'll develop time management, test taking, communication and study skills. You'll also get tips on stress management and goal setting, and you'll learn how to seek and use information resources.

### **EE100 AC and DC Theory**

Prerequisites: None. Semester credit hours: 3.0

This course familiarizes the student with electricity and the electronic laws and formulas that apply to DC Electronics. The course covers AC currents, inductive reactance, capacitive reactance, and circuit impedance.

### **EE101 Semiconductor Theory**

Prerequisites: EE100. Semester credit hours: 3.0

This is a course covering diodes, zeners, the various classes of amplifiers, transistor switching applications, and amplifier configurations, biasing techniques for linear circuit operation, and transistor troubleshooting procedures.

### **EE110 Logic Control**

Prerequisites: None. Semester credit hours: 3.0

This course introduces programmer logic control concept, ladder diagram, latch, counters, number systems PLC- programming, interfacing circuit, relays.

### **EE120 Logic Control II**

Prerequisites: EE110. Semester credit hours: 3.0

This course prepares students to work with PLC devices in a variety of industrial settings and applications.

### **EE130 Power Distributions**

Prerequisites: None. Semester credit hours: 3.0

This course includes transformers, types of transformers, over current protection grounding, transformers calculating primary and secondary current and voltage, generators, distribution gear, over current protection.

### **EE140 Motor Control**

Prerequisites: None. Semester credit hours: 3.0

This course includes DC, AC, single, 3 phases, motor, calculating the HP, current identifying the type and size of the cable for motor installation, grounding, speed control, forwarding, reversing, and motor configuration.

### **EE300 Analog Devices and Applications**

Prerequisites: EE101. Semester credit hours: 3.0

This course teaches SCRs, TRIACs and Thyristors, JFETS, MOSFETS, Unijunction Transistors, and Break over Devices, Operational Amplifiers (as comparators, inverting and non-inverting amps, summing amps, differential amplifiers and voltage follower configurations), oscillators, 555 timer, misc. devices.

### **EE310 Advanced Digital Applications**

Prerequisites: EE120. Semester credit hours: 3.0

This course covers RS latches, flip-flops of various types, switch de-bounce, counters, BCD decoders, and 7-segment displays, electrostatic precautions and IC family characteristics. It explains multiplexers, demultiplexers, decoders, shift registers, ring counters, Johnson counter, static and dynamic memory (ROM and RAM).

### **EE320 Industrial Transformers**

Prerequisites: None. Semester credit hours: 3.0

This course covers transfer of electrical energy from one circuit to another, a variety of transformer types used in industry for power distribution from the electrical power generation stations all the way to the consumers.

### **EE330 Circuit Analysis I**

Prerequisites: MATH300. Semester credit hours: 3.0

This course introduces direct current concepts and applications, alternating current theory and application of varying sine wave voltages and current, and the physical characteristics and applications of solid state devices. Topics include, but are not limited to: electrical laws and principles, magnetism, series, parallel, and simple combination circuits, inductance and capacitance, diodes and amplifiers, and semiconductor fundamentals.

### **EE340 Circuit Analysis II**

Prerequisites: EE330. Semester credit hours: 3.0

This course is taught using an integrated approach where DC is presented as a special case of AC. Mesh and node analysis, frequency response, RLC circuits, transformers, power & energy and transient analysis of circuits are included.

### **EE350 Engineering Economy**

Prerequisites: None. Semester credit hours: 3.0

This course includes the basic principles and applications of economic decision-making between alternatives encountered in engineering systems projects. The analysis will include methodologies of economics and finance in addition to engineering fundamentals.

### **EE360 Electrical Power System**

Prerequisites: EE320. Semester credit hours: 3.0

This course covers the process of converting non-electrical energy to electricity for electric utilities. It also covers hydroelectric, geothermal power, solar power, wind power and nuclear power.

### **EE370 Electrical Power Distribution**

Prerequisites: EE360. Semester credit hours: 3.0

This course covers delivery of electricity to end users, including power lines, electrical substations, circuit breakers, voltage drops, and WYE configuration, including 3 phase.

### **EE380 Electrical Codes and Regulations**

Prerequisites: None. Semester credit hours: 3.0

This course provides an overview of the various National Electrical Codes used in practice and the impacts of such codes on designs of electrical systems in residential, commercial and industrial settings.

### **EE390 Industrial Fundamentals**

Prerequisites: EE300 and EE310. Semester credit hours: 3.0

This course covers industrial control circuits used in a variety of production line and industrial automation applications, including synchronization of individual processes and device interfacing.

### **EE400 Industrial Controllers**

Prerequisites: EE390. Semester credit hours: 3.0

This course provides the student with information on automated process control. Analysis of industrial process shows the steps involved in a closed loop system, starting with measurement, and continuing through such things as variables, control set points, error feedback, signal processing, and finally, the control.

### **EE420 Industrial Electronics**

Prerequisites: EE400. Semester credit hours: 3.0

This course enables student apply concepts covered in EE400.

### **EE430 Electricity and Magnetism**

Prerequisites: EE100 and PH300. Semester credit hours: 3.0

This course covers conservation laws and electromagnetic waves, Poynting's theorem, tensor formulation, potentials and fields. Plane wave problems (free space, conductors and dielectric materials, boundaries). Dipole and quadruple radiation. Special relativity and transformation between electric and magnetic fields.

### **EE440 Robotics Engineering**

Prerequisites: EE300 and EE310. Semester credit hours: 3.0

This course covers Robotics basics, Cartesian coordinates, robotics, control components, speed controllers, servos, synchros, stepper motors, and motor drive control circuits.

### **EE450 Robotic Computer Interfacing**

Prerequisites: EE440. Semester credit hours: 3.0

This course covers the control of robotic arms, manipulators, etc., through the use of interface cards, and the design of custom user interfaces.

### **EL151 NEC Applications**

Prerequisites: None. Semester Credits: 3.0

This course provides a thorough review of the National Electrical Code. Students practice working in an electrical lab environment. Topics include grounded systems, conductor protection, ampacity criteria, installation of transformers and residential structured wiring.

### **\*ENG101 English Composition**

Pre-requisites: None. Semester credit hours: 3.0

This course incorporates a range of grammar lessons and writing prompts to develop students' ability to create thesis statements, draft and develop paragraphs, and write and revise their own essays.

### **\*ENG202 Introduction to Literature**

Pre-requisites: None. Semester credit hours: 3.0

This course guides the student through reading, understanding, and applying critical theory to the four different types of literature: Fiction, nonfiction, poetry and drama. Students learn how to apply reading skills. They examine linguistic and structural elements of each type of writing. Various types of fiction are examined as well as types of poetry, theater (drama), and nonfiction. Plot and characterization are discussed. Students discover how to write about literature and demonstrate the ability to write a research paper.

### **\*ENG303 Critical Thinking and Argumentation**

Pre-requisites: ENG101 or its equivalent. Semester credit hours: 3

This course provides the student an opportunity to apply argument theory, critical thinking, and writing skills to a variety of current issues. The student will have the opportunity to not only become familiar with what other writers think about issues, but also have the opportunity to use the critical thinking theories to engage the world around them by exploring, analyzing, and synthesizing their own perspectives.

**ENV188 Introduction to Sustainability**

Pre-requisites: None. Semester credit hours: 3.0

This course uses a case study approach to expose student to issues related to sustainability. Student are taught how to make decisions after evaluating the economic, environmental, and social consequences of the decision.

**EXT240 Externship**

Pre-requisites: All SET courses. Semester credit hours: 5

An externship consists of field experience in an appropriate location. It provides an opportunity for students to practice the skills they have learned, under direct supervision, in a workplace environment.

**FS101 Fire Protection Organization**

Pre-requisites: None. Semester credit hours: 3

This course introduces the student to the many areas of fire protection. It is intended for the person who wishes to become a firefighter. This course presents the modern fire department components of fire suppression, prevention, public education, emergency medical service, hazardous materials, and urban search and rescue.

**FS102 Fire Behavior and Combustion I**

Pre-requisites: None. Semester credit hours: 3

This course incorporates a range of fire behaviors to build the student's confidence and knowledge in the fire science field. The student will better understand risk management and improve firefighter safety. The student will be taught theory and fundamentals of how and why fires start, spread and are controlled; in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents and fire control techniques.

**FS103 Structural Firefighter Safety and Survival**

Pre-requisites: None. Semester credit hours: 3

This course is designed to make the student aware of safety standards, personal protective clothing, self contained breathing apparatus and how to perform safely at emergency incidents.

**FS104 Fire Protection Equipment and Systems**

Pre-requisites: None. Semester credit hours: 3

This course provides information relating to design and operation of detection and alarm systems, heat and smoke control systems, automatic sprinkler systems and portable fire extinguishers.

**FS105 Building Construction for Fire Protection**

Pre-requisites: None. Semester credit hours: 3

This course is designed to give the student the knowledge and ability to recognize different types of building construction. Emphasis is placed on common terminology and safety aspects of structures exposed to the products of combustion.

**FS106 Fire Protection Technology**

Pre-requisites: None. Semester credit hours: 3

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, the use of fire codes and the correction of fire hazards, and the relationship of fire prevention and fire safety education.

**FS107 Engine Company Operations**

Pre-requisites: None. Semester credit hours: 3

This course is designed to provide the knowledge of the tasks performed by an engine company firefighter; covers various methods of attack, water supply, hose lays, overhaul and rescue operations.

**FS108 Truck Company Operations**

Pre-requisites: None. Semester credit hours: 3

This course is designed to provide the basic knowledge necessary for a truck company firefighter; it covers various assignments such as ventilation practices, forcible entry, ground ladders and vehicle extrication.

**FS110 Fire Apparatus Operator**

Pre-requisites: None. Semester Credit hours: 3

This course further examines the combustion process with an emphasis on safety as it relates to extinguishment tactics. It provides an in depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques.

**FS201 Wild land Safety and Survival**

Pre-requisites: None. Semester credit hours: 3.0

This course is intended for students who are planning to pursue a career with a wild land firefighting organization. The course places emphasis on safety as it relates to conditions encountered in wild land situations.

**FS202 Wild land Fire Behavior**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide information necessary to understand Wildland fire behavior and the effects of fuels, topography, and weather are also discussed. This course is intended to prepare the students to pursue a career with a Wildland firefighting agency or for a specialty with a municipal fire control agency.



**FS203 Hazardous Materials**

Pre-requisites: None. Semester credit hours: 3.0

This course prepares the student to understand the dynamics of a hazardous materials incident; includes recognition and safety, containment and protective actions, scene management, and legal aspects. This course also includes basic terrorism awareness.

**FS205 Preparing to Become a Firefighter**

Pre-requisites: None. Semester credit hours: 3.0

This course provides the knowledge and skills needed to complete the fire department employment process. Course includes preparation for the written exam, physical ability test, resume preparation and interview training.

**HCM200 Healthcare Administration**

Pre-requisites: None. Semester credit hours: 4.0

This course will explore both the structure and functions in health care administrations. The course will also provide an understanding of the importance of service excellence and the evolving management and health care management models and theories.

**HCM205 Healthcare Legal Aspects and Ethics**

Pre-requisites: None. Semester credit hours: 4.0

This course presents an overview of the legal and ethical issues faced by health care consumers, practitioners, and administrators. The course will introduce students to the legal aspects of health care at the federal, state, and local levels.

**HCM210 Human Resource Management in Healthcare**

Pre-requisites: None. Semester credit hours: 4.0

This course examines the role of the human resource professional managing today's healthcare organizations, such as hiring personnel, growth, assessment, retention, compensation, and employee morale.

**HCM215 Healthcare Marketing and Strategic Planning**

Pre-requisites: None. Semester credit hours: 4.0

The course involves analysis, evaluation, and implementation of marketing strategies within health care and managed-care environments. Designed to develop skills in segmenting customer and medical markets, brand products and services, enhance a communication strategy to the consumer, and develop pricing approaches.

**HCM300 Healthcare Information Systems**

Pre-requisites: None. Semester credit hours: 4.0

This course provides an overview of how information technology is used in healthcare, how it has affected traditional techniques, practices, and devices, and ways healthcare professionals can continue to learn and prosper alongside advancing technology.

**HCM305 Current Issues in Healthcare Policy and Practice**

Pre-requisites: None. Semester credit hours: 4.0

This course will examine major issues in long-term healthcare policy and practice from the perspective of the patient and the provider. Topics include access, affordability, insurance, quality, safety, and technology.

**HCM310 Insurance and Healthcare Reimbursement**

Pre-requisites: None. Semester credit hours: 4.0

This course provides students with the knowledge and skills needed to work in a variety of medical billing and coding positions in the medical field. It covers the foundations of insurance, billing, coding and reimbursement. Students learn not only the submission of claims to the insurance carrier but reviewing medical records, verifying patient benefits, submitting a secondary claim, posting payments and appealing the insurance carrier's decision.

**HCM315 Healthcare Finance**

Pre-requisites: None. Semester credit hours: 4.0

This course discusses the practical aspects of finance in health care, an examination of current practices in financial management of health care organizations, and managerial application of specific problems facing health care managers. Students will examine analysis of financial statements, reporting, ratios, and budgeting for healthcare organizations to make sound decisions.

**HCM325 Concepts of Health Promotion**

Pre-requisites: None. Semester credit hours: 4.0

This course is designed to develop student's knowledge and theoretical insight into the historical and contemporary developments, trends, fundamental concepts and strategies in Health Promotion practice and its role at local, national and international levels. Students consider the health-wellness continuum, including a number of factors, such as behavioral, demographic, psychological, and social forces.

**HCM330 Behavioral and Cultural Issues in Healthcare**

Pre-requisites: None. Semester credit hours: 4.0

This course examines the cultural and behavioral factors and issues that influence the management and delivery of healthcare services. Students develop a framework for assessing the effect of culture and behavior in a variety of settings and situations.

**HCM350 Principles of Epidemiology**

Pre-requisites: None. Semester credit hours: 4.0

This course is designed to introduce students to the basic principles of epidemiology as they apply to public health practice. The course will discuss the historical perspective on epidemiology, descriptive epidemiology, effect measures, study designs, bias, surveillance, and screening for disease.

#### **HCM400 Medical Transcription**

Pre-requisites: None. Semester credit hours: 4.0

This course provides a glimpse into the practice of transcribing in each medical specialty with transcription tips which offer handy suggestions to increase accuracy. The course provides exercises which relate specifically to the dictations and are designed to develop critical thinking and problem solving skills in the students.

#### **HCM410 Principles of Risk Management and Patient Safety**

Pre-requisites: None. Semester credit hours: 4.0

This course is a study and application of the comprehensive resources for risk management in health care services. The course will discuss measurement outcomes of core policies, patient and staff safety, and the analyses of case studies.

#### **HCM420 HIPAA and Electronic Health Records**

Pre-requisites: None. Semester credit hours: 4.0

This course prepares students to understand and use electronic records in a medical practice. The material is designed to provide training in documenting patient exam, diagnosis, orders, and coding. The course focuses on the importance and implementation of electronic record keeping. The impact of HIPAA rules is examined from the perspective of patients and providers.

#### **HCM425 Healthcare Organization Theory and Behavior**

Pre-requisites: None. Semester credit hours: 4.0

This course focuses on the theories of behavior of healthcare organizations at the macro (organization-wide) level and micro (individual and team performance) level. Factors that influence an organization's behavior, as well as performance, including the role of culture, group processes, and interactions are considered.

#### **HFS103 Resistance & Balance Training**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

The topics of this course will include understanding the proper techniques for creating training programs for clients. This process will include identifying proper warm-up, cool-down, and exercise progression within designing a program.

#### **HFS106 Safety Liability & Legal Issues**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

The topics of this course will include recognizing the different type's liability issues and legal responsibilities in relation to the health & fitness industry.

#### **HFS110 Strength Training for Upper Extremities**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course offers instruction and practice in proper techniques of the development of muscular strength, endurance, and flexibility for the upper extremities. Emphasis is placed on the application of scientific principles and methods used to build, improve, and maintain proper muscular fitness.

#### **HFS115 Strength Training for Lower Extremities**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course offers instruction and practice in proper techniques of the development of muscular strength, endurance, and flexibility for the lower extremities. Emphasis is placed on the application of scientific principles and methods used to build, improve, and maintain proper muscular fitness.

#### **HFS200 Introduction to Exercise Physiology**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course is designed to explore the physiological responses and phenomena which are produced by exercise.

#### **HFS204 Plyometrics, Speed and Agility Training**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

The topics of this course will include how to develop a plyometric training program, and how to develop plyometric, speed, agility and quickness drills. One will also learn how to create and customize plyometric, speed, and agility programs for various populations.

#### **HFS205 Management in Health & Fitness Industry**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

The topics of this course will include the various factors related to business management in the personal training industry.

#### **HFS207 Marketing in Health Fitness Industry**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

The topics of this course will include the various types of marketing devices and costs.

#### **HFS215 Core Training**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course will discuss the core muscular functions along with how the muscles work, grow, fat loss, and how to safely exercise using proper form and technique. The muscles of the core region will be explored and identify strength training exercises that target these muscles.

### **HFS300 Population Specific Fitness**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course examines the study of the aerobics concept of conditioning, with special emphasis on the cardio respiratory system and the relationship between lifestyle and the risk factors of heart disease. Students learn to write exercise prescriptions maintaining health and fitness for various populations (normal, young, rehabilitation, geriatric, etc.).

### **HFS305 Introduction to Kinesiology**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

The primary objective of this course is to acquaint students with the introductory knowledge and foundations of the study of human physical activity and its implications for healthy living. The course highlights the use of the scientific process for addressing questions pertaining to the role of physical activity in society.

### **HFS310 Introduction to Sports Medicine**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course is designed to provide a well-rounded and challenging academic experience for students interested in physical therapy, exercise science, athletic training, sports medicine, or any other related medical or paramedical field.

### **HFS320 Care and Prevention of Athletic Injuries**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course is a study of the treatment and prevention of specific sport injuries resulting from activities in the home, recreation, intramural and extracurricular settings. Students learn how to create a safe environment for athletes and identify types of injuries, proper treatment after they occur, and preventative measures.

### **HFS330 Current Trends in Health and Wellness**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course is designed for students to understand the need for maintaining a healthy lifestyle. Students will be presented with current research related to health and wellness and necessary tools to assess fitness, sport, and health industry.

### **HFS340 Program Design**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course is designed to apply principles of physical fitness, nutrition, weight control and stress management to positively modify a personal lifestyle. This course exposes the students to latest studies and information available about exercise science, fitness instruction and training and how to apply this information to designing a fitness program.

### **HFS350 Basic Biomechanics**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course provides a background in musculoskeletal anatomy and principles of biomechanics. The course applies and builds on the concepts of Statics and Dynamics for human activities, and Mechanics of Materials and tissues.

### **HFS399 Nutrition**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course is an introduction to nutrition that examines the nutrients essential to human life. The metabolic action, requirements, and food sources of the nutrients are studied. Needs and behavior patterns in children and adults are used to illustrate the relationship between diet and health.

### **HFS400 Exercise Prescription**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course provides the basic physiological principles in the prescription of exercise and the administration of conditioning programs for individuals of differing ages, health status, and occupational status.

### **HFS410 Sports Nutrition and Nutritional Supplements**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course presents the scientific basis for sports nutrition emphasizing basic nutritional concepts, energy expenditure during resistance and endurance exercise, the diet during training, the timing and composition of the pre- and post- competition meals, and the use of nutrients supplements.

### **HFS420 Sports Psychology**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course examines human behavior and an understanding of psychological science, theory, and practice by exploring its application to the domains of sport and exercise. Important themes include: understanding and maintaining a healthy orientation toward practice, achievement, and competition; encouraging personal growth through athletic endeavors.

### **HFS430 Personal Stress Management**

Pre-requisites: None. Semester credit hours: 3.0

The course explores a variety of aspects of personal health and the effects that stress plays in an individuals' health. This course explores the signs of stress and different avenues of stress management.

#### **HFS445 Introduction to Physical Therapy Techniques**

Pre-requisites: None. Semester credit hours: 3.0

This course introduces entry level knowledge and skills of the physical therapist.

#### **HFS450 Lifetime Wellness**

Pre-requisites: ANA105 and PHY105 or its equivalent. Semester credit hours: 3.0

This course explores the principles of lifetime wellness and nutrition to help them make informed choices that promote wellness.

#### **HFX499 Externship**

Pre-requisites: Successful completion of HFS core courses. Semester credit hours: 3.0

An externship consists of field experience in an appropriate location. It provides an opportunity for students to practice the skills they have learned, under direct supervision, in a workplace environment.

#### **\*HIS202: US History: Past to 1877**

Pre-requisites: None. Semester credit hours: 3.0

This course delivers a broad survey of American history from New World exploration and settlement through the Civil War.

#### **\*HIS203: US History: 1865 – Present**

Pre-requisites: None. Semester credit hours: 3.0

This course delivers a broad survey of American history from Civil War to present.

#### **HOS101 Introduction to Hospitality**

Pre-requisites: None. Semester credit hours: 3

This course provides an introduction to the hospitality industry and historical overview of field. It includes an overview of careers in hospitality management, to community, foodservice and hotel/lodging industry.

#### **HOS202 International Hospitality Development**

Pre-requisites: None. Semester credit hours: 3

This course will examine international hospitality food service and hotel management. The course will analyze issues and problems in the hotel and restaurant industry from a global perspective, with emphasize on human interaction in multi-ethnic and multi-cultural job market.

#### **HOS250 Cost Control in Hospitality Management**

Pre-requisites: None. Semester credit hours: 3

This course covers financial management of food, labor, supplies, and other operational costs; procedures for controlling purchasing, receiving, storing, and issuing of food, beverage, and supplies; inventory and security management; computer applications; and analysis of financial reports.

#### **HOS370 Legal Issues in Hospitality Management**

Pre-requisites: None. Semester credit hours: 3

This course examines evolving laws of foodservice and lodging both historically and as they exist today.

#### **HOS440 Hotel and Lodging Management and Operations**

Pre-requisites: None. Semester credit hours: 3

The course examines the organization and management of hotel/ lodging facilities. This course examines the management of hotel and lodging operations with an emphasis on customer service and improving profitability.

#### **HOS460 Hotel and Lodging Management and Operations**

Pre-requisites: None. Semester credit hours: 3

This course emphasizes the daily operations and management of food and beverage service within the hospitality industry. Students learn principles related to the hiring and training of service workers, food handling and sanitation, layout and equipment planning, and safety regulations and standards. Essential elements of the course include purchasing and cost control, menu management, and innovation in the food and beverage industry.

#### **HOS465 Revenue Generation for Hospitality**

Pre-requisites: None. Semester credit hours: 3

This course focuses on generating effective revenue models for the hospitality industry. Students participate in competitive analysis to identify market opportunities and develop innovative growth strategies that support organizational goals. Students learn analytical modeling practices, forecast, and determine pricing and implementation strategies.

#### **HOS470 Hospitality Services Marketing**

Pre-requisites: None. Semester credit hours: 3

This course examines the unique features of services marketing with a focus on the importance of building and maintaining customer relationships to deliver quality service through the development of marketing strategies.

#### **\*MATH101 College Math**

Pre-requisites: None. Semester credit hours: 3.0

This course incorporates basic mathematic principles, theories and computation to develop students' ability to solve algebraic and geometric math problems.

**\*MATH130 Introductory Algebra**

Prerequisites: MATH101 or its equivalent. Semester credit hours: 3.0

This course establishes a foundation in algebra and problem solving. Topics include signed numbers, exponents, order of operations, simplifying expressions, solving linear equations and inequalities, graphing, formulas, polynomials, and factoring.

**\*MATH150 College Algebra**

Prerequisites: MATH130 or its equivalent. Semester credit hours: 3.0

The algebra of linear and quadratic equations, graphing, functions, inequalities, rational expressions, radicals, and system of equations. The course emphasizes critical thinking and problem-solving skills.

**\*MATH300 Calculus I**

Prerequisites: MATH150 or its equivalent. Semester credit hours: 3.0

Calculus to include: a review of Formulas and Techniques, Integration by Parts, Trig Integration, Integration of Rational Functions Using Partial Fractions, Integration Tables and computer Algebra Systems, Indeterminate Forms and L'Hopital's Rule, Improper Integrals, Sequences of Real Numbers, Infinite Series, Integral Test and Comparison Tests, Alternating Series, Absolute Convergence and Ration Test, Power Series, Taylor Series, Fourier Series, Plane Curves and Parametric Equations, Calculus and Parametric Equations, Arc Length and Surface Area in Parametric Equations, Polar Coordinates, Calculus and Polar Coordinates, Conic Sections, Conic Sections in Polar Coordinates.

**\*MATH301 Statistics**

Prerequisites: MATH150 or its equivalent. Semester credit hours: 3.0

This course is designed to offer students the skills necessary to interpret and critically evaluate statistics commonly used to describe, predict, and evaluate data in an information-driven environment. The focus is on the conceptual understanding of how statistics can be used and how to evaluate statistical data

**\*MATH310 Linear Algebra**

Prerequisites: MATH150 or its equivalent. Semester credit hours: 3.0

This course is an introduction to the techniques of linear algebra in Euclidean space. Topics covered include matrices, determinants, and systems of linear equations, vectors in n-dimensional space, complex numbers, and eigenvalues.

**\*MATH400 Calculus II**

Prerequisites: MATH300 or its equivalent. Semester credit hours: 3.0

Topics include logarithmic and exponential functions, integration techniques, sequences and infinite series, power series, parametric and polar curves, functions of several variables, and multiple integration.

**\*MATH410 Probability and Statistics**

Prerequisites: MATH130 and MATH150 or its equivalent. Semester credit hours: 3.0

This course is designed for students majoring in engineering. Topics include: data analysis, probability, random variables, discrete and continuous probability distributions, estimation and hypothesis testing.

**\*MATH420 Ordinary and Partial Differential Equations**

Prerequisites: MATH400 or its equivalent. Semester credit hours: 3.0

This course covers ordinary differential equations including existence and uniqueness theorems and the theory of linear systems. Topics may also include stability theory, the study of singularities, and boundary value problems. The wave equation, the heat equation, Laplace's equation, and other classical equations of mathematical physics and their generalizations.

**\*MATH430 Calculus III**

Prerequisites: MATH400 or its equivalent. Semester credit hours: 3.0

The topics include parametric and polar curves, vectors and vector-valued functions, functions of several variables, multiple integration, and vector calculus.

**NUR300 Health Assessment and Promotion**

Pre-requisites: None. Semester credit hours: 3.0

This course focuses on the health assessment of diverse and vulnerable populations (especially the frail elderly) by way of interviewing and communication skills, physical assessment measures and techniques and health promotion prevention and action.

**NUR310 Pathophysiology**

Pre-requisites: None. Semester credit hours: 3.0

This course offers an exploration of selected pathophysiological processes that occur in the body when a homeostatic imbalance is brought about by internal or external factors. Knowledge of the etiology of specific impaired health states that individuals may experience, as well as the behavior and symptomatology that may be manifested will be explored. These principles will enable the student to frame problems through the critical thinking process.

**NUR315 Cultural Competent Nursing Care**

Pre-requisites: None. Semester credit hours: 3.0

In this society, with its continually changing ethnic, racial, and cultural demographics, the need and the opportunity for intercultural communication has accelerated. This course is designed for those who interact with culturally diverse patients and families aimed to develop transcultural communication skills and competencies. Transcultural communication skills are important in gathering assessment data, developing culturally appropriate nursing diagnoses, and implementing culturally competent care.

### **NUR320 Client Education**

Pre-requisites: None. Semester credit hours: 3.0

Teaching is an important function of a nurse professional. This course explores the theories and principles of learning and teaching. Course contents also include the learning process; learner assessment; planning and implementing a teaching plan; and evaluating learning outcomes.

### **NUR330 Nursing Informatics**

Pre-requisites: None. Semester credit hours: 3.0

This course is designed to examine technology oriented computer and electronic systems that assist in client management. The automation of data management via information systems and telecommunications will be explored.

### **NUR360 Nursing Theory and Healthcare Delivery Practices**

Pre-requisites: None. Semester credit hours: 3.0

This course focuses on the behaviors, attitudes and values necessary for theory-based professional nursing practice. A number of theories are evaluated and related to the delivery of healthcare.

### **NUR390 Evidence-based Nursing Practice**

Pre-requisites: None. Semester credit hours: 3.0

This course focuses on the current review of nursing literature and research utilization by way of evidence-based nursing practice. Interpreting and utilizing nursing findings and interventions in the clinical setting is the key.

### **NUR400 Community Health and Epidemiology**

Pre-requisites: None. Semester credit hours: 3.0

This course focuses on the role of the nurse in the community health setting and the relationship between community health and epidemiology. In addition to learning how to promote healthy living of individuals (especially the frail elderly), families and communities, the course will also focus on the distribution and determinants of health-related states or condition in those specified populations. As part of the course, students will be presented with epidemiologic models and methods in order to assess the health of individuals and populations, necessary to study, prevent, or control health conditions, diseases, and injuries.

### **NUR430 Legal and Ethical Concepts in Nursing**

Pre-requisites: None. Semester credit hours: 3.0

This course focuses on the legal and ethical aspects of the nurse's role in the delivery and management of care. Various health care situations will be explored from a legal and ethical framework.

### **NUR460 Health Care Policy and Current Trends**

Pre-requisites: None. Semester credit hours: 3.0

This course focuses on the current trends of health care policy making. Students will understand how a grassroots initiative bill is taken through the process of becoming a law. The importance of the professional nurse being involved in health care policy is examined.

### **NUR492 Senior Practicum: Professional Nursing Practice**

Pre-requisites: None. Semester credit hours: 3.0

This course addresses the areas of knowledge that professional nurses require to be effective in the changing health care environment. Areas of emphasis focus on the varied roles of professional nurses including health promoter and care provider, learner and teacher, care collaborator, and other roles; the processes guiding nursing including communication, change, and technology; nursing in a changing health care delivery system including health care economics, holistic health care, cultural and spiritual dimensions of health care; and the advancing of nursing in the future.

### **NUR495 Senior Practicum: Nursing Leadership and Management**

Pre-requisites: None. Semester credit hours: 3.0

This course focuses on concepts of nursing management and leadership, including introductory and broad concepts related to basic accounting and financial theories as they apply to the nurse manager. As the product of this first portion of the capstone course, students will synthesize all previous learned knowledge to create a project proposal and plan under the supervision and guidance of a nursing faculty member.

### **\*PED101 Physical Education: Health and Wellness Theory**

Pre-requisites: None. Semester credit hours: 3.0

This course has a thorough coverage of physical fitness and health. Students will understand the importance of healthy habits and activity through nutrition, muscular strength, and weight management to insure a healthy life.

### **\*PH300 Physics**

Prerequisites: None. Semester credit hours: 3.0

This course explores traditional Newtonian Physical (kinematics, dynamics, energy, momentum, rotation, simple harmonic motion, and mechanical waves). The course stresses inquiry-based learning to develop scientific critical thinking and reasoning skills.

**\*PH310 Physics II**

Prerequisites: PH300 or its equivalent. Semester credit hours: 3.0

This course is a continuation of Physics (PH300) and allows students to further expand from the knowledge of PH300. This course will explore the fundamental forces of the universe and provide an introduction to circuitry. Emphasis is placed on understanding major principles, and mathematics is used to clarify concepts and apply them to problem solving situations.

**\*PHY105 Human Physiology**

Pre-requisites: None. Semester credit hours: 3.0

This course provides an introduction to the structure and function of the human physiology.

**\*POL101 Political Science 101**

Prerequisites: None. Semester credit hours: 3.0

The student examines the concepts and methodology of Political Science as well as the various fields of the discipline including American politics, comparative politics, international politics and political philosophy and the origins of our political values. Students analyze political ideas, theories, ideologies, systems and policies in order to focus on and investigate political problems on a national and global level as well as define central concepts related to the study of political science.

**\*PSY101 Introduction to Psychology**

Pre-requisites: None. Semester credit hours: 3.0

This course offers comprehensive yet concise overview of the basic principles of psychology.

**PSY200 History of Psychology**

Pre-requisites: None. Semester credit hours: 3.0

This course studies the development of psychology as a discipline, and the influence of principal theorists and theories on modern psychology.

**PSY220 Cross-Cultural Psychology**

Pre-requisites: None. Semester credit hours: 3.0

This course examines concepts from a variety of perspectives and theories of culture. Students will examine key factors related to understanding life in a multicultural world.

**PSY223 Psychology of Gender**

Pre-requisites: None. Semester credit hours: 3.0

This course explores theories, principles, and applications of gender and gender differences, with emphasis on gender identity, gender status and power, and cross-cultural research on gender and sexuality.

**PSY230 Statistical Analysis in Psychology**

Pre-requisites: MATH301 or its equivalent. Semester credit hours: 3.0

This course is a study of basic statistical principals used to design and analysis psychological research.

**PSY250 Introduction to Psychology Research**

Pre-requisites: None. Semester credit hours: 3.0

This course serves as a foundation for conducting and interpreting research in the field of psychology. It includes a consideration of philosophy of science and preparation of research reports. Students will apply guidelines proposed by the American Psychological Association of Ethics Code when exploring topics.

**PSY255 Social Psychology**

Pre-requisites: None. Semester credit hours: 3.0

This course provides a broad survey of theories and research of social groups affecting individual behavior, including topics as roles, norms, aggression, prejudice, stereotypes, conformity and social awareness.

**PSY260 Sensation and Perception**

Pre-requisites: None. Semester credit hours: 3.0

The course covers all of the sensory systems, as well as how the brain perceives objects, motion, color, and depth, and also addresses visual and other attention systems.

**PSY265 Theories of Personality**

Pre-requisites: None. Semester credit hours: 3.0

This course studies the basic theories of personality and determinants of human behavior.

**PSY270 Interpersonal Psychology**

Pre-requisites: None. Semester credit hours: 3.0

This course covers methods, theories, and research findings concerning interpersonal dynamics.

**PSY280 Developmental Psychology: Childhood**

Pre-requisites: None. Semester credit hours: 3.0

This course covers in-depth knowledge of cognitive, psychological, and social development from conception to adolescence.

**PSY283 Developmental Psychology: Adolescence**

Pre-requisites: PSY280 or its equivalent. Semester credit hours: 3.0

This course covers in-depth knowledge of cognitive, psychological, and social development from adolescence to adulthood.

**PSY285 Developmental Psychology: Adulthood**

Pre-requisites: PSY283 or its equivalent. Semester credit hours: 3.0

This course covers psychosocial, emotional, physical, and cognitive aspects of human development from emerging adulthood to death.

**PSY300 Organizational Psychology**

Pre-requisites: None. Semester credit hours: 3.0

This course reviews the application of psychology to organizations, and work environments with particular attention to current issues.

**PSY320 Community Psychology**

Pre-requisites: None. Semester credit hours: 3.0

This course examines issues and concepts affecting communities through the lens of psychology, including the study of community organization and intervention programs.

**PSY323 Principles in Ethics**

Pre-requisites: None. Semester credit hours: 3.0

This course applies ethical theory and practice to psychology. This course will provide a values-based to ethical professionalism and provide a method of thinking about and dealing with ethical issues in the work place.

**PSY330 Psychology of Learning**

Pre-requisites: None. Semester credit hours: 3.0

This course examines the application of the theories and research regarding learning. This course explores the different settings of learning and explores the concept of learning both actively and passively.

**PSY350 Cognitive Psychology**

Pre-requisites: None. Semester credit hours: 3.0

This course examines the study of cognition and neurophysiology, including the topics of mental processes of perception, memory, and the development of cognition through human development.

**PSY355 Biological Psychology**

Pre-requisites: BIO101. Semester credit hours: 3.0

In this course students will explore the detailed anatomy and physiology of the brain, including cellular physiology, synaptic transmission, and clinical neuroanatomy. The course will also explore the importance of genetics and heredity as it affects psychology.

**PSY360 Health Psychology**

Pre-requisites: None. Semester credit hours: 3.0

This course surveys the major theories in health psychology. The course explores the mind/body relationship as it pertains to health, stress, and disease recovery.

**PSY401 Abnormal Psychology**

Pre-requisites: None. Semester credit hours: 3.0

This course studies the major classifications of mental illness and examines the causes and manifestations of abnormal behavior. This course discusses the history and the current models of understanding abnormal psychology.

**PSY410 Behavioral Psychology and Motivation**

Pre-requisites: None. Semester credit hours: 3.0

This course provides students with an in-depth look at social influences on human behavior. Emphasis will be placed on biological explanations of social behaviors in animals, group processes, observational learning, helping others, attachment, social support, modeling, and the factors that affect attitude change.

**PSY420 Assessment and Measurements**

Pre-requisites: PSY230, PSY250. Semester credit hours: 3.0

This course will examine the fundamentals of psychological measurement; reliability, validity, data analysis, norms, and test construction and selection. This course will also include experience in administering, scoring, and interpreting tests of intelligence, aptitude, and personality.

**PSY430 Psychophysiology**

Pre-requisites: None. Semester credit hours: 3.0

Students study the anatomy and physiology of the brain, spinal cord, peripheral nervous system, and endocrine system. Study of the biological systems promotes better understanding of mind/body relationships important to hunger, thirst, sex, sleep, emotion, learning, and memory. Students also examine medical theories, assessment, and treatments of psychological disorders.

**PSY450 Psychopharmacology**

Pre-requisites: PSY355, PSY360. Semester credit hours: 3.0

This course examines the mental and physical effects of drugs on mood, personality and behavior.



### **SCI304 Research Methods**

Pre-requisites: None. Semester credit hours: 3

This course offers a step-by-step, systematic approach to conducting research. Emphasis is on using critical thinking, efficient research techniques and the Internet to produce an in-depth white paper.

### **SM300 Sports History**

Prerequisites: None. Semester credit hours: 3.0

This course will examine the history of sports. We will track the development over time of athletic activities, specific sports, their rules and the impact each particular sport has had on our society. The history will be stressed but political, economic and philosophical impacts will be explored.

### **SM310 Introduction to Sports Management**

Prerequisites: None. Semester credit hours: 3.0

This course will examine the historical development, current trends, best practices, and future trends of sport management. The course presents a broad overview of the sport management profession including sections on the fundamentals of sport management, human resources management, issues of policy, facility management, marketing, and the economics and finance of the sport management industry. This course is designed to introduce the student to the dynamic nature of sport management and the potential for successful and satisfying career opportunities.

### **SM315 Sports Operation and Facility Management**

Prerequisites: None. Semester credit hours: 3.0

This course will examine the principles of facility operations and event management in the sport business and entertainment management industry, and focuses on the applications of facility operations and event management principles and concepts to organization in profession and collegiate sport. This course provides students with an in-depth investigation of the unique challenges and opportunities that are routinely faced by a business manager in the context of events at sport and event venues.

### **SM320 Sports Law**

Prerequisites: None. Semester credit hours: 3.0

This course will examine selected legal, financial, and policy issues and disputes that arise in the business of sports. The course will also include discussion of current development and events in the world of sports, and focus on the three major areas of the law that have a direct impact on the management of sport: tort liability and risk management; contract law; and constitutional law.

### **SM400 Ethics in Sports**

Prerequisites: None. Semester credit hours: 3.0

Students will examine morality and ethical issues pertaining to sport. During this course, students will become involved with discussions on sportsmanship, fan behavior, performance-enhancing drugs, gender equity in sport, deviant behavior in athletics, and issues related to youth sports participation. Students will be required to examine their current rules, morals, and philosophies to their career aspirations and reflect on them in an ethical as well situational manner.

### **SM410 Leadership in Sport**

Prerequisites: None. Semester credit hours: 3.0

This course will examine leadership theories from historical and contemporary perspectives and analyze leadership styles from the most frequently used perspectives in business. This course focuses on the many facets of leadership including but not limited to: (1) motivation and the implications for leadership, (2) classic theories of leadership, (3) contemporary perspectives of leadership, and (4) the development of your own personal leadership growth plan.

### **SM415 Sports Marketing**

Prerequisites: None. Semester credit hours: 3.0

This course will offer insight into the role of sports in the marketing world's ongoing effort to connect with consumers. Students will be introduced to and become familiar with the terms and tools relevant to the sports industry, and examine the difference between the use of sports for marketing and the use of marketing in sports. The course will focus on five basic marketing concepts and their innovative application in the business of sports: 1) Event Marketing, 2) Brand Marketing, 3) Sponsorship, 4) PR/Media, 5) Digital Marketing/Technology.

### **SM420 Sports Media and Brand Communications**

Prerequisites: None. Semester credit hours: 3.0

This course is intended to provide students with comprehensive coverage on how to develop a strategic and holistic communications plan for a sport organization that drives brand marketing across platforms. Students will gain a clear understanding of how a well thought out strategic communication plan supports the building of a strong sports organization brand. Students will learn about the various communication tools available today, how to use them, as well as the pros and cons of each medium.

### **\*SOC101 Introduction to Sociology**

Pre-requisites: None. Semester credit hours: 3.0

This course will help students quickly come to see how sociology applies to many areas of their lives and how it is used in day to day activities.

### **ST100 Solar Technology and Electrical Theory**

Prerequisites: EL151. Semester Credits: 3.0

This course introduces students to the fundamentals of solar energy and solar technology. Information regarding radiation, irradiance, and site shading is discussed. Students practice using a Sun Path Calculator and Solar Path Finder. General information about solar array orientation is also provided. Electrical Theory I provides an introduction to electricity basics such as current, AC/DC voltage, conductors, semiconductors, insulators, Ohm's law, circuits, and the National Electrical Code (NEC). Students practice using electricity measurement devices such as voltmeters, ammeters, and ohmmeters.

### **ST102 Basic Photovoltaic Installation**

Prerequisites: ST100. Semester Credits: 3.0

This course presents the fundamentals of photovoltaic system installation. Topics include safety hazards of PV systems, PV modules, system components, site selection for panels, mechanical and electrical design, system inspection, performance analysis and troubleshooting.

### **ST113 Math for Trades**

Prerequisites: None. Semester Credits: 3.0

In this course students review math fundamental that are used in trades and technology fields. Topics include measurements, conversions, basic geometry, fractions, decimals, and adding, subtracting, multiplying and dividing decimals with and without a calculator.

### **ST152 Advanced Photovoltaic Installation**

Prerequisites: ST102. Semester Credits: 3.5

This course builds upon the knowledge gained in ST102. Topics include stand alone PV system sizing, grid-tied system sizing, site evaluation, array mounting, system maintenance, and advanced installation training.

### **ST170 Solar Thermal Technology**

Prerequisites: None. Semester Credits: 3.0

This course provides a basic introduction to Solar Thermal Technology. Topics include site survey, sizing and design of residential solar hot water systems as well as solar radiant and space heating systems.

### **ST180 PV Technical Sales**

Prerequisites: None. Semester Credits: 3.0

In this course, students learn to gather information and determine custom needs related to energy usage. Topics include site analysis, design, financial and non-financial benefit analysis, and performance analysis. Using a case study approach, students will prepare proposals and cost estimates for mock clients.

### **ST181 Troubleshooting Small Wind Technology**

Prerequisites: None. Semester Credits: 3.0

This course will provide the student with the training that allows them the ability to identify the trouble areas that might be encountered while troubleshooting and servicing turbine units. It incorporates the necessary thinking skills needed on the job.

### **ST184 Fundamentals of Small Wind Technology**

Prerequisites: None. Semester Credits: 3.0

In this course, students are introduced to wind turbine components. Students learn how to perform site selection and determine the placement, height and type of tower to produce optimal results. Safety issues inherent to working with wind turbines are discussed. Information regarding battery systems and hybrid variations are also covered.

### **ST185 Customer Service and Professionalism**

Prerequisites: None. Semester Credits: 3.0

This course focuses on the role of communication as it applies to business and organizational settings. It develops skills one can apply to writing a variety of clear industry technical documents. Topics include organizational and leadership models, effective communication skills with peers, superiors, and customers.

### **ST190 Electricity and Troubleshooting Techniques**

Prerequisites: None. Semester Credits: 3.0

This course will provide the student with the training that allows them the ability to identify the trouble areas that might be encountered while servicing PV systems. Topics include but are not limited to safety and standard maintenance procedures for off-grid battery/hybrid systems, and tracking. This course will additionally teach electrical resistance, current, voltage and power in AC and DC circuits; measurements, computations of series and parallel circuits and troubleshooting with basic test equipment.

### **ST201 OSHA, Equipment Training and Roofing**

Prerequisites: None. Semester Credits: 3.5

This course prepares students to identify safety concerns in a wide variety of topics. Emphases will be placed on the importance of safety in the workplace. Topics will include the review of current OSHA standards and provide training in the use of field related equipment. This course will also provide the student a description of the various types of roofs found in both residential and commercial structures. The emphasis will be placed on the proper use of tools and safety as they relate to various structures.

(\*Denotes General Education)

## **Course Descriptions: Certificate**

### **CAC11 Stocks/ Sanitation and Safety/ Cost Control**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide the student with working knowledge in the areas of preparing stocks, sauces and soups. The student will be introduced to various techniques as they relate to sanitation and safety.

### **CAC21 Meats and Game/ Managing the Cost of Food**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide the student an understanding of cooking various meats and game. The student will have a working knowledge in the area of managing the cost of food. The student will be introduced to various techniques as they relate to managing revenue/expenses.

### **CAC31 Poultry and Game/ Standard Portion Cost**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide the student with an understanding in the areas related to cooking of poultry and game birds. The student shall have an understanding of various techniques in the area of standard portion cost.

### **CAC41 Fish and Shell Fish/ Selling Prices & Product Mix**

Pre-requisites: None. Semester credit hours: 3.0

This course provides the student a basic understanding of the various techniques used in cooking fish and shell fish. The student will also have a working knowledge as it relates to managing the food and beverage production process.

### **CAC51 Vegetables/ Purchasing and Receiving**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide the student a basic understating of the techniques used when cooking vegetables, legumes, grains, and other starches. Students will receive training in techniques in purchases and receiving procedures, catering purchases and butcher test.

### **CAC61 Sandwiches/ Hors D'oeuvres/ Cost in Storage and Issuing**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide the student a basic working knowledge in the areas of sandwich and Hors D'oeuvres preparation as well as preparing salads, salad dressing and cooking vegetarian diets. Student will also have a basic working knowledge as it relates to planning for production.

### **CAC71 Breakfast & Beverages/ Controlling Food Cost in Production**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide the student a working knowledge as it relates to the preparation of breakfast items and the usage of dairy and beverage products. Students will also have an understanding standardized recipes, recipe conversions, and determining recipe yields.

### **CAC81 Food Presentation and Yeast Bread/ Cost Control Service and Sales**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide the student an understanding of basic food presentation and garnishing techniques. The student will have a working knowledge as it relates to bake shop production, understanding yeast products. The students will understand food cost in service and sales. The student will receive training in the skills necessary to perform CPR and First aid.

### **CAC91 Cookies, Pies and Quick Breads/ Controlling Labor Cost**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide the student a working knowledge as it relates to quick breads, cookies, pies, and pastries. Students will understand controlling labor costs.

### **CAC101 Cakes, Icings, Creams and Custards/ Review Cost Control**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide the student knowledge of cakes, icings, creams, custards, puddings, and frozen dessert preparation. Review for N.R.A cost control exam.

### **CAX199 Externship**

Pre-requisites: Successful completion of CAC11-CAC101. Semester credit hours: 3.5

An externship consists of field experience in an appropriate location. It provides an opportunity for students to practice the skills they have learned, under direct supervision, in a workplace environment.

### **EMTPrep EMT Prep Course**

Pre-requisites: None. Semester credit hours: 0.0

This course is designed to provide the students with an introduction and overview of the UAV EMT Program including the major concepts contained in the curriculum.

### **EMT100 Emergency Medical Technician**

Pre-requisites: None. Semester credit hours: 10.5

This course prepares the student to become an entry level emergency medical technician. This course includes preparatory care, airway maintenance, patient assessment, and trauma care in infants, children and adults, as well as EMT operations. The role of the

EMT within the EMS system is also discussed. Additionally, EMT safety and well-being, legal and ethical issues, basic anatomy and physiology, and safe lifting and moving techniques are reviewed and practiced.

#### **MAC100 Introduction to Medical Assistant**

Pre-requisites: None. Semester credit hours: 5.5

This course introduces students to the Medical Assisting profession. The history of Medical Assisting and the scope of practice are discussed. Students learn to take vital signs and receive general information related to working in health care settings, the history of medicine and therapeutic communication skills.

#### **MAC115 Medical Office Management & Professional Development**

Pre-requisites: None. Semester credit hours: 5.5

In this course, the student learns to interact in the front office area of a medical setting. Information and skills related to the reception area, computer system, telephone techniques, billing and coding, daily ledgers, charting, and filing are reviewed. Professional etiquette and career preparation information are also highlighted.

#### **MAC125 Anatomy and Physiology with Medical Terminology**

Pre-requisites: None. Semester credit hours: 5.5

This course introduces students to the language of medicine. Students learn to create, define, and decipher medical words by analyzing prefixes, suffixes and root words. Students also review all major body systems in this course.

#### **MAC150 Methods of Medical Examinations and Laboratory Procedures**

Pre-requisites: None. Semester credit hours: 4.5.

This course prepares students to assist with medical examinations and to conduct lab procedures. Students learn to position and drape patients, set up trays, and sterilize instruments. Additionally, student practice running lab tests such as urine screens, glucose testing, and pregnancy tests.

#### **MAC165 Concepts of Asepsis, Nutrition, Rehabilitation and Basic Pharmacology**

Pre-requisites: None. Semester credit hours: 4.5

This course provides information related to infectious diseases and disease transmission. Students learn about aseptic techniques and personal protective equipment. Students also practice assisting patients with use of assistive devices and rehabilitation exercises. Information related to human nutrition and basic pharmacologic principles are also covered.

#### **MAC175 Introduction to Hematology, Electrocardiography and Phlebotomy**

Pre-requisites: None. Semester credit hours: 4.5

In this course, students practice skin punctures and phlebotomy on mannequins and live patients. Placing EKG leads and conducting an EKG is also highlighted.

#### **MAX199 Externship**

Pre-requisites: MAC100–MAC175. Semester credit hours: 3.5

An externship consists of field experience in an appropriate location. It provides an opportunity for students to practice the skills they have learned, under direct supervision, in a workplace environment.

#### **MBC101 Medical Billing Procedures**

Pre-requisites: None. Semester credit hours: 6.0

This course will provide an understanding of a career in health care, relationship between the patient and provider, medical contracts and ethics, medical office management, charting and medical terminology.

#### **MBC110 Creating and Processing Insurance Claims**

Pre-requisites: None. Semester credit hours: 5

This course will provide an understanding and training in medical claims, hospital medical billing, and types of payer's government billing to include Medicaid, Medicare, Tricare, and Medical office management. We will also provide basic knowledge in accounts receivable, refunds, appeals, workers compensation, and electronic medical claims processing, as well a medical terminology covered in this session.

#### **MBC120 Anatomy and Physiology for Medical Coders**

Pre-requisites: None. Semester credit hours: 7

This course will provide a basic understanding of anatomy and physiology of all the body systems in order to code specific body systems for doctors and hospitals.

#### **MBC135 Medical Coding**

Pre-requisites: None. Semester credit hours: 5

This course will provide a basic understanding of medical coding, CPT and HCPCS coding conventions. The course explains the rules that apply to health insurance and current coding systems.

#### **MBC140 Hospital Billing & HIPAA**

Pre-requisites: None. Semester credit hours: 6

This course will provide the student a basic knowledge and understanding of hospital coding, patient admitting, how to complete hospital forms for billing, and how to understand hospital revenue. HIPAA will also be addressed in this course.

**MBX199 Externship**

Pre-requisites: Certificate Program: Successfully complete MBC101-MBC140 or Degree Program: Successfully complete MBC101-MBC180. Semester credit hours: 4

An externship consists of field experience in an appropriate location. It provides an opportunity for students to practice the skills they have learned, under direct supervision, in a workplace environment.

**MT10 Introduction to Body Work**

Pre-requisites: None. Semester credit hours: 3

The course will include an introduction to body work, professionalism, legal issues and medical terminology. This course will also provide the student with an understanding of the body frame, how to be professional in the massage therapy field, how to deal with unsatisfied customers, how to keep your business professional, and legal issues to protect yourself within your profession.

**MT20 Spa Modalities**

Pre-requisites: None. Semester credit hours: 3

In this course students learn to perform spa treatments such as body wraps and scrubs on clients. Students also practice facial treatments and aromatherapy.

**MT30 Anatomy and Physiology of the Digestive, Lymphatic, urinary, endocrine, nervous & reproductive systems**

Pre-requisites: None. Semester credit hours: 3

This course highlights the anatomy, physiology, and disease processes related to several body systems. The implications of massage on those body systems are also discussed.

**MT40 Massage Techniques and Biomechanics**

Pre-requisites: None. Semester credit hours: 3.0

This course provides a basic understanding of the patient's body mechanics prior to performance, preparing your work area, and preparing your surroundings prior to having your patient walk in, basic massage techniques. Biomechanics and therapist safety are included.

**MT50 Anatomy and Physiology of the Integumentary, Musculoskeletal, Respiratory, and Cardiovascular systems**

Pre-requisites: None. Semester credit hours: 3.0

This course highlights the anatomy, physiology, and disease process related to several body systems. The implications of massage on those body systems are also discussed.

**MT60 Assessment Procedures and Wellness Education**

Pre-requisites: None. Semester credit hours: 3.0

The topics of this course will include an introduction to preparation for massage, massage manipulation and techniques, assessment of procedures and your surroundings.

**MT70 Serving Special Populations**

Pre-requisites: None. Semester credit hours: 3.0

The course will include an introduction to bodywork systems, and serving special populations. This course also provides the student with the types of compliments to give to your patients, how the bodywork system functions, and how to serve the special populations.

**MT80 Swedish Massage**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide the student with a basic understanding of different forms of massage manipulation and techniques, the proper way to give a Swedish massage, basic in anatomy, physiology and pathology.

**MT90 Deep Tissue Massage**

Pre-requisites: None.. Semester credit hours: 2.5

This course will provide the student with a basic understanding of different forms of massage manipulation and techniques, the proper form of deep tissue massage, basic in anatomy, physiology and pathology.

**MT95 Business Considerations and Professional Development**

Pre-requisites: None. Semester credit hours: 3.0

This course will provide the student with a basic understanding of how to start a business, what avenues to take, how to deal with problems and benefits of being your own boss.

**MTX199 Externship**

Pre-requisites: MT10-MT95. Semester credit hours: 2.5

An externship consists of field experience in an appropriate location. It provides an opportunity for students to practice the skills they have learned, under direct supervision, in a workplace environment.

**PBP10 Introduction to the Bake Shop**

Prerequisites: None. Semester credit hours: 6.0

This course will introduce students to the basic equipment, ingredients, hand tools, terminology, and techniques related to working in a bakeshop. Students will also learn the fundamentals of safety and sanitation and will work on acquiring their food handler's card.

### **PBP20 Yeast Dough Products**

Prerequisites: PBP10. Semester credit hours: 4.0

This course will provide the student a basic understanding of the fundamentals and different methods of yeast dough products from scratch. They will be making Croissants, Danish, Baguette and assorted types of rolls. The student will be working with Artisan breads that are homemade from the starter to baking on the hearth. A few of the breads they will be making are challah, ciabatta, focaccia, lavash, grissini, brioche, sweet rolls and coffee cakes. In this course they will also work with pre-ferments such as polish, biga, autolyse, and wild yeast starters.

### **PBP30 Quick Breads and Presentation**

Prerequisites: PBP10. Semester credit hours: 4.0

This course will provide students with a working knowledge of quick breads such as muffins, biscuits, scones, loaf style quick breads, beignets, doughnuts, crepes, and various other products that require less labor and fewer pieces of equipment than other baked goods.

### **PBP40 Cookies, Custards, and Pies**

Prerequisites: PBP10. Semester credit hours: 4.0

This course will describe the various mixing methods used to obtain a wide variety of cookies, their make-up methods, and common faults and how to avoid them such as but not limited to biscotti, stencil cookies, tuile cookies, nougatine, and lace cookies. This course also provides a basic understanding of custards and their applications towards other desserts, and a working knowledge of pie production and petite fours sec.

### **PBP50 Frozen Desserts and Pastries**

Prerequisites: PBP10. Semester credit hours: 4.0

This course provides students with a working knowledge of churn frozen, still frozen, and frozen desserts with multiple components. They learn the science of freezing, how a batch freezer works, and how to make a wide range of flavored ice creams, sorbets, gelatos, soufflé glace, lactose free, etc. This course also includes the production of specialty pastries and petite fours such as but not limited to cream puffs, éclairs, Gateau St. Honoré, Cannoli, Strudel, Baklava, etc.

### **PBP60 Cakes**

Prerequisites: PBP10. Semester credit hours: 4.0

This course will provide the student a basic working knowledge of cakes from scratch. They will be mixing, baking, decorating and storing of a finished cake. It will also include various icings such as French, Italian and Swiss meringue butter creams as well as a non-dairy frosting. During the cake mod the student will be producing various decorations with, chocolate, sugar, and decorators icing.

### **PBP70 Chocolate and Confections**

Prerequisites: PBP10. Semester credit hours: 4.0

This course will provide the student with a basic working knowledge of chocolate work. The student will be tempering chocolate for candy making and couverture production. They will be learning many different techniques of chocolate decorations like making roses, cut-outs, transfers, swirls, and cigarettes. They will be introduced to mold making and shaping of the chocolates including candies, decorations, and centerpieces. Students will also study proper foodservice sanitation.

### **PBP80 Food Art**

Prerequisites: PBP10. Semester credit hours: 4.0

This mod is filled with WOW of dessert making. The students will enter the world of sugar by cooking, pouring, pulling, blowing and casting it. They will be working on plate presentation of desserts to build their portfolio. They will be fusing the world of art with the world of food. Presenting dessert garnished with sugar, chocolate, nougat, and stencil cookies.

### **PBX199 Externship**

Prerequisites: Successful completion of PBP10-PBP80. Semester credit hours: 2.0

This course is designed to test the student's skills that they have accumulated throughout the course of their education through participation of a field externship.

### **PRMPREP Allied Healthcare Prep Course**

Prerequisites: Must meet admissions requirements for entrance into the Paramedic Program. Semester Credit Hours: 0

This course is designed to provide the students with an introduction and overview of the UAV Paramedic Program. Students will be introduced to major concepts contained in the paramedic curriculum including anatomy and physiology, EKG interpretation, pharmacology, and patient assessment.

### **PRM99 Introduction to Advanced Pre-Hospital Care**

Prerequisites: PRMPREP. Semester credit hours: 8.0

Students in this class will be introduced to the fundamentals of paramedic practice. The course will explore roles and responsibilities of the modern paramedic. Students will also learn about pathophysiology, pharmacology, medication administration, and advanced airway management as they pertain to paramedic practice.

### **PRM100 Patient Assessment**

Prerequisites: PRM101. Semester credit hours: 2.0

Students will develop a thorough and organized assessment by building on the skills acquired during their EMT basic training. An emphasis will be placed on advanced-level patient assessment and clinical decision-making on scene.

### **PRM103 Medical Emergencies**

Prerequisites: PRM102. Semester credit hours: 7.5

This course is designed to provide the students with the training necessary to assess and treat patients with medical emergencies. Students will learn to apply concepts specific to the advanced pre-hospital care of medical complaints with an emphasis on respiratory and cardiovascular emergencies.

#### **PRM104 Trauma Emergencies**

Prerequisites: PRM103. Semester Credit hours: 3.5

This course is designed to provide the students with the training necessary to assess and treat patients with trauma emergencies. Students will learn and apply concepts specific to the advanced pre-hospital care of trauma patients including assessment of the mechanism of injury, general principles of shock/trauma resuscitation and care of specific types of trauma.

#### **PRM105 Special Considerations**

Prerequisites: PRM104. Semester credit hours: 3.5

Students in this class will be introduced to emergencies that require additional consideration on the part of the paramedic including neonatal, pediatric, and geriatric patients as well as patients receiving home health care of those with mental or physical disabilities. This course will also provide students with an understanding of EMS operations and address such topics as crime scene operations, responding to terrorist acts, rescue, and incident command.

#### **PRM106 Patient Simulations**

Prerequisites: PRM105. Semester credit hours: 1.5

This course is designed to provide the students with the opportunity to apply the concepts learned throughout the program to simulated patients in a controlled laboratory setting. Students will be tested on their ability to provide safe and competent care to a variety of medical and trauma based scenarios. This course will include a comprehensive exam covering all material from the previous paramedic courses.

#### **PRM151 Hospital Clinical**

Prerequisites: PRM101-PRM106. Semester credit hours: 3.5

This course is designed to allow student the opportunity to practice the skills learned in the proceeding PRM100 courses in a highly controlled and structured environment. Students will become familiar with the operating procedures of a variety of health care facilities.

#### **PRM191 Paramedic Internship**

Prerequisites: PRM151. Semester credit hours: 10.5

This course is designed to allow student the opportunity to practice the skills learned in the proceeding PRM100 and 200 courses in a highly controlled and structured environment. Students will become familiar with the operating procedures of a pre-hospital healthcare provider.

#### **PT101 History of Medicine and Pharmacy**

Pre-requisites: None. Semester credit hours: 2.5

This course will provide the student an understanding of the History of Medicine, Laws and Ethics as it relates to the Pharmacy setting. The student will have an understanding of the Federal Laws and how they were enacted.

#### **PT115 Pharmacology Terminology and Dosage Forms**

Pre-requisites: None. Semester credit hours: 2.5

This course introduces the student to the basic terminology of pharmacology. Course content focuses on identification of word parts, proper pronunciation and enunciation of medical terms, spelling of medical terms, and application of each medical term to the anatomy and physiology of the body. Correct pronunciation of drug names, which include brand, generic and chemical will also be studied.

#### **PT120 Microbiology, Vaccines and Safety in the Workplace**

Pre-requisites: None. Semester credit hours: 2.5

This course will provide an overview of microbiology and provide the student knowledge in the importance of vaccines. This course will also examine effective practices for safety in the workplace.

#### **PT125 Drug Fundamentals**

Pre-requisites: None. Semester credit hours: 2.5

This course presents a general overview of drug actions and interactions and identifies sources for medication errors. The role of nutrition will also be examined in this course.

#### **PT130 Body Systems and Common Disorders and Treatments**

Pre-requisites: None. Semester credit hours: 2.0

This course presents a general overview of the body systems with common disorders and treatments. Emphasis will be on the anatomy, physiology, and disorders of the various body systems.

#### **PT135 Introduction to Basic Math Skills and Conversions**

Pre-requisites: None. Semester credit hours: 2.0

This course enables students to utilize reference books used every day in the Pharmacy. Students will also have an overview of Pharmacy calculations, dosage forms, routes of administration, and drug abbreviations.

#### **PT140 Pharmacy Calculations and Dosages**

Pre-requisites: None. Semester credit hours: 2.0

This course provides an overview of basic mathematic principles and their applications in the pharmacy. Students will learn about and practice dosage calculations, systems of measurement, compounding calculations, preparing injectable and intravenous medications, and business mathematics.

#### **PT145 Hospital Pharmacy**

Pre-requisites: None. Semester credit hours: 2.0

The objective of this course is to enhance student knowledge of the many aspects of hospital or health system pharmacy. This course includes the history of hospital pharmacy, how a pharmacy interfaces with the total hospital operation, the personnel utilized within the pharmacy, pharmacist roles and models of practice, the standards of practice, technology used in pharmacy, and the distributive functions of the pharmacy.

#### **PT150 Pharmacology and Prescription Compounding**

Pre-requisites: None. Semester credit hours: 2.5

This course will examine the compounding process including its preparation, mixing, assembling, packaging and labeling of a drug product based on a prescription order. The course will also examine methods for filling capsules and the necessary equipment and instruments involved.

#### **PT155 Sterile Compounding and CPR**

Pre-requisites: None. Semester credit hours: 2.5

This course will explore the preparations and techniques utilized in sterile compounding and discuss the importance of hand hygiene. In this course each student will also be CPR certified.

#### **PT160 Pharmacy Operations**

Pre-requisites: None. Semester credit hours: 2.5

This course introduces the student to the financial management of pharmacy operations including cost analysis and cost control. The course will also identify key terms of health insurance and will explore the various types of health plans.

#### **PT165 Inventory Control and Management**

Pre-requisites: None. Semester credit hours: 2.5

This course provides the student with the pharmacists' expectations for their pharmacy technicians and describes the differences between the roles and responsibilities of pharmacists and pharmacy technicians. Students will receive training in insurance billing, including an overview of private and government insurance plans. This course also provides training in inventory management for both retail and institutional settings.

#### **PT170 Computers and Communication**

Pre-requisites: None. Semester credit hours: 2.5

In this course the student will become familiar with the basic computer skills and will teach the student typing basics and help increase their efficiency on the computer keyboard for the input of patient, prescription, and insurance information. This course will also provide essential communication skills and customer service techniques.

#### **PTX199 Externship**

Pre-requisites: Successful completion of PT101-PT113. Semester credit hours: 3.5

An externship consists of field experience in an appropriate location. It provides an opportunity for students to practice the skills they have learned, under direct supervision, in a workplace environment.

#### **VNC11 Fundamentals of Nursing**

Pre-requisites: VNPREP. Semester credit hours: 24.5

This course will introduce the student to the process of nutrition, psychology, nursing fundamentals, nursing process, communication, patient education, pharmacology, communicable disease and clinical.

#### **VNC12 Medical/Surgical Nursing**

Pre-requisites: VNC1. Semester credit hours: 15.0

This course will introduce the student to the acute care facility. The experience will be focused on care of the medial/surgical client. The curriculum introduces the material through a body systems approach. The systems are introduced from the simple to the most complex. Anatomy and physiology review will be included in each body system covered. Common deficits, diagnostic exams, medical/surgical management, pathophysiology, and psychosocial aspects followed, utilizing the Nursing System approach. The cultural aspects of nursing of the gerontological client are included when appropriate. The student will care for the client with self-care deficits and limitations. They will use the nursing process for the basis of care. The concepts of mental health will be discussed including: definitions and key terms related to culture, cultural diversity, stress, adaptation, anxiety, rest, sleep and loss, grief and death; including the impacts on nursing care of the client.

#### **VNC13 Maternal/Pediatric Nursing and Gerontological Nursing**

Pre-requisites VNC2. Semester credit hours: 15.0

This course introduces the nursing skills and knowledge required for caring for the older client, obstetrical patient and newborn infant, pediatric patient as well as growth, development and leadership. Key terms in all nursing areas: (i.e. the older client, obstetrical patient and newborn infant, pediatric patient as well as growth and development and leadership) will be emphasized. The theories of aging, normal physiological and functional changes that occur with aging are discussed. The key factors associated with providing health maintenance in the older adult are emphasized. The process of reproduction, fetal development, physiological and psychological



changes during pregnancy is discussed. Pre-natal and post-natal education, diagnostic tests (maternal and fetal), and pharmacological agents used in pregnancy are discussed, as are the common complications and risk factors associated with maternal and fetal well-being. The student is taught to recognize the signs of impending labor, the variables affecting labor, the pharmacological agents and interventions used during labor; and how to assess body systems on the client in labor. The course will discuss the responsibilities of the nurse when preparing the pediatric client for hospitalization, procedures, surgery in a family centered environment. The course will demonstrate skills required when caring for a pediatric client with body system deficiencies, including, but not limited to, respiratory, cardiovascular, endocrine, urinary and gastrointestinal system deficits, along with dealing with death and dying in the pediatric population. Students will learn the nursing management of a client with a pediatric deficit according to the nursing process. The course will also discuss different types of leadership styles, the scope of practice of the vocational nurse.

#### **VNC14 Supervision and Leadership**

Pre-requisites: VNC3. Semester credit hours: 8.0

This course introduces the theories of leadership, and the skills needed for effective leadership. The student will learn the skills and considerations for establishing priorities and the five rights for delegation. This course is designed to allow the student enough time prior to graduation to practice the skills learned.

#### **VNPREP Vocational Nursing Prep Course**

Pre-requisites: None. Semester credit hours: 0.0

Upon successful completion of this course the student shall possess an understanding of the human anatomy, physiology, medications, bedside manners and the fundamentals of the vocational nursing profession.