

# General Catalog 2023-2024



**UNITED STATES**  
**UNIVERSITY**

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# General Catalog 2023-2024

404 Camino del Rio S.,  
Suite 102  
San Diego, CA 92108  
619-876-4250  
www.usuniversity.edu

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## Catalog Disclaimer

This catalog is true and correct as to content and policy as of the date of its publication. United States University (USU) reserves the right to change policies, tuition and fees, academic calendars and to revise curricula as deemed necessary and desirable to reflect changes to federal, state, and other regulatory agencies.

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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by USU may be directed to the Bureau for Private Postsecondary Education at:

Address:  
1747 North Market  
Suite, 225  
Sacramento, CA 95834

Website Address:  
www.bppe.ca.gov

Telephone and Fax Numbers:  
888-370-7589 or by fax 916-263-1897  
916-431-6959

## Disclosures

For more information about our graduation rates, the median debt of students that completed the program, and other important information, please visit our website at <https://www.usuniversity.edu/current-students/consumer-information/>.

## President's Welcome

Welcome to United States University! Although young by university standards, United States University has a history rich in providing its students with relevant, accessible, and affordable educational opportunities. Each member of our community is committed to the maintenance of the institutional core values so central to the United States University student experience:

- Quality
- Integrity
- Diversity

- Inclusiveness
- Life-Long Learning
- Affordability

An interactive and supportive learning environment -- online, on ground, or hybrid -- serves as the hallmark of our campus. Scholar-practitioners serve jointly as instructors and mentors. Relationships formed in class frequently extend well into the professional world as well.

Whether your interest lies in nursing, health science, education, or business and management, those of us at United States University are dedicated to your success. Your decision to choose United States University in order to pursue your academic and professional goals is one we take very seriously. We look forward to welcoming you to our community.

Dr. Scott Burrus

President

# General Information

## Catalog Rights and Changes

Special care is given to ensure information in this publication is an accurate description of programs, policies, procedures, facilities, personnel, and other matters relevant to the operation of United States University (USU).

It is the intention of USU to protect the rights of students with respect to the curriculum and graduation requirements. There are times when catalog requirements may change. USU will make every effort to ensure a students' degree plan does not change wherever possible.

USU has the right at its discretion to make reasonable changes in program content, class schedules, materials and equipment, as it deems necessary in the interest of improving the student's educational experience. USU reserves the right to make changes in policy and procedures as circumstances dictate. When ongoing federal, state, accreditation and/or professional changes occur that affect students currently in attendance, USU will make the appropriate changes and notify the students accordingly. USU will authorize substitutions for discontinued courses where appropriate.

Students declaring or changing degree programs will be subject to the catalog requirements in effect at the time of the requested change.

Catalog rights of students cannot supersede any State or Federal regulation or requirements including, but not limited to, military tuition assistance (TA), federal student financial aid (SFA) and Veterans Administration (VA) benefits.

The Catalog is updated throughout the year and may be in the form of an addendum. For the most current catalog and addendum, please visit the United States University website at [www.usuniversity.edu](http://www.usuniversity.edu).

## History

Founded in 1997 to provide a unique learning environment based on academic rigor, personal attention, and fulfilling the educational needs of underserved populations including the Hispanic and Latino communities in Southern California, United States University is uniquely successful in serving its target population and attaining its academic and social missions.

The University, originally known as InterAmerican College, was founded by Dr. Reymundo Marin and Dr. Maria Viramontes de Marin. In 2009, InterAmerican College was accredited by the WASC, Senior College and University Commission and changed its status from a non-profit to a for-profit. In April 2010, the Board of Trustees voted to change the university's name to United States University.

USU moved to its current facility from Chula Vista to the Mission Valley area in San Diego on July 5, 2016. Aspen Group, Inc. (AGI) assumed ownership of USU on December 1, 2017.

## Ownership

United States University, LLC. is a wholly owned subsidiary of Aspen Group, Inc.

Aspen Group, Inc.  
276 5<sup>th</sup> Avenue  
Suite, 306  
New York, NY 10001  
914-906-9159  
[ircontact@aspen.edu](mailto:ircontact@aspen.edu)

## Mission

United States University provides professional and personal educational opportunities, with a special outreach to underserved groups. Through campus and online courses, the University offers affordable, relevant and accessible undergraduate and graduate degree programs and certificates in a supportive student-centered learning environment.

## Core Values

- Affordability
- Diversity
- Quality
- Inclusiveness
- Integrity
- Life-Long Learning



## Institutional Learning Outcomes

1. Effectively use information from academic and popular sources.
2. Demonstrate cultural and global awareness as responsible citizens and professionals.
3. Exhibit mastery of knowledge, skills, and abilities within a discipline.
4. Write effectively according to disciplines and/or audiences.
5. Effectively express ideas and information verbally.
6. Collaborate effectively as members and leaders of diverse teams.
7. Apply quantitative analysis and techniques to address complex challenges.
8. Integrate ethical principles in professional and civic life.
9. Objectively analyze and evaluate issues in order to formulate judgments.

## Business Hours

Administrative hours of service (Pacific Time Zone) are Monday through Fridays from 8:00 AM to 5:00 PM. Technical support for online courses is available Monday through Friday from 8:00 AM to 5:00 PM PST. Online tutorial support is available 24/7 as is online library and research support.

Students can get technical support by going to: <http://www.usuniversity.edu/student-services/help-desk/> or by emailing [studentservices@usuniversity.edu](mailto:studentservices@usuniversity.edu).

## Facilities

### MAIN CAMPUS

Online coursework is completed at a location determined by the student. All on-ground instruction occurs at the main campus located at 404 Camino del Rio S, Suite 102, San Diego, California 92108.

The facility is readily accessible for students requiring physical accommodations. In addition to ample parking, the campus is conveniently located near public transportation and freeway access.

The campus has common areas that are open to students. Students are encouraged to use the lounge when eating and are asked to respect the right of all students to a clean environment. Food and beverages are not allowed in classrooms.

### Equipment and Materials for Instruction

For on-ground courses, computers with internet access and projectors for faculty to use to present relevant teaching content. All course syllabi have required textbook and/or supplemental materials identified. Refer to the course syllabi for specific requirements.

### Parking

Parking is available at the campus. The adherence to parking, traffic, and vehicle regulations established for the safety of the University staff and students are set forth for the protection of all. The public's safety requires that all USU personnel and students take as their personal responsibility the enforcement of parking and traffic regulations. The University is not responsible for damage or theft of personal items or vehicles.

### IMMERSION SITE

The MSN-FNP applicants accepted on or after May 6, 2024, will complete a virtual immersion.

For the MSN-FNP and PM-FNP students accepted and enrolled prior to May 6, 2024 will require an in person, face-to-face immersion experience in Phoenix, Arizona. The immersion incorporates activities to develop advanced practice history taking and physical examination skills. Students will have access to technological resources and clinical tools to enhance their clinical competence, critical thinking skills, and procedural aptitude.

The immersion site is located in Phoenix, Arizona at 4605 E. Elwood St in the Sky Harbor Towers with easy access from State Route 143, Interstate 10, and Sky Harbor International Airport.

The site offers learning experiences on the 1st and 4th floors of the Sky Harbor Towers. Students will have elevator and restroom access on both floors. There are two lactation rooms that are appropriately furnished for intended use. Students will have access to the Cafe at the Towers courtyard for dining.

### Equipment and Materials for Instruction

For on-ground immersion, computers with internet access and projectors for faculty to use to present relevant teaching content. All course syllabi have required textbook and/or supplemental materials identified. Refer to the course syllabi for specific requirements. On the 4th floor,

there are 2 lecture classrooms, 12 standard clinical examination rooms, a common area (lounge), and 2 restrooms. On the 1st floor, there are 2 debrief rooms, 4 large "hospital" rooms, 10 standard clinical examination rooms, 1 small classroom, and 2 restrooms.

**Parking**

Parking is available at the campus and includes all parking spots that does not have an assigned number. The adherence to parking, traffic, and vehicle regulations established for the safety of the University staff and students are set forth for the protection of all. The public's safety requires that all USU personnel and students take as their personal responsibility the enforcement of parking and traffic regulations. The University is not responsible for damage or theft of personal items or vehicles.

**ADMINISTRATIVE SITES**

Administrative locations are sites where staff have a physical presence in relation to the management and duties related to academic operations.

Arizona: 4605 E. Elwood Street, 3rd Level, Phoenix,  
Arizona 85040

Texas: 101 Louis Henna Boulevard, Suite 100B, Round  
Rock, Texas, 78664

# Accreditation and Approvals

## **WASC, Senior College and University Commission (WSCUC)**

United States University is accredited by WASC, Senior College and University Commission (WSCUC) located at 985 Atlantic Avenue #100, Alameda, CA 94501, 510-478-9001, <http://www.wascsenior.org>

## **Bureau for Private Postsecondary Education (BPPE)**

United States University is a private institution and is approved to operate by the Bureau for Private Postsecondary Education (BPPE) in the State of California. 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.

United States University does not have 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 (11 USC Sec 1101 et. seq.).

Pursuant to CEC section 94909(a)(3)(D), The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov).

## **California Board of Registered Nursing (BRN)**

The Family Nurse Practitioner Program is approved by the California Board of Registered Nursing located at: 1747 North Market Boulevard, Suite 150, Sacramento, CA 95834-1924, 916-322-3350 or 916-322-1700 (TDD), [www.rn.ca.gov](http://www.rn.ca.gov)

Pursuant to the California Code of Regulations (CCR) §1480 the California Board of Registered Nursing has established definitions to provide information on the scope of practice for nurse practitioners. Those definitions can be found [HERE](#).

## **MSN-FNP Nursing applicants accepted on or after May**

**6, 2024**, will be in admitted to the Texas track and may file a complaint to the Texas Higher Education Coordinating Board by completing a complaint form, which can be obtained on THECB website <https://www.highered.texas.gov/student-complaints/>

## **California State Approving Agency for Veteran's Educations (CSAAVE)**

United States University is approved for the training of veterans by California State Approving Agency for Veteran's Education. For benefit eligibility information, call 1-888-GIBILL1.

## **Commission on Collegiate Nursing Education (CCNE)**

The master's degree in nursing at United States University is accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036, and 202-887-6791.

The baccalaureate degree in nursing at United States University is accredited by the Commission on Collegiate Nursing Education, One DuPont Circle, NW, Suite 530, Washington, DC 20036, and 202-887-791.

## **Arizona State Board of Education**

United States University is approved to offer institutional recommendations (credentials) for the certification of elementary and secondary teachers by the Arizona State Board of Education located at: 1700 W. Washington St., Executive Tower, Suite 300, Phoenix, AZ 85007, [azsbe.az.gov](http://azsbe.az.gov).

## **Commission on Teacher Credentialing (CTC)**

The Teaching Credentialing program is accredited by the California Commission on Teacher Credentialing located at: 1900 Capitol Avenue, Sacramento, CA 95811-4213, 916-322-4974 <https://www.ctc.ca.gov>

## **Student Exchange and Visitor Program (SEVP)**

United States University is certified by the U.S. Department of Homeland Security Student and Exchange Visitor Program (SEVP) to issue a Form I-20 Certificate of Eligibility for Nonimmigrant Student Status to those students seeking admissions under an F1 Visa.

## **State Authorizations**

United States University is making every effort to obtain

state authorization from all states and territories within the U.S. as required by the U.S. Department of Education under 34 CFR 600.9. The University will continue to monitor state laws in each state where approval has been received to maintain such approvals.

United States University's guaranty bond is on file with the Office of the President and may be viewed by contacting the Chief Financial Officer at [president@usuniversity.edu](mailto:president@usuniversity.edu).

A complete listing of state approvals can be found on the University Website under the Accreditation and Approvals.

#### State Relocation Notice

Students who relocate while enrolled in a degree program may be unable to complete their studies if they are moving to a country or state where the University is not currently authorized to offer that particular program. Students should contact their Academic Advisor if they are considering relocating during their course of study.

# Board of Trustees

United States University operates under the leadership and guidance of its board of trustees:

## **Independent Trustees**

Dr. Eileen Heveron, Chair

Dean Barbieri

Patrick Debold

Dr. Victoria Dorman

Dr. Vadim Levitin

Dr. Richard Osborn

Pilar Samoulian

Rodney Satterwhite

Dr. Richard Venneri

## **Board of Managers**

**Michael Mathews**  
Chief Executive Officer  
Aspen Group, Inc.

## **Ex-Officio**

**Dr. Scott Burrus**  
President  
United States University

# Administration

## Executive Leadership

Dr. Scott Burrus  
President and Provost

Vice President of Finance

## College Deans

Dr. Gregory Bradley  
Dean, College of  
Business and Technology

Dr. Jennifer Billingsley Dean,  
College of Nursing and Health  
Sciences

Dr. Rebecca Wardlow  
Dean, College of  
Education

Dr. Amanda Jones Assistant  
Dean, College of Nursing and  
Health Sciences

## University Administration

Angela Haney Director,  
Student Services

Dr. Bree  
Maldonado University  
Registrar

Brigit Fowler  
Senior Director,  
Academic Services and  
Assessment

Cassie Crane Executive  
Director, Student Accounts  
(AGI)

Chelsey Minkler Senior  
Director, Office of Field  
Experience

David Noriega Executive  
Director, Academic  
Compliance and Reporting

Dr. Heather  
Frederick Director of  
Institutional Research

Josh Franken Director of  
Enrollment

# Faculty

## College of Business and Technology

Dr. John Fulginiti  
Associate Professor and Program Director

## College of Education

Dr. Daniel Smith  
Associate Professor and Program Director

Dr. Joanna Simpson  
Associate Professor and Program Director

## College of Nursing and Health Sciences

Dr. Amber Carriveau  
Director, Doctor of  
Nursing Practice

Dr. Danielle Cadenhead  
Assistant Professor

Dr. Alicia Collins  
Assistant FNP Director

Dr. Jessica Collinsworth  
Assistant Professor

Dr. Tamika Dowling  
Assistant Professor

Dr. Sheri Erwin  
Assistant Professor

Dr. Gay Goss  
Professor

Dr. Jo Anne Grunow  
Professor and Director

Dr. Linda Haen  
Assistant Professor

Dr. Blessing Isiguzo  
Assistant Professor

Dr. Victoria Kaminsky  
Assistant Professor

Dr. Yvette Lowery  
Director, MSN Family Nurse  
Practitioner

Dr. Eric McCraney  
Assistant Professor

Dr. Oluwaseun B. Ogunjimi  
Assistant Professor

Dr. Ashley Roussell  
Assistant Professor

Dr. Donna Stachowicz  
Assistant Professor

Georgia Strong  
Assistant FNP Clinical  
Director

Amber Swartz  
Assistant Professor

Lauren Zimmerman  
Immersion Director

## Adjunct Faculty

Adjunct faculty are appointed as a result of the depth and breadth of their professional experience and their commitment to higher education and student success. More faculty information, including educational and credential background is available [here](#).

# Academic Calendar 2023-2024

Calendar	First Day of Classes	Last Day to Drop a Course	Session Closing	Final Grades Due
Fall 1 2023	08/29/2023	09/04/2023	10/23/2023	10/27/2023
Fall 1 D 2023	09/26/2023	10/02/2023	11/20/2023	11/22/2023
Fall 2 2023	10/24/2023	10/30/2023	12/18/2023	12/22/2023
Fall 2D 2023	11/21/2023	11/27/2023	01/29/2024	02/02/2024
Spring 1 2024	01/02/2024	01/08/2024	02/26/2024	03/01/2024
Spring 1D 2024	02/06/2024	02/12/2024	04/01/2024	04/05/2024
Spring 2 2024	02/27/2024	03/04/2024	04/22/2024	04/26/2024
Spring 2D 2024	04/02/2024	04/08/2024	05/27/2024	05/31/2024
Summer 1 2024	04/30/2024	05/05/2024	06/24/2024	06/28/2024
Summer 1D 2024	06/04/2024	06/10/2024	07/29/2024	08/02/2024
Summer 2 2024	06/25/2024	07/01/2024	08/19/2024	08/23/2024
Summer 2D 2024	07/30/2024	08/05/2024	09/23/2024	09/27/2024

The University closes in observance for the following holidays or academic breaks:

## 2023 Year

Labor Day	Monday, September 4th, 2023
Thanksgiving	Thursday and Friday, November 23rd and 24th, 2023
Winter Break	Friday and Monday December 22nd and 25th, 2023

## 2024 Year

New Year's Day	Monday, January 1st, 2024
Martin Luther King Jr. Day	Monday, January 15th, 2024
Presidents Day	Monday, February 19th, 2024
Memorial Day	Monday, May 27th, 2024
Independence Day	Thursday, July 4th, 2024

Note: Teacher Credentialing Programs (BSEE, MAT, TCPP)

Student teaching is rarely available during the Summer. Students who begin the program must acknowledge that student teaching may be delayed until the subsequent fall terms due to third party teaching placements availability. By not continuing during summer sessions, this may impact your continuous enrollment, financial aid (if applicable), and time to complete.

The following courses may not be offered in the summer II term:

- EDU565 Student Teaching (Clinical Practice) I
- EDU562 Directed Student Teaching Seminar I
- EDU567 Student Teaching (Clinical Practice) II
- EDU564 Directed Student Teaching Seminar II







# Admissions

## Overview

The admissions process examines both the academic and personal qualifications of all applicants. The University aims to ensure that students accepted into its programs have the ability to benefit from and contribute to the integrated educational experience at the University. Admissions decisions are also based on the congruence of the applicant's educational interests with the philosophy and purpose of the program to which they are applying. The University values a diverse academic community and is committed by purpose and obligated by law to serve all people on an equal and nondiscriminatory basis including applicants who may have a criminal background. Admissions' decisions are made independent of need for financial aid.

In addition to the University application and admissions requirements, many degree and certificate programs have additional specific requirements described in the college and program sections of this catalog. Failure to follow the required procedures, provide all requested documentation, or declare all prior enrollments in post-secondary institutions may result in a delay in the application process, denial of admission, or dismissal from the University. The University reserves the right to verify the authenticity of any document through contact with the issuing source and/or a request for further documentation.

## Application Information

All applications must be submitted by the appropriate deadline. Applications will be accepted after the stated deadline on a space-available basis. For programs that do not have specific application deadlines, it is recommended that prospective students submit their application and all required documentation at least one week prior to the session of intended enrollment. The applicant is responsible for requesting and submitting all documentation necessary to complete the application process. All documentation submitted in support of an application for admission becomes the property of the University and will not be returned.

## Adverse Background - Criminal History

The University does not ask for criminal history

information or perform background checks during the application process. The university relies on self-disclosure. However, the University is committed to maintaining safe environments for our students, faculty, and staff and may seek further information on past conduct, including criminal histories, as measures to help secure its campus communities.

Prospective students may be ineligible into some programs that lead to licensure if they have self-disclosed a criminal conviction. Alternative programs may be discussed with an enrollment advisor and/or guidance from the College Dean unless the student's stated objective is other than licensure.

Some programs may still have specific requirements after acceptance and enrollment that require background checks and this information can be found within the catalog. Please make sure to read each program's specific admission and/or licensure requirements.

## General Technology Requirements

United States University uses Brightspace D2L as our Learning Management System. Students are able to use the following devices:

- Windows computers
- Mac computers
- Android mobile devices
- iOS (Apple) mobile devices

We recommend students have the following applications installed:

- Google Chrome internet browser
- Oracle Java

Each student will be provided with a USU *Google G Suite for Education* account. This includes:

- Email

- Calendar
- Google Drive
- YouTube

We also recommend students registering for a free Office 365 account using their USU email; this will allow online access to all of Microsoft's Office Applications (Excel, PowerPoint and Word). Instructions on how to register will be made available during your orientation course.

Some courses may require additional software to complete the course successfully; more information will be provided upon registration.

## Admission Requirements

Individuals wishing to enroll in a degree or certificate program must apply and be admitted to the University. All admission materials must be submitted directly to the admissions office by the application deadline (if applicable). An application to USU includes, but is not limited to, the following:

### General Undergraduate Admissions

- Complete and submit an application for admission,
- Interview with an Enrollment Advisor,
- Submit documentation of high school graduation or equivalent as defined under the U.S. Department of Education regulation,
  - Foreign high school diplomas or their equivalent must be evaluated and translated, if applicable, by an acceptable agency.
    - A member of the National Association of Credential Evaluation Services (NACES)
    - A member of the Association of International Credential Evaluators, Inc. (AICE)
  - Homeschooled students may apply for admission. The student should provide proof that they have completed their State's requirements for high school graduation. The home school students' parent(s) and/or guardian(s) are responsible for compliance with all State requirements.
- Undergraduate applicants must submit their official transcripts from previously attended institutions. Foreign transcripts must be evaluated and translated,

if applicable, by an acceptable evaluating agency:

- A member of the National Association of Credential Evaluation Services (NACES)
- A member of the Association of International Credential Evaluators, Inc. (AICE)
- Meet any program-specific entrance requirements. See program specific admissions requirements (p. 21).
- Complete an Enrollment Agreement.

### General Graduate Admissions

- Complete and submit an application for admission,
- Applicants must submit their official transcripts from the bachelor degree-awarding institution, and any post-bachelor degree institution(s); Programs with undergraduate prerequisites require official transcripts from the originating institution(s). Foreign transcripts must be evaluated and translated, if applicable, by an acceptable evaluating agency.
  - A member of the National Association of Credential Evaluation Services (NACES)
  - A member of the Association of International Credential Evaluators, Inc. (AICE)
- Have a cumulative undergraduate grade point average of 2.5 or higher, or at the discretion of the College Dean the graduate grade point average may be considered for admission (if applicable).
  - If all general admission requirements are met except the minimum GPA requirement, an applicant may submit a statement requesting an exemption from the College Dean. Provide a statement of exception or submit additional material that would document your ability to perform in an intensive academic environment. In most instances the College Dean may advise potential students to be admitted as a non-degree seeking student for two 8-week sessions. Non-degree seeking students are not considered enrolled into a program. Please refer to the *Non-Degree Seeking Policy* (p. 21).
- Meet any program specific entrance requirements. See program specific admissions requirements (p. 21).

- Complete an Enrollment Agreement.

## General Doctoral Admissions

- Complete and submit an application for admission.
- Applicants must submit their official transcripts from the Master's degree-awarding institution, and any post-bachelor degree institution(s); Programs with graduate prerequisites require official transcripts from the originating institution(s). Foreign transcripts must be evaluated and translated, if applicable, by an acceptable evaluating agency.
  - A member of the National Association of Credential Evaluation Services (NACES)
  - A member of the Association of International Credential Evaluators, Inc. (AICE)
- Have a cumulative grade point average of 3.0 or higher
- Meet all program specific entrance requirements. See program specific admissions requirements (p. 21).
- Complete an Enrollment Agreement.

## International Admissions

United States University is authorized under federal law to enroll nonimmigrant students in some of its degree programs. International applicants must meet the same admissions requirements as all other prospective students. To be considered for admission, prospective international students must be eligible to apply for a student visa (F-1) or be in a temporary residency status that does not require a change of status in order to attend the University.

The University does not provide U.S. visa services to nonimmigrant applicants or students, but it does comply with all requirements of the Student and Exchange Visitor Program (SEVP). Any charges related to visa services are the sole responsibility of the applicant or student. Students are highly encouraged to contact or work with an immigration attorney.

To be considered for admission to the University as an international student, all applicants must meet the University's general (p. 19) and programmatic admission requirements (if applicable), including the requirements listed below:

- Complete an International Supplemental Application Form.

- The University's language of instruction is English and applicants must provide proof of English proficiency. One of the following methods can be submitted to satisfy this requirement:
  - A minimum TOEFL \*iBT score of 61. Scores are valid for up-to two (2) years after the test date. TOEFL School Code **6076**
  - A minimum IELTS score of 6.0 Scores are valid for up-to two (2) years after the test date.
  - Applicants may meet the English proficiency requirement if they have taken and successfully completed at least one (1) academic year of post-secondary coursework where English is the primary/official language and is the medium of instruction as evidenced by official documentation.
  - An applicant is not required to take TOEFL or IELTS if the applicant is from a country where English is the primary/official language.
- Provide Evidence of Financial Ability.
- Financial Support Declaration that certifies that sufficient funds are available for the applicant (and dependents if applicable) at the University for at least one academic year and barring unforeseen circumstances, that adequate funding will be available from the same or equally dependable sources for subsequent years for the full course of study. The declaration must be signed by the applicant and the sponsor(s), if applicable.
  - Bank statements certified by a bank official showing one (1) year of cost of attendance.
  - U.S. Immigration law prohibits waiver of the financial guarantee. Without this certified information, the Form I-20 cannot be issued. The financial declaration must be current, within three (3) months of the applicant's start date at the University.
- Submit a Statement of Purpose addressing interest into the program of interest. The International Supplemental Admission application will provide additional guidance on what to include in this statement.
- Provide copies of the passport with photo and address pages.

- Provide copies of visas and the most recent I-94, if applicable.

- For international students transferring may be required to provide a transfer form that includes the transferring institutions SEVP Code, including the applicants SEVIS Identification number.

Complete application and documents should be submitted to the Admissions Department. The applicant will be notified of an admission decision within two (2) weeks of submitting a complete application packet. There may be a delay if there is a discrepancy on the documents submitted or if the DSO requires additional information.

If acceptance has been granted to University and the applicant wishes to proceed with the enrollment process, the applicant will need to read and sign the University enrollment agreement and disclosures. The United States Citizenship and Immigration Services (USCIS) Certificate of Eligibility Form (I-20) will be issued only after an applicant has completed the enrollment process to the University. With questions regarding the application process refer to our University Website or contact Admissions Department at [international@usuniversity.edu](mailto:international@usuniversity.edu).

Accepted applicants are responsible for paying their first semester tuition and fees no later than 10 days before starting their program. Failure to submit tuition and fees will result in cancellation of Form I-20. Upon arrival into the U.S. students must report to the University DSO and submit a copy of all travel documents.

The deadlines for submission of the application and all supporting documentation for international students will be available on the University Website and/or supplemental application form.

## Non-Degree Seeking Students (NDS)

Applicants seeking admission as a non-degree student may not be required to undergo a formal admission process but must submit appropriate tuition payment, attest to completion of secondary education, complete an enrollment agreement, and provide proof of academic qualifications to enter the course(s) desired. Applicants seeking admission into graduate level courses must hold a baccalaureate degree from an accredited institution or its equivalent and provide proof of academic qualifications to enter the course(s) desired. NDS students are not

considered enrolled in any program or certificate and do not qualify for certain financial assistance (e.g., Title IV, MPP, etc.).

Admission as a NDS student does not guarantee or imply admission to a degree or certificate program. NDS students that decide to matriculate into a degree or certificate program must apply and follow the standard admission procedures, including providing official transcripts from all previously attended institutions. Any completed courses in non-degree seeking status will be reviewed for transferability into a USU degree program and the potential student should note that grades earned will impact the student's cumulative grade point average (CGPA). All NDS students must comply with academic policies, including attendance, coursework completion, and withdrawal processes.

NDS students may only complete a maximum of 30% of an undergraduate program measured in credit hours; and, up-to 6 credit hours in a certificate or at the graduate level as a NDS student.

## Program Specific Admission Requirements

The University offers specialized degrees or certificates that may have additional requirements for admission in addition to the general admission requirements. Applicants interested in enrolling in one of these degrees or certificates (e.g., graduate, post-graduate, post-master's, etc.) may apply for admission.

### College of Education

#### Bachelor of Science in Elementary Education (Arizona and California Only)

Applicants interested in the Bachelor of Science in Elementary Education degree must provide Fingerprint Clearance to be considered for admission.

#### Teacher Credentialing Preparation Program (California Only)

Applicants interested in the Teacher Credentialing Preparation Program, must have earned a baccalaureate degree from a regionally accredited institution, or its equivalent, with a minimum GPA of 2.0, or at the discretion of the College Dean the graduate point average may be considered for admission (if applicable). Refer to the graduate admission policy. Official transcripts must be provided from all previously attended colleges and universities. Applicants must be able to provide proof of

completion of U.S. Constitution coursework or passage of approved exam. If no proof is available students will be required to complete USU's HIS120.

The following documents must be submitted at time of application:

- Completed the California Basic Educational Skills Test (CBEST) or met the Basic Academic Requirements as defined by the CTC HERE.
- Healthcare Clearance (must have been within the last 2 years).
  - Official copy of the Tuberculin Skin test or evidence of having taken a TB test if official copy is not available.
  - If a positive skin test is received, then proof that TB is not active by a doctor's note or x-ray results before student teaching.
- Fingerprint Clearance.

For the internship option (California Residents Only), the following items must be provided at the time of application to be considered for admission:

- CPR Certification.
- Proof of offer of employment from an approved school district.
- Passed the California Subject Examinations for Teachers (CSET) (all sections) or waiver.

#### Master of Arts in Teaching (Arizona and California Only)

Applicants interested in the Master of Arts degree, must have earned a baccalaureate degree from a regionally accredited institution, or its equivalent, with a minimum GPA of 2.0. Official transcripts must be provided from all previously attended colleges and universities. Applicants must be able to provide proof of completion of U.S. Constitution coursework or passage of approved exam. If no proof is available students will be required to complete USU's HIS120 (California)/HIS210 (Arizona).

#### *California Applicants*

The following documents must be submitted at time of application:

- Completed the California Basic Educational Skills test (CBEST) or meet the Basic Academic Requirements as defined by the CTC HERE.

- Healthcare Clearance (must have been within the last 2 years).
  - Official copy of the Tuberculin Skin test or evidence of having taken TB test if official copy is not available.
  - If positive skin test is received, then proof of that TB is not active by a doctor's note or x-ray results before student teaching.
- Fingerprint Clearance.
- U.S. Constitution Course or Equivalent.

For the internship option, the following items must be provided at the time of application to be considered for admission:

- CPR certification.
- Proof of offer of employment from an approved school district.
- Passed the California Subject Examinations for Teachers (CSET) (all sections) or waiver.

#### *Arizona Applicants*

The following documents must be submitted at time of application:

- Healthcare Clearance (must have been within the last 2 years).
  - Official copy of the Tuberculin Skin test or evidence of having taken TB test if official copy is not available.
  - If a positive skin test is received, then proof of that TB is not active by a doctor's note or x-ray results before student teaching.
- Fingerprint Clearance
- U.S./AZ Constitution Course or Equivalent.

#### Graduate Certificates

Applicants interested in pursuing a graduate certificate within the College of Education must have a minimum undergraduate cumulative grade point average of 2.5.

#### **College of Nursing and Health Sciences**

Some programs require students to upload the following documentation to American DataBank (AKA "Complio")

prior to entering clinical courses. This documentation must remain current throughout the students clinical courses. For more information regarding these requirements please contact the Office of Field Experience.

- Background clearance,
- Proof of negative drug screen,
- Proof of student professional malpractice insurance,
- Current personal health insurance,
- CPR Certification for healthcare providers by American Heart Association,
- Proof of a negative Tuberculosis (TB) skin test or appropriate treatment,
- Proof of two doses of Measles/Mumps/Rubella (MMR) or titer,
- Proof of Tetanus/Diphtheria/Pertussis (Tdap) immunization within the last 10 years,
- Proof of Varicella immunization or titer,
- Proof of Hepatitis vaccine series or titer,
- Proof of annual influenza vaccine,
- Additional laboratory tests, immunizations and/or documentation may be required for clinical experiences.

#### Registered Nurse to Bachelor of Science in Nursing (RN to BSN)

Applicants seeking admission into the RN-BSN program must have earned an associate degree in nursing from an accredited institution with a minimum GPA of 2.0 or have earned a diploma in a (registered) nursing program. Applicants with foreign credentials must be evaluated showing proof of equivalency from an acceptable organization as listed under the general admission requirements. Official transcripts must be provided from all previously attended programs, colleges, and universities. Applicants must hold a valid unrestricted, unencumbered RN license, or have obtained a date for NCLEX-RN testing scheduled before the end of the first term in a core nursing course.

NOTE: Students who enter the program without a current unencumbered license will not be allowed to continue in the program without the obtainment of the RN license past the first term of the nursing program.

Tennessee residents must complete NUR300 Physical Examination and Health Assessment as part of the program or transfer in a 3 credit equivalent course.

#### Master of Science in Nursing

Applicants seeking admission into a Master of Science in Nursing program must have earned a Bachelor of Science Degree or higher in Nursing from a Commission on Collegiate Nursing Education (CCNE); Accreditation Commission for Education in Nursing (ACEN); National League for Nursing Accreditation Commission (NLNAC); or National League for Nursing Commission for Nursing Education Accreditation (CNEA) with a minimum GPA of 2.5. Additional official transcripts may be requested for students who do not hold a baccalaureate degree in nursing. Must hold a valid unrestricted, unencumbered RN license in the state where student resides.

Applicants with foreign credentials must have coursework evaluated for equivalency by a member with NACES or AICE to that of a baccalaureate degree in nursing or higher.

#### Doctor of Nursing Practice

Applicants seeking admission into the Doctor of Nursing Practice program must have earned a Master of Science Degree or higher in nursing from an institutionally and programmatically accredited university with a minimum GPA of 3.0. Applicants must hold a valid, unrestricted, unencumbered APRN and RN license if required in the state where the student resides. Applicants with foreign credentials must have coursework evaluated for equivalency by a member of the National Association of Credential Evaluation Services or the Association of International Credential Evaluators and must be found to hold the equivalency of a master's degree in nursing. Applicants must include a letter of intent that describes their understanding of the DNP degree and a potential clinical site/mentor and project area. Applicants must also include at least one letter of reference.

#### Graduate Certificates

Applicants interested in pursuing a graduate certificate within the College of Nursing and Health Sciences and must have a minimum undergraduate and graduate or doctoral cumulative grade point average of 2.5.

Applicants interested in pursuing a post-master's certificate in Family Nurse Practitioner, Health Care Leadership or Nurse Educator must hold one advanced nursing degree: i.e., Master's or doctoral in nursing. Please refer to the nursing certificate program within this catalog. Applicants



must hold an unencumbered RN license in the state where they reside.

## Deferred Admission

Pending departmental approval, applicants may defer enrollment up to 180 calendar days from the time of initial acceptance. Applicants who fail to enroll within the specified timeframe will forfeit their place in the program and will be required to submit another application, if they choose to reapply. Requests for deferment must be made in writing to the admissions office. Students must adhere to the catalog policies, curriculum, processes, etc. in place at time of enrollment.

## Readmission

Students who withdrew or were administratively withdrawn from the University must reapply before resuming their studies. Upon return, students must provide transcripts from all colleges attended during their absence from the University and complete a readmission application. Readmission is not guaranteed. Readmitted students will be subject to the catalog requirements in effect at the time of readmission which may require students to complete additional courses to fulfill the current program requirements. Before a student is readmitted all financial obligations must be met unless clearance from Student Financial Services clears for enrollment.

Students who have not maintained Continuous Enrollment, will be required to reapply for readmission into their program. If readmitted, students will be required to sign a new enrollment agreement. A signed enrollment agreement will be required for future course registration. Readmission into the program is not guaranteed. Students who are inactive should work with the student finance upon their readmission.

International students who are applying for readmission must provide a new statement of purpose and supply additional information provided on the international supplemental application. Please refer to the International Supplemental Application for details.

Students that are readmitted will be evaluated for satisfactory academic progress (SAP). All students will be readmitted under the same academic status at time of exiting the university: e.g., good academic standing, academic/financial warning. Students returning after an approved appeal for SAP will return under a probationary status.

Service members and reservists will be readmitted to a program if they are temporarily unable to attend class or have suspended their studies due to service requirements. Service members and reservists will be readmitted with the same academic status they had prior to their period of military service.

Please refer to the University Satisfactory Academic Progress (p. 75) Policy.

## Use of Social Security Number

The Internal Revenue Service (IRS) requires the University to file forms that include information such as amount paid for tuition. Therefore, applicants are required to provide their social security number at the time of application with the University. The social security number will also be used to identify student records, including records for financial aid eligibility and the disbursement and repayment of financial aid and other debts payable to the University.

International students are encouraged to apply for an Individual Taxpayer Identification Number (ITIN) or social security number, if eligible. Students must provide this number to the University at time of application for admission or once issued.

## Audit Students

Alumni and current students may audit courses previously completed. Alumni who want to audit a course must complete an admission application. Approval to audit is given when space is available as matriculated students have priority. At the discretion of the College Dean certain courses may not be eligible for audit. Students that are auditing a course will be responsible for any costs associated with any courses: e.g., textbooks, supplies. Refer to the tuition and fees section under this catalog. Students must participate in class activities but may not be required to take examinations.

Audit students will not receive academic credit for any course taken in an audit status, credit hours do not count towards enrollment status, and are not eligible for federal financial aid. Audit students cannot change their status once they have registered into course(s). All other academic and institutional policies apply to students auditing course(s).

## Ability-to-Benefit Students

Ability-to-benefit (ATB) students are those that do not

have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. United States University's admission policy does not accept ability-to-benefit students.

## Language of Instruction and Delivery

The University's language of instruction is English and students are expected to be proficient in the English language equivalent to those completed at a secondary level (high school). English language services are not provided by the University. Students may be required to provide proof of English proficiency if not the primary language. Below is a listing the University may consider acceptable proof:

- Evidence of completion of secondary education within the United States,
- Evidence of receiving educational training in the English language,
- English proficiency examinations such as TOEFL or IELTS completed within five (5) years,
- Evidence of external degree received from an accredited institution in which language of instruction is English.

The University's programs are primarily delivered online as notated within this university catalog. However, certain courses or programs may also be delivered in a hybrid or on ground modality.

## Enrollment Status

### Matriculated Students

Degree seeking applicants that are admitted, registered, and begin their studies with the University are placed into a matriculated status. The University identifies its students into the following classifications:

- *First-Time Freshman* – These degree seeking students have no prior experience attending any post-secondary institution at the undergraduate level. Students that earned college credits before graduation from high school are also included in this classification.
- *Freshman* – These degree seeking students have attended post-secondary institutions and may have transferred less than 12 semester credits from another

institution.

- *Transfer Student* – These degree seeking students have transferred 12 or more semester credits from another institution.
- *Re-Entry* - A student that stopped-out (withdrew, admin withdrew, dismiss, etc.) and are readmitted. Refer to Readmission Policy.

### Non-Matriculated Students

Non-degree seeking applicants that are admitted, registered, and begin their studies with the University will be classified as non-matriculated.

### Full-Time and Part-Time

Matriculated and non-matriculated student enrollment status may be reported to external agencies as mandated by federal regulation. The University uses the following classifications to identify student's enrollment status: i.e., full-time or part-time status.

<i>Graduate and Doctoral</i>		<i>Undergraduate*</i>	
<i>Status</i>	<i>Credit Hours</i>	<i>Status</i>	<i>Credit Hours</i>
<i>Full-Time</i>	6+	<i>Full-Time</i>	12+
<i>Half Time</i>	3-5	<i>Three Quarter Time</i>	9-11
<i>Less than Half Time</i>	< 3	<i>Half Time</i>	6-8
		<i>Less than Half Time</i>	1-5

\*The Teacher Credentialing Preparation Program is considered a sub-baccalaureate undergraduate program even though a bachelor's degree is required for admission.

## Admission Appeal

Should a an applicant wish to appeal an admission decision the appeal must represent new and significant academic or compelling information that was not presented previously at the time of application. This appeal should be stronger than when originally submitted. Without this information the University will not approve an appeal and the original admission decision will stand.

Once an appeal has been received with all supporting documentation it will be reviewed by an appeal committee appointed by the College Dean of which

student is applying within 10 business days. A response will be provided no later than five business days after a decision has been made.

## Transfer Credit Policy

The University's practice is to build transparency and fairness with a commitment to students in order to apply a consistent policy with transferability of credits. Award of transfer credit is based on comparability and applicability of specific courses, and, in compliance with regulatory standards or codes. Therefore, the University highly suggest all students to submit transcripts from all previously attended colleges or universities for review upon application for admissions. Any transcripts received, or requests for evaluation, after acceptance may not be processed in time and students who begin studies may not be awarded credit.

### Criteria for Evaluation of Coursework

The following criteria are used during an evaluation of previously completed coursework in order to determine transfer credit.

Students will be required to submit official transcripts in order to award any transfer credit. Transcripts must be sent directly to the Office of the Registrar prior to matriculation. Transcripts marked “Unofficial” or “Issued to Student” will not be considered for award of transfer credit.

Students applying for an undergraduate program must have a minimum grade of ‘C’ in order to be considered for transfer and a minimum grade of ‘B’ for those in a graduate program. Courses taken for credit with a Pass grade may be considered for transfer if the prior institution clearly defines the Pass grade as equivalent to a ‘C’ or higher for undergraduate coursework, or ‘B’ or higher for graduate coursework.

The University does not accept work experience, physical education, English as a second language (ESL), or developmental/remedial courses. Due to constant technology and industry changes, the University may not always accept courses completed beyond ten (10) years in general education and in core courses beyond five (5) years may not be accepted. These courses will be evaluated on a case-by-case basis.

The University will consider foreign postsecondary courses for transfer. These courses must be evaluated and translated, if not in English language, by a member of NACES or AICE.

All coursework must be completed at, minimally, the same level for which is deemed comparable (Upper or Lower Level).

Courses must be awarded for credit value comparable to, or greater than, that required by the University. Example: Semester to quarter conversion must equal or exceed that required by the University.

Quarter Hours	Equivalent Semester Hours
5	3.33
4	2.66
3	2.00
2	1.33
1	0.66

Award of credit may only be from institutions approved by the Bureau for Private Postsecondary Education (BPPE), public or private institutions of higher learning accredited by an accrediting association recognized by the U.S. Department of Education, or any institution of higher learning. Institutions not accredited will be reviewed by the Dean of the College in which student is applying. This includes foreign institutions offering a program. Credits may be considered for transfer if they can provide documents that the institution at which the credits were earned offers degree programs equivalent to degree programs approved by BPPE or accredited by an accrediting association recognized by the U.S. Department of Education.

### Residency Requirements

In order to be compliant with the California Code of Regulations (5 CCR §71770(b)) the University has established its residency requirement. The University will award a maximum of 75% of the credits applied toward an undergraduate program derived in combination of any or both of credits earned from prior institutions or Challenge examinations and standardized tests (e.g., CLEP).

The University may award a maximum of 20% of graduate semester credits received by another institution at the graduate level. For doctoral programs, no more than 20% of semester credits received by another institution may be awarded.

### Articulation Agreements

The University makes every effort to build agreements with other institutions of higher learning. Below is a listing of current agreements the university has established.

- Asher College
- Ashworth College
- California Institute of Arts and Technology
- Santa Monica College
- Straighterline
- Student Education - TeacherReady Program
- Westcott Courses
- Yeshiva Institutions

Agreements may be executed throughout an academic year and published on the University website. Before publishing onto the Catalog or addendum.

### **Non-Transferable Courses**

Courses that are non-transferable, meaning the course will not be accepted into a USU program, will be denoted in this catalog under specific program information. Please refer to the Academic Programs (p. **Error! Bookmark not defined.**) section.

### **Block Transfer**

Students who completed an Associate Degree for Transfer (ADT) at an accredited college or university in the United States may receive a block transfer of up-to 60 semester credits. An Associate of Applied Science or an Associate degree from a foreign country will require a course-by-course evaluation by a recognized agency as stated within our general admission policy. Additional courses may still be required to meet program specific requirements after an official evaluation by the Office of the Registrar is completed.

Students entering the BSN program will receive 60 semester credits as a block transfer for an associate degree in nursing that resulted in a current, unencumbered registered nursing license (US). Any coursework completed beyond the 60 semester credit block transfer will be evaluated course-by-course to ensure students have a broad background in liberal arts/general education. Duplicate credit shall not be awarded because of overlapping tests, college-level courses, or both.

### **Credit for Non-Traditional Learning**

### **Credit for Prior Learning**

Students may earn college credits for courses where they can demonstrate college-level competence in certain areas of study by way of evaluation and assessment with select professional certification(s). No more than 25% of a program (measured in credit hours) can be awarded by credit for prior learning. A listing of those certificates can be found on the university website or by contacting the Office of the Registrar. Credits earned will appear on the Student's transcript as Credit (CR) and will not be calculated into a student's GPA.

### **Credit by Examination**

Credit by examination allows students to earn college credits for courses where they can demonstrate college-level competence in certain areas of study. Students may earn credit by examination by submitting passing scores from the Advanced Placement (AP) test, College Level Examination Program (CLEP), DSST, or select American Council on Education (ACE) evaluations where transfer may be recommended. These scores must be sent from the issuing organization directly to the Office of the Registrar. Credits earned will appear on the Student's transcript as Credit (CR) and will not be calculated into a student's GPA. (Students may not apply for credit by examination for courses that they have already taken and received a failing grade).

### **Advanced Placement (AP)**

For a listing of acceptable Advanced Placement (AP) tests for transfer, please refer to the Transfer Admission page on the University Website. A minimum score of three (3) is required in order to award credit.

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

For a listing of acceptable CLEP tests for transfer, please refer to the on the Transfer Admission page University Website. A minimum score of 50 (C-Level) is required in order to award credit.

### **DSST**

A listing of acceptable DSST tests for transfer can be located on the University Website. Please contact the Office of the Registrar for acceptable minimum score requirements. Students must use code **9492** on the "Score Report Recipient" to have scores mailed directly to the University.

### **American Council on Education (ACE)**

Credits may be awarded for military training and/or experience, informal online learning, and other college-level learning acquired outside a traditional academic institution based on the evaluation and recommendation by ACE. Students must submit transcripts of all coursework taken.

### **Transferability of Credits after Matriculation**

The University understands that there may be instances that students may complete courses at another institution after matriculating into a program at United States University. A student who is requesting to attend another academic institution may do so by completing a Request for Transfer of Credit form available from the Office of the Registrar. It is recommended that students do not register at another academic institution until receiving confirmation that the University will approve the request. Students may transfer a maximum of 15 credits after matriculation in an undergraduate program and 3 credits in a graduate program. All other requirements under Transfer Credit Policy apply: i.e., residency requirements.

Transferability of credits will not be accepted when a student is within 12 semester credits of graduation. Students wishing to transfer courses that are prerequisites for other USU coursework may not be allowed to proceed in their sequence of study until all prerequisites have been met.

### **Notice Concerning Transferability of Credits and Credentials Earned at our Institution**

The transferability of credits you earn at United States University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending United States University to determine if your credits or degree, or certificate will transfer.

# International Students

## Maintaining International (F-1) Student Status

International students must maintain full-time enrollment status as defined by the University. In mitigating circumstances, students may be authorized to drop below full-time. This is called a Reduce Course Load (RCL). For acceptable RCL mitigating circumstances under Student and Exchange Visitor Program (SEVP) regulations please contact the Designated School Official (DSO).

USU defines full-time status as enrolled in no less than six credits per semester for graduate students. International students must be enrolled in two (2) on ground and one (1) online course per semester (refer to your degree plan). If a student is in their last semester and only needs one (1) course to complete their program of study, the course cannot be completed online. Please note that SEVP does not allow a University to count an online course towards full-time status.

International students are expected to adhere to the University attendance requirements for both on-ground and online courses. Students that do not adhere to the University's attendance policy may have their SEVIS record terminated.

### Weekend Classes

Attendance is mandatory for all scheduled weekend classes. Failure to attend may result in immediate withdrawal from the University and SEVIS record terminated. Refer to the University's Attendance and Participation Policy (p. 69).

Students should refer to the International Student Handbook for more information on maintaining status, policies, and resources available to them as an F-1 visa student.

## Health Insurance

International students are strongly encouraged to purchase health (medical) insurance prior to entering the United States. The University does not provide student health insurance plans.

## International Change in Status

In compliance with the SEVP regulations, students must notify the DSO of any changes in status including, but not limited to, change in demographic information, transfer to another college/university, obtaining a social security number, or returning to their home country permanently within ten (10) days. Failure to comply with this requirement may impact students' F-1 status.

## International Transfer-Out Policy

Students requesting a transfer to another college or university prior to completing their program of study with USU must be current on their financial obligations. Students must also work with their DSO to make sure the transfer process is followed and all required documentation is provided: e.g., acceptance letter, school SEVP code.

## International Student Vacations

An F-1 student at an academic institution is considered to be in status during vacation. An F-1 student at United States University (USU) is eligible for vacation after they have completed and remain in good academic standing after one (1) academic year. Vacations are limited to two (2) consecutive 8-week sessions per year (365 days) after the completion of at least one (1) academic year. Vacations are not mandatory and students may continue to attend year round.

## International Student Payment Policies

International students must submit their session's tuition and fees in full, no later than 10 days prior to the session start in order to participate in class. There are no deferments of payments for tuition and fees.

### Effective January 2, 2024

Under SEVP, an applicant must provide evidence of sufficient funds to cover estimated tuition and living expenses while attending the university for an academic year and thereafter. Students are registered a semester at a time. Therefore, international students must submit their semester's tuition and fee payment no later than 10 days prior to the start of a semester in order to participate in course(s).

## F-1 Curricular Practical Training (CPT)

Curricular Practical Training is defined as employment which is an integral part of an established curriculum, including: “alternate work/study, internship, cooperative education or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school” Source: [CFR 2.14.2(f)(10)(i)]. CPT is available only prior to the completion of a degree program and student must have a job offer at the time of application. CPT employment may not delay completion of the academic program.

CPT is authorized for one (1) semester and students must apply for CPT no later than two (2) weeks prior to the session in which they intend to participate. For more information about eligibility for CPT please contact the DSO and refer to the International Student Handbook.

## Intent to Withdraw or Request Medical Leave

If a student intends to or is thinking about taking a leave or withdrawing they must contact their DSO as soon as possible to discuss options and any impacts to their F-1 status.

International students wanting to withdraw from the University must submit a course and/or program withdrawal form in the student portal.

Requests for leave of absence due to medical reasons must be accompanied by a letter from a licensed physician that clearly indicates that a student is not able to be enrolled in classes in the current semester. Students on an approved medical leave are considered maintaining status under SEVP regulations. While the student is on medical leave, they can remain in the U.S. The authorization period cannot exceed an aggregate of 12-months per program level. For more information regarding the medical leave please contact the DSO.

## SEVIS Terminations and Status Violations

When a status violation occurs, the University may be required to terminate a student’s SEVIS record. Termination of a SEVIS record (i.e. an I-20) is serious and can have negative consequences for a student and his/her ability to stay in the U.S. Grounds for termination of a SEVIS record include but are not limited to:

- Unauthorized employment
- Unauthorized withdrawal from classes
- Unauthorized drop below full course of study
- Expulsion and suspension
- Failure to enroll in classes

In most cases, the termination of a student’s SEVIS record results in the student’s immediate departure from the US. The departure is necessary to avoid more severe consequences. Additionally, in cases of terminations, a student forfeits the 60 day grace period. If your SEVIS record is terminated, there are only two ways to regain your status:

1. By travel. Exit then re-enter the U.S. with a new I-20.
2. By reinstatement. Submit a reinstatement application to the U.S. government. An F-1 student is only eligible for reinstatement if all of the following conditions apply to the student:

- Has not been out of status for more than 5 months at the time of filing the request for reinstatement.
- Does not have a record of repeated or willful violations regulations
- Is currently pursuing, or intending to pursue, a full course of study in the immediate future at the school which issued the Form I-20
- Has not engaged in unauthorized employment
- Is not deportable on any other grounds
- Establishes to the satisfaction of USCIS, in detail showing, either that:
- 

The violation resulted from circumstances beyond the student’s control OR

- 

The violation relates to a reduction in the student’s course load that would have been within a DSO’s power to authorize, and that failure to approve reinstatement would result in extreme hardship to the student

The DSO will assist students with a reinstatement petition only if 1) all of the conditions above apply and 2) the violation was not preventable. Students who do not meet

the above eligibility requirements will need to consult with a U.S. immigration attorney. The DSO will work with you to determine what the best option for you would be.



# General Policies

## Complaints, Grievances, and Appeals Policy

The Complaint, Appeal and Grievance Policies and Procedures are designed to support and foster a fair, objective, respectful and ethical set of policies and procedures for resolution of disputes. The policies and procedures provide students with a process that protects the University community, including students, faculty and staff.

Complaints regarding discrimination, harassment, sex-based discrimination, or retaliation must contact the Title IX Coordinator found under the Statement of Non-Discrimination.

### Definitions

**Complaint:** The subject of a complaint is normally an action, decision or omission within the control or responsibility of the University's faculty or staff that causes a student to feel that policies have been incorrectly interpreted. A complaint is often resolved informally or through mediation.

**Grievance:** A grievance is normally an allegation based on specific facts that there has been a misinterpretation, discriminatory application, or violation of a University Policy or Procedure, and may result in disciplinary action against a faculty member, staff member, or student. It may also be a complaint that failed to reach resolution after informal processes have been attempted. Admissions decisions, graduation appeals and similar academic decisions are not grievable issues, unless they are complaints of a civil rights nature, including complaints related to age, sex, race, religion, creed, color, ethnic/national origin, ancestry, physical or mental disability, pregnancy, genetic background, marital status, sexual orientation, gender identity, veteran status, or other personal characteristic protected by applicable local, state or federal law.

**Appeals:** United States University recognizes two types of appeals.

1. USU recognizes the right of every student to challenge and/or appeal a final course grade if they believe an error in calculating the grade or inconsistent application of grading criteria has occurred. See Grade Appeal procedure below.

2. Students who have been academically dismissed for failure to meet Satisfactory Academic Progress standards (SAP) may file an appeal if they believe University policy or procedures were not followed or if there were extenuating circumstances that impacted their academic performance. Extenuating circumstances may include but are not limited to the death of a relative, an injury or illness of the student, or emergency care for an immediate family member. See SAP appeal procedure below.

## Overview of Procedures

The name of a complainant/grievant and all details with respect to the complaint and its resolution will be maintained in a confidential file in the Office of the Registrar. All such information will be kept confidential, provided however that such information may be disclosed when administratively required, required to complete the investigation, and/or required by legal compulsion, or when the University believes it is obligated to report the matter to employers or potential employers, educational institution or agencies seeking information as to the complainant or to otherwise take independent formal action. In cases of academic dishonesty (see page 3 discussing violations of the student code of conduct), the Dean or Program Director/Lead may consult with the instructor in finalizing the academic actions that may be taken. The University may post or describe specific conduct complaints and their resolutions, as long as individuals' names are redacted from any such posting or communication.

## Procedures for Resolution

**Complaint procedure:** Students with complaints should first strive to resolve the issue informally. Informal resolution should begin no more than 20 business days after the incident or service. For example, students with complaints relating to classroom issues should follow these steps:

1. Discuss the issue with their instructor. Both the student and the faculty member work to resolve the issue at this level.
2. If resolution does not occur at the instructor level, unresolved complaints should be submitted in writing to the Dean or Program Director/Lead for the program of enrollment.

3. If the complaint is not resolved at the Director/Dean level, the unresolved complaint becomes a grievance and the Grievance Procedure (see below) will be followed.

Likewise, students with complaints regarding the unequal application of a University policy should strive to resolve the issue informally as described above, first bringing the matter to the attention of their Enrollment Advisor in the case of Admissions policies, and their New Student or Academic Advisor once enrolled. Unresolved complaints should then be submitted to the advising director, and if unresolved at that level, the complaint becomes a grievance and the steps below will be followed.

***Grievance Procedure:*** The intent of the grievance procedure is to resolve a dispute over significant issues, not minor disagreements. Examples include but are not limited to alleged violations of academic freedom; a repeated pattern of harassment or other inappropriate behavior; and legally prohibited unequal treatment including but not limited to discrimination or harassment on the basis of age, sex, race, religion, creed, color, ethnic/national origin, ancestry, physical or mental disability, pregnancy, genetic background, marital status, sexual orientation, gender identity, veteran status, or other personal characteristic protected by applicable local, state or federal law only if such discrimination or harassment falls outside the scope of Title IX. If the issue involves Title IX prohibited conduct, the grievance will be referred to the Title IX Coordinator who will follow the Title IX Grievance Process. The Title IX Coordinator may refer issues that fall outside the scope of Title IX to the Provost to determine if it should follow the Grievance Procedure.

Procedure:

1. A student must submit the grievance in writing in detail to the Office of the Provost and include all pertinent information within 45 business days after attempting to follow the Complaint Procedure. Such information must include the informal steps taken to resolve the issue, with all steps fully documented as to the person(s) with whom the student met, date, results of the meeting(s) and materials presented during the informal resolution stage. The student must be specific as to the issue being grieved, citing the example(s) of treatment leading to the grievance.
2. The Office of the Provost will review the grievance within five (5) working days, requesting additional information from the grievant, if necessary. The Provost provides all relevant information and documents submitted to the Grievance Committee

that shall include at a minimum two faculty members not from the student's program of enrollment and one administrator not to include the Program Director/Dean of the student's program of enrollment, the Provost, or the President.

3. The Grievance Committee will have a minimum of 30 business days from receipt of the grievance from the Provost to review the grievance, obtain further information from members of the University who may have knowledge of the situation and the grievant, and make a determination as to grievance resolution, providing its recommendation to the Provost.
4. The Provost will have five (5) business days to provide the University's response to the grievant.

University decisions regarding grievance resolution are final. Should a student feel that the University has not adequately addressed a grievance, the student may consider contacting external agencies such as:

**WASC, Senior College and University Commission (WSCUC)**

985 Atlantic Avenue, Suite 100  
Alameda, CA 94501  
510-748-9001  
[www.wascsenior.org](http://www.wascsenior.org)

**Arizona State Board for Private Postsecondary Education**

Arizona Students: If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1740 W. Adams, Ste. 3008, Phoenix, AZ 85007, phone 602-542-5709, website address: [www.ppse.az.gov](http://www.ppse.az.gov).

**California Bureau for Private Postsecondary Education (BPPE)**

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

**California Board of Registered Nursing (BRN)**

If a nursing student does not feel that the University has adequately addressed a complaint or concern, the student may consider contacting the following respective agency:

1747 North Market Boulevard, Suite 150  
Sacramento, CA 95834  
916-322-3350  
www.rn.ca.gov.

### **Georgia Nonpublic Postsecondary Education Commission (GNPEP)**

Student in the State of Georgia may appeal any final decisions made by the University to:  
Georgia Nonpublic Postsecondary Education Commission  
East Exchange Place, Suite 220  
Tucker, GA 30084-5305  
770-414-3300  
<https://gnpec.georgia.gov/student-resources/complaints-against-institution>.

### **Kansas Board of Regents**

1000 SW Jackson, Ste. 520  
Topeka, KS 6612  
785-430-4240  
[https://www.kansasregents.org/academic\\_affairs/private\\_out\\_of\\_state/complaint\\_process](https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process)

### **New Mexico Higher Education Department**

A student in the State of New Mexico may file a complaint by contacting the New Mexico Higher Education Department. Pursuant to New Mexico Code 5.99.1.15.A, no adverse action shall be taken against the complainant for registering the complaint.  
New Mexico Higher Education Department  
2044 Galisteo Street, Suite 4  
Santa Fe, NM 87505  
505-476-8400  
Email: [private.schools@state.nm.us](mailto:private.schools@state.nm.us)  
Web Site: [www.hed.state.nm.us](http://www.hed.state.nm.us)

### **The Licensure Division of the University of North Carolina System Office**

A student in the State of North Carolina may file a complaint with the System Office:  
North Carolina Post-Secondary Education Complaints  
c/o Student Complaints  
University of North Carolina System Office  
223 S. West Street, Suite 1800  
Chapel Hill, NC 27603  
919-962-4550  
Email: [studentcomplaints@northcarolina.edu](mailto:studentcomplaints@northcarolina.edu)  
Web Site: <http://www.northcarolina.edu/complaints>

### **Appeals Processes:**

**Grade Appeals:** Faculty members are vested with the

authority to establish course requirements and standards of performance; they are expected to articulate and communicate these at the beginning of each course and apply all grading criteria uniformly and in a timely manner. Final grades submitted by faculty to the Office of the Registrar are presumed to be accurate and final.

The University recognizes the right of every student to challenge or appeal a final grade. A student who has questions about a grade received for a course should seek to resolve the issue by first consulting with the instructor. If the issue has not been resolved after consultation, and the student believes there are grounds for appealing the grade, the student is required to follow the procedures below for formal challenges and requests for grade changes. Grounds for appeal can be made when students can provide documentation for one or more of the following:

- An error in calculating the grade
- Inconsistent application of grading criteria

**Procedure:** When students believe that they have grounds for appealing a grade issued by an instructor because of an occurrence of one or more of the circumstances, the following procedures must be followed:

1. The student must submit an Appeal Form available from their Academic Advisor within 30 days of grade submission for the course. The appeal must include supporting documentation that demonstrates the occurrence of one or more of the above-mentioned grounds. Documentation may be in the form of e-mail correspondence, graded assignments, proof of timely submission, etc. The Appeal Form and supporting documentation must be submitted to the Dean or Program Director/Lead.
2. If the evidence meets the criteria, the Dean or Program Director/Lead will request a response from the instructor, due within 5 working days of receipt.
3. The Dean or Program Director/Lead will render a decision within 10 working days of receiving the grade appeal. Formal notification of the Dean or Program Director/Lead's decision will be sent to the student and Office of the Registrar. The Faculty will be notified in the event that any material change in the grade. The decision in such cases is final.

**Satisfactory Academic Progress (SAP) Appeals:** It is the student's responsibility to ensure they have met the terms and conditions of filing a SAP appeal (as defined above) and follow the appeals process in order for the appeal to be

reviewed.

1.

The student should complete and submit the Appeal Form, obtained from their Academic Advisor, within 30 calendar days from the date notification of dismissal was sent to the student. The appeal must include

- a. an explanation of why the student is submitting an appeal,
  - b. explanation of the mitigating circumstances as to why the student failed to meet SAP standards during the warning/probationary period,
  - c. documentation supporting the appeal,
  - d. a detailed action plan addressing how these circumstances no longer pose an issue to the student's success and what the student will do to meet SAP standards moving forward.
2. Once received, the Registrar will review the appeal and will appoint a committee, including but not limited to the student's college faculty, program director/lead, advisors, student accounts office to review and make recommendations. The student will receive a response from the Registrar within 15 business days (excluding holidays).

## Statement of Non-Discrimination

In accordance with federal, state, and university policies, United States University does not discriminate on the basis of sex, race, color, height, weight, national origin, religion, age, marital status, gender, sexual orientation, veteran status, physical or mental disability, medical condition as defined by law, or any basis prohibited by law. The University is committed to non-discrimination in its delivery of educational services and employment. In a continuing effort to enrich its academic environment and provide equal educational and employment opportunities, the University actively encourages applications from members of all groups.

### Reporting Discrimination Incidents or Concerns

Liz Fernandez, Vice President of Academic and Regulatory Compliance/Title IX Coordinator  
 <gu-sc> Telephone: <gu-sc-dial data-dn="6198764250" title="Click to Connect 6198764250"><gu-sc-img></gu-sc-img>619-876-4250</gu-sc-dial><gu-sc-orig style="display: none;"> Telephone: 619-876-4250</gu-sc-orig></gu-sc>

E-mail: TitleIX@usuniversity.edu

## Sexual Harassment

United States University maintains a strict policy that prohibits sexual harassment, which includes harassment based on gender, sexual orientation, pregnancy, childbirth, or related medical condition. This policy applies regardless of the gender or sexual orientation of the complainant or the alleged harasser. It is University policy that all persons should enjoy freedom from unlawful discrimination of any kind, as well as from sexual harassment, or retaliation for reporting a complaint. This policy prohibits unlawful discrimination or harassment between members of the University community, which includes interaction between students, between students and University employees or its third parties. Individuals who engage in prohibited conduct will be subject to disciplinary action.

### Reporting Discrimination Incidents or Concerns

Liz Fernandez, Vice President of Academic and Regulatory Compliance/Title IX Coordinator  
 <gu-sc> Telephone: <gu-sc-dial data-dn="6198764250" title="Click to Connect 6198764250"><gu-sc-img></gu-sc-img>619-876-4250</gu-sc-dial><gu-sc-orig style="display: none;"> Telephone: 619-876-4250</gu-sc-orig></gu-sc>  
 E-mail: TitleIX@usuniversity.edu

## Sexual Discrimination

The University takes all complaints regarding sex-based discrimination seriously and is committed to promptly investigating the circumstances of a complaint to determine occurrence of incident, ensure complainants safety, and provide remedies. The USU has appointed a Title IX Coordinator with the primary responsibilities in the oversight of implementation and monitoring of non-discriminatory policies, coordination of training and communications, and administering complaint/grievance procedures regarding discrimination.

Title IX of the Education Amendments of 1972 requires universities to respond promptly and effectively to complaints of all kinds of sexual misconduct. Title IX is a federal civil rights law that prohibits sex-based discrimination which includes all forms of sexual violence or misconduct, including sexual harassment, sexual assault,

relationship violence, and stalking. The law protects all USU faculty, staff, and students against sex-based discrimination.

#### Reporting Discrimination Incidents or Concerns

Liz Fernandez, Vice President of Academic and Regulatory Compliance/Title IX Coordinator  
 <gu-sc> Telephone: <gu-sc-dial data-dn="6198764250" title="Click to Connect 6198764250"><gu-sc-img></gu-sc-img>619-876-4250</gu-sc-dial><gu-sc-orig style="display: none;"> Telephone: 619-876-4250</gu-sc-orig></gu-sc>  
 E-mail: [TitleIX@usuniversity.edu](mailto:TitleIX@usuniversity.edu)

#### Reporting Incidents or Concerns

The University takes sexual discrimination and misconduct of any type seriously and any member of the community should immediately report the concerns about, or incidents of, harassment or discrimination. An individual who believes they have been victims of harassment or discrimination should report the incident to the Title IX Coordinator. The Title IX policy can be located under Academic Policies and Procedures.

## Rehabilitation Act and Americans with Disabilities Act (ADA) and Other Accommodations

### Accessibility & Accommodations

#### Disability Accommodations

United States University's Accessibility Services will work to uphold the mission of the University by providing reasonable accommodations to all students with disabilities in order to help them achieve their academic goals. United States University complies and adheres to Section 504 of the Rehabilitation Act of 1973, as amended. United States University's policy and practice is to provide students with disabilities full and equal use of services, facilities, and privileges. United States University does not discriminate in its admission, recruitment, academics, research, financial aid, counseling, or employment assistance processes.

The Office of Accessibility can help if a student requires reasonable accommodation during his or her coursework because of a disability, religious observances, temporary conditions or pregnancy/postpartum status. Students seeking reasonable accommodation should follow the steps outlined below and submit such a request as soon as

reasonably practicable. Notice or requests from students outside of the process outlined below and/or notice to other University officials outside of the Office of Accessibility including faculty, staff, and administrators is not accepted as notice for the purpose of approved accommodations.

The University has developed a list of essential functions (below) that a student should possess in order to successfully complete some programs. This list is provided to prospective students during the application process and to newly admitted students as part of the acceptance process. Each student must endorse that he or she has reviewed and understands the list of essential functions. To request reasonable accommodation, a student must complete the Disability Accommodation Request Form available through the Student Services tab on United States' website or delivered via email from [accessibility@usuniversity.edu](mailto:accessibility@usuniversity.edu)

#### Essential Functions

The nursing profession requires significant physical, mental, and behavioral skills. The essential functions listed describe what students must be able to do to meet the requirements of being a nurse to ensure protection of patient safety. The essential functions for the teacher education program is to provided to candidates to become informed of the stringent demands related to training and employment within their field of study. The essential functions define selected attributes and behaviors necessary for students to demonstrate in order to successfully complete their education and subsequently enter their profession. Individuals are required to navigate their assigned responsibilities independently with or without reasonable accommodations. To request a reasonable accommodation, contact [accessibility@usuniversity.edu](mailto:accessibility@usuniversity.edu) for assistance. Essential functions can be found on the USU website under Students/ Student Services/ Office of Accessibility linked here.

#### Request for Accommodations

Students must fill out the [Disability Accommodations request form](#) and send it back to the Office of Accessibility. Students are required to provide documentation that demonstrates credible assurance of a disability. The documentation should directly support the student's request for accommodations. The documentation should include a summary of the student's functional limitations so the appropriate accommodations can be

made. The documentation should be typed with the appropriate official signature and contact information for the associated facility for verification purposes (on official letterhead is preferred). Handwritten documentation must be clear and legible with the appropriate official signature and contact information for the associated facility. Documentation can be submitted to the Office of Accessibility by email to [accessibility@usuniversity.edu](mailto:accessibility@usuniversity.edu)

Please see the documentation standards document for further information on required documentation, [click here](#).

The request form can be found on the USU website under Students/ Students Services/ Office of Accessibility linked [here](#).

If the documentation provided does not meet the University's requirements, the student will receive notice and will be asked to provide alternative supporting documentation. All documentation provided is kept on file privately in the Accessibility Office for verification purposes. Students requesting additional accommodations after their initial approval, may be asked to provide additional documentation.

A student may request accommodations at any point in their program. Accommodations cannot be applied retroactively. For those assignments, we would encourage you to work with your instructor and follow the Late Work Policy found in the catalog.

#### Approved Accommodations

After reviewing the student's Accommodation Request form and subsequent documentation, Accessibility Services staff will determine reasonable accommodations for the student. An approved accommodation letter will be sent to the student outlining the details and the length of the accommodation.

Faculty are to adhere to a student's approved accommodations and are encouraged to seek clarification from the Office of Accessibility should there be a question or concern about providing the accommodation. Should a student request accommodation other than the approved accommodations, he or she should contact the Office of Accessibility via [accessibility@usuniversity.edu](mailto:accessibility@usuniversity.edu) Faculty members, advisors and/or program directors are unable to alter the approved accommodation.

Please note : Extended time on individual assignments: The extended time does not cover discussion questions, calendar days for exams, any group assignments or any assignment that has peer interaction. Additionally, all assignments must be submitted by the end of the term.

Any extension past the end of the term no longer is an accommodation, but falls under the University's Incomplete Policy found in the Catalog.

#### Religious Accommodations

As part of this commitment, the University will make good faith efforts to provide reasonable religious accommodations to faculty, staff and students who's sincerely held religious practices or beliefs conflict with a University policy, procedure, or other academic requirement, unless such an accommodation would create an undue hardship. Note, not all requests can be accommodated when tied to program required attendance.

Individuals may not be discriminated against because of their religious beliefs or practices, or because they lack religious beliefs or practices.

Students will need to fill out the [Religious Accommodation request form](#) and return to the Office of Accessibility.

The request form can be found on the USU website under Students/ Students Services/ Office of Accessibility linked [here](#).

To request a religious accommodation, more information, or assistance, please contact [accessibility@usuniversity.edu](mailto:accessibility@usuniversity.edu)

#### Pregnancy and Postpartum Accommodations

United States University is committed to creating an accessible and inclusive environment for pregnant and parenting students. Students may request reasonable accommodation because of pregnancy, childbirth, or related conditions. Reasonable accommodations vary based on the student's circumstances but may include academic accommodations, leave of absence or flexibility (such as breaks during class, rescheduling of tests, and alternatives to make up missed work). The Office of Accessibility will work with the student, financial aid, their student advisor and the Registrar to determine appropriate accommodations.

In addition, United States University supports students who choose to continue breastfeeding their children should they return to campus. United States University shall provide clean, private rooms that are easily accessible to students who are nursing. All designated lactation spaces shall be equipped with a table, chair, electrical outlet,

window coverings (as needed), and lock from inside. Students planning to breastfeed should do so around their scheduled class times to the extent possible.

Students who wish to discuss or request reasonable accommodation based on pregnancy, childbirth, or related conditions should complete a [Pregnancy Accommodation Request Form](#) available through the Student Services tab or delivered via email from [accessibility@usuniversity.edu](mailto:accessibility@usuniversity.edu)

The request form can be found on the USU website under Students/ Students Services/ Office of Accessibility linked here.

### Grievance Process

The 504 Regulatory Specialist is responsible for overseeing efforts to comply with these disability laws, including responding to grievances and conducting investigations of any allegation of noncompliance or discrimination based on disability.

If after engaging with the Regulatory Specialist, the student still believes that he or she has not received accommodations, is unsatisfied with accommodations provided by Accessibility Services, or believes to have been subjected to discrimination on the basis of disability, the student should contact the ADA/504 Compliance Officer by emailing [efernandez@usuniversity.edu](mailto:efernandez@usuniversity.edu).

If after taking these two steps, the student believes there is no resolution, the student must then follow the grievance procedure outlined in the University Catalog.

## Drug and Alcohol Policies/Drug Free Campus

United States University complies with the Drug Free Workplace Act of 1990 and the Higher Education Act Section 120a, 34 CFR 668.46(b) (4) (ii) and 34 CFR 668.46 (b) (8). The University policy regarding the possession, use, and/or sale of alcoholic beverages or illicit drugs on campus is governed by state and municipal law.

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require that, as a condition of receiving funds or financial assistance under any Federal program, the University create and maintain a drug-free environment and implement a program to prevent the unlawful possession,

use, or distribution of drugs, and the abuse of alcohol, by its students and employees.

In addition to being a violation of Federal and State laws, the possession and/or use of alcohol, the unlawful manufacture, distribution, dispensing, possession or use of illegal controlled substances on University campuses, off-campus sites, workplace site of employees, or at any University-sponsored event is prohibited. No one may use illegal substances, or abuse legal substances, including alcohol, in a manner which impairs performance of assigned tasks. The University expects that individuals and groups will conduct themselves and operate within the scope of the rules and regulations. Violators of this prohibition are subject to criminal prosecution and/or disciplinary action, including reprimand, probation, suspension or expulsion, and/or termination of employment.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An eligible student is defined under FERPA as student who is the age of 18 or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to prevent disclosure of Directory Information. If you wish to withhold the disclosure of all of the items of Directory Information, complete the Directory Information Opt-Out Form and submit to the Registrar. This form must be received by the Registrar prior to the close of the add/drop period in any given session to ensure that directory information is not released.
5. The right to be annually reminded about their rights under FERPA.



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

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA grants the University authority to release directory information to any person on request, without consent of the student, unless a student requests in writing that directory information be kept private. The University has designated the following as directory information:

- Name
- Date of Graduation
- Degrees and Honors Received
- Photos
- Major Field of Study
- Dates of Attendance

A copy of the Family Educational Rights and Privacy Act may be requested from the Office of the Registrar or viewed on the following website

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.htm>

1. Students should contact the Office of the Registrar should they have questions regarding their rights under FERPA.

## Institution or Program Teach Out Policy

The decision to close an institution or a program requires substantial planning and careful consultation with those affected. Every effort should be made to inform everyone affected as fully as possible about the conditions leading to a decision of such importance, and all available information should be shared. The university teach-out policy aims to protect the interests of students and faculty and to satisfy the requirements established for the university by the WASC, Senior College and University Commission (WSCUC).

In accordance with Federal regulations, the University will execute and submit a required teach-out plan to WSCUC for approval if any of the following occurs:

1. The institution intends to cease operation entirely.

2. The Commission terminates accreditation or the candidacy of an institution.
3. The USDE notifies the Commission that it has initiated an emergency action against an institution or an action to limit, suspend, or terminate an institution participating in any Title IV, Higher Education Act program.
4. A State Licensing or authorizing agency notifies the Commission that an institutions license or legal authorization to provide an educational program has been or will be revoked
5. The institution decides that it will cease instruction in one or more degree programs before all students have a reasonable opportunity to graduate.

### Terminating a Program

The Dean and/or relevant Program Chair whose scope of authority involves an educational program being considered for termination shall inform and involve affected faculty and staff at the earliest possible stage of consideration. Once the decision to pursue closure of an educational program has been made, the Dean/Program Chair shall forward a proposal to the Provost. The Provost will work with the Dean to develop and coordinate presentations on the proposal to the President and the University Board of Trustees. The Provost will develop and coordinate the presentation on the proposal to the University Board of Trustees and work with the relevant Dean to ensure all affected parties are notified on pending decision. The Provost will ensure the proposal for termination is brought forward for discussion by the President. Once the President and the University Board of Trustees have approved termination of the program, the Provost will be updated periodically by the relevant Dean on the notification and approval process, and will receive periodic updates from the relevant Dean on the implementation of the teach-out plan.

Both current and prospective students should be notified as soon as practicable. The Dean/Program Chair is responsible for notifying programmatic accreditors. The Dean/Program Chair is responsible for on-going monitoring, notifying and reporting on implementation of the teach-out plan. A monitoring report should be used to provide periodic reports to the Provost on the status of the teach-out. The Provost will oversee the Dean/Program Chair during the execution of the teach-out plan.

In the unlikely event of the closure of United States University (USU), the institution will at all times maintain



the highest level of regulatory compliance regarding all governmental and accrediting laws, rules, and regulations throughout the teach out and closure process.

#### Student Completion Support

Students will be notified immediately in the event of the initiation of teach-out protocol. All obligations to students will be continued by developing a course schedule and maintaining student learning and support services which will afford them the opportunity to complete their programs of study prior to the closure of the school. An education plan course schedule or completion timeline of the courses needed per session will be issued to each student. The Office of the Provost and Registrar will conduct regular audits of student progress to ensure students are on track for completion within established timeframes. The Library will remain open to the end of the teach-out period to ensure students retain access to resource materials. The online databases will remain available as well.

Financial aid eligibility and student assistance are to be maintained throughout the duration of the teach-out period. Institutional scholarships will be honored.

Articulation agreements between USU and institutions offering a programmatically similar academic portfolio will be announced. Representatives of the Office of the Provost and Registrar will facilitate individual transfer agreements via direct contact with their counterparts at these institutions.

#### Provisions for Faculty and Staff

Faculty and staff will be notified as to final date of employment. Calculation of sums owed at the time of closure will be calculated and discussed individually with each faculty and staff member. Policies concerning the rehiring of employees whose position had been eliminated due to a reduction in force are being reviewed for refinement as a contingency for accommodating potential changes in university needs while completing the teach-out. All personnel policies and benefits are being maintained for current employees. Benefits and payroll processes, currently being maintained by accounting software, will not be disrupted during the teach-out period. Every effort will be made to assist faculty and staff members in their reemployment efforts.

#### Governing Board Obligations

The Board of Trustees will continue to meet with focus on this Teach-Out Plan. The plan will be updated at regular intervals in order to keep the Board up to date on student

enrollments, reductions in force, financials, and the disposition of assets. The Board will remain in existence during the course of the teach-out period until such a time it is determined that the Board has fulfilled its stated purpose on behalf of USU.

#### Overarching Goal of Policy

USU seeks to ensure fulfillment of its obligations to students, employees, and regulatory agencies throughout the teaching-out of its programs and the closure of the school. The overarching goal of the institution in the management of its teach-out is to uphold the integrity of the school, maintain student services, and ensure appropriately credentialed faculty are available to instruct and support students.

## Emergency Procedural Adaptation Policy

In the event of a natural disaster, state of emergency, or another catastrophic event, the university may need to implement temporary procedures that vary from the Catalog for a reasonable period of time. In such an event, the university shall document the procedural modifications and will provide notice to students as appropriate. The university will follow the direction and advisement of federal and state government entities, as well as regulatory and accrediting bodies, to ensure the function of the university for the continued success of our students.

# Federal Financial Aid

The Financial Aid Department provides assistance in applying for loans, grants, and scholarships. Financial Aid is intended to help students who, because of limited resources, would otherwise be unable to attend college, or who, with the aid, are able to take additional courses and graduate at an earlier date. The philosophy underlying administration of federally funded financial aid places primary responsibility for meeting educational costs on students and their families. As a result, most financial aid is available only to help fill the gap between students and/or families expected contribution and a student's educational expenses.

Students considering applying for financial aid are urged to contact the financial aid department as eligibility for financial aid programs is very individualized. There are trained Financial Aid Officers available to assist students with questions regarding federal financial aid. The primary objective of the Financial Aid Department is to provide financial assistance to eligible students through coordination with and full use of all governmental, community, and on-campus resources.

Several types of financial assistance are available in the form of grants, loans, scholarships and payment plans to bridge the gap between educational expenses and personal financial resources. The Financial Aid Department will provide students with personalized attention throughout the application process.

## How Financial Aid is Determined

The majority of financial aid funds are awarded based on "financial need." Income and asset information provided on the Federal Application for Federal Student Aid (FAFSA) is evaluated using the Federal Methodology (FM) formula determined by the U.S. Congress. The results of this calculation provide each student/family with an Expected Family Contribution (EFC). This EFC is subtracted from the total cost of education at United States University to determine a student's "need" for financial assistance.

Each year, the Financial Aid Department reviews the cost of attending United States University and develops budgets tailored to meet our student's needs. These budgets, cost of attendance budgets, provide for a modest standard of living and include tuition, room and board/food, books, supplies, personal expenses, and required travel. The costs of attendance budgets provide average figures, using actual

institutional charges with estimates for other expenses. Financial aid may not cover a student's total need or cost of education.

After an applicant has been formally admitted to United States University and their financial aid file is complete, the Financial Aid Department will determine the financial aid award. The types and amounts of the awards are individually calculated based on a student's financial need and the required resources needed to attend United States University.

Financial aid recipients should notify the Financial Aid Department of any changes in enrollment, or financial resources. Such changes may require a change in the amount of financial assistance.

## Federal Financial Aid Programs

The following financial aid programs are available at United States University for students who qualify.

### **Federal Pell Grant**

Federal PELL Grants provide 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.

### **William D. Ford Federal Direct Loan Program**

Under the Federal Direct Loan (FDL) program, the University originates the Direct Loan. The loan is then sent to the U.S. Department of Education's Common Origination and Disbursement Center (COD) and disbursed to the University (less origination fees, which can vary year to year) electronically through the Grant Administration and Payment System (G5). All information will be disclosed during the financial aid application process.

### Subsidized Direct Loan

Federal Subsidized loans are available to students with financial need. Students may borrow up to \$3,500 for their first academic year, \$4,500 for the second academic year and \$5,500 for the third and fourth academic years. This is available at an interest rate which is established annually by the U.S. Department of Education. The interest is paid by the federal government while students are in school and for six (6) months after students cease their enrollment. Regular payments begin six (6) months after students cease enrollment or fail to carry at least one-half the normal full-time University workload.

### Unsubsidized Direct Loan

Unsubsidized direct loans are available for students to borrow for education costs. Dependent students can borrow up to \$2,000 per academic year. Independent students can borrow up to \$9,500 for their first academic year, \$10,500 for the second academic year and \$12,500 for their third and fourth academic years, as a combined total with the Federal Subsidized Direct loan, at a fixed interest rate set by the U.S. Department of Education annually.

With the exception of demonstrating financial need, borrowers must meet all eligibility criteria of the Federal Subsidized loan program. Interest payments begin immediately after the loan is fully disbursed or may be added to the principal balance. Regular payments begin six (6) months after students cease enrollment or fail to carry at least one-half the normal full-time school workload.

## Applying for Federal Financial Aid

The following steps are required to apply and receive federal student aid; however it is best for students to work with the Financial Aid Department to complete the application process:

### Obtaining a FSA ID

In order to apply for Federal Financial Aid you will need a *Federal Student Aid ID*, a username that allows you to sign into some U.S. Department of Education website, including the website to complete your FAFSA electronically. Your FSA ID also can be used to sign loan contracts and to access certain information online. You can get your PIN as you fill out the FAFSA, but you also have the option to get it ahead of time. Go to [www.pin.ed.gov](http://www.pin.ed.gov) and provide a few pieces of information such as your name, date of birth, Social Security number, and address.

\*Getting a FSA ID before you begin the FAFSA could prevent processing delays.

### Completing the FAFSA

In order to apply for Financial Aid a student will need to complete the FAFSA (Federal Application for Federal Student Aid). Students can complete the application online at <https://studentaid.gov/h/apply-for-aid/fafsa>. Financial aid officers will provide students with the information to complete the FAFSA on the University financial aid portal.

### Entrance Counseling

If a student is borrowing Federal Loans, they will need to complete entrance counseling online [www.studentaid.gov](http://www.studentaid.gov).

### Master Promissory Note

Students borrowing Federal Loans will need to complete a Master Promissory Note at [www.studentaid.gov](http://www.studentaid.gov) (MPN). The MPN is a legal document in which the student promises to repay their loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of the loan(s). For instance, it will include information on how interest is calculated and what deferment and cancellation provisions are available. A student can take out additional Direct Loans on a single MPN for up to 10 years.

It's important for students to understand what they are signing. For instance, the MPN states the following:

- You must repay your loan even if you don't complete your education.
- You must repay your loan even if you can't get a job after you leave school.
- You must repay your loan even if you didn't like the education you received.

Before or at the time of the first disbursement of a student loan(s), the student will receive a disclosure statement that gives information about any loan that the school plans to disburse under the MPN, including the loan amount, fees, and the expected disbursement dates and amounts.

The Financial Aid Department will be notified of the completion and will contact the student if further action is needed. Before your loans are disbursed, the student will receive a disclosure statement from the school.

### Verification

Verification is a process initiated by the U.S. Department of Education or by the University's Financial Aid Department requiring students to verify the information that has been provided on the FAFSA. Students may be required to submit tax transcripts from the IRS and other documents to the Financial Aid Department.

If a student's application is selected for verification, the student will not be eligible for federal aid until this process is completed. Therefore, it is important that students submit all required documents completed in full with appropriate signatures within 15 days of the date they are notified that they have been selected.

USU may select applicants each year for verification when their application is processed. Other students are selected due to discrepancies or missing information on their application after file review by the Financial Aid Department, or after a request for consideration of special/unusual circumstances.

The following items must be submitted if a student's application is selected for verification: a signed copy of the student's (and spouse, if married) prior year transcripts and/or a signed copy of the student's parent's prior year federal income tax transcripts (for students who were required to provide parent financial information on the FAFSA) and completed Verification Worksheet.

Other supporting documents that may be requested:

- Child support
- AFDC/ADC/TANF
- Identification Card
- Immigration
- Social Security
- Birth Certificate(s)
- Divorce/Separation
- Social Security Card (must have correct, current name)
- Veteran's benefits
- Money paid on your behalf
- Other sources of income

To avoid unnecessary delays, please submit all required documents promptly. Also, be sure you have filled out the Verification Worksheet completely, and that all documents

are signed by the appropriate parties. Documents with blanks and missing signatures will be returned.

For more information, guidance, and tools about federal student assistance, students can also visit the U.S. Department of Education's website on federal student aid at [www.studentaid.gov](http://www.studentaid.gov) or contact the Financial Aid Department.

### **Application Forms and Deadlines**

Financial aid students must complete and submit all required financial aid documents by the first day of class. If a student has elected to use financial aid to pay for their tuition and fees but has not completed the financial aid process they will not be given access to their courses.

Students must complete the financial aid process annually to determine continued eligibility.

## **Scholarships**

United States University scholarships are institutionally funded awards for graduate and undergraduate students. Scholarships are awards that are applied directly to tuition charges. These funds are limited and are designed to reduce students' reliance on loans and enable additional students to attend the University. Eligibility is based on financial aid, merit and/or other factors.

## **Return of Title IV Funds**

A statutory schedule is used to determine the amount of federal funds a student has earned when he or she ceases attendance based on the time period the student was in attendance. If a student has been approved to receive a Title IV grant or loan and then withdraws from an institution during a payment period or period of enrollment in which the student began attendance, the institution must begin the Return of Title IV (R2T4) process to determine the student's eligibility of Title IV funds in accordance with the calculations prescribed by regulations.

If a student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

There are several factors used to determine R2T4 calculations: withdrawal date, payment period or period of enrollment, amount of aid that was disbursed, amount of aid that could have been disbursed, percent of Title IV earned, post-withdrawal or late disbursement, institutional cost, amount of Title IV aid to be returned (*if applicable*)

and time limits and reporting requirements.

Up through the 60% point in each payment period or period of enrollment, a pro-rated schedule is used to determine how much federal funds the student has earned at the time of withdrawal. After the 60% point in the payment period or period of enrollment, a student has earned 100% of the federal funds. Upon the completion of R2T4 a school is required to determine if a post-withdrawal disbursement is necessary for funds earned and not disbursed to students and/or parents.

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

The student's withdrawal date for purposes of R2T4 calculation will always be the last day of attendance as determined by attendance records.

### **Date of Determination**

The date of determination is the date that the student is determined to be withdrawn. The date of determination is based on one of the following occurrences:

- The date the student officially notifies the school that they are withdrawing, which may be different than their last date of attendance.
- The student may provide intent to withdraw for a future date. The date of determination used will be the intended date provided by the student.
- The institution's date of determination for students who unofficially withdraw is the 14th day after the student's last date of academic attendance, as determined by the attendance records.

### **Time-Frame in which the R2T4 is calculated**

The University is a term-based institution. R2T4 is calculated on the basis of a semester/payment period. The definition of a payment period for USU is 16 weeks.

### **Scheduled Breaks**

Scheduled breaks of five or more consecutive days are excluded from the calculation of R2T4 as periods of non-attendance.

### **R2T4 calculation**

In order to determine the percentage of the payment period completed, the number of days attended in the payment period is divided by the total days in the payment period. For the purpose of this formula, days mean all calendar days, and therefore include weekends and holidays. Only

scheduled breaks of 5 days or more are excluded.

If you earned less aid than was disbursed, the institution is required to return a portion of funds and the student is required to return a portion of the funds. When Title IV funds are returned, the student may owe a debt balance to the institution.

For any loan funds that the student must return, the student (or the student parent for a Direct PLUS loan) repay in accordance with the terms of the promissory note. The student is required to make scheduled payments to the holder of the loan over a period of time.

The requirements for Title IV program funds when the student withdraws are separate from the University Refund Policy. Therefore, the student may still owe funds to the school to cover any unpaid institutional charges.

### **Post-withdrawal disbursements**

If the student earned more financial aid than was disbursed to the student, the institution will offer the student a loan post-withdrawal disbursement within 180 days of the student's withdrawal. The University must obtain confirmation from the student or the parent (for a PLUS loan) before making a post-withdrawal disbursement of any loan funds. Notification will be sent to the Student no later than 30 calendar days after the Date of Determination. Notification will have a deadline of 30 days for the Student and Parent to respond.

A grant post-withdrawal disbursement will be paid within 45 days of the student's withdrawal. The University will disburse available grant funds before available loan funds. No authorization is required to pay for current charges for tuition and fees with a post-withdrawal grant disbursement.

### **Order of Return of Title IV Funds at United States University**

If the student receives more Title IV Aid than the amount earned by the University, the Student or both must return the funds in the order specified below.

- Unsubsidized Direct Stafford Loans (Other than PLUS)
- Subsidized Direct Stafford Loans
- Direct PLUS loans
- Federal Pell Grants
- Iraq and Afghanistan Service Grant

- Federal Supplemental Educational Opportunity Grant (FSEOG)

### **Time Frame for the Return of Title IV Funds**

United States University will return funds for which it is responsible as soon as possible, but no later than 45 days from the determination of a student's withdrawal.

For further guidance on Federal R2T4 regulations, please see the reference material found in Volume 5 of the Federal Student Aid Handbook under Withdrawals.

### **Washington State Residents**

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

## **Veterans Benefits**

United States University degree programs are approved for training of Veterans and eligible persons under the provisions of Title 38, United States Code. Students interested in Veterans Educational Benefits should contact the Financial Aid Department. Veterans who are unsure of their eligibility should contact the Veterans Administration. Eligible students must maintain satisfactory academic progress to continue receiving educational benefits.

All official transcripts detailing prior higher education credits must be submitted to the Office of the Registrar in order to be certified for Veterans benefits.

Students with questions regarding using Veteran Benefits at USU should contact the Financial Aid Department.

### **Reimbursement to Veterans and Eligible Persons**

For information or for resolution of specific payment problems, veterans should call the DVA nationwide toll free number at 1-800-827-1000.

### **Payment Rates**

Please visit the GI Bill® website for the most up to date information on payment rates.

### **Tuition Rates for Active Duty Military, Veterans, and Military Spouses**

Students who have served or are currently serving in the

United States military and their legal spouses are eligible to receive the reduced tuition rates published for Active Duty Military, Veterans, and Military Spouses.

The student must supply one of the following documents to apply for the reduced tuition rate.

- Leave and Earnings Statement; must be dated within 90 days of document submission
- DD-214 (Discharge of Duties); must have general discharge or higher
- VA Letter Certifying Military Service/Benefits Summary Letter; must have general discharge or higher
- Honorable Discharge Certificate
- NGB Form 22 (National Guard Report of Separation and Record of Service); must have general discharge or higher

If the student is the spouse of the servicemember/veteran, the student must supply their Marriage License or Marriage Certificate **and** one of the spouse's military documents listed below.

- Leave and Earnings Statement; must be dated within 90 days of document submission
- DD-214 (Discharge of Duties); must have general discharge or higher
- VA Letter Certifying Military Service/Benefits Summary Letter; must have general discharge or higher
- Honorable Discharge Certificate
- NGB Form 22 (National Guard Report of Separation and Record of Service); must have general discharge or higher
- DEERs record

### **Allowing Veterans to Attend or Participate in Courses Pending VA Payment**

Background:

Section 103 of Public Law (PL) 115-407, 'Veterans Benefits and Transition Act of 2018,' amends Title 38 US Code 3679 by adding a new subsection (e) that requires disapproval of courses of education, beginning August 1, 2019, at any educational institution that does not have a policy in place that will allow an individual to attend or

participate in a course of education, pending VA payment, providing the individual submits a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33.

#### Pending Payment Compliance

For students utilizing Chapter 31 VA Vocational Rehabilitation and Employment benefits or utilizing Chapter 33 Post 9/11 GI Bill® VA education benefits, United States University will not:

- Charge late fees on the portion of tuition and fees billable to the VA while VA tuition and fee payment is pending.
- Withdraw students for non-payment of the portion of tuition and fees billable to the VA while VA tuition and fee payment is pending.
- Restrict student access to university facilities for non-payment on the portion of tuition and fees billable to the VA while VA tuition and fee payment is pending.
- Require the student to access student loans for the purpose of paying the portion of tuition and fees billable to the VA while VA tuition and fee payment is pending.

To qualify, by or on the first day of the enrollment period a student must:

- Present to the Enrollment Advisor or the Financial Aid Office a VA Certificate of Eligibility or VA Form 29-1905/Purchase Order issued in the name of the student.
- Use one of the two VA benefits, Chapter 31 or Chapter 33, as noted.

Costs which are the responsibility of the student, such as tuition and fees not billable to VA, are not covered under the provision established by PL 115-407, Sec. 103. Students using Post 9-11 benefits at less than 100% eligibility are responsible to contact the Financial Aid Office to make payment arrangements on the amount of tuition not anticipated to be paid by the VA.

The provision established by PL 115-407, Sec. 103, ends 90 days after tuition and fees are billed to VA whether or not VA has issued payment to the University. At that time, the University can hold the student liable for the billable tuition and fees unpaid by the VA, place a registration hold for any outstanding amount billed to VA, or withdraw the student for non-payment of the billable tuition and fees not

paid by VA. Ultimately, the student does agree to assume and pay all costs associated with said enrollment not paid by the VA directly to the University.

## 1098-T Information

The Taxpayer Relief Act requires United States University (USU) to report student fee information to the IRS. You may be eligible to use the 1098-T to claim education tax credits if you are in one of these categories:

- U.S. Citizens
- Permanent Residents (PR)
- Married to a citizen or Permanent Resident
- Can legally be claimed as a dependent by a U.S. citizen or Permanent Resident, or
- Have been in the US long enough to file taxes as a resident for federal tax purposes

### 1098-T Information for International Students

Because these forms are for United States federal income tax return filing purposes only, forms are not sent to international students who do not request them by reporting a Social Security number (SSN) or an individual taxpayer identification number (ITIN) to the Registrar. Most international students are not eligible to claim education tax credits. For more information about eligibility, please review I.R.S. Publication 970 at <https://www.irs.gov/forms-pubs/about-publication-970>. USU employees cannot assist you with your specific tax questions, so you should consult with a qualified tax professional if you need assistance.

For tax reporting purposes, please contact the Office of the Registrar to change or make corrections to your name or social security number. A legible copy of your social security card will be required with your formal request.

If you will not need a 1098-T, you do not need to do anything. If you will need a 1098-T, you may request it simply by providing the Registrar's Office with your SSN or ITIN no later than **December 24th** of the tax year. In order to comply with IRS regulations, we are asking that you complete Parts I and III of IRS Form W-9S, Request for Student's or Borrower's Taxpayer Identification Number and Certification which can be found on the I.R.S. website at <http://www.irs.gov/pub/irs-pdf/fw9s.pdf>. Enter your USU student number under "Tuition account number" in Part III. Submission of this form with correct information will ensure that if you are eligible for a tax

credit, your form will be issued.

**If you need a 1098-T and you do not request it by**

**providing a correct ITIN or SSN before December 24 of the tax year, your Form 1098-T will not be filed.**



# Payment Policies

## Payment

Tuition and fees for a full session will be paid at the time of registration unless the student is eligible for financial aid and clearance has been given by the Financial Aid Department or other financial arrangements have been made with The University. Students are responsible for any financial obligation incurred while attending USU regardless of any anticipated financial aid.

### Payment Plans

If the student is unable to pay for the full session amount prior to the start of the course, the student may have an opportunity to pay the tuition balance in limited installments or on a Monthly Payment Plan. The student

will be required to pay all installments on time with the understanding that this is before or on the due dates established. International students are not eligible for installment plans and must pay prior to the start of each semester. Monthly Payment Plan students will be deemed to be in conditional good financial standing with the University if they are current with all scheduled payments.

### Returned Checks

If a check is returned due to insufficient funds or any other reason, the student will be notified of this action and assessed a return check fee. The student will be charged a \$37 returned check fee. Students who have written multiple insufficient fund checks may be required to make all future payments by cash, money order or credit card.

## Tuition and Fees

The University reserves the right to modify tuition and fees at any time. Students will be notified at least 30 days in advance.

**EFFECTIVE SEPT 1, 2023**

### Tuition

### Graduate and Post-Baccalaureate Programs

<b>Program</b>	<b>Credits</b>	<b>Per Credit Hour</b>	<b>Per Academic Year*</b>
Teaching Credential	36	\$373.75	\$8,970
Teaching Credential with Intern Option	36	Core \$373.75 Internship \$575	\$10,580
Teaching Credential with Bilingual Authorization	45	Core \$373.75	\$8,970
Teaching Credential with Bilingual Authorization with Intern Option	45	Core \$373.75 Internship \$575	\$10,580
Master of Arts in Education	30	\$373.75	\$4,485
Master of Arts in Teaching	42	\$373.75	\$4,485
Master of Arts in Teaching with Intern Option	42	Core \$373.85 Internship \$575	\$5,175
Master of Arts in Teaching Bilingual Authorization	51	Core \$373.85	\$4,485
Master of Arts in Teaching Bilingual Authorization with Intern Option	51	Core \$373.75 Internship \$575	\$5,053.24
Master of Business Administration	30	\$373.75	\$4,485
Master of Business Administration – International	36	Ground \$517.50 Online \$373.75	\$5,635
Master of Science in Nursing, Family Nurse Practitioner	48	\$644	\$7,728
Master of Science in Nursing, Health Care Leadership	30	\$373.75	\$4,485
Master of Science in Nursing, Nurse Educator	30	\$373.75	\$4,485
Doctor of Business Administration	42	\$644	\$7,728
Doctor of Business Administration - International	42	\$644	\$7,728
Doctor of Education	60	\$517.50	\$6,210
Doctor of Nursing Practice	38**	\$644	\$7,728
Education Specialist	42	\$517.50	\$6,210

\*Based on students enrolling for 6 credits and 12 credits for the Teacher Credential each semester for two academic semesters.

### **Post-Master's Certificate Program**

<b>Program</b>	<b>Credits</b>	<b>Per Credit Hour</b>	<b>Per Academic Year*</b>
Post-Master's Health Care Leadership	16	\$373.75	\$4,485
Post-Master's Family Nurse Practitioner	34	\$644	\$7,728
Post-Master's Nurse Educator	16	\$373.75	\$4,485

\*Based on students enrolling for 6 credits each semester for two academic semesters.

**Baccalaureate Programs**

<b>Program</b>	<b>Credits</b>	<b>Per Credit Hour</b>	<b>Per Academic Year*</b>
Bachelor of Arts in Liberal Studies	120	General Education & Electives \$172.50 Core & Concentration \$287.50 General Education & Electives \$172.50	\$4,968
Bachelor of Education	120	Core & Concentration \$287.50 Education/Credential \$373.75 General Education & Electives \$172.50	\$6,192.75
Bachelor of Science in Elementary Education	120	Core & Concentration \$287.50 Education/Credential \$373.75	\$6,192.75
Bachelor of Arts in Management	120	General Education & Electives \$172.50 Core & Concentration \$287.50	\$5,520
Bachelor of Science in Health Sciences	120	General Education & Electives \$172.50 Core & Concentration \$287.50	\$5,520
Bachelor of Science in Information Technology	120	General Education & Electives \$172.50 Core & Concentration \$287.50	\$5,520
RN to Bachelor of Science in Nursing	30	General Education \$165.00 Core \$357.50	\$8,580

\*Based on students enrolling for 12 credits each semester for two academic semesters.

**Certificate Programs**

<b>Program</b>	<b>Credits</b>	<b>Per Credit Hour</b>	<b>Per Academic Year</b>
Certificate – College of Education	12	\$373.75	n/a
Certificate – College of Business and Technology	12	\$373.75	n/a

**Non-Degree Seeking (NDS) – Undergraduate**

<b>Course Type</b>	<b>Per Credit Hour</b>
General Education Courses	\$172.50
Courses Associated with the RN to Bachelor of Science in Nursing Program	\$373.75
All Other Undergraduate Courses	\$287.50

**Non-Degree Seeking (NDS) – Graduate**

<b>Course Type</b>	<b>Per Credit Hour</b>
Master of Science in Nursing	\$644
All Other Programs – Online Course	\$373.50
All Other Programs – Onsite Course	\$517.50

**Active Duty Military, Veterans, and Military Spouses**

<b>Program</b>	<b>Per Credit Hour</b>	<b>Per Academic Year*</b>
Master of Science in Nursing, Family Nurse Practitioner, Post Master's Family Nurse Practitioner, Doctor of Nursing Practice, and Doctor of Business Administration	\$550	\$6,600
Doctor of Education and Education Specialist	\$450	\$5,400
All Other Graduate Programs**	\$300**	\$3,600
Post Master's Health Care Leadership and Post Master's Nurse Educator	\$300	\$3,600
RN to BSN ***	\$300***	\$3,600

\*Based on students enrolling for 6 credits each semester for two academic semesters.

\*\*Excludes internship courses which are billed at the standard rate.

\*\*\*Discount applies to core courses only. There is not a discount in the RN to BSN program for general education courses

**Other Fees**

**Non-Refundable**

<b>Fee Type</b>	<b>Amount</b>	<b>Frequency</b>
Assessment Fee (MSN572)	\$100	Per Identified Course
Audit Fee	\$500	Upon Request*
Challenge Examination Fee	\$200	Each Occurrence
Diploma reprint	\$50	Each
Virtual Residency	\$95	Each
FNP Predictor Exams (MSN572 and FNP597)	\$150	Per Exam
Graduation Fee - (excluding Certificate Programs)	\$150	One Time
Graduation Fee - Certificate Programs	\$100	One Time
Replacement Student ID Card	\$10	Each Occurrence
Transcript Request - Paper	\$10	Each
Transcript Request - Electronic	\$5	Each
Transcript Request - Expedited Shipping	\$40	Each
Student Tuition Recovery Fund (STRF)** Effective until 3/31/24	\$2.50 per \$1,000 if institutional charges	Per program enrollment
Student Tuition Recovery Fund (STRF)** Effective 4/1/24	\$0.00 per \$1,000 if institutional charges	Per program enrollment
Wire Transfer Fee	\$35	Each Occurrence
Returned Check Fee	\$37	Each Occurance

\*Only available to current students or USU alumni.

\*\*Rate is applicable to students who are residents of California or who are enrolled in a California residency program.

**Refundable**

<b>Fee Type</b>	<b>Amount</b>	<b>Frequency</b>
Technology Fee - Undergraduate nursing and Teaching Credential programs	\$60	Per Course
Technology Fee - Undergraduate programs (excluding nursing and BSIT programs) and NDS undergraduate	\$75	Per Course
Technology Fee - BSIT program and Graduate programs (excluding MSN and Teaching Credential programs)	\$125	Per Course
Technology Fee - Doctor of Business Administration, Doctor of Education, and Education Specialist	\$190	Per Course
Technology Fee - MSN Nurse Educator/Health Care Leadership programs	\$200	Per Course
Technology Fee - MSN FNP program, Post Master's FNP Certificate, Doctor of Nursing Practice, and NDS Graduate Nursing	\$250	Per Course
Nursing Capstone (excluding FNP)	\$250	Per Course
FNP Immersion Fee (MSN572)	\$800	Per Identified Course

**Non-Refundable International Student Additional Fees**

<b>Fee Type</b>	<b>Amount</b>	<b>Frequency</b>
International Student Services Fee (excludes Doctoral programs)	\$225	Per Credit Bearing Course
International Student Services Fee - Doctorial Programs	\$300	Per Course

**Estimated Program Charges**

<b>Program</b>	<b>Credits</b>	<b>Estimated Tuition</b>	<b>Program and Technology Fees</b>	<b>Other Fees</b>	<b>Estimated Total Institutional Charges</b>	<b>Books*</b>
Bachelor of Arts in Management	120	\$27,600	\$3,150	\$0	\$30,750	\$8,000
Bachelor of Science in Information Technology	120	\$27,600	\$5,150	\$0	\$32,750	\$8,000
Master of Business Administration	30	\$11,212.50	\$1,400	\$0	\$12,612.50	\$2,000
Teacher Credential	36	\$13,455	\$870	\$0	\$14,325	\$2,400
Teacher Credential with Intern Option	36	\$15,870	\$870	\$0	\$16,740	\$2,400
Teacher Credential with Bilingual Authorization	45	\$16,818.75	\$1,050	\$0	\$17,868.75	\$3,000
Teacher Credential with Bilingual Authorization with Intern Option	45	\$19,233.75	\$1,050	\$0	\$20,283.75	\$3,000
Bachelor of Education	120	\$30,963.75	\$3,150	\$0	\$34,113.75	\$8,000
Bachelor of Science in Elementary Education	120	\$30,963.75	\$3,150	\$0	\$34,113.75	\$8,000
Bachelor of Arts in Liberal Studies	120	\$24,840	\$3,150	\$0	\$27,990	\$8,000
Master of Arts in Teaching	42	\$15,697.50	\$1,900	\$0	\$17,597.50	\$2,800
Master of Arts in Teaching with Intern Option	42	\$18,112.50	\$1,900	\$0	\$20,012.50	\$2,800
Master of Arts in Teaching with Bilingual Authorization	51	\$19,061.25	\$2,275	\$0	\$21,336.25	\$3,400
Master of Arts in Teaching with Bilingual Authorization with Intern Option	51	\$21,476.25	\$2,275	\$0	\$23,751.25	\$3,400
Master of Arts in Education	30	\$11,212.50	\$1,400	\$0	\$12,612.50	\$2,000
Bachelor of Science in Health Sciences	120	\$27,600	\$3,150	\$0	\$30,750	\$8,000
RN to Bachelor Science in Nursing	30	\$10,725	\$1,000	\$0	\$11,725	\$2,000
Master of Science in Nursing, Education	30	\$11,212.50	\$2,600	\$0	\$13,812.50	\$2,200
Master of Science in Nursing, Family Nurse Practitioner	48	\$30,912	\$5,350	\$0	\$36,262	\$3,200
Master of Science in Nursing, Leadership	30	\$11,212.50	\$2,600	\$0	\$13,812.50	\$2,200
Doctor of Business Administration	42	\$27,048	\$2,810	\$0	\$29,858	\$2,800

Doctor of Education	60	\$31,050	\$3,950	\$0	\$35,000	\$4,000
Doctor of Nursing Practice	38	\$24,472	\$3,340	\$0	\$27,812	\$3,000
Education Specialist	42	\$21,735	\$2,810	\$0	\$24,545	\$2,800

\*Books costs have not been included in the Estimated Total Institutional Charges as these costs are not charged by the University.

**Estimated International Program Charges**

<b>Program</b>	<b>Credits</b>	<b>Estimated Tuition</b>	<b>Program and Technology Fees</b>	<b>Other Fees</b>	<b>Estimated Total Institutional Charges</b>	<b>Books*</b>
Master of Business Administration	36	\$16,905	\$1,750	\$2,850	\$21,505	\$2,800
Doctor of Business Administration	42	\$27,048	\$3,040	\$4,950	\$35,038	\$3,200

\*Books costs have not been included in the Estimated Total Institutional Charges as these costs are not charged by the University

**Estimated Post-Master's Certificate**

<b>Program</b>	<b>Credits</b>	<b>Estimated Tuition</b>	<b>Program and Technology Fees</b>	<b>Other Fees</b>	<b>Estimated Total Institutional Charges</b>	<b>Books*</b>
Post-Master's Health Care Leadership	16	\$5,980	\$1,300	\$0	\$7,280	\$1,200
Post-Master's Family Nurse Practitioner	34	\$21,896	\$4,050	\$0	\$25,946	\$2,200
Post-Master's Nurse Educator	16	\$5,980	\$1,300	\$0	\$7,280	\$1,200

\*Books costs have not been included in the Estimated Total Institutional Charges as these costs are not charged by the University.

**Estimated Certificate Program Charges**

<b>Program</b>	<b>Credits</b>	<b>Estimated Tuition</b>	<b>Program and Technology Fees</b>	<b>Other Fees</b>	<b>Estimated Total Institutional Charges</b>	<b>Books</b>
<b>College of Business and Technology</b>						
Business Analytics	12	\$4,485	\$600	\$0	\$5,085	\$800
Human Resources	12	\$4,485	\$600	\$0	\$5,085	\$800
Project Management	12	\$4,485	\$600	\$0	\$5,085	\$800
<b>College of Education</b>						
Early Childhood Education	12	\$4,485	\$600	\$0	\$5,085	\$800
Higher Education Administration	12	\$4,485	\$600	\$0	\$5,085	\$800
Special Education	12	\$4,485	\$600	\$0	\$5,085	\$800



## Student Tuition Recovery Fund

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 5748900 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.

## Cancellation Policy

Students may cancel their enrollment with United States University, without penalty or obligation, and obtain a refund of charges paid through the first seven (7) calendar days from the start of the program, or the start of the seventh day after enrollment, whichever is later.

If student cancels, any payments received shall be returned within 30 calendar days following the receipt of your written notice to withdraw the program.

To cancel your enrollment with the University you must submit a written request. The written notice of cancellation need not take any particular form and, however expressed,

it is effective if it shows that the student no longer wishes to be bound by the enrollment agreement. Students may complete this in person, mail, or electronically (e.g., student portal, student email). If mailed or emailed, the written request must be sent to the student's enrollment advisor or emailed to [admissions@usuniversity.edu](mailto:admissions@usuniversity.edu).

## University Refund Policy

Students who withdraw from a course prior to the course start date or during the first week of the course will receive a 100% tuition and fee refund for the course. Students who withdraw from a course during weeks two through five of the course will receive a pro rata tuition and fee refund for the course. Students who withdraw from a course after week five will not receive a tuition/fee refund for the course.

Students will be provided a pro rata refund of tuition charges up to (but not including) the end of the course/session for students who withdraw due to physical incapacity. Students who must withdraw due to physical incapacity but who complete the session (including by earning a failing grade) are ineligible for a refund. The student, or the student's representative, is required to submit reasonable documentation substantiating the student's physical incapacity.

Effective January 15, 2021, students pro rata refund will be calculated based on date of determination as stated below.

The pro rata refund percentage is calculated by dividing the number of days remaining in the course after the student's date of determination by the total number of days in the course.

The Date of Determination of Withdrawal is the date the student requests to be withdrawn from a course by submitting the Course Withdrawal form through the Student Portal. In the event a student is administratively withdrawn (unofficial withdrawal) from their course due to non-participation and does not otherwise provide a Course Withdrawal form, the Date of Determination of Withdrawal is no later than 14 calendar days after their last day of Academic Activity. Please see the Attendance and Participation (p. 69) policies for a detailed explanation of Academic Activities.

### Fee Refunds

All instruction-related fees are refundable on a pro rata basis in accordance with these guidelines.

### Tuition and Fee Refund (based on an 8-week session)

Week 1 100% tuition and fee refund

Weeks 2 – 5 Pro rata tuition and fee refund

After Week 5 No tuition or fee refund

Refunds will be processed and mailed within 45 calendar days of the date the student is determined to be withdrawn from the University. Refunds are mailed to the student's address on file with the institution. Students must ensure that their information is updated and is accurate. The University is not responsible for late or missing refunds if the student has not ensured accuracy of information with the Office of the Registrar.

Iowa students only: Effective April 4, 2023, students pro rata refund will be calculated based on date of determination as stated below.

The pro rata refund percentage is calculated by dividing the number of days remaining in the course after the student's date of determination by the total number of days in the course.

The Date of Determination of Withdrawal is the date the student requests to be withdrawn from a course by submitting the Course Withdrawal form through the Student Portal. In the event a student is administratively withdrawn (unofficial withdrawal) from their course due to non-participation and does not otherwise provide a Course Withdrawal form, the Date of Determination of Withdrawal is no later than 14 calendar days after their last day of Academic Activity. Please see the Attendance and Participation (p. 69) policies for a detailed explanation of Academic Activities.

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All instruction-related fees are refundable on a pro rata basis in accordance with these guidelines.

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Week 1-2 100% tuition and fee refund

Weeks 3 – 5 Pro rata tuition and fee refund

After Week 5 No tuition or fee refund

Refunds will be processed and mailed within 45 calendar days of the date the student is determined to be withdrawn from the University. Refunds are mailed to the student's address on file with the institution. Students must ensure that their information is updated and is accurate. The University is not responsible for late or missing refunds if the student has not ensured accuracy of information with

the Office of the Registrar.

## Cancellation of Program or Courses

The University reserves the right to cancel or postpone a class or a program if student enrollment is insufficient. However, every effort will be made to cancel the class or program well in advance of the intended start date allowing students to reschedule or make other arrangements.

In circumstances where the University cancels a course, the University will reverse any associated charges and make a full refund of any payments if the student does not wish to continue.

# Registration and Records

The Office of the Registrar (OR) oversees the maintenance and integrity of all student records, admissions criteria, course registration, status changes, and transcript evaluation. The OR reports on student enrollment data as mandated by federal and/or state regulation and as allowed under FERPA guidelines to all external agencies. The OR ensures all department activity is in compliance with institutional policies and procedures and verifies completeness and accuracy of all functions.

## Registration

The University utilizes the online registration functionality through the Student Portal. Once student has been accepted the student will have the ability to self-register. All programs of study are structured with a prescribed course sequence. Students may add and/or drop courses through the add/drop period (see add/drop period).

Students are not permitted to request a specific faculty member, nor request to avoid a course that a particular faculty member is teaching. The university reserves the right to make determinations about student scheduling in accordance with the needs of the college.

A student may not self-register in the prescribed sequence until all prerequisites have been satisfied. Prevention may be, but not limited to, pending award of transfer credit, satisfactorily pass coursework at USU, and/or meet any program specific requirements. A student may not register for a class and a course prerequisite in the same semester. Information on course prerequisites or co-requisites can be found in the course descriptions (p. 121) in this Catalog.

For further registration assistance a guide is available in the Student Portal. Students may also consult with their designated Academic Advisor.

## Add/Drop Period

The Add/Drop period occurs prior to and throughout the first week (7 days) of a session. During this period, students may add and drop courses. New students may be admitted during this period provided they attend at least one (1) scheduled class, or post a gradable assignment online, during the Add/Drop period. The University would consider students registered in their session as an intent to continue with their studies and confirmed into the session(s)

Students dropping all classes may be treated as

withdrawals or become inactive. Please refer to our Continuous Enrollment (p. 69) policy.

Dropped courses occurring within the add/drop period may appear on student's transcript but will not be included in evaluating student maximum allowable time frame specific to satisfactory academic progress.

## Teaching Credentialing Program Specific Requirements

In alignment with teaching credential regulatory bodies, for students to participate in student teaching and meet the required hours set by state and accrediting bodies, late registration is not permitted. Students must ensure they meet all requirements for student teaching as detailed in the Student Teaching Handbook prior to the first day of a session.

## Diplomas, Transcripts and Other Documentation

Diplomas are printed and mailed after all requirements have been completed. They are mailed to the address provided on the Application for Graduation approximately two months after the degree has been awarded.

Students may request transcripts by following the directions on the Office of the Registrar page. Official transcript requests will be processed online through the transcript ordering services. Students must use the Document Request Form for any unofficial transcript request. Please refer to the Tuition and Fees (p. 48) section for costs associated with transcript requests.

Students that require documentation other than transcripts may complete the Document Request Form. This form is required before any information is released as student's written consent is needed. The form is available from the Office of the Registrar or email registrar@usuniversity.edu. Example of documents may consist of enrollment verifications, grade reports, etc. Student Ledger requests can be requested by contacted Student Finance at studentfinance@usuniversity.edu.

## Student Record Retention

The University retains all required records for a minimum of five (5) years from the end of the student's award year on-site in order to be compliant with Federal Regulation (34 CFR §668.24) and State Regulation (5 CCR §71920). Records may then be stored on a secure off-site location and/or digitized and stored into a solutions system. However, some financial aid documents and all transcripts

are kept indefinitely.

### **Change in Demographic Information**

Students are responsible for maintaining up-to-date information: e.g., residence, phone number etc.

Students are able to update their residence by logging into the Student Portal. Students who relocate while enrolled in a degree program may be unable to complete their studies if they are moving to a country or state where the University is not currently authorized to offer that particular program. Students should contact their Academic Advisor if they are considering relocating during their course of study or if they need assistance updating their demographic information.

### **Change in Legal Name**

Students may change legal names only if a legal document showing the new name/name change documentation is submitted to the Office of the Registrar. Examples of accepted documents include a Driver License, a Passport or a Permanent Resident Card, Marriage Certificate, a Court Order documenting a name change, and/or documents from the Social Security Administration.

Students wishing to change their legal name may do so by completing the Student Name Change Form and submitting appropriate documentation. Please be advised that name changes occur at the end of each session.

# Student Services

The Student Services Department consists of Academic and International Student Advisors. Student Services works with every student to orient them to the University and understand policy and procedures. Among other services, Academic Advisors assist our students to develop and accomplish academic goals, utilize and access student success resources, assisting with Faculty outreach, registration questions, and tutoring services.

## Orientation

All incoming students must attend an orientation. The orientation provides an opportunity for students to meet with a designated Academic Advisor. It also orients students on policies and procedures and their rights and responsibilities as a student. During this orientation, students will learn how to navigate through the classroom platform and discuss various program requirements.

In addition, international students are required to attend the mandatory orientation at the campus. Students will check in with their International Student Advisor who will orient them on academic and classroom success and SEVP/SEVIS regulation requirements.

## Student Photo Identification Cards

Student Photo Identification Cards (ID) serve as a way to verify student's identity when attending on or off campus activities. To obtain a student identification card, please complete the [Student ID Request Form](#). Students will need to include Full Legal Name, mailing address and a passport style photo. Students who lose their ID card may be required to obtain a replacement and pay the replacement fee. Please refer to the Tuition and Fee (p. 48) section of this catalog.

## Academic Tutoring

The University provides tutoring services for Math, English and other areas of need with the purpose of helping students maintain proficiency or improve in a specific subject. Students are encouraged to seek help if needed to enhance their academic performance. Please contact student services to obtain additional information regarding tutoring resources.

## Textbooks and Course Materials

Course syllabi contain information about textbooks and supplemental materials for the individual courses. A

textbook list is also available in the student portal.

## Health Care Services

The University does not provide professional counseling services for students. Students may contact the Student Services Department which maintains information on general wellness, drug and alcohol abuse, nutrition, and volunteer opportunities.

## Smoking

United States University is committed to protecting the health of its students and employees. Smoking, including the use of e-cigarettes, is prohibited in all public areas of the University campus where nonsmokers cannot avoid exposure to smoke including all indoor facilities, exterior dining facilities, and within 20 feet of entrances to all University facilities.

## Housing

The university does not assume responsibility for student housing. It does not have dormitory facilities under its control, nor offer student housing assistance.

There are independent housing options available in the vicinity of the campus. Apartment complexes are within a five (5) mile radius and monthly rent ranges from \$1,700 to \$3,000 per month

## Verbal, Written, and E-mail Communication

The University's policy is to maintain respectful, professional, and polite conduct in all its communications and by all of its members. This includes all forms of verbal and/or written communication in meetings, courses, and via email. When people are upset or angry, they often engage in irate, sarcastic and unpleasant verbal and written communications (including emails and texts) in an attempt to vent their frustration. These types of verbal and written communications are not acceptable in a professional environment.

Students' USU email accounts are critical to their success and is the primary form of communication within the University. Students, faculty, and staff must use the USU e-mail system for electronic communication.

Any member of the University who initiates and engages in an irate, sarcastic, impolite or rude communication (verbal, written, or email formats) with another member of the University will be subject to disciplinary action up to,

and including dismissal, from the University.

### Faculty Response Time

The institution's best practice for online learning recommends that faculty respond to student communications within 24 hours, and provide feedback on student submissions within 96 hours from the assignment due date.

### **Diversity**

As forged by its mission and vision and The University's unique and distinctive character to serve the underserved community in California and the nation, USU ensures an uncompromising commitment to offering access to affordable higher education to all individuals who meet the criteria for admission regardless of age, gender, culture, ethnicity, socio-economic class and disability. At all times, USU shall strive to ensure equitable representation of all diverse groups in its student body. USU's diverse administration, faculty and staff shall be equally dedicated to the success of all students. The diversity of USU's administration and faculty shall help enrich curricula, while a diverse staff shall serve students with sensitivity to special needs.

### **Student Code of Conduct**

The University is committed to upholding a learning environment in which all members of the community are held to the highest standards of conduct consistent with respect for the law, fulfillment of contractual obligations, consideration for the rights of others, and a high level of personal integrity. All members of the University may face sanctions when not behaving in a manner consistent with the mission and policies of United States University both on- and off-campus.

Students should refer to the *Student Code of Conduct Handbook* available on the University Website for more information.

### **Student Discipline**

Students are expected to conduct themselves in a responsible manner that reflects ethics, honor and good citizenship. They are also expected to abide by the regulations of the University. It is the students' responsibility to maintain academic honesty and integrity and to manifest their commitment to the goals of the University through their conduct and behavior. Any form of academic dishonesty, or inappropriate conduct by students or applicants, may result in penalties ranging from warning to dismissal, as deemed appropriate by the

University. Students will be informed in writing of the nature of the charges against them. They will be given a fair opportunity to refute the charges and there will be provisions for appeal of a decision.

### **Student Ethical Behavior**

The personal behavior and ethical conduct of students impact the climate and reputation of the entire institution. It is essential that students act with integrity and with respect toward all members of the campus community. The University assumes that all students will conduct themselves as mature, responsible, law-abiding citizens who will comply with all policies and regulations (refer to the Student Code of Conduct for complete information).

### **Dress Code**

Students are expected to maintain a neat, clean appearance at all times during their educational training, both on campus and at clinical sites. Certain items of clothing, such as shorts and open shoes, may not be worn for safety reasons.

Nursing students are required to wear their designated uniforms at all times while attending clinical sites. See *Nursing Handbook* for more detailed information.

### **Violations of Student Code of Conduct**

The following procedures have been approved by the Board of Trustees. Any student on campus may be placed on probation, suspended, expelled, or given a lesser sanction for one or more of the following:

- Cheating or plagiarism in connection with any academic program
- Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information
- Misrepresentation of oneself or of an organization to be an agent of the University
- Obstruction or disruption, on or off campus property, of the educational process, administrative process or other function
- Physical abuse of the University, family members, or the threat of physical abuse
- Theft of, or non-accidental damage to, University property, or property in the possession of, or owned by, members of the University

- Unauthorized entry into, unauthorized use of, or misuse of University property
- On University property, the sale of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis
- Knowing, possessing, or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function
- Engaging in lewd, indecent or obscene behavior on campus property or at a campus function
- Abusive behavior, directed toward, or hazing of, a member of the University campus
- Violation of any order of the University President, notice of which had been given prior to when such violation occurs; either by publication in the campus bulletin, or by posting notice on the official bulletin board designated for this purpose, or by any other means of verifiable communication including an email message
- Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation.

Consequences for violating the Student code of conduct may include but are not limited to failure of the assignment, failure of the course, expulsion from the University, rescinding of a diploma or degree.

All violations of the code of conduct will be reported to the University's administration to investigate. Individual reports will also be evaluated in the context of potential patterns of dishonesty. The faculty, in conjunction with administration, will make a determination of the effect on student status and/or course grades resulting from substantiated reports of code violations. Academic dishonesty jeopardizes the quality of education provided and depreciates the genuine achievements of others. It is everyone's responsibility to actively deter it. Ignoring the presence of academic dishonesty is not acceptable. All members of the University community share the responsibility and authority to challenge and make known acts of apparent academic dishonesty. Students, faculty, and staff are all responsible for understanding and upholding the University's policy.

### **Disciplinary Hearing**

The President of the University shall take appropriate disciplinary action against any individual who has been found to have violated any of the above listed conducts and/or disrupted the orderly operation of the University. Nothing in this section shall be construed to prohibit, where an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order, interim suspension pending a hearing, provided that a reasonable opportunity be afforded the suspended person for a hearing within ten (10) days. The disciplinary action may include, but need not be limited to, probation, suspension, or expulsion.

### **Dismissal for Conduct**

The University regards studying at the University as a privilege granted in consideration of specified levels of performance and of maintaining the established standards of scholarship and personal and professional conduct. The University reserves the right to require withdrawal at any time it deems necessary to safeguard its standards of scholarship, conduct, and orderly operation. The student concedes this right by the act of matriculation. At the same time, the student has the right of appeal.

Within 5 working days following written notification to the student of the action by the Program Director/Dean, the student may appeal the decision in writing to the Provost, who may then approve, reject, or modify the decision in question. The Provost's decision on this matter is final.

If a student is suspended for any reason, and receives financial aid, all student financial aid will be withheld until reinstatement of the student or dismissal of the student resolves the appeal process. If reinstated, the financial aid funds can be released to the student. If the student is dismissed, the funds will be returned to the proper agency/lender respectively.

### **Academic Integrity**

Academic honesty, integrity, and ethics are required of all members of the University. Students are expected to conduct themselves in a manner reflecting the ideals, values, and educational aims of the University at all times. Academic integrity and honorable behavior are essential parts of the professionalism that will be required well beyond graduation from the University.

The general public, professional organizations and accrediting bodies hold individuals to a high standard and expect us to monitor the professional behavior of our colleagues. Students at the University have a responsibility to follow this model and guide their actions to serve the



best interest of their fellow students, faculty and potential patients by maintaining the highest degree of personal and professional integrity. Students are representatives of their profession in and out of the academic environment. Therefore, allegations of misconduct by any student of the University will be taken very seriously.

Work for which students receive credit must be the result of their own effort. Acting honorably in an academic setting requires more than simple honesty. Academic dishonesty takes place whenever a student undermines the academic integrity of the University or attempts to gain an unfair advantage over others. Examples of violations include, but are not limited to:

- Cheating
- Using unauthorized materials such as books, notes, any portal device, or “cheat” sheets to answer examination questions.
- Taking advantage of information considered unauthorized by an instructor regarding examination questions.
- Copying another student’s homework, written assignments, examination answers, electronic media, or other data.
- Assisting or allowing someone else to cheat.
- Failure to report cheating to an academic official of the University.
- Plagiarism
- Representing the ideas, expressions, or materials of another without references providing credit.
- Paraphrasing or condensing ideas from another person’s work without proper citation.
- Failing to document direct quotations and paraphrases with proper citation.
  - Students can check their work for improper citation or potential plagiarism by comparing it against continuously updated databases.
- Other forms of academic dishonesty
- Fraud, deception, and the alteration of grades, attendance, or official records.
- Changing examination solutions after the fact, inventing, changing or falsifying laboratory data or

research.

- Purchasing and submitting written assignments, homework, or examinations.
- Reproducing or duplicating images, designs, or web pages without giving credit to the developer, artist, or designer.
- Submitting work created for another module or course without instructor approval.
- Misrepresenting oneself or one’s circumstance to gain an unfair advantage.
- Collaborating with another person(s) without instructor approval.
- Selling or providing term papers, course work, or assignments to other students.

## Career Services

United States University provides Career Services to students and alumni in career preparation at no additional cost. Visit the Career Resources Website to access relevant resources and connect with Career Services. The University cannot guarantee employment after the student has successfully completed the program of study and does not provide job placement.

Below is a listing of the Standard Occupational Classification (SOC) Codes the University has identified for each program in which it prepares its students for the job market. SOC Codes are used to categorize occupations based on industry and degree pathway and are used for reporting purposes. For more information on SOC Codes please contact Career Services.

<b>Degree Programs</b>	<b>SOC Codes</b>		
		Bachelor of Science in Nursing (RN to BSN)	11-9111.00, 21-1091.00, 21-1094.00, 29-2072.00, 29-1141.00, 29-1141.01, 29-1141.03, 29-1141.04, 29-9099.00
Bachelor of Arts in Liberal Studies	11-1021, 11-2022, 11-2032, 11-3012, 11-3031, 11-3031.01, 11-3031.03, 11-9051, 13-1071, 13-1151, 13-2052, 13-2072, 5-3041, 25-3099, 25-9031, 25-9042, 33-3051.00, 33-3501.04, 25-2021, 25-2031, 25-2011, 25-2022, 25-3011		11-1011.00, 11-1011.03, 11-1021.00, 11-3013.01, 11-3121.00, 11-3131.00, 11-9031.00, 11-9032.00, 11-9033.00, 11-9039.00, 11-9111.00, 11-9151.00, 11-9161.00, 11-9179.00, 11-9199.00, 11-9199.01, 11-9199.02, 11-9199.08, 13-1041.00, 13-1041.01, 13-1041.03, 13-1199.00, 13-1199.04, 13-1199.05, 13-1199.07, 13-2022.00, 13-2023.00, 13-2051.00, 13-2052.00, 13-2081.00, 13-2099.00, 13-2099.01, 25-1011.00, 25-1063.00, 25-1122.00, 25-1199.00, 33-3021.06
		Doctor of Business Administration	11-1011.00, 11-1021.00, 11-9033.00, 11-9039.00, 11-9111.00, 25-1072.00
Bachelor of Arts in Management	11-1021.00, 11-2011.00, 11-2021.00, 11-2022.00, 11-2032.00, 11-2033.00, 11-3012.00, 11-3013.00, 11-3013.01, 11-3021.00, 11-3031.00, 11-3031.03, 11-3051.00, 11-3051.01, 11-3051.02, 11-3051.03, 11-3051.04, 11-3051.06, 11-3061.00, 11-3071.00, 11-3071.04, 11-3111.00, 11-3121.00, 11-3131.00, 11-9013.00, 11-9021.00, 11-9041.00, 11-9041.01, 11-9051.00, 11-9071.00, 11-9072.00, 11-9081.00, 11-9111.00, 11-9121.00, 11-9141.00, 11-9151.00, 11-9161.00, 11-9171.00, 11-9179.00, 11-9179.02, 11-9199.00, 11-9199.01, 11-9199.02, 11-9199.08, 11-9199.09, 11-9199.10, 13-1011.00, 13-1082.00, 13-1111.00, 13-1161.00, 13-1199.00, 13-1199.04, 13-1199.05, 13-1199.06, 13-1199.07, 15-1299.03, 15-1299.09, 15-2051.01	Doctor of Nursing Practice	25-1000, 25-1020, 25-1040, 25-1050, 25-1060, 25-1070, 25-1080, 25-3000, 25-3090, 25-1010, 25-1011, 25-1020, 25-1021, 25-1030, 25-1031, 25-1032, 25-1041, 25-1042, 25-1043, 25-1051, 25-1052, 25-1053, 25-1054, 25-1061, 25-1062, 25-1063, 25-1064, 25-1065, 25-1066, 25-1067, 25-1068, 25-1069, 25-1071, 25-1072, 25-1081, 25-1082, 25-3010, 25-3011, 11-9033, 11-9031, 21-1012
		Master of Arts in Education	Multiple Subject Program: 25-2021, 25-2011, 25-2022, 25-2012
Bachelor of Science in Elementary Education	25-2021, 25-2011, 25-2022, 25-2012 Bilingual Authorization: 25-3010, 25-3011	Master of Arts in Teaching	Single Subject Program: 25-2030, 25-2031, 25-2022 Bilingual Authorization: 25-3010, 25-3011
Bachelor of Science in Health Sciences	11-9111.00, 15-1211.01, 21-1091.00, 21-1094.00, 25-1071.00, 29-2072.00, 29-9099.00		11-1011.00, 11-1011.03, 11-1021.00, 11-1031.00, 11-2011.00, 11-2021.00, 11-2022.00, 11-2032.00, 11-2033.00, 11-3012.00, 11-3013.00, 11-3013.01, 11-3021.00, 11-3031.00, 11-3031.01, 11-3031.03, 11-3051.00, 11-3051.01, 11-3051.02, 11-3051.03, 11-3051.04, 11-3051.06, 11-3061.00, 11-3071.00, 11-3071.04, 11-3111.00, 11-3121.00, 11-3131.00, 11-9013.00, 11-9021.00, 11-9031.00, 11-9032.00, 11-9033.00, 11-9039.00, 11-9041.00, 11-9041.01, 11-9051.00, 11-9071.00, 11-9072.00,
Bachelor of Science in Information Technology	15-1211.00, 15-1211.01, 15-1212.00, 15-1221.00, 15-1231.00, 15-1232.00, 15-1241.00, 15-1241.01, 15-1242.00, 15-1243.00, 15-1243.01, 15-1244.00, 15-1251.00, 15-1252.00, 15-1253.00, 15-1254.00, 15-1255.00, 15-1255.01, 15-1299.00, 15-1299.01, 15-1299.03, 15-1299.04, 15-1299.05, 15-1299.06, 15-1299.07, 15-1299.08, 15-1299.09, 15-2011.00, 15-2021.00, 15-2031.00, 15-2041.00, 15-2041.01, 15-2051.00, 15-2051.01, 15-2051.02, 15-2099.00, 15-2099.01	Master of Business Administration	

	11-9081.00, 11-9111.00, 11-9121.00, 11-9121.01, 11-9121.02, 11-9131.00, 11-9141.00, 11-9151.00, 11-9161.00, 11-9171.00, 11-9179.00, 11-9179.01, 11-9179.02, 11-9199.00, 11-9199.01, 11-9199.02, 11-9199.08, 11-9199.09, 11-9199.10, 13-1011.00, 13-1021.00, 13-1022.00, 13-1023.00, 13-1031.00, 13-1032.00, 13-1041.00, 13-1041.01, 13-1041.03, 13-1041.07, 13-1041.08, 13-1051.00, 13-1071.00, 13-1074.00, 13-1075.00, 13-1081.00, 13-1082.00, 13-1111.00, 13-1121.00, 13-1141.00, 13-1151.00, 13-1161.00, 13-1161.01, 13-1199.00, 13-1199.04, 13-1199.05, 13-1199.07, 13-2011.00, 13-2022.00, 13-2023.00, 13-2031.00, 13-2041.00, 13-2051.00, 13-2052.00, 13-2053.00, 13-2054.00, 13-2061.00, 13-2071.00, 13-2072.00, 13-2081.00, 13-2082.00, 13-2099.00, 13-2099.01, 13-2099.04, 15-1299.09, 25-1011.00, 25-1063.00, 25-1122.00, 25-1199.00, 33-3021.06		
Master of Science in Nursing – Health Care Leadership	11-1011.00, 11-9033.00, 11-9039.00, 11-9111.00, 21-1091.00, 21-1094.00, 29-1141.00, 29-1141.01, 29-1141.03, 29-9099.00		
Master of Science in Nursing – Nurse Educator	11-1011.00, 11-9033.00, 11-9039.00, 11-9111.00, 21-1091.00, 21-1094.00, 29-1141.00, 29-9099.00	11-9033, 11-9039, 24-1000, 25-9044	
Master of Science in Nursing - Family Nurse Practitioner	11-1011.00, 11-9033.00, 11-9039.00, 11-9111.00, 21-1091.00, 21-1094.00, 29-1141.00, 29-1171.00, 29-9099.00		
Teacher Credentialing	Multiple Subject Program: 25-2021, 25-2011, 25-2022, 25-2012 Single Subject Program: 25-2030, 25-2031, 25-2022 Bilingual Authorization: 25-3010, 25-3011		
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<b>Certificate Programs</b>	<b>SOC Codes</b>		
Graduate Certificate in Business	15-1211.00, 15-1211.01, 15-1212.00, 15-1221.00, 15-1231.00, 15-1232.00, 15-1241.00, 15-1241.01, 15-1242.00,		
		Analytics	15-1243.00, 15-1243.01, 15-1244.00, 15-1251.00, 15-1252.00, 15-1253.00, 15-1254.00, 15-1255.00, 15-1299.00, 15-1299.01, 15-1299.03, 15-1299.05, 15-1299.06, 15-1299.07, 15-1299.08, 15-1299.09, 15-2021.00, 15-2031.00, 15-2041.00, 15-2041.01, 15-2051.00, 15-2051.01, 15-2051.02, 15-2099.00, 15-2099.01
		Graduate Certificate in Early Childhood Education	25-2000, 25-2010, 25-2011
		Graduate Certificate in Higher Education Administration	11-9033, 11-9039, 24-1000, 25-9044
			13-1141.00, 13-1151.00, 43-1011.00, 43-2099.00, 43-3031.00, 43-3051.00, 43-3099.00, 43-4011.00, 43-4021.00, 43-4031.00, 43-4041.00, 43-4051.00, 43-4061.00, 43-4111.00, 43-4121.00, 43-4131.00, 43-4141.00, 43-4151.00, 43-4161.00, 43-4171.00, 43-4181.00, 43-4199.00, 43-5031.00, 43-5032.00, 43-6011.00, 43-6012.00, 43-6013.00, 43-6014.00, 43-9021.00, 43-9041.00, 43-9051.00, 43-9061.00, 43-9081.00, 43-9199.00
		Graduate Certificate in Human Resources	11-1021.00, 11-2011.00, 11-2021.00, 11-2022.00, 11-2032.00, 11-2033.00, 11-3012.00, 11-3013.00, 11-3013.01, 11-3021.00, 11-3031.00, 11-3031.03, 11-3051.00, 11-3051.01, 11-3051.02, 11-3051.03, 11-3051.04, 11-3051.06, 11-3061.00, 11-3071.00, 11-3071.04, 11-3111.00, 11-3121.00, 11-3131.00, 11-9013.00, 11-9021.00, 11-9041.00, 11-9041.01, 11-9051.00, 11-9071.00, 11-9072.00, 11-9081.00, 11-9111.00, 11-9121.00, 11-9141.00, 11-9151.00, 11-9161.00, 11-9171.00, 11-9179.00, 11-9179.02, 11-9199.00, 11-9199.01, 11-9199.02, 11-9199.08, 11-9199.09, 11-9199.10, 13-1011.00, 13-1082.00, 13-1111.00, 13-1161.01, 13-1199.00, 13-1199.04, 13-1199.05, 13-1199.06, 13-1199.07, 13-1199.07, 15-1299.03, 15-1299.09, 15-2051.01
		Graduate	25-2000, 25-2050, 25-2059

### Certificate in Special Education

Post-Master's Certificate in Family Nurse Practitioner 11-1011.00, 11-9033.00, 11-9039.00, 11-9111.00, 21-1091.00, 21-1094.00, 29-1141.00, 29-1171.00, 29-9099.00

Post-Master's Certificate in Health Care Leadership 11-1011.00, 11-9033.00, 11-9039.00, 11-9111.00, 21-1091.00, 21-1094.00, 29-1141.00, 29-1141.01, 29-1141.03, 29-9099.00

Post-Master's Certificate in Nurse Educator 11-1011.00, 11-9033.00, 11-9039.00, 11-9111.00, 21-1091.00, 21-1094.00, 29-1141.00, 29-9099.00

## Library

The United States University Library mission is to support the learning, research, and academic success of all students. The mission is supported through a progressive information literacy strategy that supports the development of students' independent and transferable research skills.

Elements of that strategy include the provision of: web-based 24 hour access to the A-Z List of Databases, programmatic and general library pages, research guides, instructional micro-videos and webinars as well as power-points. Customized reference instruction is delivered

through customized asynchronous instructional emails, and pre-booked research consults conducted through a range of modalities. eg. Zoom, Skype etc. The 7 day a week virtual reference service, delivered by professional librarians, assists students with their research plans.

The Library resources and services are wholly virtual within the online class platform (D2L Brightspace). The academic curricula are supported through the provision of access to subscription databases located in the Library. Complementing the database content (eg. scholarly ejournals and ebooks), are credible web-based links, curated by the professional librarian team.

The databases, complementary websites and self-learning library instructional resources are available 24/7. The range of content types include: ejournal and ebook databases, links to peer-reviewed open access journals, government data and statistics, demographics, theses and dissertations, open access collections. Additional online resources correspond to societies, associations, directories, and government information.

State university libraries and public libraries support students all over the United States. Students are encouraged to apply for a library card from their local state public library in order to access content not found in the program specific holdings of USU Virtual Library and to access interlibrary loan privileges.

# Academic Policies

## Academic Freedom

The right to academic freedom is the right of every faculty member. Academic freedom is defined as the freedom of thought and expression as it applies to teaching, publication, oral presentation, and extramural activities. It includes the right of faculty members to choose and use materials that they deem appropriate to program or course goals in their classes without interference.

Institutions of higher education exist for the common good. The welfare and strength of United States University and of society at large depend on the uninhibited search for truth and its free expression. Academic freedom is based upon the premise that scholars are entitled to immunity from coercion in matters of thought and expression, and on the belief that the mission of United States University can be performed only in an atmosphere free from administrative or political constraints and tolerant of thought and expression. Academic freedom is fundamental for the protection of the rights of both the faculty in teaching and the student in learning. Academic freedom is also essential to protect the rights of the faculty to freely discuss and debate all ideas, however controversial or unpopular, within United States University or before the broader community. The exercise of academic freedom cannot serve as cause for discipline, dismissal, or non-reappointment. Academic freedom does not include communication or material presented in class that constitutes discrimination, sexual harassment, illegal behavior, or encourages students or others to engage in criminal or unethical behavior.

In the event a faculty member's choice of course materials are challenged, the burden will be on the challenger to establish by material evidence that the challenged material is academically inappropriate for the course. The Provost's Office will be the academic administrator charged with oversight of this process. Determination as to the appropriateness of the course material in question will be made within 30 calendar days of the date that the Provost's Office receives written challenge to the academic appropriateness of the material in question.

Notwithstanding the broad right of faculty members to select and use academically appropriate materials for their courses, faculty members should be sensitive to the possibility that some students in a course may find certain materials to be personally offensive. Faculty members can

elect to alert students at the beginning of their courses to any potentially controversial course materials.

## Academic Year

The academic year for undergraduate and post-baccalaureate degrees at USU is composed of two (2) semesters of 16 weeks duration totaling 32 weeks of instruction and at least 24 credits. Each semester is composed of two (2) sessions of eight (8) weeks and at least 12 credits.

The academic year for graduate students at USU is composed of two (2) semesters of 16 weeks duration totaling 32 weeks of instruction and at least 18 credits. Each semester is composed of two (2) sessions of eight (8) weeks and at least six (6) credits.

### Undergraduate Class Standing

- Freshmen: Students who have completed 0- 30 college credits.
- Sophomore: Students who have completed 31-60 college credits.
- Junior: Students who have completed 61-90 college credits.
- Senior: Students who have completed more than 90 college credits.

## Maximum Credit Load

Due to rigor of curriculum and the time students are expected to spend in course(s), the University has established a maximum credit load of six (6) credits per session (may vary by program). Students wanting to register for more than six (6) credits per session must obtain approval from the Dean or Program Director/Lead. Students must be in good academic standing.

## Credit Hour Policy

United States University offers credit bearing programs and courses in semester credit hour system. A semester is composed of two sessions of 8 weeks (a total of 16 weeks). At USU, one credit hour is defined as 15 hours of direct faculty instruction and a minimum 30 hours of out-of-class student work for the 8 weeks session.

USU's definition of a credit hour is consistent with the federal regulation (CFRs 600.2 and 600.4), which defines the credit hour as "the amount of work represented intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

One hour of direct faculty instruction is equal to 50 minutes of classroom time. In courses in which direct instruction does not apply, a credit hour may be measured by an equivalent amount of work, as demonstrated by student achievement.

For nursing laboratory and clinical courses, one credit is awarded for 48 hours of supervised laboratory or clinical instruction.

## Attendance and Participation

### Course Participation

The University expects all students to attend all class meetings of courses in which they are enrolled and comply with attendance requirements specified in the course syllabus.

Students must be in attendance, on campus and online classes, by the seventh day of the session. If the student does not attend or participate in the classroom, by the seventh day of the session, the student may be dropped from the course and/or administratively withdrawn from the University.

In addition, if at any time after the first week of class a student is absent from the University for 14 consecutive calendar days, excluding holidays and scheduled breaks of five (5) calendar days or more, and no contact has been made by the student indicating intent to continue, the student may be dropped from the course and/or

administratively withdrawn from the University.

Participation criterion for online classes will vary by course; however, examples of requirements include: posting or submit substantive academic discussions or assignments at least two separate days of the week.

International students are required to maintain continuous participation in an online environment and must attend all in-person weekend lectures. Failing to attend any in-person lectures will result in course(s) being dropped and/or administratively withdrawn from the University which may be processed the next business day. Make-hours are not allowed.

### Continuous Enrollment

In order for a student to maintain an Active status, they must be continuously enrolled. A student is considered continuously enrolled when they are enrolled in a current course or if they are enrolled in a course that is scheduled to start within 30 calendar days after their last date of attendance. If a student fails to commence in the scheduled course, they are no longer considered continuously enrolled.

If a student is not continuously enrolled, the student's status will be Inactive. This status shall be reported to external agencies as mandated by federal, state, or other regulatory bodies.

In the event the student does not attend a course that starts within 180 calendar days after their last date of attendance and the student was not approved for a Leave of Absence, the student will be Administratively Withdrawn from their program of study. Students who are Administratively Withdrawn and wish to return to USU must reapply for admission.

If the student's attendance/academic participation extends beyond the scheduled end date of the course as a result of an approved Incomplete (I) grade, the end date of the course will be used as the last date of participation.

### Field Experience Preparation Participation

For students in field experience/practicum/student teaching requirements, participation includes students being proactive and partnering with the Office of Field Experience or designee to fulfill the required field experience requirements which include and are not limited to: reviewing and understanding the program requirements, communicating with your coordinators, submitting the required documentation/information prior to the established deadlines to ensure sufficient time to review

and process your requests, and to be respectful of the time of others involved in the process - including preceptors, cooperating teachers, and placement location personnel.

## Academic Leave of Absence

Students are expected to maintain continuous enrollment in their program of study. A leave of absence (LOA) may be granted for jury duty, military reasons, medical reasons, significant academic issues or other extenuating circumstance as approved by the Office of the Registrar. An official academic leave allows a temporary break from the University without going through a re-entry process.

A student must be in attendance for at least one semester (two 8-week sessions) to be eligible to request an LOA. An approved LOA cannot exceed more than 180 calendar days in a twelve month period. The 12-month period begins on the first day of the student's LOA. Students should speak with their Academic Advisor prior to any request for an LOA.

Students are responsible for obtaining approval of the leave of absence prior to reaching excessive absences of 30 calendar days from the last date of attendance/participation. All requests for an LOA must be submitted in writing to the Office of the Registrar explaining reason for leave, dates for which leave is needed, and include appropriate supporting documentation. Students may not be granted an LOA if they are not in good academic standing (not on disciplinary action, academic probation or academically dismissed from the University).

Students are expected to return within the specified time frame and attend by the end of the add period of the scheduled session. Students not in attendance by the end of add period will automatically be considered a withdrawal. This temporary academic leave status will not be reported to external agencies as it does not meet the requirements under the Federal Student Aid definition for term based institutions.

Non-Degree Seeking students are not eligible to take a Leave of Absence.

## Field Experience Policies - College of Nursing and Health Sciences

The College of Nursing and Health Sciences (CONHS) and its Office of Field Experience (OFE) are committed to delivering robust support to CONHS students in

preparation for and throughout their field experiences, promoting continuous compliance with all relevant requirements or regulations. Field experiences, which encompass external experiences or externships, are mandatory components for specific CONHS programs. The term "field experience" is inclusive of clinical, practicum, or practice immersion experiences.

### Registration of Field Experience Courses

Students must obtain OFE approval prior to entering each field experience course. Students are advised to review the relevant programs' field experience handbook for detailed requirements and instructions.

### OFE Approval Process

To gain approval, students must submit the following documents to the Office of Field Experience by the appropriate deadline:

- Approved health and safety documents submitted through Complio.
- Preceptor or mentor documentation and approval.
- Active affiliation agreement.
- Fulfillment of any additional requirements stipulated by the field experience site.

Upon submission, these documents will undergo review in accordance with the respective program handbook. Review times may vary.

### Maintaining OFE Approval

To uphold approval status, students must adhere to the following guidelines:

- Maintain current health and safety documents. OFE, through Complio, sends notifications to students 60 days before document expiration and provides reminders every 15 days leading up to expiration.
- Preceptor/mentor documents, such as licenses, must be current. OFE reaches out in advance to preceptors for upcoming expirations. Preceptors/mentors are subject to periodic re-review.
- Active affiliation agreements must be maintained. OFE reaches out in advance to affiliate/field experience sites for upcoming expirations.
- Fulfillment of any additional requirements stipulated by the field experience site.

If a student intends to change their field experience site or preceptor, they must communicate this to the OFE in advance and by the appropriate deadline to allow for processing, review, and approval.

### **Late or Incomplete Documentation Notice**

Late submission of documentation or information may lead to clinical restrictions or delays in course progression. Failure to provide complete, up-to-date documentation, including health and safety, preceptor, and affiliate documents, may lead to clinical restrictions or delays in course progression. While OFE makes all reasonable efforts to renew preceptor and site documents, if a delay occurs, this may result in clinical restrictions or delays in course progression. Students are responsible for all costs associated with repeat courses. All components of each requirement must be received by OFE. Students may be asked to assist in facilitating the submission of these documents.

### **Code of Conduct Notice**

Students who do not comply with the OFE requirements set forth in this policy are subject to Code of Conduct referral.

### **Health and Safety Requirements**

Health and safety requirements are mandated by agreement with the clinical sites in which a student may be placed. Therefore, USU cannot make exceptions to waive any health and safety requirements. Students that refuse to provide appropriate health and safety documentation, or request medical waivers (subject to approval), by the appropriate deadline will be responsible to find and secure their own clinical placement experiences that meet the appropriate standards. Students must communicate with the OFE prior to reaching out to any clinical site, as there may be pre-established procedures to be followed for that facility. Students must provide documentation from the clinical site (owner, director, CEO) stating that they approve the student to do clinical hours within their facility without documentation of these health and safety requirements. Documentation will be verified by the OFE prior to each rotation.

### **Commencement of Clinical Hours**

Students must initiate clinical hours within the first week of each clinical course. Failure to meet this requirement may necessitate withdrawal, reapplication, and course retake.

### **Address Updates**

Students must promptly notify the OFE of a change of address immediately as this may impact clinical placement. A student who moves to a state in which the program is not offered will not be able to complete the program.

### **OFE Placement Support Services**

- Students are responsible for identifying clinical placements and preceptors and must actively partner with the OFE to facilitate placements that align with student preferences within the scope of the program requirements.
- Students must submit a minimum of three qualified preceptors with valid contact information at least 6 months prior to the start of each clinical course. Students should submit this via the Preceptor Form or Interest Form.
- Should the preferred placements not work out, OFE will assist students in obtaining a placement. Priority for placements will be given to students who submit all required documentation by the appropriate deadline(s).
- In a case where a preceptor is unable to fulfill their requirements due to reasons outside of the student's control, the OFE will make every reasonable attempt to assist the student in finding alternative placement to complete the hours. If this is not possible, the student may need to withdraw, retake the course, and all associated clinical hours will be lost and need to be repeated the following term. Students will be responsible for all costs associated with any repeat courses.
- Every reasonable attempt will be made to obtain a placement in the student's geographical area. Students must be willing to travel to any site in their state at their own expense to complete the clinical requirements. Travel time is not an appropriate reason to deny a clinical placement.
- Students are expected to accommodate preceptor and site schedules.
- Out of respect for those providers that have agreed to precept students at their clinical site, students that have accepted a clinical placement provided by the OFE, as requested, must complete all hours associated with that placement. Failure to do so will result in referral to the Code of Conduct Committee and may impact future placement opportunities being extended. Students may deny placements provided by the Office of Field Experience should they desire to



self-place for a rotation. If an offered placement was declined or not accepted within 24 business hours, excluding holidays, students must provide their own placement for that clinical rotation by deadline.

- Clinical site/preceptors may require interviews or additional requirements and the student must follow through with these expectations and appointments. Should these expectations or appointments not be met, students must provide their own placement for that clinical rotation by deadline.

**Clinical Site Fees**

USU does not cover preceptor or clinical site fees. Students are responsible for negotiating payment directly with their selected preceptor/site or placement service. If a student opts to utilize a placement service, students are responsible for communicating the respective preceptor/mentor and field experience site requirements to the placement service agency.

**Course Substitution**

In certain cases, a student may request to substitute a USU core or general education course for a specific course requirement. Students will be required to complete a course substitution form and provide detailed explanation for substitution. Approval is required by the Dean or Program Director/Lead of the student’s major. Students may not substitute more than 15 credits.

**Grading System**

The grading system that appears in the charts below governs grading symbols and computations for all undergraduate and graduate students of the University. All letter grades carry quality points and are computed in student GPAs.

Students receive a grade in each course for which they register and attend. Each course syllabus indicates the relationship between course components and assignments in determining a final grade. Grades of plus (+) and minus (-) are used in determining a grade point average (GPA). Quality points, used in determining a grade average, are assigned as follows:

**General Grading Scale**

Grade	Quality Points	Percentage*
A	4.00	94.0 - 100
A-	3.67	90.0 - 93.99
B+	3.33	87.0 - 89.99
B	3.00	83.0 - 86.99
B-	2.67	80.0 - 82.99
C+	2.33	77.0 - 79.99
C	2.00	73.0 - 76.99
C-	1.67	70.0 - 72.99
D+	1.33	67.0 - 69.99
D	1.00	63.0 - 66.99
D-	0.67	60.0 - 62.99
F	0.00	< = 59.99
WF	0.00	0.00

\*For MBA students, a minimum passing grade is a 'C+.'

For MAEd students, a minimum passing grade is a 'B-'

For students in teacher credentialing programs, a minimum passing grade in a 'C' in coursework with prefix EDU.

For DBA, EdD and EdS students, a minimum passing grade is a 'B'.

**Undergraduate Nursing Grading Scale**

Grade	Quality Points	Percentage*
A	4.00	95.0 – 100
A-	3.67	90.0 - 94.99
B+	3.33	87.0 - 89.99
B	3.00	84.0 – 86.99
B-	2.67	80.0 – 83.99
C+	2.33	77.0 - 79.99
C	2.00	74.0 - 76.99
F	0.00	< = 73.99
WF	0.00	0.00

\*For BSN students, the minimum passing grade is a ‘C.’

**Graduate Nursing Grading Scale**

Grade	Quality Points	Percentage*
A	4.00	95.0 – 100
A-	3.67	90.0 - 94.99
B+	3.33	87.0 - 89.99
B	3.00	84.0 – 86.99
B-	2.67	80.0 – 83.99
F	0.00	< = 79.99
WF	0.00	0.00

\*For MSN and DNP students, a minimum passing grade is a 'B.'

Additional course designators are:

<b>AU</b>	Audit - Indicates auditing of course for no credit; not included in computation of grade average.
<b>CR</b>	Credit - Indicates student has passed with a “C” level grade or higher for undergraduate students and a “B” or better for graduate students; not included in determining grade average but does represent satisfactory progress toward a degree.
<b>DP</b>	<b>Drop</b> – Indicates student has dropped courses during the add/drop period.
<b>I</b>	Incomplete - Indicates special circumstances that delay course completion; not included in determining grade average and does not represent satisfactory progress toward the degree but does count toward credits attempted when determining satisfactory progress.
<b>NG</b>	Indicates no grade was able to be issued by faculty due to extenuating circumstances. Grade defaults to failing grade after 180 calendar days if not resolved. Not included in determining grade average or towards credits attempted when determining satisfactory progress.
<b>NC</b>	No Credit - Indicates student has not passed with a “C” level grade or higher for undergraduate students and a “B” or better for graduate students; not included in determining grade average but does represent satisfactory progress toward a degree.
<b>R</b>	Repeat - Indicates a course that has been repeated; only higher grade is used for computing GPA.
<b>TC</b>	Transfer Credit - Denotes transfer credit; not included in determining grade average but does count as attempted and completed credits when determining satisfactory progress.
<b>W</b>	Withdrawal - Indicates withdrawal after an Add/Drop period; not included in determining grade average but does count toward hours attempted when determining satisfactory academic progress.
<b>WF</b>	Withdrawal Fail - Indicates administrative withdrawal during last week of course (Week 8). A grade of WF may also be used as a result of code of conduct. A grade of WF does affect a student’s cumulative GPA and counts as credit hours attempted toward both pace and maximum time frame.

### Incomplete Grades

An Incomplete (I) grade is assigned when a student is

unable to complete the requirements of a course due to extenuating circumstances beyond the student's control, such as illness, hospitalization, death or care of family member. A student may request an Incomplete grade if at a minimum 60% of a course is completed and in good standing.

The student must initiate the request for an Incomplete to the faculty prior to the last day of the course. Faculty may require student to provide documentation of the extenuating circumstance. If the faculty approves the request for the Incomplete, a student may be given a maximum of four (4) weeks from the end of the course to meet the criteria outlined by the faculty for an Incomplete. It is the discretion of the faculty to give a shorter deadline.

Faculty will send the approval to the Office of the Registrar for processing. It is the responsibility of the student to follow up with the faculty to remove an Incomplete. Failure to resolve the Incomplete by the deadline given will result in the grade defaulting to an "F" or "NC" based on the grading criteria of the course.

A grade of Incomplete is not considered a grade and may not satisfy the prerequisite requirement of any subsequent courses.

### Credit/No Credit Grading

A grade of Credit (CR) is equivalent to acceptable undergraduate or graduate performance (the equivalent of a "C" or higher for undergraduate students and a "B" or higher for graduate-level students). A No-Credit (NC) grade indicates that the course was not mastered. CR and NC grades are not included in computing GPA, however, used in calculating pace of completion for purposes in determining satisfactory academic progress.

### Repeating a Course

The student may repeat courses in which a below than average, or minimum passing, grade has been earned in order to work towards a better grade to assist in raising GPA. If a course is repeated, the most recent attempt will be used in calculating the cumulative GPA and for completion of program requirements. The original course will remain on the official transcript as credits attempted but not earned. Students may be dismissed if a repeated course is not successfully passed.

Students participating in the federal student aid program should verify with the Financial Aid Department to discuss how repeat of course(s) may impact their eligibility status.

- Course(s) may be repeated when a grade of "D" or

below affects the GPA for purposes of SAP.

- A student may not repeat a course more than two (2) times for undergraduate students.
- A student may not repeat a course more than one (1) time for graduate students.
- Students will be charged the current tuition rate for the repeated course at the time the course is repeated.
- Students in a nursing program taking clinical with a co-requisite didactic will be required to repeat both didactic and clinical courses if failure to pass either co-requisite.

*Note:* Students enrolled in the EdD program may repeat EDD900, EDD901, EDD902, EDD903, EDD904, EDD905 up to three (3) times.

Students enrolled in the DNP program may repeat DNP710, DNP711, DNP712 up to three (3) times.

Students enrolled in the DBA program may repeat SDP701, SDP702, SDP703, SDP704 up to three (3) times.

Students enrolled in Teacher credential internship option may repeat INT504 up to four (4) times.

### Grade Changes

The University recognizes the right of every student to challenge and/or appeal a grade. Students are free to make general inquiries about grades but are required to follow the published policies and procedures for formal appeals and requests for grade changes. Please refer to Grade Appeals area within this Catalog.

### Course Withdrawal

Students may drop after the drop period and receive a withdrawal grade (W). A grade of "W" does not affect a student's cumulative GPA, but counts as credit hours attempted toward both pace and maximum time frame. Course withdrawals will not be allowed after week seven (7) of an 8-week session. Students who are administratively withdrawn during week 8 will be awarded a withdrawal fail (WF) grade. A grade of 'WF' does affect a student's cumulative GPA and counts as credit hours attempted toward both pace and maximum time frame.

Notifying an instructor or other office of intent to drop a course does not constitute an official withdrawal. Students may withdraw from courses via student portal. Students who withdraw from course(s) are still responsible for tuition. Please refer to the *University Refund Policy* (p. 57)

for more information.

### Submission and Assessment of Late Assignments

Assignments, including discussion posts and participation, are due as outlined in the classrooms and course syllabi. Technological issues are not considered grounds for late assignment submissions. Assignments that are not submitted by the time indicated in the classroom are subject to deductions as follows:

- Assignments submitted after midnight on the final day of class will not be accepted for grading.
- One to Seven (1-7) days late: 10% deduction per day from the total possible points prior to grading.
- Eight (8) days and beyond: Assignments submitted more than seven (7) days late will not be accepted for grading.

The policy applies to course assignments with the exception of exams, quizzes, discussion question responses, and participation responses to peers, which must be submitted by the due date published within the course.

Faculty retain the privilege of discretion to make exceptions to this policy within the boundaries of all other university policies; faculty may not extend any deadline past the last day of the session. During times of emergency, the University, Colleges, or Deans may institute emergency provisions to expand or supersede current policies for a specified period of time.

## Satisfactory Academic Progress

The University has established a reasonable policy to measure satisfactory academic progress (SAP) in order to become a United States University graduate and to be eligible for federal student aid (FSA), if applicable. USU measures SAP by using qualitative (cumulative grade point average) and quantitative (pace of completion) standards.

In order to maintain satisfactory progress both qualitative and quantitative standards must be met:

### 1. *Qualitative Standards:*

- a. Undergraduate students must maintain a minimum cumulative grade point average (CGPA) of at least 2.0 (on a standard 4.0 scale) at the end of each semester. At the end of the second academic year students must have a GPA of at least 2.0.

Graduate students must maintain a minimum CGPA of at least 3.0 (on a standard 4.0 scale) at the end of each semester. How to calculate CGPA: CGPA is calculated by dividing the total grade points earned, per the grading scale in this catalog, by the total semester credits for courses completed at the University.

### 2. *Quantitative Standards:*

- a. Students must maintain a pace of completion rate of at least 66.67% at the end of each semester measured by dividing the total number of credit hours successfully completed by the total number credit hours attempted.

## Withdrawal

An official withdrawal occurs when a student notifies the Student Services Department that they no longer wish to attend courses and want to withdraw from the University. Students should speak with their Academic Advisor to discuss the withdrawal process. Students who do not officially withdraw from the University may be administratively withdrawn.

### Administrative Withdrawal

An administrative withdrawal occurs when the institution determines the student should be withdrawn from the University. Administrative Withdrawal can occur for a number of reasons including:

- Failure to comply with the University's attendance policy;
- Failure to maintain satisfactory academic progress;
- Failure to comply with the University's student conduct policy;
- Failure to meet financial obligations to the University;
- Violation of any of the conditions as set forth and agreed upon in the Enrollment Agreement.

Example: A student who has successfully completed only 12 credit hours of 24 attempted credit hours would have a rate of 50%. Divide 12 by 24 is equal to 50%.

- b. Undergraduate and graduate students must complete their program of study within a maximum timeframe of 150% of the published length measured in credits hours in order to graduate.

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).

The following table is to help clarify how grades count towards calculating completion rates and GPA for SAP purposes:

Grade	Credits Attempted	Credits Earned	Calculated in GPA
>D-/C*	Yes	Yes	Yes
F	Yes	No	Yes
CR	Yes	Yes	No
I	Yes	No	No
NC	Yes	No	No
R	Yes	No	No
TC	Yes	Yes	No
W	Yes	No	No
AU	No	No	No

\*Some programs have a minimum passing grade: e.g., BSN, MBA, MAED, MSN.

### **Academic and Financial Aid Warning**

Students will be placed on academic and financial aid warning if they fail to meet the qualitative and/or quantitative standards at the end of a semester. A student will be notified in writing when placed on warning for failing to meet SAP. Students will be placed on warning for a period of one (1) semester during which time the student will be given the opportunity to improve their academic progress to meet the minimum standards. If, at the end of the semester on warning, a student raises his or her cumulative GPA and rate of progress to or above the minimum SAP standards, the student will then be removed from warning. A determination of academic and financial aid warning status may not be appealed. However, students on SAP Warning may be eligible for Title IV funding.

If at the end of the semester on academic and financial aid warning the student fails to meet the minimum qualitative and/or quantitative standards, the student will be dismissed from the University.

### **Academic and Financial Aid Dismissal**

Students that have been academically dismissed for not meeting SAP standards may file an appeal if they believe University policy or procedures were not followed; or, if there were extenuating circumstances that affected their academic performance. Extenuating circumstances may include (but are not limited to), the death of a relative, an injury or illness of the student, or care for immediate family member. It is the responsibility of the student who appeals to ensure he or she has met the terms and conditions of the appeals process in order for the appeal to be reviewed.

#### Satisfactory Academic Progress (SAP) Appeals

It is the student's responsibility to ensure they have met the terms and conditions of filing a SAP appeal (as defined above) and follow the appeals process in order for the appeal to be reviewed.

The student should complete and submit the Satisfactory Academic Progress Appeal Form, obtained from their Academic Advisor, within 30 calendar days from the date notification of dismissal was sent to the student. The appeal must include:

- an explanation of why the student is submitting an appeal,
- explanation of the mitigating circumstances as to why the student failed to meet SAP standards during the warning/probationary period,
- documentation supporting the appeal,
- a detailed action plan addressing how these circumstances no longer pose an issue to the student's success and what the student will do to meet SAP standards moving forward.

Once received, the Registrar will review the appeal and will appoint a committee, including but not limited to the student's college faculty, program director/lead, advisors, financial aid office to review and make recommendations. The student will receive a response from the Registrar within 15 business days (excluding holidays).

### **Academic and Financial Aid Probation**

Students that receive an approved appeal will be placed on academic and financial aid probation for one (1) semester. Students will be given the opportunity to improve their academic progress to meet the minimum SAP standards during this period.

During the academic and financial aid probationary period, the student will remain eligible for Federal Student Financial Aid, if applicable. If by the end of the probationary period, a student raises his or her CGPA and rate of progress to the minimum qualitative and quantitative standards, or to meet their academic plan requirements, the student will be removed from probation. However, if at the end of the probationary period the student fails to meet the minimum qualitative and/or quantitative standards, or their Academic Plan requirements, the student will be academically dismissed from the University.

Please note, students that receive VA educational benefits may only be placed on probation a maximum of two semesters. If at the end of the two semesters the student's CGPA remains below 2.0, benefits will be terminated. The Department of Veterans Affairs will be notified by the school's VA Certifying Official if the veteran does not maintain satisfactory academic progress or satisfactory attendance.

### **Impact of Program Transfers or Additional Degrees on Satisfactory Academic Progress for Undergraduate Students**

Should a student be approved to transfer from one program of study to another or should a student wish to obtain an additional degree, attempted and completed coursework within the University will be treated as completed credits within the new program only if the courses pertain to the new program of study as outlined in the catalog. In such cases, attempted and completed credits will be considered in determining satisfactory academic progress from both a cumulative grade point average calculation and maximum allowable time frame perspective. The Office of the Registrar shall complete a transfer credit evaluation for transfer to the new program.

## Change of Program and Additional Degrees

### Change of Program

Some students decide after matriculation that they are better suited for another program at the University. In such cases, students may request to transfer to a new program by contacting their Academic Advisor. All general and program specific admissions requirements must be met when applying.

Students are recommended to consult with the Financial Aid/Student Accounts Office before program transfer is granted. Approval is required from the Dean or Program Director/Lead of the college the student wishes to transfer and the Office of the Registrar. A maximum of two (2) requests may be made in order to change degree or concentrations.

### Additional Degrees

Students that wish to earn an additional degree/certificate must apply and meet all admission requirements of the new program of study. Students may only be enrolled into one (1) program of study at any given time.

Courses completed with USU will be reviewed to determine if they are applicable to the new program of study. Refer to the Transfer Credit Policy for transfer criteria. USU graduates of the Bachelor of Science in Elementary Education/Bachelor of Education are not eligible to apply for the Master of Arts in Teaching; however, those graduates may seek admission to the Master of Arts in Education.

## Graduation Requirements

### Undergraduate Degree

In order to be eligible for graduation with an undergraduate degree, students must meet all of the following:

- Complete minimum credit hours required for degree
- Have a minimum cumulative GPA of 2.00
- Meet residency requirements for undergraduate programs

### Graduate Degree

In order to be eligible for graduation in a graduate degree, students must meet all of the following:

- Complete minimum credit hours required for degree
- Minimum cumulative GPA of 3.00
- Meet residency requirements for graduate programs

### Doctoral Degree

In order to be eligible for graduation in a graduate degree, students must meet all of the following:

- Complete minimum credit hours required for degree
- Minimum cumulative GPA of 3.00
- Pass Oral Defense
- Pass Executive Summary or Final milestone as determine by the respected College.

### Application for Graduation

Students that are within 12 credits of completing their undergraduate program, 6 credits for graduate (including post-baccalaureate and post-master's certificate) program, may file an Application for Graduation. Students in doctoral programs must have completed all academic requirements including the final defense or presentation to apply for graduation. The Office of the Registrar will use the application to complete a degree audit to ensure students are meeting graduation requirements. The Application for Graduation is also used to confer degrees.

### Commencement Ceremony

The formal commencement ceremony is held once a year on a date announced by the University. Degree and certificate candidates who have completed all graduation requirements since the previous commencement ceremony are eligible to participate. Undergraduate and graduate degree/certificate candidates who will be completed with their program requirements for graduation on the date of commencement will also be invited to participate in the ceremony. Students enrolled in doctoral programs must have completed all academic requirements including the final defense or presentation to apply to participate in the commencement ceremony. Please refer to Commencement Information page for additional information.

### Recognition of Academic Honors

#### Undergraduate Students

Students who demonstrate exceptionally high academic scores are eligible for graduation honors. Academic honors are posted to the final transcript when the student's degree

is conferred.

- Summa Cum Laude: 3.80-4.00
- Magna Cum Laude: 3.65-3.79
- Cum Laude: 3.50-3.64

### Graduate Students

Graduate students with a cumulative grade point average of 3.7 or above are eligible for graduation honors and as recognized as “With Distinction”.

## Degree/Certificate Time to Completion

Students must complete their program within a designated time (listed below). Because of the constant change in certain industries and technology this allows students to stay current with knowledge within their field of study. Time-to-degree begins with their first course of study as listed on their degree plan including any transferred courses.

Degree/Certificate	Time-to-Degree
Doctorate	2 Times of Program Length
Master's	2 Times of Program Length
Bachelor's	1.5 Times of Program Length
Certificate	2 Times of Program Length

Students that have completed coursework beyond the time listed within the designated time may not count towards their degree requirements. Some programs of study may have special requirements to be completed in less than the specified time period. Those may be listed within the program of study within the catalog.

Doctorate students must be enrolled in the semester in which they file their final document with the College. Failure to file the dissertation within one (1) year of defending may be required to repeat.

Students who take a break or leave in their studies or whose time to degree exceeds the listed time frame above should check with their academic advisor to determine if they are eligible to return. Some programs may have had a substantial change in educational objectives or no longer approved to be offered.



# Undergraduate Studies - General Education

## Undergraduate Studies - General Education Requirement

The general education curriculum is organized into eight subject areas of communication skills, critical thinking, mathematical concepts and quantitative reasoning, natural sciences, arts and humanities, social and behavioral sciences, and information literacy. The purpose of general education is to provide a common educational experience for students, regardless of major field of study. The faculty is committed to ensuring that the general education courses cultivate knowledge, skills, and values.

Undergraduate students are required to complete a minimum of 45 credits of General Education coursework (varies by major field of study) including at least one (1) junior/senior level course. The general education program is designed to ensure the following goals:

**Written Communication:** Knowledge of and practice in the form, content, context and effectiveness of written communication. Fundamental courses in composition prepare students to use the principles of expository writing.

**Oral Communication:** Knowledge of and practice in the form, content, context, and effectiveness of oral communication. Fundamental courses in oral communication prepare students to use the principles and techniques of oral composition and delivery.

**Critical Thinking:** Knowledge of logic and its relation to language, elementary inductive and deductive process, understanding of formal and informal fallacies of language and thought; and the ability to distinguish matters of fact from issues of judgment or opinion. Fundamental courses prepare students to identify and use logical thinking and argumentation.

**Mathematical Concepts and Quantitative Reasoning:** Knowledge of and practice in basic mathematical concepts and quantitative techniques. Fundamental courses prepare students to explain and apply numerical concepts and techniques.

**Arts and Humanities:** Knowledge of the creative arts and the humanities, including the interrelationship between self, society/culture, and the creative arts. Fundamental and advanced courses provide students with the opportunity to refine their affective, cognitive and physical faculties through studying and great works of human imagination.

**Social and Behavioral Sciences:** Knowledge of problems and issues from the respective disciplinary perspectives of the social and behavioral sciences. Fundamental and advanced courses prepare students to examine issues in their historical and contemporary settings and in various cultural contexts.

**Natural Science:** Knowledge of scientific theories, concepts and data about living and non-living systems. Fundamental courses prepare students with an understanding and appreciation of scientific principles and scientific method, potential limits of scientific endeavors and the value systems and ethics associated with human inquiry.

**Information Literacy:** Knowledge of and practice in the challenges and techniques of information and media literacy. Fundamental courses prepare students to recognize the need for information and provide them with the ability to locate, evaluate and use it effectively. The authenticity, effectiveness, validity and reliability of information from both popular and academic sources are given importance.

### Program Learning Outcomes

1. Access, assess, and use information and media responsibly.
2. Explain how social diversity and social identity impact life experiences and social relations.
3. Demonstrate knowledge of multiple disciplinary perspectives.
4. Write fluently and effectively
5. Speak fluently and effectively.
6. Work effectively with others to achieve mutual goals.
7. Calculate and interpret data in scientific or social contexts.
8. Analyze ethical choices in professional and civic contexts.
9. Analyze and construct arguments.

**Requirements**

## Written Communication

*1 course, 3 semester credits*

ENG130	English Composition and Reading	3
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## Oral Communication

*1 course, 3 semester credits*

COM104	Speech	3
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## Critical Thinking

*1 course, 3 semester credits*

ENG140	English Composition and Critical Thinking	3
COM204	Argumentation	3

## Mathematical Concepts and Quantitative Reasoning

*1 course, 3 semester credits*

MAT105	College Algebra	3
MAT241	Introduction to Probability and Statistics	3

## Natural Sciences

*1-2 courses, 3-4 semester credits*

Some degrees require course with laboratory component or a separate matching laboratory course.

BIO150	General Biology	3
BIO280	Anatomy and Physiology I with Lab	4
BIO282	Anatomy and Physiology II with Lab	4

## Arts and Humanities

*2 courses, 6 semester credits*

ART137	Art Appreciation	3
ART160	Visual and Performing Arts	3
HUM499	Senior Seminar: Humanities	3

## Social and Behavioral Sciences

*6 courses, 18 semester credits*

COM105	Intercultural Communication	3
ECN101	Microeconomics	3
HIS120	United States History I	3
HIS122	United States History II	3
PHI105	Introduction to Ethics	3
PHI399	Applied Philosophy and Ethics	3

POS399	Special Topics in Political Science and International Relations	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
SSC499	Senior Seminar: Social Sciences	3

## Information Literacy

*2 courses, 6 semester credits*

CIS120	Introduction to Digital Literacy	3
ENG205	Information and Media Literacy	3

# College of Business and Technology

## Bachelor of Arts in Management

**The University is no longer accepting applications and is not actively enrolling for this degree.**

**120 Semester Credits / 10 Semesters / 40 Months**

### Delivery Mode: Online

The Bachelor of Arts in Management (BAM) degree provides students the opportunity to complete an undergraduate degree while continuing to work full-time. The curriculum introduces students to the various functional areas of business organizations: finance and accounting, human resources, marketing, and information systems. In addition, the curriculum facilitates the development of leadership skills and core competencies in critical thinking and problem solving, project management, communication, teamwork, and ethics.

The program takes a scholar-practitioner approach to business education—providing students with the opportunity to both learn and apply business concepts. Course materials are available 24/7, and since class participation is required, students have the opportunity to interact with and learn from faculty and one another. The program offers small sized classes to optimize students' engagement, interaction, and traditional learning experience.

### Curriculum Requirements

#### Core Requirements

ACT101	Introduction to Financial Accounting	3
ACT102	Introduction to Managerial Accounting	3
BIS101	Introduction to Business Information Systems	3
BUS101	Introduction to Business	3
BUS112	Business Mathematics	3
BUS220	Introduction to Business Law	3
BUS331	Business Ethics	3
FIN310	Introduction to Finance	3
HRM210	Introduction to Human Resource Management	3
MGT321	Organizational Behavior and Management	3
MGT326	Operations Management	3

MGT334	Organizational and Business Communication	3
MGT410	Leading Organizations	3
MGT499	Capstone	3
MKT210	Principles of Marketing	3

Note: MGT499 is non-transferable and must be taken in the last semester

#### Business and Management Required Courses

BUS110	Data Analysis and Communication Tools	3
ECN102	Macroeconomics	3
MGT332	Introduction to Project Management	3
MGT420	International Management	3
MKT320	Consumer Behavior and Customer Relations	3

#### Concentration Options

##### General Management

BIS440	Data Analysis and Decision-Making for Managers	3
MGT441	Negotiation and Conflict in Management	3
MGT442	Leading Diverse and Dispersed Teams	3
MGT443	Supply Chain Management	3
MGT444	Strategic Management	3

##### Business Analytics

BUA440	Applied Databases: Structured Query Language (SQL)	3
BUA441	Applied Analytic Tools	3
BUA442	Analytic Tools: Advanced Methods	3
BUA443	Database Management Tools I	3
BUA444	Database Management Tools II	3

##### Business Intelligence

BIS440	Data Analysis and Decision-Making for Managers	3
BUI441	Survey of Accounting Analytics	3
BUI442	Using Analytics to Improve Business Processes	3
BUI443	Introduction to Consumer	3

	Metrics	
BUI444	Data Analysis Tools	3
<b>Entrepreneurship</b>		
BIS440	Data Analysis and Decision-Making for Managers	3
BUS441	Small Business Management: Growing Entrepreneurial Ventures	3
BUS443	Entrepreneurship: Developing Successful Business Ideas	3
BUS444	New Ventures: The Business Plan	3
BUS445	Creativity, Innovation and Entrepreneurship	3
<b>Human Resources</b>		
BIS440	Data Analysis and Decision-Making for Managers	3
HRM441	Learning and Development	3
HRM442	Workforce Planning and Performance Management	3
HRM443	Legal Environment of Human Resource Management	3
HRM444	Compensation and Benefits	3
<b>General Education Requirements</b>		
ART137	Art Appreciation	3
BIO150	General Biology	3
CIS120	Introduction to Digital Literacy	3
COM104	Speech	3
COM105	Intercultural Communication	3
ECN101	Microeconomics	3
ENG130	English Composition and Reading	3
ENG140	English Composition and Critical Thinking	3
ENG205	Information and Media Literacy	3
HUM499	Senior Seminar: Humanities	3
MAT105	College Algebra	3
PHI399	Applied Philosophy and Ethics	3
POS399	Special Topics in Political Science and International Relations	3
PSY101	Introduction to Psychology	3
SSC499	Senior Seminar: Social Sciences	3

**Outcomes**

Select and use appropriate sources of business information. Promote diverse perspectives to optimize performance in a global business environment.  
 Solve discipline-specific problems demonstrating mastery of foundational business knowledge.  
 Construct and present effective written forms of business communication.  
 Construct and present effective oral forms of business communication.  
 Work effectively in teams on business projects.  
 Compute and analyze financial and other quantitative data to support business decisions.  
 Analyze the ethical and legal obligations and responsibilities of business.  
 Evaluate ideas and data to rationally produce and implement solutions for business issues.

**Bachelor of Science in Information Technology**

**The University is no longer accepting applications and is not actively enrolling for this degree.**

**120 Semester Credits / 10 Semesters / 40 Months  
 Delivery Mode: Online**

The Bachelor of Science in Information Technology (BSIT) provides students the opportunity to complete an undergraduate degree while continuing to work full time. The curriculum introduces students to the information technologies needed in businesses, government, healthcare, schools, and other kinds of organizations.

The curriculum facilitates learning by combining theoretical knowledge and practical hands-on expertise, to help students develop core competencies in technology infrastructure, including hardware, software, operating systems, applications, data storage and analytics, communication systems and information security. Students have the opportunity to both learn, plan and manage the entire technology lifecycle.

**Program Learning Outcomes**

1. Employ information research skills to identify IT solutions and monitor emerging technologies
2. Address cultural or digital divide issues in designing or implementing IT solutions
3. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements

4. Document clearly how an IT turnkey solution can resolve identified challenges and issues
5. Speak effectively in presenting how an IT turnkey solution can resolve identified challenges and issues
6. Function effectively as a member or leader of a team engaged in IT activities and projects
7. Apply quantitative problem-solving skills to manage IT activities and projects
8. Make informed judgments in computing practice based on legal, ethical, and professional principles
9. Analyze and evaluate organizational systems and processes to recommend IT turnkey solutions that meet organizational needs and goals

### Curriculum Requirements

#### Core Requirements

BIS101	Introduction to Business Information Systems	3
CCS101	Programming Fundamentals	3
CIS101	IT Fundamentals	3
CIS106	Computer Hardware and Systems Administration I	3
CIS110	Fundamentals of Web Systems	3
CIS205	Computer Hardware and Systems Administration II	3
CIS206	Information Assurance and Security	3
CIS310	IT Infrastructure	3
CIS320	Database Systems	3
CIS330	Wireless/Mobile Computing	3
CIS340	Human Factors/Collaborative Computing	3
CIS499	Capstone	3
CNT100	Fundamentals of Networking	3
MAT241	Introduction to Probability and Statistics	3
MAT245	Discrete Mathematics	3

*Note: CIS499 is non-transferable and must be taken in the last semester*

#### Electives – Select five courses

BUI441	Survey of Accounting Analytics	3
BUI442	Using Analytics to Improve Business Processes	3
BUS110	Data Analysis and Communication Tools	3
CCS280	Data Structures	3

CCS285	Cloud Foundations and Emerging Technology	3
CCS331	Software Development Ethics	3
CIS312	IT Implementation and Evaluation	3
HDA310	Health Informatics	3
MAT252	Pre-Calculus for Engineers	3
MGT326	Operations Management	3
MGT332	Introduction to Project Management	3
MGT334	Organizational and Business Communication	3

#### Note:

1. Recommended for Business Analytics – BUI442
2. Recommended for Software Development and Cyber Security Concentration – CCS331
3. Required for Software Development – CCS280
4. Required for Software Development and Robotics and Artificial Intelligence – MAT252

#### Concentration Options

##### Business Analytics

BUA440	Applied Databases: Structured Query Language (SQL)	3
BUA441	Applied Analytic Tools	3
BUA442	Analytic Tools: Advanced Methods	3
BUA443	Database Management Tools I	3
BUA444	Database Management Tools II	3

##### Computer Networks

CNT310	Advanced Networking	3
CNT311	Local Area Network (LAN) Switching Technologies	3
CNT312	Routing Technologies	3
CNT313	Wide Area Network (WAN) Technologies	3
CNT314	Network Security	3

##### Cyber Security

CIS331	Computer Security Threats, Attacks, and Vulnerabilities	3
CIS332	Advance Security Technologies and Tools	3
CIS333	Security Architecture and Design	3

CIS334	Security Access and Identity Management	3
CIS430	Security Risk Management, Cryptography, and PKI	3
<b>General Management</b>		
BIS440	Data Analysis and Decision-Making for Managers	3
MGT441	Negotiation and Conflict in Management	3
MGT442	Leading Diverse and Dispersed Teams	3
MGT443	Supply Chain Management	3
MGT444	Strategic Management	3
<b>Robotics and Artificial Intelligence</b>		
CCS400	Advanced Programming Languages	3
CCS410	Robotics and Intelligent Systems	3
CIS440	Advanced Human-Computer Interaction	3
CGS315	Graphics and Visualization	3
MAT255	Calculus for Engineers	3
<b>Software Development</b>		
CCS312	Data Structures, Algorithms and Interactive Scripting	3
CCS313	Database, Website, Network Design and Processes	3
CCS400	Advanced Programming Languages	3
CCS401	Advanced Programming and Application Development	3
MAT255	Calculus for Engineers	3
<b>Systems Administration</b>		
CSA310	Systems Administration and Operations	3
CSA311	Infrastructure and Deployment	3
CSA312	Integration and Security	3
CSA313	Server Migration and Services Implementation	3
CSA314	Cloud Platform Management	3
<b>Web Design</b>		
CCS401	Advanced Programming and Application Development	3
CGS310	User Experience, Interface and Graphic Design	3
CGS311	Web Animation	3
CGS312	Digital Publishing	3
CIS305	Web Full Stack Development	3

<b>General Education Requirements</b>		
ART137	Art Appreciation	3
BIO150	General Biology	3
COM104	Speech	3
COM105	Intercultural Communication	3
ECN101	Microeconomics	3
ENG130	English Composition and Reading	3
ENG140	English Composition and Critical Thinking	3
ENG205	Information and Media Literacy	3
HIS120	United States History I	3
HUM499	Senior Seminar: Humanities	3
MAT105	College Algebra	3
PHI399	Applied Philosophy and Ethics	3
POS399	Special Topics in Political Science and International Relations	3
PSY101	Introduction to Psychology	3
SSC499	Senior Seminar: Social Sciences	3

## Master of Business Administration

**30 Semester Credits / 3 Semesters / 10-20 Months  
Delivery Mode: Online**

The Master of Business Administration (MBA) is a widely recognized and valued graduate degree. The MBA program at United States University combines theory and practice—allowing students to apply what they have learned. Students will gain a broad understanding of the functional areas of business (finance, accounting, marketing, human resources, information technology), as well as develop their leadership skills through courses in organizational behavior, project management, international/global management, strategic planning, organizational change and innovation. Also, the curriculum facilitates the development of leadership skills and core competencies in critical thinking and problem solving, project management, communication, teamwork, and ethics.

This program provides working adults the opportunity to learn without interrupting their careers, having to relocate or commute to classes. Course materials are available 24/7, and since class participation is required, students have the opportunity to interact with and learn from faculty and one another.

### Program Learning Outcomes

1. Demonstrate the ability to communicate complex

business concepts.			Accounting	
2. Employ theoretical and practical business knowledge to identify decision-making risks.		FIN512	Finance Strategy and Valuation	3
3. Execute qualitative and quantitative techniques to solve business problems.		FIN514	Entrepreneurial Finance	3
4. Formulate ethical and socially responsible business decisions as they impact organizations, communities, and society at large.		HRM502	Attracting and Retaining Talent	3
5. Evaluate the impacts of globalization on all aspects of commerce, both internally and externally.		HRM503	Executive Seminar: Human Resources Trends and Emerging Practices	3
6. Apply theories of effective leadership.		HRM504	Human Resource Analytics: Managing Total Rewards Compensation	3
		HRM505	Human Resource Strategy and Leadership Decision-Making	3
		MGT511	Managing Organizational Change and Innovation	3
		MGT512	Cross-Cultural Management	3
		MGT534	International Business Environments: Trends and Practices	3
		MGT538	Global Business Leadership	3
		MGT540	Global Business Strategy	3
		MGT550	Project Management Essentials	3
		MGT551	Project Management Organizational Framework	3
		MGT552	Project Management Integration Framework	3
		MGT553	Information Technology Project Management	3
		MKT507	Marketing Analytics	3
		MKT508	Internet Marketing	3
		MKT510	Consumer/Buyer Behavior	3
		MKT536	Global Marketing	3
			Students may select any three courses from the elective list above; but may focus in an area by selecting three in any area as identified by code below.	
			<i>BA - Business Analytics</i>	
			<i>FIN – Finance</i>	
			<i>HRM - Human Resources</i>	
			<i>IT – Information Technology</i>	
			<i>IB – International Business</i>	
			<i>MGT - Management</i>	
			<i>MKT - Marketing</i>	
			<i>PM - Project Management</i>	
<b>Curriculum Requirements</b>				
<b>Core Requirements</b>				
ACT514	Managerial Accounting	3		
BUS500	Business Information Systems	3		
BUS505	Operations Management and Decision Models	3		
FIN510	Financial Management	3		
MKT506	Marketing Strategy	3		
MGT504	Talent Acquisition, Performance, and Behavior	3		
MGT599	Capstone	3		
	<i>Note: MGT599 is non-transferable and must be taken in last semester.</i>			
	<b>Elective Courses – Select three courses</b>			
BIS543	Business Process Modeling and Enterprise Wide Information Systems	3		
BIS545	Organizational, Legal and Ethical Issues in the Digital Enterprise	3		
BUA539	Business Systems Analysis, Modeling and Design Methodologies	3		
BUA542	Descriptive and Predictive – Analytical Decision-Making Tools I	3		
BUA543	Prescriptive Analytic Decision-Making Tools II	3		
BUA546	Big Data and Future Directions for Business Analytics	3		
BUI541	Decision Support Systems and Business Intelligence	3		
FIN511	Corporate Financial	3		

**Master of Business Administration (i)**  
**36 Semester Credits / 4 Semesters / 16 Months**  
**Delivery Mode: Hybrid**

The College of Business and Technology at United States University has received approval from the Student Exchange Visitor Program (SEVP) to enroll non-immigrant students in its 36-credit hour Master of Business Administration (iMBA) program. Students interested in the 36-credit hour iMBA must have previous work experience, be working currently in a full-time or part-time position, completing an internship, or job shadowing. Opened to international applicants only, the primary intent of the program is to provide F-1 international students a chance to expand their professional experiences in western culture and American organizations.

The MBA is designed to:

- Combine theory and practice – allowing students to apply what they have learned in their previous and current professional experiences.
- Acquire versatile knowledge in functional areas of business (finance and accounting, marketing, human resources, information technology).
- Advance students’ dexterity in leadership, critical thinking, problem solving, ethics, and communication through the combination of pedagogy and practice.
- Satisfy students intellectual curiosity in a specific discipline with elective courses in analytics, finance, HR, information technology, international business, marketing, or project management.

The graduate capstone, *MGT699* requires students to have gained professional experience aligned with their major course of study while enrolled in their MBA. Thus, Curricular Practical Training (CPT) is a program requirement and students must take at least one term of CPT prior to entering *MGT699*. Students are permitted to take more than one term of CPT if they choose so long as they remain eligible. Once students have been authorized for CPT, they will be enrolled in *MGT999 Graduate Professional Symposium*.

**Curriculum Requirements**

**Core Requirements**

ACT514	Managerial Accounting	3
BUS500	Business Information Systems	3
BUS505	Operations Management and Decision Models	3
BUS544	Business Economics	3

FIN510	Financial Management	3
MGT504	Talent Acquisition, Performance, and Behavior	3
MGT511	Managing Organizational Change and Innovation	3
MGT512	Cross-Cultural Management	3
MGT534	International Business Environments: Trends and Practices	3
MGT550	Project Management Essentials	3
MKT506	Marketing Strategy	3
MGT699	Graduate Capstone	3
MGT999	Graduate Professional Symposium	0

Note: *MGT699* is non-transferable. This course must be taken in the student's last semester.

**Outcomes**

1. Evaluate academic and professional sources of business-related data and information.
2. Leverage diversity to optimize performance in the global marketplace.
3. Lead organizations using creative and innovative strategies and solutions to achieve business objectives.
4. Write effectively as a business professional to meet organizational goals.
5. Speak and present effectively as a business professional to meet organizational goals.
6. Work effectively in pursuit of optimal team decision-making and performance.
7. Analyze financial and other quantitative data in the decision-making process.
8. Recommend alternative solutions to resolve ethical dilemmas in business.
9. Strategically evaluate the factors involved in business situations/issues to promote innovation, improve performance, and mitigate risk.

**Doctor of Business Administration**

**42 Semester Credits / 5-6 Semesters / 18-22 Months**  
**Delivery Mode: Online**

Doctor of Business Administration (DBA) programs are designed to provide professionals and executives with advanced tools and research skills required for strategic planning and decision making. DBA programs are popular among working professionals because the focus is on applied problem solving. Many DBA graduates either continue their career as management executives, use the degree to shift their career, or use the degree to alter their career trajectory within the same discipline. Graduating



from a quality DBA program demonstrates the highest levels of commitment to continual learning, leadership excellence, and professional development.

### DBA Course Requirements

#### Core Requirements

DBA701	Scholarly Writing and Formal Inquiry	3
DBA702	Topic, Justification, Purpose, and Research Questions – Specific	3
DBA703	Literature Review	3
MGT701	Theoretical Foundations of Management	3
MGT702	Seminar in Organizational Behavior	3
MGT703	Seminar in Organizational Theory	3
MGT704	Advanced Topics in Business Ethics	3
MGT705	Advanced Topics in Business Policy and Strategy	3
RES701	Research Theory, Design, and Methods	3

#### Specialized Research Design Electives

Students are required to take 3 credits of electives from the list below.

RES702	Topics and Application in Case Study Design	3
RES703	Topics and Application in a Systematic Literature Review	3
RES704	Topics and Application in Archival Data Analysis	3

#### Systematic Project Course Requirements

SDP701	Systematic Doctoral Project	3
SDP702	Systematic Doctoral Project II	3
SDP703	Systematic Doctoral Project III	3
SDP704	Systematic Doctoral Project IV	3

### Outcomes

1. Students will propose and assess ethical frameworks to advance corporate social responsibility and ethical decision making.
2. Students will critically evaluate theoretical and applied research in business administration.
3. Students will synthesize knowledge of the scholarly literature in strategic management.
4. Students will conduct and defend applied research that engages a pragmatic business problem.
5. Students will justify solutions for the refinement of business practice based upon research, knowledge of the literature, and best practices.
6. Students will formally summarize advanced knowledge in their field of study verbally and in writing.
7. Students will appraise and refine solutions to organizational problems using a strategic management perspective.

## Doctor of Business Administration (International Student Track)

**42 Semester Credits / 6 Semesters / 22 Months**

### Delivery Mode: Hybrid

Doctor of Business Administration (DBA) programs are designed to provide professionals and executives with advanced tools and research skills required for strategic planning and decision making. DBA programs are popular among working professionals because the focus is on applied problem solving. Many DBA graduates either continue their career as management executives, use the degree to shift their career, or use the degree to alter their career trajectory within the same discipline. Graduating from a quality DBA program demonstrates the highest levels of commitment to continual learning, leadership excellence, and professional development. The USU Doctor of Business Administration is a 42-credit hour program with a strategic management concentration.

Curricular Practical Training (CPT) is a program requirement and students must take at least one term of CPT prior to entering their Systematic Project courses. Students are permitted to take more than one term of CPT if they choose so long as they remain eligible. Once students have been authorized for CPT, they will be enrolled in MGT998 DBA Professional Symposium.

### Curriculum Requirements

#### Core Requirements

DBA701	Scholarly Writing and Formal Inquiry	3
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DBA702	Topic, Justification, Purpose, and Research Questions – Specific	3
DBA703	Literature Review	3
MGT701	Theoretical Foundations of Management	3
MGT702	Seminar in Organizational Behavior	3
MGT703	Seminar in Organizational Theory	3
MGT704	Advanced Topics in Business Ethics	3
MGT705	Advanced Topics in Business Policy and Strategy	3
RES701	Research Theory, Design, and Methods	3
<b>Specialized Research Design Electives</b>		
Students are required to take 3 credits of elective from the list below.		
RES702	Topics and Application in Case Study Design	3
RES703	Topics and Application in a Systematic Literature Review	3
RES704	Topics and Application in Archival Data Analysis	3
<b>Systematic Project Course Requirements</b>		
SDP701	Systematic Doctoral Project	3
SDP702	Systematic Doctoral Project II	3
SDP703	Systematic Doctoral Project III	3
SDP704	Systematic Doctoral Project IV	3

**Outcomes**

1. Students will propose and assess ethical frameworks to advance corporate social responsibility and ethical decision making.
2. Students will critically evaluate theoretical and applied research in business administration.
3. Students will synthesize knowledge of the scholarly literature in strategic management.
4. Students will conduct and defend applied research that engages a pragmatic business problem.
5. Students will justify solutions for the refinement of business practice based upon research, knowledge of the literature, and best practices.
6. Students will formally summarize advanced knowledge in their field of study verbally and in writing.
7. Students will appraise and refine solutions to organizational problems using a strategic management perspective.

**Graduate Certificate in Business Analytics**

**12 Semester Credits / 1-2 Semesters / 4-8 Months**  
**Delivery Mode: Online**

The graduate certificate program in Business Analytics uses data and analytics to identify business opportunities, generate business insights and create business solutions. Companies are looking for skilled professionals who can work effectively in teams to frame key operational and strategic business questions and use data and analytics to find the answers.

Business analysts and the work they do power nearly every decision results-oriented businesses make today. These analysts work in the business’ core to model and plan operations, research and forecast trends. Understanding and applying these skills is crucial to the business’ success. The graduate certificate in Business Analytics teaches these essential skills.

The course covers the following: business intelligence tools, data/text/Web/Media mining, optimization, simulation, decision modeling, expert systems, SAS Visual Analytics, Business Intelligence (BI) Reports, Data Visualization for Problem Solving and other technologies for multidimensional analysis, basic Online Analytical Processing (OLAP) for BI, and SQL with OLAP extensions, conceptual architectures for Big Data Solutions along with big data technologies, stream and location-based Analytics.

The business analytics environment, including the kinds of

software tools and data encountered in the marketplace, presents students with realistic scenarios and cases. Students review the history and issues, analyze the data, develop possible approaches, collaborate on teams to discuss alternatives, determine solution(s), and measure and evaluate the outcomes.

**Completion Requirements**

The certificate requires successful completion of a total of 12 semester credits. Students need to receive a grade of B or better in each course to receive the certificate. Students receiving a grade below a B would have to retake the course before credit would be given.

**Curriculum Requirements**

**Core Requirements**

BUA542	Descriptive and Predictive – Analytical Decision-Making Tools I	3
BUA543	Prescriptive Analytic Decision-Making Tools II	3
BUA546	Big Data and Future Directions for Business Analytics	3
BUI541	Decision Support Systems and Business Intelligence	3

**Graduate Certificate in Human Resources**

**12 Semester Credits / 1-2 Semesters / 4-8 Months**  
**Delivery Mode: Online**

United States University’s Human Resource Management (HRM) graduate certificate is a combination of essential competencies organized to support the success of business leaders and managers. The learning design explores the critical relationship between HR strategy and business success. Each course provides both a conceptual framework for the rich content and practical application for today’s rapidly changing workplace.

Rooted in best practices and emerging trends, the program facilitates a deeper understanding of the value of attracting and retaining top talent, the importance of total compensation and reward programs, and the criticality of managing organizational behavior that fosters a collaborative, high performance culture.

Across the curriculum, students have the opportunity to identify ways to partner with organizational leadership to turn HRM concepts into innovative, implementable organizational strategy. The courses are designed to facilitate community learning through creative

collaborative assignments, develop a deeper understanding and ways to work with an increasingly diverse, global workforce in a technology driven workplace.

**Completion Requirements**

The certificate requires successful completion of a total of 12 semester credits. Students need to receive a grade of B or better in each course to receive the certificate. Students receiving a grade below a B would have to retake the course before credit would be given.

**Curriculum Requirements**

**Core Requirements**

HRM502	Attracting and Retaining Talent	3
HRM503	Executive Seminar: Human Resources Trends and Emerging Practices	3
HRM504	Human Resource Analytics: Managing Total Rewards Compensation	3
HRM505	Human Resource Strategy and Leadership Decision-Making	3

**Graduate Certificate in Project Management**

**12 Semester Credits / 1-2 Semesters / 4-8 Months**  
**Delivery Mode: Online**

Project management is an applied management discipline employed within all industries today at all levels of the organization. The Project Management Institute (PMI) projects significant growth in this field through the year 2027. Additionally, it is observed that many project management career opportunities go unfilled due to an observed talent gap (Project Management Institute, 2017).

The Project Management certificate offered by United States University provides students exposure and essential training in project management essentials, project organizations, and project planning, execution and control. The project management course sequence within the program addresses elements of the Project Management Institute Talent Triangle® and includes the following courses: Project Management Essentials, Project Management Organizational Framework, Project Management Integration Framework, and Information Technology Project Management.

PMI, PMI Talent Triangle, and PMBOK are registered

marks of Project Management Institute, Inc.

### **Completion Requirements**

The certificate requires successful completion of a total of 12 semester credits. Students need to receive a grade of B or better in each course to receive the certificate. Students receiving a grade below a B would have to retake the course before credit would be given.

### **Curriculum Requirements**

#### Core Requirements

MGT550	Project Management Essentials	3
MGT551	Project Management Organizational Framework	3
MGT552	Project Management Integration Framework	3
MGT553	Information Technology Project Management	3

# College of Education

The mission at the College of Education at United States University (USU) is to prepare reflective and critical educators and human service professionals, to lead in education, to practice civic responsibility, to exemplify intellectual curiosity, to conduct scholarship that advances knowledge and refines practice, to collaborate with local and global partners to forge more caring, just, and sustainable societies.

Note: The Master of Education and certificates do not lead to teacher certification or licensure

## Bachelor of Arts in Liberal Studies

**The University is no longer accepting applications and is not actively enrolling for this degree.**

### 120 Semester Credits / 10 Semesters / 40 Months

The Bachelor of Arts in Liberal Studies degree provides students with the basic understanding and skills to prepare them for careers or professions requiring knowledge based on the arts and humanities. The curriculum of Liberal Studies involves more than one discipline, fostering the understanding of people, nations, institutions, history, arts, sciences, and how these influenced the development of society and cultures.

Liberal Studies is a multidisciplinary major that provides flexibility for students to select a wide range of elective courses that meet their areas of interest as well as provide exposure to many disciplines. Students who plan to attend graduate school as well as those that are interested in a career in a wide range of sectors may benefit from a liberal studies degree. Skills developed throughout the program include those most valued by employer; problem solving and teamwork, oral and written communication skills, information literacy and creativity, quantitative reasoning and an understanding of cultures and societies.

### Outcomes

1. Utilize critical thinking and effective communication to analyze and disseminate information.
2. Explain human cultural, historical and social experience and relatedness to society today.
3. Examine the interconnectedness of various disciplines to create new approaches to challenges.
4. Apply technology and information literacy to research.
5. Apply quantitative analysis to address complex challenges.
6. Analyze ethical choices in difficult and conflicting situations.

### Curriculum Requirements

#### Core Requirements

COM204	Argumentation	3
ENG306	Survey of American Literature	3
ENG307	Survey of World Classics	3
ENG310	Advanced Composition	3
HED201	Human Nutrition	3
HIS226	World History I	3
HIS228	World History II	3
LIB499	Liberal Studies Capstone	3
LIN478	Linguistics	3
MAT241	Introduction to Probability and Statistics	3
POS399	Special Topics in Political Science and International Relations	3
SSC499	Senior Seminar: Social Sciences	3

NOTE: LIB499 is non-transferable course and must be taken last session.

#### Elective Requirements

Students are required to take 39 credits of electives selected from the list below.

BUS101	Introduction to Business	3
BUS110	Data Analysis and Communication Tools	3
BUS220	Introduction to Business Law	3
BUS331	Business Ethics	3
CHM102	Principles of Chemistry	3
CIS101	IT Fundamentals	3
CNT100	Fundamentals of Networking	3
FIN310	Introduction to Finance	3

HCA101	Healthcare Delivery in the United States	3
HCA201	Terminologies and Classification Systems	3
HED300	Introduction to Health Education	3
HIS320	California History	3
HRM210	Introduction to Human Resource Management	3
HSC101	Health and Society	3
HSC105	Cultural Competence in Healthcare	3
HSC215	Survey of Public Health Biology	3
MGT321	Organizational Behavior and Management	3
MGT332	Introduction to Project Management	3
MGT334	Organizational and Business Communication	3
MGT410	Leading Organizations	3
MGT441	Negotiation and Conflict in Management	3
MGT442	Leading Diverse and Dispersed Teams	3
MKT210	Principles of Marketing	3
PHI105	Introduction to Ethics	3
<b>General Education Requirements</b>		
ART160	Visual and Performing Arts	3
BIO150	General Biology	3
CIS120	Introduction to Digital Literacy	3
COM104	Speech	3
COM105	Intercultural Communication	3
ENG130	English Composition and Reading	3
ENG140	English Composition and Critical Thinking	3
ENG205	Information and Media Literacy	3
HIS120	United States History I	3
HIS122	United States History II	3
HUM499	Senior Seminar: Humanities	3
MAT105	College Algebra	3
PHI399	Applied Philosophy and Ethics	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3

## Bachelor of Science in Elementary Education

**120 Semester Credits / 10 Semesters / 40 Months**

**Delivery Mode: Online with Student Teaching**

The Bachelor of Science in Elementary Education degree provides students with the understanding and skills necessary to prepare them for careers or professions teaching or working with children in various roles. The curriculum for the education degree involves more than one discipline, fostering the understanding of people, nations, institutions, history, arts, sciences, and core courses for educators including a required two term, full-time, student teaching experience. The Bachelor of Science in Elementary Education is a Multiple Subject Credential Preparation program for students in California interested in teaching at the TK-6 level.

### Requirements for all Credential Program Candidates

All credential candidates must provide evidence of passing the California Basic Educational Skills Test (CBEST) or receive a waiver before or during the term in which they reach junior status and provide Certificate of Clearance (fingerprint clearance). Completing ENG 140 and MAT 105 with a B or above qualifies students for a BSR-41 CBEST Waiver.

To stay on schedule for graduation and to be recommended as a candidate to the CTC students seeking a credential pathway must show proof of attempting or passing the California Subjects Examination Test (CSET) prior to beginning any EDU coursework. It is highly recommended that candidates take this exam as early in the program as possible.

### Student Teaching Requirements

- Submit proof of COVID-19 vaccination status 60 days prior to the start of student teaching
- Completed and passed the CSET for the credential being sought
- CPR Certification
- Complete 600 hours of full-time student teaching in an approved classroom(s) over 2 eight-week sessions regardless of holidays or vacation days

- Students are advised not to work during their student teaching experience as it is a full-time commitment requiring 40 plus hours each week
- Substitute teaching and non-sequential or unapproved placements may not be counted towards the 600 hours of required practicum
- Students may be required to travel to distant school sites as assigned- specific school schedule requests or school sites may or may not be accommodated
- In order to progress to the second student teaching session (EDU563) a minimum of 1 EdTPA task must be completed

**All student teaching must be completed in a California classroom.**

**Program Completion Requirements**

- Complete program with a Cumulative GPA of 2.50 or higher
- Passed the Reading Instruction Competence Assessment (RICA)
- Exit Interview
- Exit Survey

**Teacher Credentialing and Licensure**

Per the California Commission on Teacher Credentialing (CTC) all students must meet the specific requirements in effect at the time of candidate application for credential. While the United States University program prepares California teacher candidates it does not guarantee teacher licensure. All credential candidates are encouraged to check the commission requirement page on a regular basis as requirements may change.  
[HTTPS://WWW.CTC.CA.GOV/DOCS/DEFAULT-SOURCE/LEAFLETS/CL560C.PDF?SFVRSN=8DB75DFC\\_16](https://www.ctc.ca.gov/docs/default-source/leaflets/cl560c.pdf?sfvrsn=8db75dfc_16)

In order to be recommended to the California Teaching Commission for a Multiple Subject credential candidates must complete the following requirements:

- Complete a baccalaureate or higher degree from a regionally-accredited college or university.
- Satisfy the basic skills requirement (Passage of the

CBEST exam or waiver).

- Achieve a passing score on required subject matter exams (CSET or waiver).
- Pass the Reading Instruction Competence Assessment (RICA).
- Complete a course in the provisions and principles of the U.S. Constitution.
- Complete a Commission-approved multiple subject teacher preparation program.
- Passed EdTPA Tasks.
- Obtain a formal recommendation for the credential by the program sponsor.

**Curriculum Requirements**

**Core Requirements**

EDU205	Health, Nutrition, and PE for Teachers	3
EDU501	Affirming and Valuing Diversity in the Classroom	3
EDU503	Foundations of Education	3
EDU504	Introduction to Special Education	3
EDU510	Introduction to Classroom Instruction	3
EDU525	English Language Developmental Strategies for English Language Learners	3
ENG403	Multi-Ethnic Children's Literature	3
HIS320	California History	3
MAT221	Math for Elementary Teachers I	3
MAT222	Math for Elementary Teachers II	3
MAT241	Introduction to Probability and Statistics	3
PSY285	Child Development	3
SCI222	Science for Elementary Teachers	3

**Multiple Subject Requirements**

Multiple subject requirements - CSET passage, TB clearance, Fingerprint clearance, and CPR certificate required prior to enrollment.

EDU534	Curriculum and Instruction I	3
EDU535	Curriculum and Instruction II	3
EDU536	Language Arts and Reading	3

EDU561	K-6 Student Teaching (Clinical Practice) I	5	CIS120	Introduction to Digital Literacy	3
EDU562	Directed Student Teaching Seminar I	1	COM104	Speech	3
EDU563	Student Teaching (Clinical Practice) II	5	COM105	Intercultural Communication	3
EDU564	Directed Student Teaching Seminar II	1	ENG130	English Composition and Reading	3
<b>Elective Requirements</b>			ENG140	English Composition and Critical Thinking	3
Students are required to take 15 credits of electives selected from the list below.			ENG205	Information and Media Literacy	3
BUS101	Introduction to Business	3	HIS120	United States History I	3
BUS110	Data Analysis and Communication Tools	3	HIS122	United States History II	3
BUS220	Introduction to Business Law	3	HUM499	Senior Seminar: Humanities	3
BUS331	Business Ethics	3	MAT105	College Algebra	3
CHM102	Principles of Chemistry	3	PHI399	Applied Philosophy and Ethics	3
CIS101	IT Fundamentals	3	PSY101	Introduction to Psychology	3
CNT100	Fundamentals of Networking	3	SOC101	Introduction to Sociology	3
FIN310	Introduction to Finance	3	<b>Outcomes</b>		
HCA101	Healthcare Delivery in the United States	3	1: Engaging and supporting all students in learning.		
HCA201	Terminologies and Classification Systems	3	2: Creating and maintaining effective environments for student learning.		
HED300	Introduction to Health Education	3	3: Understanding and organizing subject matter for student learning.		
HRM210	Introduction to Human Resource Management	3	4: Planning instruction and designing learning experiences for all students.		
HSC101	Health and Society	3	5: Assessing student learning.		
HSC105	Cultural Competence in Healthcare	3	6: Developing as a professional educator.		
HSC215	Survey of Public Health Biology	3	<b>Bachelor of Science in Elementary Education - Arizona</b>		
MGT321	Organizational Behavior and Management	3	<b>120 Semester Credits / 10 Semesters / 40 Months</b>		
MGT332	Introduction to Project Management	3	<b>Delivery Mode: Online</b>		
MGT334	Organizational and Business Communication	3	The Bachelor of Science in Elementary Education degree provides students with the understanding and skills necessary to prepare them for careers or professions teaching or working with children in various roles. The curriculum for the education degree involves more than one discipline, fostering the understanding of people, nations, institutions, history, arts, sciences, and core courses for educators including a required two term, full-time, student teaching experience. The Bachelor of Science in Elementary Education, is an Elementary Credential Preparation program for students in Arizona interested in teaching at the TK-8 level.		
MGT410	Leading Organizations	3			
MGT441	Negotiation and Conflict in Management	3			
MGT442	Leading Diverse and Dispersed Teams	3			
MKT210	Principles of Marketing	3			
PHI105	Introduction to Ethics	3			
<b>General Education Requirements</b>					
ART160	Visual and Performing Arts	3			
BIO150	General Biology	3			

**Requirements for all Credential Program Candidates**



To stay on schedule for graduation and to be eligible to receive the institutional recommendation for the Arizona Department of Education (ADE) students seeking a credential must show proof of passing the Arizona Educator Proficiency Assessment/National Education Series (AEPA/NES NT051, NT102, NT103) prior to beginning student teaching. It is highly recommended that candidates take these exams as early in the program as possible.

### Student Teaching Requirements

- Completed and passed the AEPA/NES exams (NT051, NT102, NT103)
- CPR Certification
- TB Clearance
- All credential candidates must provide an IVP fingerprint clearance card.
- Complete 600 hours of full-time student teaching in an approved classroom(s) over 2 eight-week sessions regardless of holidays or vacation days
- Students are advised not to work during their student teaching experience as it is a full-time commitment requiring 40 plus hours each week
- Substitute teaching and non-sequential or unapproved placements may not be counted towards the 600 hours of required practicum
- Students may be required to travel to distant school sites as assigned - specific school schedule requests or school sites may or may not be accommodated

### Program Completion Requirements

- Complete program with a Cumulative GPA of 2.50 or higher
- Exit Interview
- Exit Survey

### Teacher Credentialing and Licensure

Per the Arizona Department of Education (ADE) all students must meet the specific requirements in effect at the time of candidate application for credential. While the United States University program prepares Arizona teacher candidates it does not guarantee teacher licensure. All credential candidates are encouraged to check the certification requirement page on a regular basis as

requirements may change.

<https://www.azed.gov/sites/default/files/2016/08/Requirements%20for%20Certificate%20-%20Elementary.pdf?id=57a5f538aadebe02a4f4f3c2>

In order to be granted an Institutional Recommendation to be given to the Arizona Department of Education for an Elementary Education credential candidates must complete the following requirements:

- Complete a baccalaureate or higher degree from a regionally accredited college or university.
- Satisfy the pedagogy requirement: AEPA/NES Assessment of Professional Knowledge-Elementary Education (NT051) exam
- Achieve a passing score on required subject matter exams: AEPA/NES Subject Knowledge: Elementary Education Subtest I II exam. (NT102 and NT103)

### Curriculum Requirements

#### Core Course Requirements

EDU205	Health, Nutrition, and PE for Teachers	3
EDU501	Affirming and Valuing Diversity in the Classroom	3
EDU503	Foundations of Education	3
EDU504	Introduction to Special Education	3
EDU510	Introduction to Classroom Instruction	3
ELL526	Foundations of English Learner Instruction in Elementary Classrooms	3
ENG403	Multi-Ethnic Children's Literature	3
HIS210	Arizona History	3
MAT221	Math for Elementary Teachers I	3
MAT222	Math for Elementary Teachers II	3
MAT241	Introduction to Probability and Statistics	3
PSY285	Child Development	3
SCI222	Science for Elementary Teachers	3

#### Elementary Education Subject Requirements

Students must pass AEPA/NES Subject Knowledge; Elementary Education Subtest I II Exam, TB clearance, Fingerprint clearance, and CPR certificate required prior to enrollment in EDU coursework.

EDU536	Language Arts and Reading K-6	3
EDU574	Elementary Teaching Methods I	3
EDU575	Elementary Teaching Methods II	3
EDU561	Student Teaching (Clinical Practice) I	5
EDU572	Student Teaching Seminar I	1
EDU563	Student Teaching (Clinical Practice) II	5
EDU576	Student Teaching Seminar II	1

### Elective Requirements

Students are required to take 15 credits of electives selected from the list below.

BUS101	Introduction to Business	3
BUS110	Data Analysis and Communication Tools	3
BUS220	Introduction to Business Law	3
BUS331	Business Ethics	3
CHM102	Principles of Chemistry	3
CIS101	IT Fundamentals	3
CNT100	Fundamentals of Networking	3
FIN310	Introduction to Finance	3
HCA101	Healthcare Delivery in the United States	3
HCA201	Terminologies and Classification Systems	3
HED300	Introduction to Health Education	3
HRM210	Introduction to Human Resource Management	3
HSC101	Health and Society	3
HSC105	Cultural Competence in Healthcare	3
HSC215	Survey of Public Health Biology	3
MGT321	Organizational Behavior and Management	3
MGT332	Introduction to Project Management	3
MGT334	Organizational and Business Communication	3
MGT410	Leading Organizations	3
MGT441	Negotiation and Conflict in Management	3
MGT442	Leading Diverse and Dispersed Teams	3
MKT210	Principles of Marketing	3
PHI105	Introduction to Ethics	3

<b>General Education Requirements</b>		
ART160	Visual and Performing Arts	3
BIO150	General Biology	3
CIS120	Introduction to Digital Literacy	3
COM104	Speech	3
COM105	Intercultural Communication	3
ENG130	English Composition and Reading	3
ENG140	English Composition and Critical Thinking	3
ENG205	Information and Media Literacy	3
HIS120	United States History I	3
HIS122	United States History II	3
HUM499	Senior Seminar: Humanities	3
MAT105	College Algebra	3
PHI399	Applied Philosophy and Ethics	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3

### Outcomes

1. Engaging and supporting all students in learning
2. Creating and maintaining effective environments for student learning
3. Understanding and organizing subject matter for student learning
4. Planning instruction and designing learning experiences for all students
5. Assessing student learning
6. Developing as a professional educator
7. Utilize data to inform decision making and address barriers to student success
8. Apply research and theory to educational planning in support of equitable outcomes for students, staff and the school community

## Doctor of Education

**60 Semester Credits / 10 Semesters / 40 Months**

### Delivery Mode: Online

The Doctor of Education in Organizational Leadership degree program provides professionals a pathway to becoming E.L.I.T.E. leaders in their chosen field while pursuing a doctoral degree. The College of Education at United States University developed this program to focus on preparing visionary and leading-edge change agents, complex problem-solvers, and effective leaders of various types of enterprises, including education, government, business, healthcare, military, and nonprofit agencies to become leaders, innovate and provide new solutions in a

time of rapid changes in our society. The program prepares adaptable professionals who are able to generate creative solutions and facilitate positive change and organizational transformation in their professional capacity. Learners are provided with expanded viewpoints relative to problem identification and applied resolution strategies in organizational ecosystems that can be volatile, uncertain, complex, and ambiguous. Graduates of this program are adaptable leaders who demonstrate the ability to disrupt the status quo with creative and useful innovations that lead to change and transformation that is viewed as impactful and valued.

### Core Courses

EDD800	Introduction to Advanced Studies	3
EDD801	Theoretical Foundations of Leadership and Innovation	3
EDD802	Emerging Issues and Trends in Organizations	3
EDD803	Advanced Writing and Research	3
EDD804	Foundations of Research Design and Methodology	3
EDD805	Leadership for Systemic and Organizational Change	3
EDD806	Methodology and the Prospectus	3
EDD807	Teaching, Learning, and Leading in Organizations	3
EDD808	Diversity, Equity, and Inclusion in Organizations	3
EDD809	Advanced Research: The Literature Review	3
EDD810	Fundamentals of Creativity, Innovation, and Entrepreneurship	3
EDD811	Using Communication to Lead Change	3
EDD812	Ethical Dilemmas in Organizational Leadership	3
EDD813	Advanced Synthesis: The Proposal	3
EDD900	Dissertation I	3
EDD901	Dissertation II	3
EDD902	Dissertation III	3
EDD903	Dissertation IV	3
EDD904	Dissertation V	3
EDD905	Dissertation VI	3

### Outcomes

**Equity** – Doctoral learners create policies advancing equity and social justice that follow ethical and regulatory compliant actions supporting the mission and vision of organizations.

**Leadership** – Doctoral learners demonstrate leadership skills by integrating theoretical constructs, analyzing the relationship between the leader and the organizational culture, and implementing global leadership thinking within their professional practice.

**Innovation** – Doctoral learners examine human and organizational dynamics that influence the implementation of innovation in educational enterprises, generate alternative solutions in determining whether to adopt an innovation, as well as create innovative strategic and tactical plans and systems to produce more effective organizations, examining contemporary methodologies to incorporate human and organizational dynamics into the evaluation of innovation initiatives.

**Theory** – Doctoral learners construct theory-informed decisions for addressing complex problems of practice and integrate theories of change and conduct analyses of relevant innovation and organizational theories.

**Education** – Doctoral learners employ effective strategies for facilitating organizational learning and are able to critique the effectiveness of communication approaches for diverse recipients.

## Education Specialist

**42 Semester Credits / 7 Semesters / 28 Months**

**Delivery Mode: Online**

The Educational Specialist Degree in Organizational Leadership provides professionals a pathway to becoming E.L.I.T.E. leaders in their chosen field while pursuing an advanced degree. The College of Education at United States University developed this program to focus on preparing visionary and leading-edge change agents, complex problem-solvers, and effective leaders of various types of enterprises, including education, government, business, healthcare, military, and nonprofit agencies to become leaders, innovate and provide new solutions in a time of rapid changes in our society. The program prepares adaptable professionals who are able to generate creative solutions and facilitate positive change and organizational transformation in their professional capacity. Learners are provided with expanded viewpoints relative to problem identification and applied resolution strategies in organizational ecosystems that can be volatile, uncertain, complex, and ambiguous. Graduates of this program are adaptable leaders who demonstrate the ability to disrupt the status quo with creative and useful innovations that

lead to change and transformation that is viewed as impactful and valued. The EdS degree is a 42 credit degree that does not include the completion of a dissertation.

### Core Courses

EDD800	Introduction to Advanced Studies	3
EDD801	Theoretical Foundations of Leadership and Innovation	3
EDD802	Emerging Issues and Trends in Organizations	3
EDD803	Advanced Writing and Research	3
EDD804	Foundations of Research Design and Methodology	3
EDD805	Leadership for Systemic and Organizational Change	3
EDD806	Methodology and the Prospectus	3
EDD807	Teaching, Learning, and Leading in Organizations	3
EDD808	Diversity, Equity, and Inclusion in Organizations	3
EDD809	Advanced Research: The Literature Review	3
EDD810	Fundamentals of Creativity, Innovation, and Entrepreneurship	3
EDD811	Using Communication to Lead Change	3
EDD812	Ethical Dilemmas in Organizational Leadership	3
EDD813	Advanced Synthesis: The Proposal	3

### Outcomes

**Equity** – Doctoral learners create policies advancing equity and social justice that follow ethical and regulatory compliant actions supporting the mission and vision of organizations.

**Leadership** – Doctoral learners demonstrate leadership skills by integrating theoretical constructs, analyzing the relationship between the leader and the organizational culture, and implementing global leadership thinking within their professional practice.

**Innovation** – Doctoral learners examine human and organizational dynamics that influence the implementation of innovation in educational enterprises, generate alternative solutions in determining whether to adopt an innovation, as well as create innovative strategic and tactical plans and systems to produce more effective organizations, examining contemporary methodologies to incorporate human and organizational dynamics into the evaluation of innovation initiatives.

**Theory** – Doctoral learners construct theory-informed decisions for addressing complex problems of practice and integrate theories of change and conduct analyses of relevant innovation and organizational theories.

**Education** – Doctoral learners employ effective strategies for facilitating organizational learning and are able to critique the effectiveness of communication approaches for diverse recipients.

## Master of Arts in Education

**30 Semester Credits / 3-5 Semesters / 10-20 Months**

### Delivery Mode: Online

The Master of Arts in Education (MAEd) is designed for educators who are interested in enhancing their careers through advanced professional knowledge and for non-education professionals who are seeking a career change. The MAEd consists of a core of seven (7) courses covering essential educational topics with student choice for three (3) elective courses from any of the following areas: special education, early childhood education, K-12 administration and leadership and higher education administration.

### Curriculum Requirements

#### Core Requirements

MAE500	Psychology of Education	3
MAE502	Concepts in Educational Inquiry	3

MAE504	Legal Issues in Education	3
MAE505	Trends and Issues in Education	3
MAE506	Cultural Perspectives in Education	3
MAE512	Assessment in Education	3
MAE599	Capstone	3

Note: MAE599 is non-transferable and must be taken in last semester

### Elective Courses

Students are required to take 9 credits of electives selected from the list below.

MAE515	Literacy Instruction for Students with Mild Disabilities	3
MAE519	Classroom and Behavior Management in the Inclusive Classroom	3
MAE521	Content Area Instruction for Students with Mild Disabilities	3
MAE523	Autism Spectrum Disorders: Characteristics and Educational Implications	3
MAE535	Curriculum Across Content Areas for Diverse Young Learners	3
MAE537	Developing Language, Literature and Communication of Diverse Young Learners	3
MAE539	Methods of Teaching Early Childhood	3
MAE541	Maintaining an Effective Learning Climate	3
MAE551	Managing Organizational Culture: Elementary and Secondary School Organizations	3
MAE555	Leading for Assessment and Accountability	3
MAE557	Leading School Communities in a Pluralistic Society	3
MAE561	Leading for Learning and Development of the School Community	3
MAE591	Higher Education Administration and Leadership	3
MAE592	The Community College	3
MAE594	Student Services	3

MAE596	Human Resources Management in Higher Education	3
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### Outcomes

1. Apply research and theory to education planning in support of equitable outcomes for students, staff and the school community.
2. Design effective learning and assessment activities for a diverse audience.
3. Advocate for all learners through effective communication, community engagement, and on-going collaboration.
4. Utilize data to inform decision making and address barriers to student success.
5. Demonstrate ethical decision making, behavior and commitment to equity.

## Master of Arts in Teaching

**42 Semester Credits/ 6 Semesters/24 Months**

**\* Internship Teaching Option/ 1 Additional Semester/ 4 Additional Months**

**\*Bilingual Authorization 9 Credits/1 Additional Semester/4 Additional Months**

The Master of Arts in Teaching degree program (MAT) provides students a pathway to complete their California teaching credential preparation program while also pursuing a Master's degree. Students interested in teaching at the K-6 school level in the State of California must have completed a bachelor's degree at a regionally accredited university, have passed the California Basic Education Skills Test (CBEST) and have the capacity to pass the California Subjects Examination for Teachers (CSET), or have completed a commission-approved elementary subject-matter program. Students interested in teaching at the 7-12 school level must have completed a bachelor's degree at a regionally accredited university and have the capacity to pass the appropriate subject-matter examination (CSET), such as Art, Dance, English, Health Science, Mathematics, Music, Physical Education, Science, Social Science, Theater, World Languages, or have completed a commission-approved subject-matter program.

The College of Education offers the following Teacher Credentialing programs approved by the California Commission on Teacher Credentialing (CTC):

- 2042 Multiple Subject Preliminary Credential
- 2042 Single Subject Preliminary Credential- in the following areas-Art, Dance, English/Language Arts,

Health Science, Mathematics, Music, Physical Education, Sciences, Social Sciences, World Languages

- Bilingual Authorization (Spanish/English)

### Student Teaching Requirements

- Completed and passed the CSET for the credential being sought (or obtain an equivalency approval)
- CPR Certification
- Complete 600 hours of full-time student teaching in an approved classroom(s) over 2 eight-week sessions regardless of holidays or vacation days
- Students are advised not to work during their student teaching experience as it is a full-time commitment requiring 40 plus hours each week
- Substitute teaching and non-sequential or unapproved placements will not be counted towards the 600 hours of required practicum
- Students may be required to travel to distant school sites as assigned- specific school schedule requests or school sites may or may not be accommodated
- Students are encouraged to look ahead and properly plan for the required 16 weeks of student teaching

**Internship Option-** Students interested in the internship option must meet additional enrollment requirements: passing scores on the California Subjects Examination for Teachers (CSET) or CTC approved equivalency, have an intern job offer with a public school in the state of California. Multiple Subject students must also have passed the Reading Instruction Competency Assessment (RICA). This program requires students to have a full-time intern teaching placement, on an internship credential, at a public school district while they are in the program. Students must be enrolled in the University to work on an Intern Credential. A leave of absence or break in attendance will cause the credential to be revoked.

**\*Student teaching/Intern teaching is rarely available during the Summer.** Students who begin the program in the fall terms and continuously enroll in two courses each term must acknowledge that student teaching may be delayed until the following fall terms due to third party teaching placements availability. By not continuing during summer sessions, this may impact your continuous enrollment, financial aid (if applicable), and time to complete.

The following Courses may not be offered in the summer II term:

**EDU565 Student Teaching (Clinical Practice) I**

**EDU562 Directed Student Teaching Seminar I**

**EDU567 Student Teaching (Clinical Practice) II**

**EDU564 Directed Student Teaching Seminar II**

**INT501 Internship Supervision and Support I**

**INT502 Internship Supervision and Support II**

**INT503 Internship Supervision and Support III**

**INT504 Internship Supervision and Support IV**

### Program Completion Requirements

- Complete program with a Cumulative GPA of 3.00 or above
- Passed the Reading Instruction Competence Assessment (RICA) (Multiple Subjects only)
- Passed the CSET (all sections) or CTC approved equivalency
- Exit interview
- Exit survey

### Teacher Credentialing and Licensure

Per the California Commission on Teacher Credentialing (CTC) all students must meet the specific requirements in effect at the time of candidate application for credential. While the United States University program prepares California teacher candidates it does not guarantee teacher licensure. All credential candidates are encouraged to check the commission requirement page on a regular basis as requirements may change.

[https://www.ctc.ca.gov/docs/default-source/leaflets/cl560c.pdf?sfvrsn=8db75dfc\\_16](https://www.ctc.ca.gov/docs/default-source/leaflets/cl560c.pdf?sfvrsn=8db75dfc_16)

In order to be recommended to the California Teaching Commission for a Multiple Subject Credential or a Single Subject Credential, candidates must complete the following requirements:

#### Multiple Subject Credential

1. Complete a baccalaureate or higher degree from a regionally-accredited college or university
2. Satisfy the basic skills requirement (Passage of the

CBEST exam or equivalency)	EDU503	Foundations of Education	3
3. Achieve a passing score on required subject matter exams (CSET or a commission approved equivalency).	EDU504	Introduction to Special Education	3
4. Pass the Reading Instruction Competence Assessment (RICA).	EDU510	Introduction to Classroom Instruction	3
5. Complete a course in the provisions and principles of the US Constitution or pass exam.	EDU525	English Language Developmental Strategies for English Language Learners	3
6. Complete a Commission-approved multiple subject teacher preparation program.	EDU698	Educational Research in Action	3
7. Passed all edTPA Tasks.	EDU699	MAT Capstone	3
8. Obtain a formal recommendation for the credential by the program sponsor.	Note: EDU699 is non-transferable.		
<b>Single Subject Credential</b>			
1. Complete a baccalaureate or higher degree from a regionally accredited college or university.	EDU534	Curriculum and Instruction I	3
2. Satisfy the basic skills requirement (Passage of the CBEST exam or equivalency)	EDU535	Curriculum and Instruction II	3
3. Verify subject matter competence by ONE of the following:	EDU536	Language Arts and Reading K-6	3
a. Achieve a passing score on the appropriate subject-matter examination(s)(CSET)	EDU561	Student Teaching (Clinical Practice) I	5
b. Complete a Commission-approved subject matter program. (not available at USU)	EDU562	Directed Student Teaching Seminar I	1
c. For Specialized Science subjects only, individuals may take and pass the appropriate subject matter examinations or obtain verification of completion of subject-matter course work from the Commission on Teacher Credentialing.	EDU563	Student Teaching (Clinical Practice) II	5
4. Complete a course in the provisions and principles of the US Constitution or pass exam.	EDU564	Directed Student Teaching Seminar II	1
5. Complete a Commission-approved teacher preparation program.	<b>Single Subject Credential Requirements</b>		
6. Obtain a formal recommendation for the credential by the program sponsor.	EDU540	Secondary Teaching Strategies I	3
	EDU541	Secondary Teaching Strategies II	3
	EDU542	Reading in the Content Area	3
	EDU565	Student Teaching (Clinical Practice) I	5
	EDU562	Directed Student Teaching Seminar I	1
	EDU567	Student Teaching (Clinical Practice) II	5
	EDU564	Directed Student Teaching Seminar II	1
	<b>Internship Teaching Option - Multiple Subjects</b>		
	EDU534	Curriculum and Instruction I	3
	EDU535	Curriculum and Instruction II	3
	EDU536	Language Arts and Reading K-6	3
	INT501	Internship Supervision and Support I	3
	INT502	Internship Supervision and Support II	3
	INT503	Internship Supervision and Support III	3
<b>Curriculum Requirements</b>			
<b>Core Requirements</b>			
EDU501	Affirming and Valuing Diversity in the Classroom		3

INT504	Internship Supervision and Support IV	3
Internship Teaching Option - Single Subject		
EDU540	Secondary Teaching Strategies I	3
EDU541	Secondary Teaching Strategies II	3
EDU542	Reading in the Content Area	3
INT501	Internship Supervision and Support I	3
INT502	Internship Supervision and Support II	3
INT503	Internship Supervision and Support III	3
INT504	Internship Supervision and Support IV	3
Optional Addition - Bilingual Authorization Requirements		
EDU522	First and Second Language Acquisition	3
EDU580	Bilingualism, Biliteracy, and Immersion	3
EDU581	Spanish Language Methods	3

### Outcomes

By the end of the Master of Arts in Teaching, candidates will learn, apply and reflect upon the following Teaching Performance Expectations (TPE's) and Program Learning Outcomes 1: Engaging and supporting all students in learning

2: Creating and maintaining effective environments for student learning

3: Understanding and organizing subject matter for student learning

4: Planning instruction and designing learning experiences for all students

5: Assessing student learning

6: Developing as a professional educator

7: Utilize data to inform decision making and address barriers to student success

8: Apply research and theory to educational planning in support of equitable outcomes for students, staff and the school community

## Master of Arts in Teaching - Arizona

**42 Semester Credits/ 4 Semesters/16 Months**

**Delivery Mode: Online**

The Master of Arts in Teaching degree program (MAT) provides students a pathway to complete their Arizona teaching credential preparation program while also pursuing a Master's degree. Students interested in

teaching at the K-8 school level in the State of Arizona must have completed a bachelor's degree at a regionally accredited university and have the capacity to pass the AEP/NES Subject Knowledge: Elementary Education Subtest I & II exam (NT102 and NT103) and AEP/NES Assessment of Professional Knowledge-Elementary Education (NT051) exam. Students interested in teaching at the 6-12 school level must have completed a bachelor's degree at a regionally accredited university and have the capacity to pass the AEP/NES Assessment of Professional Knowledge-Secondary Education (NT052) and the AEP/NES Subject Knowledge Exam in the requested subject area or have completed a regionally accredited subject-matter program.

The College of Education offers the following Teacher Credentialing programs approved by the Arizona Department of Education (ADE):

- Elementary Education TK-8
- Secondary Education 6-12

### Requirements for all Credential Program Candidates

To stay on schedule for graduation and to be eligible to receive the institutional recommendation for the Arizona Department of Education (ADE) students seeking a credential must show proof of passing the Arizona Educator Proficiency Assessment (AEP/NES) prior to beginning student teaching. It is highly recommended that candidates take this exam as early in the program as possible.

### Student Teaching Requirements

- Completed and passed the AEP/NES for the credential being sought.
- CPR Certification
- TB Clearance
- All credential candidates must provide a fingerprint clearance card.
- Complete 600 hours of full-time student teaching in an approved classroom(s) over 2 eight-week sessions regardless of holidays or vacation days
- Students are advised not to work during their student teaching experience as it is a full-time commitment requiring 40 plus hours each week
- Substitute teaching and non-sequential or unapproved placements may not be counted towards the 600



hours of required practicum

- Students may be required to travel to distant school sites as assigned-specific school schedule requests or school sites may or may not be accommodated

**Program Completion Requirements**

- Complete program with a Cumulative GPA of 3.0 or higher
- Exit Interview
- Exit Survey

**Teacher Credentialing and Licensure**

Per the Arizona Department of Education (ADE) all students must meet the specific requirements in effect at the time of candidate application for credential. While the United States University program prepares Arizona teacher candidates it does not guarantee teacher licensure. All credential candidates are encouraged to check the certification requirement page on a regular basis as requirements may change. <https://www.azed.gov/sites/default/files/2016/08/Requirements%20for%20Certificate%20-%20Elementary.pdf?id=57a5f538aadebe02a4f4f3c2>

In order to be granted an Institutional Recommendation to be given to the Arizona Department of Education for an Elementary Education credential candidates must complete the following requirements:

- Complete a baccalaureate or higher degree from a regionally accredited college or university.
- Satisfy the pedagogy requirement: AEPA/NES Assessment of Professional Knowledge-Elementary Education (NT051) exam
- Achieve a passing score on required subject matter exams: AEPA/NES Subject Knowledge: Elementary Education Subtest I & II exam. (NT102 and NT103)

**Curriculum Requirements**

**Core Course Requirements**

EDU501	Affirming and Valuing Diversity in the Classroom	3
EDU503	Foundations of Education	3
EDU504	Introduction to Special Education	3
EDU510	Introduction to Classroom Instruction	3
MAE500	Psychology of Education	3

MAE512	Assessment in Education	3
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**Multiple Subject Requirements**

ELL526	Foundations of English Learner Instruction in Elementary Classrooms	3
EDU574	Elementary Teaching Methods I	3
EDU575	Elementary Teaching Methods II	3
EDU536	Language Arts and Reading K-6	3
EDU561	Student Teaching (Clinical Practice) I	5
EDU572	Student Teaching Seminar I	1
EDU563	Student Teaching (Clinical Practice) II	5
EDU576	Student Teaching Seminar II	1

**Single Subject Requirements**

ELL527	Foundations of English Learner Instruction in Secondary Classrooms	3
EDU542	Reading in the Content Area	3
EDU570	Secondary Teaching Methods I	3
EDU571	Secondary Teaching Methods II	3
EDU565	Student Teaching (Clinical Practice) I	5
EDU572	Student Teaching Seminar I	1
EDU567	Student Teaching (Clinical Practice) II	5
EDU576	Student Teaching Seminar II	1

**Outcomes**

1. Engaging and supporting all students in learning
2. Creating and maintaining effective environments for student learning
3. Understanding and organizing subject matter for student learning
4. Planning instruction and designing learning experiences for all students
5. Assessing student learning
6. Developing as a professional educator
7. Utilize data to inform decision making and address barriers to student success
8. Apply research and theory to educational planning in support of equitable outcomes for students, staff and the school community

## Graduate Certificate in Early Childhood Education

**12 Semester Credits / 1-2 Semesters / 4-8 Months**  
**Delivery Mode: Online**

This graduate certificate program in Early Childhood Education is designed for teachers in a pre-school setting who want to enhance their career and deepen their knowledge of early childhood education and classroom management.

**Program Learning Outcomes**

1. Examine the diverse needs, characteristics and multiple influences on the development of children, as appropriate to children birth through age 8.
2. Demonstrate content and pedagogical knowledge necessary for successful performance in field settings
3. Assess developmentally appropriate curriculum, methods and teaching practices.
4. Design developmentally appropriate activities that adhere to industry standards.
5. Apply oral and written communication skills and research practices to discuss information related to early childhood education issues and topics.

**Completion Requirements**

The certificate requires successful completion of a total of 12 semester credits. Students need to receive a grade of B or better in each course to receive the certificate. Students receiving a grade below a B would have to retake the course before credit would be given.

**Curriculum Requirements****Core Requirements**

MAE535	Curriculum Across Content Areas for Diverse Young Learners	3
MAE537	Developing Language, Literature and Communication of Diverse Young Learners	3
MAE539	Methods of Teaching Early Childhood	3
MAE541	Maintaining an Effective Learning Climate	3

## Graduate Certificate in Higher Education Administration

**12 Semester Credits / 1-2 Semesters / 4-8 Months**  
**Delivery Mode: Online**

This graduate certificate program in Higher Education Administration is designed for individuals who are planning or are enhancing a career in a broad range of administrative positions in higher education institutions. The certificate will provide core knowledge for administrative processes in the context of higher education institutions.

**Program Learning Outcomes**

1. Analyze different organizational, communication, and management styles in higher education.
2. Critically analyze the historical and current mission and organization of community colleges.
3. Analyze strategic planning involved in the selection, recruitment and selection process in institutions of higher learning.
4. Design training, development, and performance appraisals to increase organizational effectiveness and efficiency.

**Completion Requirements**

The certificate requires successful completion of a total of 12 semester credits. Students need to receive a grade of B or better in each course to receive the certificate. Students receiving a grade below a B would have to retake the course before credit would be given.

**Curriculum Requirements**

Core Requirements		
MAE591	Higher Education Administration and Leadership	3
MAE592	The Community College	3
MAE594	Student Services	3
MAE596	Human Resources Management in Higher Education	3

	Management in the Inclusive Classroom	
MAE521	Content Area Instruction for Students with Mild Disabilities	3
MAE523	Autism Spectrum Disorders: Characteristics and Educational Implications	3

**Graduate Certificate in Special Education**

**12 Semester Credits / 1-2 Semesters / 4 -8 Months**  
**Delivery Mode: Online**

This graduate certificate program in Special Education is designed for Education Specialist individuals who want to enhance their career and deepen their knowledge of special education and inclusive classroom management.

This certificate in Special Education does NOT qualify students for a Teaching Credential in Special Education.

**Program Learning Outcomes**

1. Examine the causes and characteristics of students with learning disabilities.
2. Develop approaches for successful classroom management.
3. Examine Instructional techniques for effective teaching and assessing.
4. Identify and analyze behavioral solutions.
5. Research accommodations and adaptations necessary for student success.

**Completion Requirements**

The certificate requires successful completion of a total of 12 semester credits. Students need to receive a grade of B or better in each course to receive the certificate. Students receiving a grade below a B would have to retake the course before credit would be given.

**Curriculum Requirements**

Core Requirements		
MAE515	Literacy Instruction for Students with Mild Disabilities	3
MAE519	Classroom and Behavior	3

**Teacher Credentialing Preparation Program**

**36 Semester Credits/ 3 Semesters/12 Months**

**\*Bilingual Authorization 9 Credits/1 Additional Semester/4 Additional Months**

**\*Internship Option 1 Additional Semester/4 Additional Months**

The Teacher Credentialing Preparation Program (TCPP) at USU is the key step toward a career as a TK-6 or 7-12 teacher. Students interested in teaching at the K-6 school level in the State of California must have completed a bachelor’s degree at a regionally accredited university, have passed the California Basic Education Skills Test (CBEST) and have the capacity to pass the California Subjects Examination for Teachers (CSET), or have completed a commission-approved elementary subject-matter program. Students interested in teaching at the 7-12 school level must have completed a bachelor’s degree at a regionally accredited university and have the capacity to pass the appropriate subject-matter examination (CSET) or obtain a waiver. Secondary Credential areas include Art, Dance, English/language Arts, Health Science, Mathematics, Music, Physical Education, Science, Social Science, Theater, World Languages.

**Internship Option-** Students interested in the internship option must meet additional enrollment requirements: passing scores on the California Subjects Examination for Teachers (CSET), have an intern job offer with a public school in the state of California. This program requires students to have a full-time intern teaching placement, on an internship credential, at a public school district while they are in the program. Students must be enrolled in the University to work on an Intern Credential. A leave of absence or break in attendance will cause the credential to be revoked.

The College of Education offers the following Teacher Credentialing programs approved by the California Commission on Teacher Credentialing (CTC):

- 2024 Multiple Subject Preliminary Credential
- 2042 Single Subject Preliminary Credential - in the following areas - English/Language Arts, Mathematics, Music, Physical Education, Sciences, Social Sciences, World Languages
- Bilingual Authorization (Spanish/English)

### Student Teaching Requirements

- Completed and passed the CSET for the credential being sought.
- CPR Certification
- Complete 600 hours of full-time student teaching in an approved classroom(s) over 2 eight-week sessions regardless of holidays or vacation days
- Students are advised not to work during their student teaching experience as it is a full-time commitment requiring 40 plus hours each week
- Substitute teaching and non-sequential or unapproved placements may not be counted towards the 600 hours of required practicum
- Students may be required to travel to distant school sites as assigned- specific school schedule requests or school sites may or may not be accommodated
- All student teaching must take place in a California classroom
- Students are encouraged to look ahead and properly plan for the required 16 weeks of student teaching which will take place the last two terms of the TCPP program

**\*Student teaching/Internship is rarely available during the Summer.** Students who begin the program in the fall terms and continuously enroll in two courses each term must acknowledge that student teaching may be delayed until the following fall terms due to third party teaching placements availability. By not continuing during summer sessions, this may impact your continuous enrollment, financial aid (if applicable), and time to complete.

The following Courses may not be offered in the summer II term:

**EDU565 Student Teaching (Clinical Practice) I**

**EDU562 Directed Student Teaching Seminar I**

**EDU567 Student Teaching (Clinical Practice) II**

**EDU564 Directed Student Teaching Seminar II**

**INT501 Internship Supervision and Support I**

**INT502 Internship Supervision and Support II**

**INT503 Internship Supervision and Support III**

**INT504 Internship Supervision and Support IV**

### Program Completion Requirements

- Complete program with a Cumulative GPA of 3.00 or above
- Passed the Reading Instruction Competence Assessment (RICA) (Multiple Subjects only)
- Passed the CSET (all sections) or met the equivalency requirements per the CTC
- Exit interview
- Exit survey

### Teacher Credentialing and Licensure

Per the California Commission on Teacher Credentialing (CTC) all students must meet the specific requirements in effect at the time of candidate application for credential. While the United States University program prepares California teacher candidates it does not guarantee teacher licensure. All credential candidates are encouraged to check the commission requirement page on a regular basis as requirements may change.

[https://www.ctc.ca.gov/docs/default-source/leaflets/cl560c.pdf?sfvrsn=8db75dfc\\_16](https://www.ctc.ca.gov/docs/default-source/leaflets/cl560c.pdf?sfvrsn=8db75dfc_16)

In order to be recommended to the California Teaching Commission for a Multiple Subject Credential or a Single Subject Credential, candidates must complete the following requirements:

#### Multiple Subject Credential

1. Complete a baccalaureate or higher degree from a regionally-accredited college or university
2. Satisfy the basic skills requirement (Passage of the CBEST exam or CTC equivalency)
3. Achieve a passing score on required subject matter exams (CSET or CTC equivalency).
4. Pass the Reading Instruction Competence Assessment (RICA).

5. Complete a course in the provisions and principles of the US Constitution.			Single Subject Credential Requirements		
			EDU540	Secondary Teaching Strategies I	3
6. Complete a Commission-approved multiple subject or Single Subject teacher preparation program.			EDU541	Secondary Teaching Strategies II	3
7. Passed edTPA Tasks.			EDU542	Reading in the Content Area	3
			EDU565	Student Teaching (Clinical Practice) I	5
8. Obtain a formal recommendation for the credential by the program sponsor.			EDU562	Directed Student Teaching Seminar I	1
			EDU567	Student Teaching (Clinical Practice) II	5
<b>Single Subject Credential</b>			EDU564	Directed Student Teaching Seminar II	1
1. Complete a baccalaureate or higher degree from a regionally-accredited college or university					
2. Satisfy the basic skills requirement (Passage of the CBEST exam or CTC Equivalency)			Multiple Subject Credential Requirements		
			EDU534	Curriculum and Instruction I	3
			EDU535	Curriculum and Instruction II	3
3. Verify subject matter competence by ONE of the following:			EDU536	Language Arts and Reading K-6	3
a. Achieve a passing score on the appropriate subject-matter examination(s).(CSET)			EDU561	Student Teaching (Clinical Practice) I	5
b. Complete a Commission-approved subject matter program. (not available at USU)			EDU562	Directed Student Teaching Seminar I	1
c. For Specialized Science subjects only, individuals may take and pass the appropriate subject matter examinations or obtain verification of completion of subject-matter course work from the Commission on Teacher Credentialing.			EDU563	Student Teaching (Clinical Practice) II	5
			EDU564	Directed Student Teaching Seminar II	1
4. Complete a course in the provisions and principles of the US Constitution.			Internship Teaching Option - Multiple Subjects		
			EDU534	Curriculum and Instruction I	3
			EDU535	Curriculum and Instruction II	3
			EDU536	Language Arts and Reading K-6	3
5. Complete a Commission-approved teacher preparation program.			INT501	Internship Supervision and Support I	3
			INT502	Internship Supervision and Support II	3
6. Obtain a formal recommendation for the credential by the program sponsor.			INT503	Internship Supervision and Support III	3
			INT504	Internship Supervision and Support IV	3
<b>Curriculum Requirements</b>					
<b>Core Requirements</b>			Internship Teaching Option - Single Subject		
EDU501	Affirming and Valuing Diversity in the Classroom	3	EDU540	Secondary Teaching Strategies I	3
EDU503	Foundations of Education	3	EDU541	Secondary Teaching Strategies II	3
EDU504	Introduction to Special Education	3	EDU542	Reading in the Content Area	3
EDU510	Introduction to Classroom Instruction	3	INT501	Internship Supervision and Support I	3
EDU525	English Language Developmental Strategies for English Language Learners	3	INT502	Internship Supervision and Support II	3

INT503	Internship Supervision and Support III	3
INT504	Internship Supervision and Support IV	3
Optional Addition - Bilingual Authorization		
EDU522	First and Second Language Acquisition	3
EDU580	Bilingualism, Biliteracy, and Immersion	3
EDU581	Spanish Language Methods	3

### **Outcomes**

Teacher Performance Expectations By the end of the Teacher Credentialing Preparation Program candidates will learn, apply and reflect upon the following Teaching Performance Expectations (TPE's):

- TPE 1: Engaging and Supporting All Students in Learning
- TPE 2: Creating and Maintaining Effective Environments for Student Learning
- TPE 3: Understanding and Organizing Subject Matter for Student Learning
- TPE 4: Planning Instruction and Designing Learning Experiences for All Students
- TPE 5: Assessing Student Learning
- TPE 6: Developing as a Professional Educator

# College of Nursing and Health Sciences

The mission of the College of Nursing and Health Sciences is to develop diverse lifelong learners grounded in caring science and prepared to be innovative leaders in a dynamic healthcare system.

## Bachelor of Science in Health Sciences

**The University is no longer accepting applications and is not actively enrolling for this degree.**

**120 Semester Credits / 10 Semesters / 40 Months**

### Delivery Mode: Online

The Bachelor of Science in Health Sciences (BSHS) program prepares individuals to plan, implement, and evaluate programs for health and human services such as those offered by health departments, health agencies, clinics, hospitals, and businesses and health care industries.

The coursework in Health Sciences with a Health Education concentration provides a theoretical and philosophical foundation in principles of health promotion and community health education based on a synthesis of knowledge drawn from the physical, biological, social, and behavioral fields. Through the case study method students develop skills in needs assessment, organizing communities and identifying and implementing educational strategies. The program graduate may be eligible for the Certified Health Education Specialist examination (CHES) through the National Commission for Health Credentialing.

The Health Sciences degree program with a concentration in Health Services Administration is designed for students seeking to qualify for administrative/managerial positions in the rapidly expanding healthcare sector in settings such as hospitals, clinics, managed care companies, health insurance companies, law offices, or in the private and public sector. The role of individuals in health services administration generally includes skills in leadership, financial management, health informatics, marketing, and human resources.

This program prepares you with the skills necessary to have a positive impact on the quality of services available to meet this need in a growing population.

## Curriculum Requirements

### Core Requirements

GER310	Gerontology	3
HCA101	Healthcare Delivery in the United States	3
HCA201	Terminologies and Classification Systems	3
HCA401	Strategic Management in Healthcare Organizations	3
HCA414	Healthcare Law, Policy, and Management	3
HDA310	Health Informatics	3
HED201	Human Nutrition	3
HED302	Health Promotions and Lifestyle Modification	3
HSC101	Health and Society	3
HSC105	Cultural Competence in Healthcare	3
HSC210	Environmental Health Safety	3
HSC215	Survey of Public Health Biology	3
HSC380	Ethics in Healthcare	3
HSC404	Principles of Epidemiology	3
HSC499	Capstone	3

Note: HSC499 is non-transferable and must be taken in last semester

### Science and Math Required Courses

BIO251	Microbiology	3
BIO280	Anatomy and Physiology I with Lab	4
BIO282	Anatomy and Physiology II with Lab	4
MAT241	Introduction to Probability and Statistics	3

### Concentration Options

#### Health Education

HED300	Introduction to Health Education	3
HED304	Principles of Educating and Teaching	3
HED306	Developing and Working in Teams	3
HED406	Development and Evaluation of Health Programs	3
HED407	Strategies for Patient	3

	Engagement	
Health Services Administration		
HCA404	Human Resources in Health Administration	3
HCA405	Quality Management in Healthcare	3
HCA406	Financial Management in Healthcare	3
HCA408	Healthcare Marketing	3
HCA416	Business Intelligence Tools	3
General Education Requirements		
ART137	Art Appreciation	3
BIO150	General Biology	3
CIS120	Introduction to Digital Literacy	3
COM104	Speech	3
COM105	Intercultural Communication	3
ENG130	English Composition and Reading	3
ENG140	English Composition and Critical Thinking	3
ENG205	Information and Media Literacy	3
HUM499	Senior Seminar: Humanities	3
MAT105	College Algebra	3
PHI399	Applied Philosophy and Ethics	3
POS399	Special Topics in Political Science and International Relations	3
PSY101	Introduction to Psychology	3
SOC101	Introduction to Sociology	3
SSC499	Senior Seminar: Social Sciences	3

### Outcomes

Identify and evaluate a diverse array of health-related information sources.

Demonstrate consideration and sensitivity to cultural contexts of patients, their families, and healthcare staff and providers.

Effectively integrate concepts and practices in health sciences to achieve healthcare outcomes.

Employ the language of healthcare effectively in written forms.

Employ the language of healthcare effectively in oral forms.

Participate effectively in team problem-solving and decision-making in healthcare.

Interpret healthcare data delivered in verbal, numeric, or graphical form.

Evaluate ethical issues in healthcare in order to propose effective resolutions.

Evaluate ideas and evidence rationally to produce and implement solutions for health-related issue.

### Registered Nurse to Bachelor of Science in Nursing

**30 Semester Credits/ 90 clinical hours/ 3 Semesters / 12 Months/ 120 Credits Total**  
**Delivery Mode: Online**

The RN to BSN program is designed for the associate degree or diploma prepared registered nurse to build on the leadership and management skills introduced in previous nursing programs while expanding the art and science of nursing into the baccalaureate level. This program is based on the Essentials of Baccalaureate Education for Professional Nursing Practice from the American Association of Colleges of Nursing (AACN) (2008) and is grounded in a Caring Science Theory to teach theoretical and the evidence-based practice of nursing.

The RN to BSN program is offered fully online, and may be completed in approximately 12 months. Students will complete a 90 hour community experience that can be completed near their residences with a focus on community health.

### Degree Requirements

The BSN degree requires a minimum of 120 semester credits where students must complete at a minimum 30 semester credits with United States University. Students will receive a block transfer of 60 semester credits from previous completed nursing programs that resulted in a current, unencumbered registered nursing license. Students



may transfer additional general education courses completed beyond the 60 block transfer, not to exceed 90 semester credits. Please refer to the Transfer Credit Policy for more information.

Where transfer credits do not satisfy the remaining 30 semester credits of general education requirements, USU recommends general education courses that can act to prepare students for the nursing courses. Examples include, but are not limited to, MAT241 Introduction to Statistics and Probability; NUR300 Physical Examination and Health Assessment; HUM499 Senior Seminar: Humanities; or SSC499 Senior Seminar: Social Sciences. After a transfer credit analysis is conducted by the Registrar's Office, an academic advisor will work with individual students to ensure they are appropriately scheduled for those courses if needed. These courses will be completed prior to beginning the first course in the completion program's course sequence.

Students who are residents of the State of Tennessee MUST complete an additional physical exam and health assessment course as part of their RN-BSN program. Tennessee students may opt to transfer an equivalent physical and health assessment course.

### Curriculum Requirements for the RN-BSN

#### Core Requirements

NUR300	Physical Examination and Health Assessment	3
NUR370	Transitions and Issues of the Professional Nursing Role	3
NUR371	Foundations of A Caring Science	3
NUR372	Evidence Based Nursing Practice	3
NUR373	Healthcare Policy, Regulation, and Finance	3
NUR374	Managing System Change and Improving Patient Outcomes	3
NUR375	Inter-professional Communication and Collaboration for Improving Healthcare	3
NUR376	Innovation in Patient Care Technology and Information Management	3
NUR377	Cultural Diversity, Spirituality, and Ethics in Healthcare	3
NUR378	Global and Community-Based Nursing	3
NUR499	Capstone in Evidence-based	3

### Professional Nursing Practice

*NUR300 - Tennessee Students Requirement. Adding 3 semester credits and one session to program length.*

*NUR499 - To be taken as last course.*

#### Outcomes

Use information and technologies to monitor and provide quality patient care.

Demonstrate culture competency in nursing practice.

Provide competent, evidence-based nursing care.

Document nursing information and activities in support of safe patient care.

Speak clearly and concisely in conveying healthcare information.

Collaborate effectively with healthcare team members.

Apply empirical research to nursing practice.

Apply the Code of Ethics for Nurses in professional nursing practice.

Objectively analyze and evaluate data to inform decision-making in nursing practice.

### Master of Science in Nursing

**48 Semester Credits / 540 clinical hours/ 6 Semesters / 24 Months – Family Nurse Practitioner**

**30 Semester Credits / 100 clinical hours/ 3-6 Semesters / 12-24 Months – Health Care Leadership**

**30 Semester Credits / 100 clinical hours/ 3-6 Semesters / 12-24 Months – Nurse Educator**

**Delivery Mode: Online Hybrid (Accepted prior to 05/06/2024) / Online (Accepted on or after 05/06/2024)**

At United States University's College of Nursing and Health Sciences, master's degree programs in nursing are designed to prepare students with broad knowledge and practice expertise that builds and expands on baccalaureate level nursing practice. Students are prepared with a deeper understanding of the discipline of nursing in order to engage in higher level practice and leadership in a variety of settings and to commit to lifelong learning. Master's education prepares the graduate to lead change to improve quality outcomes, advance a culture of excellence through lifelong learning, build and lead collaborative inter-professional care teams, navigate and integrate care services across the healthcare system, design innovative nursing practices, and translate evidence into practice (American Association of Colleges of Nursing, The Essentials of Masters Education, 2011).

The College offers MSN concentrations in Family Nurse Practitioner, Health Care Leadership, and Nurse Educator.

## Family Nurse Practitioner

The Family Nurse Practitioner (MSN-FNP) concentration is designed for registered nurses who want to provide evidence-informed practice to culturally diverse populations using the latest technology for learning and practicing. This Program is grounded in a Caring Science model to teach theoretical and evidenced-based practice of nursing. Students will learn how to implement best practices for promoting and managing the health of individuals, families and communities. The Program provides the opportunity to be mentored as FNPs with distinctive populations in a variety of settings and communities.

Graduates that earn an MSN-FNP degree are eligible to apply to the California Board of Registered Nursing for a Nurse Practitioner. As of 2020, the California Board of nursing accepts three methods for application for NP licensure. Please review the details of those methods at <https://www.rn.ca.gov/applicants/index.shtml>. All nurse practitioners must have a furnishing number to prescribe in California. Applications for furnishing numbers may be submitted at the time of nursing application. Per the California Code of Regulations, eligibility for Nurse Practitioner certification requires the possession of an active California registered nurse (RN) license.

1. Method One: California-Based Nurse Practitioner Education Program
2. Method Two: Non-California Based Nurse Practitioner Education Program.
3. Method Three: Equivalency

USU students accepted on or before 05/05/2024 are anticipated to apply for Method One:

1. Method One: California-Based Nurse Practitioner Education Program  
[www.rn.ca.gov/education/apprograms.shtml#np](http://www.rn.ca.gov/education/apprograms.shtml#np) Documentation submitted directly to the Board of Registered Nursing:
  - a. Completed Application for Nurse Practitioner (NP) Certification and applicable fee.
  - b. Completed Verification of Nurse Practitioner Academic Program form submitted by the nurse practitioner academic program.
  - c. Official, sealed transcript showing evidence of date of graduation or post-graduation nurse practitioner program.

USU students accepted after on or after 05/06/2024 are anticipated to apply for Method Two.

Graduates are eligible to sit for a national certification exam from the American Association of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC). Regulations vary from state to state, and non-California resident students are encouraged to carefully read the requirements and conduct further research in the state in which they intend to seek licensure as a Nurse Practitioner. There may potentially be other non-program requirements that students should be aware of, e.g. criminal background checks.

United States University actively monitors its state authorizations and state board of nursing program approvals for its MSN-FNP program. USU does not enroll in states where such approvals have not been received and remain current and on file with the Office of Accreditation, Regulatory Compliance and Institutional Effectiveness. Students are encouraged to review state authorization information here:

<https://www.usuniversity.edu/about/accreditation/> and encouraged to speak with their Enrollment Advisor prior to enrollment.

### Course Delivery

The College of Nursing and Health Sciences has implemented instructional strategies to provide an interactive, engaged curriculum for our 100% online hybrid curriculum. Courses will utilize instruction during a scheduled immersion, supplemented with face-to-face instruction via web conference, phone conference, and/or live chats with fellow students and faculty. Students may work as teams with peers and mentors, participate in demonstrations, interact with computer-simulated patients, and actively examine case studies. Courses will include online and synchronous lectures, discussions, social networking, viewing videos, examining evidence, readings, and/or other activities needed to prepare for class.

### Required Time On-Campus (For students accepted on or before 05/05/2024)

The Family Nurse Practitioner programs (MSN and PM Certificate) require an in person, face-to-face immersion experience which incorporates activities to develop advanced practice history taking and physical examination skills. Students will have access to technological resources and clinical tools to enhance their clinical competence, critical thinking skills, and procedural aptitude. The immersion will be completed during their MSN572 Advanced Health and Physical Assessment Across the

Lifespan course. Immersion is required for course and degree completion, and must be taken concurrently with the MSN572 course. Students will be working with standardized patients and learning advanced clinical skills. Immersion dates may differ for students that have any changes to their degree plan such as, but not limited to, transfer credit, drop, fail or withdraw from courses, take leave from the University, or any change that may impact their program progress in any way. Students are encouraged to review the immersion schedule and plan work absences, travel, and transportation arrangements accordingly. All immersion related activities are at the student’s own expense.

All students are required to register for the MSN 572 course no later than the last day of the add/drop period of the semester preceding their MSN572 course enrollment. Registration deadlines are posted to the nursing caring corner. If you believe you may qualify for an exemption to the registration deadline, please complete the following form: **MSN 572 Registration Deadline Exemption**

Prior to beginning the FNP didactic coursework and clinical rotations, all students are required to travel to United States University immersion location for an in-person immersion experience as a part of their MSN572 course. All in-person immersion offerings will occur between weeks 3-5 of the MSN572 course. Students will receive their in-person immersion date assignments at least 8 weeks prior to their assigned immersion experience.

All in-person immersions are held in Phoenix, Arizona from 7am - 5pm MST (PHX Arizona time). Reminders will be sent via email, and course announcements.

For additional information on the MSN572 immersion experience for FNP students please review Nursing Caring Corner- FNP Immersion Information.

LINK: Nursing Caring Corner - FNP Immersion Information

Virtual Immersion (For students accepted on or after 05/06/2024)

Virtual immersion information will be presented in your MSN572 course.

Clinical Requirements

All FNP students are required to complete a minimum of 540 clinical hours. These hours start the second year of the program. FNP students must meet the Office of Field Experience requirements defined in the FNP Clinical Handbook at least 16 weeks prior to the clinical course(s).

Most clinical hours are completed Monday through Friday from 8:00 am – 5:00 pm so all students must plan their work schedule to accommodate clinical hours.

**Health Care Leadership**

The Health Care Leadership concentration is designed to build a foundation for the nurse leader/administrator/entrepreneur to meet the evolving needs of the emerging health care delivery models. This program is grounded in a Caring Science model to teach theoretical and the evidenced-based practice of nursing. With a focus on transformational innovation, this program of study provides students with the skills necessary to become the nurse leader/administrator/entrepreneur of the future. The program provides a customized clinical residency experience designed to support the goals of the emerging nurse leader/administrator/entrepreneur.

**Nurse Educator**

The Nurse Educator concentration is designed for nurses who want to learn how to design curriculum and courses utilizing technology and teach as a nurse educator in acute care settings, long-term care, academic settings, and in a variety of community-based healthcare organizations. Students will also be prepared to step into emerging nurse educator roles such as nurse educator entrepreneurs and consultants designed to improve patient outcomes as new health care delivery models develop. This program is grounded in a Caring Science model to teach theoretical and the evidence-based practice of nursing. Students will learn how to design teaching plans, implement evidence based teaching strategies, design and evaluate curriculum and implement active teaching methods to engage students in a student-centered learning environment. This program provides opportunities to work with teaching mentors/preceptors.

**Curriculum Requirements**

MSN Core Requirements

MSN560	Transitions in Practice: The Role of the Advanced Practice Nurse	3
MSN561	Theoretical Foundations of Advanced Practice Nursing	3
MSN563	Evidence Based Inquiry for Scholarship and Practice	3
MSN565	Nursing Leadership and Health Policy	3

MSN600 - This course is non-transferable

## Concentration Options

## MSN Family Nurse Practitioner

## Advance Practice Requirements

MSN570	Advanced Pathophysiology Across the Lifespan	3
MSN571	Advanced Pharmacology Across the Lifespan	3
MSN572	Advanced Health and Physical Assessment Across the Lifespan	4

MSN572 - This course is non-transferable

## Specialty Requirements

FNP590	Health Promotion, Education and Disease Prevention Across The Lifespan	3
FNP591	Common Illnesses Across the Lifespan	3
FNP592	Common Illnesses Across the Lifespan - Clinical Practicum	3
FNP593	Primary Health of Acute Clients/Families Across the Lifespan	3
FNP594	Primary Health of Acute Clients/Families Across the Lifespan - Clinical Pra	3
FNP595	Primary Healthcare of Chronic Clients/Families Across the Lifespan	3
FNP596	Primary Healthcare of Chronic Clients/Families Across the Lifespan - Clinic	3
FNP597	Clinical Residency and Practice Management	3

FNP592, FNP594, FNP596, FNP597 - This course is non-transferable

## MSN Health Care Leadership

## Specialty Requirements

MSN580	Strategic Planning and Project Management in Healthcare	3
MSN581	Innovation in Organizational and Systems Leadership	3
MSN582	Leadership and Organizational Behavior	3
MSN584	Quality Measures, Safety, and Improving Patient Outcomes	3
MSN586	Entrepreneurship in Advanced Practice Nursing	2

MSN587 - This course is non-transferable

## MSN Nurse Educator

## Advanced Practice Requirements

MSN553	Advanced Health and Physical Assessment Across the Lifespan	3
MSN570	Advanced Pathophysiology Across the Lifespan	3
MSN571	Advanced Pharmacology Across the Lifespan	3

## Specialty Requirements

MSN530	Curriculum Development and Teaching Strategies	3
MSN577	Test Construction, Assessment and Evaluation of Learning Outcomes	2

MSN578 - This course is non-transferable

**Outcomes**

Evaluate and apply evidence-based findings to advanced nursing roles.

Integrate cultural competence into advanced nursing roles. Integrate the Master Essential's and specialty standards into the advanced nursing role.

Compose professional written communication for advanced nursing roles.

Speak professionally in advanced nursing roles.

Demonstrate the advanced nursing role through leadership, collaboration, and caring science to improve health outcomes.

Evaluate and apply quantitative and qualitative data to validate and guide decision making relevant to health outcomes.

Integrate ethical reasoning into advocacy and decision making.

Objectively evaluate and synthesize information in advanced nursing roles.

**Doctor of Nursing Practice**

**38 Semester Credits / 6 Semesters / 24 Months**

**Delivery Mode: Online Hybrid**

United States University's post-master's Doctor of Nursing Practice program is designed in accordance with the American Association of Colleges of Nursing (AACN) DNP Essentials to prepare nurses to practice at the most advanced scope of nursing practice. The DNP program offers students the opportunity to develop competencies needed for various roles in advanced practice, including those related to direct care, leadership, and policy.

Knowledge acquisition is focused on the improvement of patient and population outcomes through the application of competency-based skills with a clinical, healthcare delivery focus. The curriculum supports the application of evidence-based practice and leadership that prepares nurses to facilitate the implementation of innovations based on knowledge from existing research to improve care delivery.

**Course Delivery**

The College of Nursing and Health Sciences has implemented instructional strategies to provide an interactive, engaging curriculum for our 100% online, hybrid curriculum. Courses will utilize real-time face-to-face instruction during scheduled residency, supplemented with face-to-face instruction via web conference, phone conference, and/or live chats with fellow students and faculty. The curriculum establishes opportunities for peer and interdisciplinary collaboration, practice immersion, and application of the DNP Essentials to live practice problems.

**Practice Immersion Experience**

The DNP Practice Immersion Experience allows students to apply knowledge and objectives from their curriculum, specialty, and the DNP Essentials to afford opportunities for practice environment engagement and assimilation of advanced practice knowledge. While immersion is offered at various points in the program, the USU Practice Immersion Experience is primarily achieved through activities associated with the DNP Project implementation and is completed at the end of the program to demonstrate the culmination of learning in accordance with AACN’s DNP Essentials and position statements.

All DNP students are required to complete a minimum of 1000 post-baccalaureate Practice Immersion Hours. Students may transfer up to 500 hours in from their previous graduate coursework. Practice Immersion hours occur in relation to the DNP Project and take place in the real-world clinical setting. DNP students must meet the Office of Field Experience requirements defined in the Clinical Handbook at least 16 weeks prior to immersion course(s). It is the student’s responsibility to plan their schedule to accommodate immersion hours.

**DNP Residencies**

Students in the DNP program are required to complete two synchronous virtual residencies. The first residency will occur during their DNP 701 Introduction to the Advanced Practice DNP course, and the second residency in DNP

706. Residency is required for course and degree completion. Students will be engaging in live lectures and workshops aimed at supporting critical appraisal of evidence, practice immersion experiences, the doctoral dissemination process, and the DNP Project. Residency dates are provided to students during orientation and there is also a schedule posted in the classroom. Residency dates may differ for students that have any changes to their degree plan such as, but not limited to, transfer credit, drop, fail or withdraw from courses, taking leave from the University, or any change that may impact their program progress in any way. Students are encouraged to review the residency schedule and plan accordingly.

**Outcomes**

Evaluate programs and systems involved in the delivery of care to identify research to practice gaps.

Apply theoretical, nursing, and scientific knowledge to quality improvement implementation and program evaluation.

Critically appraise scholarly evidence from research and clinical practice findings to identify solutions for care delivery needs and the health promotion of populations. Apply strategic planning and clinical leadership to design innovative healthcare solutions.

Design innovations within the role of a subject-matter specialist and collaborate with members of the interdisciplinary team to solve practice problems.

Embody professionalism, cultural competence, ethical action, self-care, and population advocacy for person-centered care.

Analyze and employ policy, finance, and regulatory principles to support sustainable practice as a professional and leader in health care.

Disseminate findings from projects, scholarly work, and program evaluation.

**DNP Core Courses**

DS700	Doctoral Writing and Articulation	2
DNP701	Introduction to the Doctor of Nursing Practice with Residency	3
DNP703	Scientific Underpinnings for Practice	3
DNP704	Clinical Scholarship and Analytical Methods	3
DNP705	Innovations and Technological Solutions for Healthcare Improvement	3
DNP706	Quality Improvement and	3

	Systems-Based Practice with Residency	
DNP707	DNP Project Design and Proposal with Immersion Experience	3
DNP707P	Essentials Competency Scholarly Review Level I	1
DNP708	Professionalism, Leadership and Policy for Advanced Practice	3
DNP708P	Organizational Project Review with Immersion Experience	1
DNP709	Population Health and Interprofessional Collaboration	3
DNP710	DNP Project I- Implementation with Immersion Experience	3
DNP711	DNP Project II- Analysis and Outcomes with Immersion Experience	3
DNP711P	Essentials Competency Scholarly Review Level II	1
DNP712	DNP Project III- Dissemination and Defense with Immersion Experience	3

## Post-Master's Certificate in Family Nurse Practitioner

**34 Semester Credits / 4 Semesters / 16 Months**  
**Delivery Mode: Online Hybrid**

The Post Master's Graduate Certificate in Family Nurse Practitioner is designed for any registered nurse who holds at least one earned higher degree in nursing (i.e. MSN, DNP, PhD) who desires to expand their knowledge and provide evidence-informed clinical practice to culturally diverse populations using the latest technology. The FNP courses are grounded in a Caring Science model to teach theoretical and evidenced-based practice of nursing. Students will learn how to implement best practices for promoting and managing the health of individuals, families and communities. The FNP courses provide the opportunity to be mentored as FNPs with distinctive populations in a variety of settings and communities.

Graduates that earn a Post Master's Graduate Certificate in Family Nurse Practitioner are eligible to apply to the California Board of Registered Nursing for a Nurse Practitioner. As of 2020, the California Board of nursing accepts three methods for application for NP licensure. Please review the details of those methods

at <https://www.rn.ca.gov/applicants/nnpnf.shtml>. All nurse practitioners must have a furnishing number to prescribe in California. Applications for furnishing numbers may be submitted at the time of nursing application. Per the California Code of Regulations, eligibility for Nurse Practitioner certification requires the possession of an active California registered nurse (RN) license.

1. Method One: California-Based Nurse Practitioner Education Program
2. Method Two: Non-California Based Nurse Practitioner Education Program.
3. Method Three: Equivalency

USU is a California-Based Nurse Practitioner Program, and most learners are anticipated to apply for Method One:

1. Method One: California-Based Nurse Practitioner Education Program [www.rn.ca.gov/education/appprograms.shtml](http://www.rn.ca.gov/education/appprograms.shtml) #np Documentation submitted directly to the Board of Registered Nursing:
  - a. Completed Application for Nurse Practitioner (NP) Certification and applicable fee.
  - b. Completed Verification of Nurse Practitioner Academic Program form submitted by the nurse practitioner academic program.
  - c. Official, sealed transcript showing evidence of date of graduation or post-graduation nurse practitioner program.

Graduates are eligible to sit for a national certification exam from the American Association of Nurse Practitioners (AANP) or the American Nurses Credentialing Center (ANCC). Regulations vary from state to state, and non-California resident students are encouraged to carefully read the requirements and conduct further research in the state in which they intend to seek licensure as a Nurse Practitioner. There may potentially be other non-program requirements that students should be aware of, e.g. criminal background checks.

United States University actively monitors its state authorizations and state board of nursing program approvals for its MSN-FNP program. USU does not enroll in states where such approvals have not been received and remain current and on file with the Office of Accreditation, Regulatory Compliance and Institutional Effectiveness. Students are encouraged to review state authorization information

here: <https://www.usuniversity.edu/about/accreditation/> and encouraged to speak with their Enrollment Advisor prior to enrollment.

### Course Delivery

The College of Nursing and Health Sciences has implemented instructional strategies to provide an interactive, engaged curriculum for our 100% online hybrid curriculum. Courses will utilize real-time face-to-face instruction during a scheduled immersion, supplemented with face-to-face instruction via web conference, phone conference, and/or live chats with fellow students and faculty. Students may work as teams with peers and mentors, participate in demonstrations, interact with computer-simulated patients, and actively examine case studies. Courses will include online and synchronous lectures, discussions, social networking, viewing videos, examining evidence, readings, and/or other activities needed to prepare for class.

### Outcomes

1. Evaluate and apply evidence-based findings to advanced nursing roles.
2. Integrate cultural competence into advanced nursing roles.
3. Integrate the Master Essential's and specialty standards into the advanced nursing role.
4. Compose professional written communication for advanced nursing roles.
5. Speak professionally in advanced nursing roles.
6. Demonstrate the advanced nursing role through leadership, collaboration, and caring science to improve health outcomes.
7. Evaluate and apply quantitative and qualitative data to validate and guide decision making relevant to health outcomes.
8. Integrate ethical reasoning into advocacy and decision making.
9. Objectively evaluate and synthesize information in advanced nursing roles.

### Required Time On Campus

The Family Nurse Practitioner programs (MSN and PM Certificate) require an in person, face-to-face immersion experience which incorporates activities to develop advanced practice history taking and physical examination skills. Students will have access to technological resources and clinical tools to enhance their clinical competence, critical thinking skills, and procedural aptitude. The immersion will be completed during their MSN572 Advanced Health and Physical Assessment Across the Lifespan course. Immersion is required for course and

degree completion, and must be taken concurrently with the MSN572 course. Students will be working with standardized patients and learning advanced clinical skills. Immersion dates may differ for students that have any changes to their degree plan such as, but not limited to, transfer credit, drop, fail or withdraw from courses, take leave from the University, or any change that may impact their program progress in any way. Students are encouraged to review the immersion schedule and plan work absences, travel, and transportation arrangements accordingly. All immersion related activities are at the student's own expense.

All students are required to register for the MSN 572 course no later than the last day of the add/drop period of the semester preceding their MSN 572 course enrollment. Registration deadlines are posted to the nursing caring corner. If you believe you may qualify for an exemption to the registration deadline, please complete the following form: **MSN 572 Registration Deadline Exemption**

Prior to beginning the FNP didactic coursework and clinical rotations, all students are required to travel to United States University immersion location for an in - person immersion experience as a part of their MSN 572 course. All in - person immersion offerings will occur between weeks 3-5 of the MSN 572 course. Students will receive their in - person immersion date assignments at least 8 weeks prior to their assigned immersion experience.

All in - person immersions are held in Phoenix, Arizona from 7am - 5pm MST (PHX Arizona time). Reminders will be sent via email, and course announcements.

For additional information on the MSN 572 immersion experience for FNP students please review Nursing Caring Corner- FNP Immersion Information.

LINK: Nursing Caring Corner - FNP Immersion Information

### Clinical Requirements

All FNP students are required to complete a minimum of 540 clinical hours. FNP students must meet the Office of Field Experience requirements defined in the FNP Clinical Handbook at least 16 weeks prior to the clinical course(s). Most clinical hours are completed Monday through Friday from 8:00 am – 5:00 pm so all students must plan their work schedule to accommodate clinical hours.

Post-Master's Graduate Certificate in Family Nurse Practitioner

MSN570	Advanced Pathophysiology Across the Lifespan	3
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MSN571	Advanced Pharmacology Across the Lifespan	3
MSN572	Advanced Health and Physical Assessment Across the Lifespan	4
FNP590	Health Promotion, Education and Disease Prevention Across The Lifespan	3
FNP591	Common Illnesses Across the Lifespan	3
FNP592	Common Illnesses Across the Lifespan - Clinical Practicum	3
FNP593	Primary Health of Acute Clients/Families Across the Lifespan	3
FNP594	Primary Health of Acute Clients/Families Across the Lifespan - Clinical Pra	3
FNP595	Primary Healthcare of Chronic Clients/Families Across the Lifespan	3
FNP596	Primary Healthcare of Chronic Clients/Families Across the Lifespan - Clinic	3
FNP597	Clinical Residency and Practice Management	3

## Post-Master's Certificate in Health Care Leadership

**16 Semester Credits / 6 Courses / 1 Course Every Session**

**Delivery Mode: Online**

The Post-Master's Certificate in Health Care Leadership is available to any nurse who holds at least one earned higher degree in nursing, i.e., MSN, MN, DNP, PhD., who desires to expand their knowledge in nursing leadership.

Courses taken after completion of a degree program in order to complete the certificate are not eligible for financial aid. This 16 credit 100% online certificate option requires satisfactory completion (a grade of at least a "B" for each of four courses) and includes a clinical leadership residency (100 clock hours).

### Course Delivery

This certificate is tailored to meet the needs of the working professional. Courses are focused on assuring learning through a selection of engaged learning strategies such as online discussions with peers and faculty, required

readings and a supervised clinical residency with a university approved preceptor in one's locale.

### Curriculum Requirements

#### Core Requirements

MSN580	Strategic Planning and Project Management in Healthcare	3
MSN581	Innovation in Organizational and Systems Leadership	3
MSN582	Leadership and Organizational Behavior	3
MSN584	Quality Measures, Safety, and Improving Patient Outcomes	3
MSN586	Entrepreneurship in Advanced Practice Nursing	2
MSN587	Residency in Nursing Leadership and Systems Management	2

## Post-Master's Certificate in Nurse Educator

**16 Semester Credits / 6 Courses / 1 Course Every Session**

**Delivery Mode: Online**

This graduate certificate is designed for nurses who want to learn how to design curriculum and courses using the latest technology to teach in nursing education. Applicants with one advanced nursing degree, i.e., Master's or doctoral, are eligible for this Post-Master's Certificate option. Students will learn how to design teaching plans, implement evidence based teaching strategies, design and evaluate curriculum in online, hybrid, academic and other settings. This certificate includes 100 hours of clinical practice time in which students will have the opportunity to work with a university approved teaching mentor in one's area of choice, acute care, community-based settings, academic settings, etc. Residents of Tennessee will need to complete the teaching practicum in a clinical specialty area.

### Curriculum Requirements

#### Core Requirements

MSN553	Advanced Health and Physical Assessment Across the Lifespan	3
MSN570	Advanced Pathophysiology Across the Lifespan	3
MSN571	Advanced Pharmacology Across the Lifespan	3
MSN530	Curriculum Development and	3



MSN577	Teaching Strategies Test Construction, Assessment and Evaluation of Learning Outcomes	2
MSN578	Teaching Residency for Nurse Educators	2

# Courses Information

## Course Numbering

001-099 Preparatory Level courses	100-199 Lower Division courses
200-299 Lower Division courses	300-399 Upper Division courses
400-499 Upper Division courses	500-699 Post-Baccalaureate or Graduate courses
700-900 Doctoral courses	

## ACT-Accounting

### ACT 101 - Introduction to Financial Accounting (3)

This course provides an introduction to financial accounting. Topics include accounting concepts and principles and how they apply to the various business organizational structures; the recording of transactions in journals, ledgers, and sub-ledgers; and reporting and analyzing the summarized transactions in the financial statements. An additional topic is the use of internal control design to ensure adherence to financial accounting concepts and principles.

### ACT 102 - Introduction to Managerial Accounting (3)

This course provides an introduction to managerial accounting. Topics include job order and process costing, cost structure, changes in cost behavior as business activity changes, cost-volume-profit analysis; cost allocation, budgeting, and capital investment decisions.

Prerequisite: ( ACT101 ).

### ACT 514 - Managerial Accounting (3)

Use of accounting data in corporate planning and control. Cost-volume-profit analysis, budgeting, pricing decisions and cost data, transfer pricing, activity-based management, performance measures, and standard costing.

## ART-Art

### ART 137 - Art Appreciation (3)

Analysis and interpretation of art in life and society. Emphasis is on style, form, and meaning. A survey of works and artists across the visual and performing arts.

### ART 160 - Visual and Performing Arts (3)

Conceptual and working knowledge of Art, Music, Dance and Theater.

## BIO-Biology

### BIO 150 - General Biology (3)

Biological concepts and functions of living systems examined at the cellular level, from biochemistry to cellular structure and function to molecular biology and genetics of the cell.

### BIO 251 - Microbiology (3)

Introduction to the biology of major groups of microorganism including their role in infectious diseases, their role in nature and their relationship to humankind.

Prerequisite: ( BIO150 ). Corequisite: ( BIO251L ).

### BIO 280 - Anatomy and Physiology I with Lab (4)

This is part of a paired, two semester course that provides an overview of the anatomical structures and physiology of the human body. The course discusses each body system in terms of the major anatomical structures and functions and explains how each system participates in homeostasis of the body. In addition, the course discusses selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments. Finally, the course discusses common issues and changes that occur in each body system throughout the lifespan. BIO 280 covers anatomical terminology and tissue types, along with the integumentary, skeletal, muscle, nervous, and endocrine systems. Course includes lab activities.

### BIO 282 - Anatomy and Physiology II with Lab (4)

This is part of a paired, two semester course that provides an overview of the anatomical structures and physiology of the human body. The course discusses each body system in terms of the major anatomical structures and functions and explains how each system participates in homeostasis of the body. In addition, the course discusses selected major pathologies, including disease definitions and causes, signs and symptoms, diagnostic procedures, and possible treatments. Finally, the course discusses common issues and changes that occur in each body system throughout the lifespan. BIO 282 covers the circulatory, respiratory,

lymphatic, digestive, renal, and reproductive systems. Course includes lab activities.

## BIS-Business Information Systems

### **BIS 101 - Introduction to Business Information Systems (3)**

An introduction to management information systems and the key role in business. A focus on applying information systems to business communication, data management, networking, e-commerce, ethics and security.

### **BIS 440 - Data Analysis and Decision-Making for Managers (3)**

This course examines how managers use large amounts of data to solve business problems. Students will be introduced to basic statistics and data analysis, and learn how to use data to make forecasts and support business decisions. As part of the course requirements, students will practice gathering, organizing, analyzing, data, and presenting their findings.

### **BIS 543 - Business Process Modeling and Enterprise Wide Information Systems (3)**

This course provides an introduction to the concepts of business process modeling. The concepts covered include encompassing the definition of a process, characteristics of a process-oriented application, business process analysis, basic design patterns for process control flow used to assemble tasks, and standard graphical representations used to model a process. The course focuses on the strategic role of information technology and information systems in today's society. Other relevant and related issues include the identification of the challenges faced by managers of modern firms, the understanding of the technologies that will help them meet these challenges, the design of the business processes to take advantage of the technologies, and the development of managerial procedures and policies to protect these assets.

### **BIS 545 - Organizational, Legal and Ethical Issues in the Digital Enterprise (3)**

This course discusses the regulatory context and the ethical implications in which the digital enterprise operates. Students investigate the context in which professionals work, the laws and the processes and procedures used to create them, human aspects of running a company, software contracts and liability, intellectual property rights, and the legislation that affects the way in which computers are used or misused. The course provides student with an opportunity to sharpen their understanding of social, legal,

financial, organizational and ethical issues in the context of today's business environment, as well as the role of professional codes of conduct and ethics, and regulatory requirements.

## BUA-Business Analytics

### **BUA 440 - Applied Databases: Structured Query Language (SQL) (3)**

Organizations require quality data that are readily available, in a standard format, and reliably accessible to permit analysis and reporting. Relational databases are one of the major repositories for data, and the Structured Query Language (SQL) is used to access, manipulate and manage that data. Students are taught to use SQL to store, retrieve, manipulate, and analyze data.

### **BUA 441 - Applied Analytic Tools (3)**

Modern, data-driven organizations frequently require complex reporting of their processes and outcomes. This course covers advanced techniques, using popular analytic tools, to produce precise, unambiguous, clear analyses, including reports and visualizations.

### **BUA 442 - Analytic Tools: Advanced Methods (3)**

The modern, data-driven enterprise requires complex analyses that exceed the capabilities of commercial desktop tools, like spreadsheets. This course introduces students to the best practices in using popular programming languages and environments that are more suitable to complex analyses. Additionally, students apply frameworks to create analyses that align with business needs, develop quality data, and include clear documentation for understanding and reproducing the analyses.

### **BUA 443 - Database Management Tools I (3)**

Data obtained within organizational departments and across the enterprise must be stored and organized in a structured environment that enables reliable access, analysis, and reporting. Students will learn the fundamentals of a modern database management tools used to access, analyze, report and modify data.

### **BUA 444 - Database Management Tools II (3)**

Increased regulatory and accrediting compliance, as well as a more competitive marketplace with demands for concomitant cost-control and improved outcomes, require robust methods of accessing, analyzing, and reporting. In this course, students examine the use of dedicated reporting applications as tools to produce sophisticated

reports and data displays.

Prerequisite: ( BUA443 ).

### **BUA 539 - Business Systems Analysis, Modeling and Design Methodologies (3)**

This course provides an overview of widely used techniques for the design and improvement of information systems and the systems development life cycle. It introduces tools and methods for the analysis and design of information systems and the management and organizational skills needed for their implementation. Information analysis in entity-relationship modeling and process modeling in dataflow diagrams will be covered as the key skills in structured system analysis and design.

### **BUA 542 - Descriptive and Predictive – Analytical Decision-Making Tools I (3)**

This course provides students with the opportunity to learn to apply and evaluate descriptive and predictive analytic techniques, with an emphasis on data warehousing, forecasting and effective business communication of analytical insights. It also addresses data/text/Web/Media mining for well-defined business problems, opportunities and accurate projections of the future states and conditions.

### **BUA 543 - Prescriptive Analytic Decision-Making Tools II (3)**

This course explores the topics of prescriptive analytics and modeling for business decision-making. The course helps students to develop the necessary skills to master techniques that are at the heart of the competitive stance of many successful organizations by addressing situations where uncertainty is an important factor. The course includes a thorough discussion of topics such as optimization, simulation, decision modeling and expert systems, along with application for best possible business decisions and transactions.

Prerequisite: ( BUA542 ).

### **BUA 546 - Big Data and Future Directions for Business Analytics (3)**

The advent of BIG DATA has had a significant impact on all business. The ability to capture a vast amount of data and expeditiously turn that data into actionable insight. This data has empowered companies to get closer to their customers, discover challenges and opportunities previously hidden and formulate more dynamic and responsive strategies to improve their competitive position through a more agile and connected execution. This course provides the technical knowledge and problem-solving

skills to make sense of massive volumes of data. Students explore conceptual architectures for Big Data Solutions along with big data technologies, stream and location-based Analytics.

## **BUI-Business Intelligence**

### **BUI 441 - Survey of Accounting Analytics (3)**

Although businesses are accustomed to using the standard financial statements (e.g., balance sheet, profit and loss statement, budget, accounts receivable and revenue and expenses) to report on financial activities, businesses seek additional targeted, timely, and actionable data. In this course, students will study tools and techniques that can be applied to accounting data to provide information for managing risk, improving business processes and efficiency, reducing operating costs, and optimizing the business.

### **BUI 442 - Using Analytics to Improve Business Processes (3)**

Businesses must understand how their policies, processes and operations affect the organization's performance. This course examines how businesses can use data to align supply and demand and to evaluate alternative courses of action. The course examines the tools and techniques available to collect, manage, and analyze data to achieve a clearer understanding of a company's operations and processes.

### **BUI 443 - Introduction to Consumer Metrics (3)**

Businesses must understand how their policies, processes and operations affect the organization's performance, which means both understanding the needs, and meeting the demands, of its customers. Businesses face the challenge of making decisions despite risk at every step of conducting their activities. This course examines how businesses can use consumer data to align supply and demand and to evaluate alternative courses of action. The course examines the tools and techniques available to collect, manage, and analyze data to achieve a clearer understanding of a company's operations.

### **BUI 444 - Data Analysis Tools (3)**

Modern, data-driven organizations require insight into their processes and outcomes. This course examines the use of popular analytic tools to report, display, and visualize their operations. The course includes approaches and techniques that enable design flexibility to meet the needs of different audiences, as well as that support maintainability and reproducibility.

**BUI 541 - Decision Support Systems and Business Intelligence (3)**

This course addresses tools that are used by decision-makers to develop a better understanding of their businesses and customers. Student have the opportunity to assess a broad field of decision support systems, which includes a thorough discussion of SAS Visual Analytics, Business Intelligence (BI) Reports, Data Visualization for Problem Solving and other technologies for multidimensional analysis, basic Online Analytical Processing (OLAP) for BI, and SQL with OLAP extensions.

**BUS-Business****BUS 101 - Introduction to Business (3)**

This course provides an overview of how globalization, society, economic systems, legal and political, financial institutions, and other forces interact to affect a business organization. An introduction to functional areas within a business are covered: e.g., business ethics, entrepreneurship, global business, management, marketing, production, information systems, accounting and finance. Students will effectively be able to create a business plan using all elements covered within the course.

**BUS 110 - Data Analysis and Communication Tools (3)**

This course is a basic introduction to data analysis and communication tools. It is intended to expand students skills and competencies in using software tools for analyzing data, converting data into information, and creating and delivering presentations to support decision-making.

**BUS 112 - Business Mathematics (3)**

Topics include a basic math review, business statistics, profit calculations, payroll, banking, interest calculations, insurance, taxes, and mathematical calculations.

**BUS 220 - Introduction to Business Law (3)**

This course provides an overview of the U.S. legal system structure, and basic terms and concepts of Business Law. Topics may include legal issues associated with ethical conduct in business, consumer protection, employment law, and social responsibility of corporations. Information literacy skills are honed as students learn to retrieve, read, and analyze business law cases.

**BUS 331 - Business Ethics (3)**

This course provides students with the tools necessary to

examine moral problems and make effective decisions on ethical issues faced in the workplace. Topics considered include discrimination, affirmative action, sexual harassment, informational privacy, drug testing, ethics in advertising, business and the environment, and global ethics. Emphasis will be placed on the study of the ethical values, principles, and theories pertinent to management. Students will also examine social responsibilities of managers in the workplace.

**BUS 441 - Small Business Management: Growing Entrepreneurial Ventures (3)**

Managing a small company is different than managing a large enterprise. Gaining a deeper understanding of small business entrepreneurial environment will allow students to be more effective in their future pursuits. This course provides them with a comprehensive examination of the efficient and effective operation of small businesses, focusing on marketing growth strategies and the various dimensions of the professional development of an entrepreneurial small firm. It covers topics such as risk, financing, human resources, and supply chain and inventory management.

**BUS 442 - Sales and Marketing (3)**

This course is designed to cover basic sales and marketing management topics. Emphasis is on the total marketing process that includes programs as well as strategies to address: customer loyalty and relationship management, pricing, distribution, marketing communications, advertising, and sales management.

**BUS 443 - Entrepreneurship: Developing Successful Business Ideas (3)**

This course introduces students to the field of Entrepreneurship, exploring the initiation, planning, growth, and development of new and emerging ventures. It covers the characteristics and types of entrepreneurs, the development of a viable business model, and entrepreneurial ethics. It also addresses sources of capital available to entrepreneurs and the methods for assessing new ventures and business opportunities, whether starting a brand-new venture, acquiring an existing firm, or purchasing a franchise.

**BUS 444 - New Ventures: The Business Plan (3)**

This course provides students with the tools and analytical and conceptual skills necessary to define a plan for the implementation of a new venture. The course will follow a hands-on approach with which students will evaluate ideas through a feasibility analysis. The final outcome is a business plan for a new or existing venture that includes

financial, operations, staffing, and marketing and sales components.

### **BUS 445 - Creativity, Innovation and Entrepreneurship (3)**

This course introduces students to the knowledge and practices drawn from the field of creativity research to help them to sharpen opportunity recognition skills and to apply them to the improvement of an existing business or the development of a new concept and venture. It reignites and further develops their capacity to think creatively and to produce innovative outcomes, enabling them to demonstrate a need for achievement, an internal locus of control and the ability to work with change.

### **BUS 500 - Business Information Systems (3)**

This course emphasizes the business and organizational aspects of Information Systems (IS) to provide a competitive advantage, combining the knowledge of business technology. The course includes important topics related to IS, such as Foundations of IS, Data Analytics and Information Management, Enterprise Architecture, Systems Analysis and Design, Knowledge Management and the types of IT Infrastructure used in organizations.

### **BUS 505 - Operations Management and Decision Models (3)**

This core course focuses on levers for structuring, managing, and improving a firm's recurring business operations processes to achieve competitive advantage in customer responsiveness, price, quality, and variety of products and services. Critical to effective management of operations is the ability to model decisions. Successful decision making requires the ability to structure complex problems, critically analyze options in a constantly changing world of work, and making the best decision given the information available. Students learn how to evaluate and apply analytical tools including optimization, simulation, and decision trees to examine and implement managerial decision models. Business applications include resource allocation, risk analysis and sequential decision-making through time.

### **BUS 544 - Business Economics (3)**

Basic microeconomic principles used by firms, including supply and demand, elasticities, costs, productivity, pricing, market structure and competitive implications of alternative market structures. Market failures and government intervention. Public policy processes affecting business operations.

## **CAEL-Prior Learning Credit**

### **CAEL 100 - Prior Learning Experience (3)**

This course is a designation when awarding credit for PLA.

## **CCS-Computer Science**

### **CCS 101 - Programming Fundamentals (3)**

The course introduces students to structured programming techniques. Topics include different control statements (decision structures, loops, sequence, selection), functions, fundamental data types, and data structures (arrays and pointers). Upon successful completion of the course, students will apply principles of algorithm formulation and implementation, solve computer problems by using structured programming techniques and adequate tools (compiler, debugger and/or integrated development environment).

### **CCS 280 - Data Structures (3)**

This course provides the students with understanding of the concepts of data structures used in development of computer applications. The key topics covered include: abstraction and encapsulation through abstract data types, linked lists, stacks, queues, trees, and graphs; knowledge of basic algorithmic analysis; various sorting and searching algorithms.

### **CCS 285 - Cloud Foundations and Emerging Technology (3)**

This course focuses on perspectives, impact, concepts and fundamentals of cloud computing. Key topics include: security and data considerations, cloud computing applications, architecture, knowledge of development in the cloud, and cloud infrastructure and data. Also, reviews strategies for emerging technologies, including current emerging technologies and conceptual emerging technologies.

### **CCS 312 - Data Structures, Algorithms and Interactive Scripting (3)**

In this course students will learn to write programs that use data structures; analyze the performance of different implementations of data structures; and decide on appropriate data structures for modeling a given problem. Also, students will be able to create and describe why and how algorithms solve computational problems; explain how programs implement algorithms in terms of instruction processing, program execution, and running processes; apply appropriate mathematical concepts in

programming and formal reasoning on algorithms efficiency and correctness and evaluate empirically the efficiency of an algorithm.

Prerequisite: ( CCS280 AND MAT255 ).

### **CCS 313 - Database, Website, Network Design and Processes (3)**

In this course students create web and mobile apps with effective interfaces that respond to events generated by rich user interactions, sensors, and other capabilities of the computing device. Students will also be able to collaborate in the creation of interesting and relevant apps; build and debug app programs using standard libraries, unit testing tools, and debuggers; evaluate readability and clarity of app programs based on program style, documentation, pre- and post-conditions, and procedural abstractions.

Prerequisite: ( CIS110 AND MAT245 ).

### **CCS 331 - Software Development Ethics (3)**

This course discusses current and past IT ethics issues, including ethical theories used to analyze problems encountered by computer professionals in today's environment. Key topics covered are: social networking, government surveillance, and intellectual property, which ultimately prepares them to become responsible, ethical users of current and future information technologies.

### **CCS 400 - Advanced Programming Languages (3)**

This course covers functional and logic programming, concepts of programming language design, and formal reasoning about programs and programming languages. The key topics include: ML/OCaml, operational, axiomatic and denotational semantics, fixpoints and logic programming.

Prerequisite: ( CCS101 AND MAT245 ).

### **CCS 401 - Advanced Programming and Application Development (3)**

This course introduce the student to the concepts of object oriented programming. Programming topics include data hiding/encapsulation and abstraction using classes and objects, inheritance, polymorphism, generic programming using template, operator overloading and file I/O.

Prerequisite: ( CCS101 AND MAT245 ).

### **CCS 410 - Robotics and Intelligent Systems (3)**

This course emphasize mobile internet application basic and features; Android application basics; UI design; data

storage; networking application design; advanced application design (sensors, camera, GPS, Audio etc.); graphics and games; web-based hybrid application design.

Prerequisite: ( CCS400 AND MAT245 AND MAT252 ).

## **CGS-Computer Graphics**

### **CGS 310 - User Experience, Interface and Graphic Design (3)**

In this course students learn to apply principles of User Experience Design (UXD) to enhance the user experience of a web site or mobile application; express constraints that mobile platforms put on developers, including the performance vs. power tradeoff; contrast mobile programming, web programming, and general-purpose programming; evaluate the design and architecture of a web or mobile system, including issues such as design patterns (including MVC), layers, tradeoffs between redundancy and scalability, state management, and search engine optimization.

Prerequisite: ( CCS101 ).

### **CGS 311 - Web Animation (3)**

In this course students learn to build a simple web site that uses valid HTML and CSS, and apply appropriate web standards from standards bodies such as W3C. They will also be able to develop a web or mobile application that uses industry-standard technologies, integrates serialized data in a structured format such as XML or JSON both synchronously and asynchronously, validates data inputs on the client- and server-side as appropriate, uses cookies, and reads or modifies data in a server-side database.

Prerequisite: ( CIS110 ).

### **CGS 312 - Digital Publishing (3)**

This course focuses on characteristics such as color depth, compression, codec, and server requirements for graphic media file formats and streaming media formats. Students will learn to propose a graphic file type for a given set of image characteristics and provide metaphors for issues involved in deploying and serving media content.

### **CGS 315 - Graphics and Visualization (3)**

This course is an introduction to data visualization, non-photorealistic renderings, and perception in virtual environments. It draws from and contributes to work in algorithms, human perception, art, animation, computer vision, and image processing. Key concepts include information visualization, visualization of 2-D and 3-D

flow data, multivariate visualization, non-photorealistic rendering, volume visualization, point based modeling and rendering, physically and perceptually-based image synthesis, color appearance design and reproduction, and the investigation of perceptual issues in virtual environments.

Prerequisite: ( CCS101 and MAT245 ).

## CHM-Chemistry

### CHM 102 - Principles of Chemistry (3)

This course covers the applications of chemistry for science majors. Topics included are the composition of matter, atomic structure, periodic relations and nomenclature. Includes qualitative and quantitative experiments.

## CIS-Computer Information Systems

### CIS 101 - IT Fundamentals (3)

This course provides foundational skills for subsequent IT courses. It provides an overview of the discipline of IT, describes how it relates to other computing disciplines, and begins to instill an IT mindset. The goal is to help students understand the diverse contexts in which IT is used and the challenges inherent in the diffusion of innovative technology.

### CIS 106 - Computer Hardware and Systems Administration I (3)

This two-part course series is designed to prepare students to pass the TestOut PC Pro and the optional CompTIA A+ certifications for exams 220-901 and 220-902. These certifications measure not just what students know, but what students can do. It measures student abilities to install, manage, repair, and troubleshoot PC hardware and Windows, Linux, and Mac operating systems.

### CIS 110 - Fundamentals of Web Systems (3)

This course covers the fundamentals of Web-Based Information Technology. Web-based technologies include distributed architecture, networking, database concepts, client and server development, infrastructure management, and web system integration.

### CIS 120 - Introduction to Digital Literacy (3)

Introduction to computer concepts, techniques, and terminology. General overview of computer systems, operations, and the Internet and web-based tools, with a focus on communication and collaboration. Includes an

introduction to Microsoft Word, PowerPoint, and Excel.

### CIS 205 - Computer Hardware and Systems Administration II (3)

This two-part course series is designed to prepare students to pass the TestOut PC Pro and the optional CompTIA A+ certifications for exams 220-901 and 220-902. These certifications measure not just what students know, but what students can do. In addition to covering everything a student needs to know in order to become certified, this course has been designed to help students gain real-world skills that you will use every day as a PC technician.

Prerequisite: ( CIS106 ).

### CIS 206 - Information Assurance and Security (3)

This course focuses on the foundations of information assurance and security from a business perspective. The course includes important topics related to information assurance and security, such as fundamentals of information assurance and information security, developing security policies, ethics, legal issues, risk management, disaster recovery, human factors, compliance with regulations, and vulnerability issues.

### CIS 305 - Web Full Stack Development (3)

In this course students learn to use industry-standard tools and technologies for web and mobile development; use a development framework such as jQuery, Angular, Laravel, ASP.NET MVC, Django, or WordPress; and use collaboration tools such as GitHub to work with a team on a web or mobile application.

Prerequisite: ( CGS310 AND CGS311 ).

### CIS 310 - IT Infrastructure (3)

This course covers the IT governance framework and roadmap for planning and implementing a successful IT infrastructure. Key topics covered are: executive view of IT infrastructure, overview of Industry Best Practice Standards, Model and Guidelines covering some aspect of IT governance, principles of Business/IT Alignment Excellence, critical success factors and some select case studies.

Prerequisite: ( CIS206 ).

### CIS 312 - IT Implementation and Evaluation (3)

This course is an opportunity for students to design and integrate project proposal and feasibility studies. The key topics introduced are: principles of project management, teamwork principles, supplier interactions, identifying and



using professional technical literature, oral and written presentations.

### **CIS 320 - Database Systems (3)**

This course focuses on database principles and applications, covering topics such as: database theory and architecture; data modeling; designing application databases; query languages; data security; and database applications on the Web.

### **CIS 330 - Wireless/Mobile Computing (3)**

This course reviews mobile and wireless networks. Key mobile networks topics covered are: basic architecture, mobile communications and mobile internet, mobile IP, and security and performance issues related to mobile computing. Key wireless networks topics covered are: wireless standards and protocols, wireless LANs and cellular networks, and security and performance issues related to wireless networks.

Prerequisite: ( CNT100 ).

### **CIS 331 - Computer Security Threats, Attacks, and Vulnerabilities (3)**

This course covers the concepts and principles of information security threats, attacks, and vulnerabilities. The course includes important topics related to indicators of compromise, types of malware, types of attacks, types of vulnerabilities; types of threat actor and attributes; penetration testing; vulnerability scanning and the impact associated with vulnerabilities. This course directly maps to the objectives and outcomes of the official CompTIA Security+ certification exam. This course is also designed based on DHS/NSA's Center of Academic Excellence criteria and Knowledge Units (KUs), as indicated in parentheses after each course learning outcome (CLO).

Prerequisite: ( CIS206 ).

### **CIS 332 - Advance Security Technologies and Tools (3)**

This course prepares students to properly use and deploy information security Technologies and Tools. The course includes important topics related to installing and configuring network components, both hardware and software-based, as well as assessing software tools used in an organization to assess the security posture of that organization. This course directly maps to the objectives and outcomes of the official CompTIA Security+ certification exam, and is also designed based on DHS/NSA's Center of Academic Excellence criteria and Knowledge Units (KUs) guidelines, as indicated in parentheses after each course learning outcome (CLO).

Prerequisite: ( CIS206 ).

### **CIS 333 - Security Architecture and Design (3)**

This course explores information security Architecture and Design. The course includes important topics related to use cases and purpose for frameworks, best practices, securing configuration, implementing secure network architectures, implementing secure systems designs, secure staging deployment, security implications of embedded systems; securing application development and deployment; cloud and virtualization concepts. This course also will explore how resiliency and automation strategies reduce risk and the importance of physical security controls. This course directly maps to the objectives and outcomes of the official CompTIA Security+ certification exam, and is also designed based on DHS/NSA's Center of Academic Excellence criteria and Knowledge Units (KUs) guidelines, as indicated in parentheses after each course learning outcome (CLO).

Prerequisite: ( CIS206 ).

### **CIS 334 - Security Access and Identity Management (3)**

This course examines information security, identity and Access Management. The course includes important topics related to identity and access management concepts, the installation and configuration of identity and access services; implementing identity and access management controls; and discussions about common account management practices. This course directly maps to the objectives and outcomes of the official CompTIA Security+ certification exam, and is also designed based on DHS/NSA's Center of Academic Excellence criteria and Knowledge Units (KUs) guidelines, as indicated in parentheses after each course learning outcome (CLO).

Prerequisite: ( CIS206 ).

### **CIS 340 - Human Factors/Collaborative Computing (3)**

This course focuses on the human-computer interaction. The key topics covered are: user experience design techniques and best practices including requirements analysis, usability studies, prototyping methods, evaluation techniques, and cognitive, social, and emotional theories.

Prerequisite: ( MAT245 ).

### **CIS 430 - Security Risk Management, Cryptography, and PKI (3)**

This course explains information security Risk Management, Cryptography, and PKI. The course includes important topics related to organizational security risk

policies, risk plans and procedures; business impact analysis (BIA), cryptography, algorithms, and their basic characteristics; installation and configuration of wireless security settings and implementation of public key infrastructure. This course directly maps to the objectives and outcomes of the official CompTIA Security+ certification exam, and is also designed based on DHS/NSA's Center of Academic Excellence criteria and Knowledge Units (KUs) guidelines, as indicated in parentheses after each course learning outcome (CLO).

Prerequisite: ( CIS206 ).

### **CIS 440 - Advanced Human-Computer Interaction (3)**

This course introduces the field of human-computer interaction (HCI). Students will examine human performance, components of technology, methods and techniques used in design and evaluation of IT as well as the societal impacts of HCI such as accessibility. The course also provides an introduction and evaluation of user-centered design methods, including the contemporary technologies used in empirical evaluation methods.

Prerequisite: ( CIS340 AND MAT245 ).

### **CIS 499 - Capstone (3)**

This course gives students a chance to apply their skills and knowledge obtained in previous computer hardware and systems administration, computer networking, information assurance and security, and programming classes to solve a challenging problem. Students will design, test, and manage an end-to-end converging and unified information and communication IT project, using a range of practices and techniques in solving a substantial problem.

## **CNT-Computer Networking**

### **CNT 100 - Fundamentals of Networking (3)**

Practical course intended for those interested in learning computer networking with an emphasis on earning the Computing Technology Industry Association's certification Network+, a foundation-level, vendor-neutral international industry credential that validates the knowledge of networking professionals.

### **CNT 310 - Advanced Networking (3)**

This course provides students with knowledge and skills to design, develop, and deploy cloud-based solutions; implement core services; maintain network architectures; and leverage tools to automate networking tasks. In addition, students configure, verify, and troubleshoot

IPv4/IPv6 addressing and subnetting schemes to satisfy addressing requirements in a LAN/WAN environments.

Prerequisite: ( CNT100 ).

### **CNT 311 - Local Area Network (LAN) Switching Technologies (3)**

This is the first of two courses preparing students for the Interconnecting Cisco Network Devices (ICND1) exam. This exam tests a candidate's knowledge and skills related to network fundamentals, LAN switching technologies, routing technologies, infrastructure services, and infrastructure maintenance. Cisco offers two options for obtaining Cisco Certified Network Associate (CCNA) certification: Pass the 200-125 CCNA exam, which covers both ICND1 and ICND2 or pass both the 100-105 ICND1 AND the 200-105 ICND2 exams.

Prerequisite: ( CNT100 ).

### **CNT 312 - Routing Technologies (3)**

This is the second of two courses preparing students for the Interconnecting Cisco Network Devices (ICND2) exam. This exam tests a candidate's knowledge and skills related to LAN switching technologies, IPv4 and IPv6 routing technologies, WAN technologies, infrastructure services, and infrastructure maintenance. Cisco offers two options for obtaining Cisco Certified Network Associate (CCNA) certification: Pass the 200-125 CCNA exam, which covers both ICND1 and ICND2 or pass both the 100-105 ICND1 AND the 200-105 ICND2 exams.

Prerequisite: ( CNT311 ).

### **CNT 313 - Wide Area Network (WAN) Technologies (3)**

The focus of this course is the study of WAN topology and WAN access connectivity options. The students learn to configure, verify, and troubleshoot PPP and MLPPP on WAN interfaces using local authentication, PPPoE client-side interfaces using local authentication, GRE tunnel connectivity, single-homed branch connectivity using eBGP IPv4 and basic QoS concepts.

Prerequisite: ( CNT100 ).

### **CNT 314 - Network Security (3)**

The CCNA Security Implementing Cisco Network Security (IINS) 210-260 exam is required for the CCNA Security certification. The prerequisite for CCNA Security is the CCNA Route/Switch certification (or any CCIE certification). The CCNA Security exam tests your knowledge of securing Cisco routers and switches and

their associated networks. This course prepares you for that exam.

Prerequisite: ( CNT311 OR CNT312 ).

## COM-Communications

### COM 104 - Speech (3)

Concepts of communication. Includes audience analysis, selection of topic, reasoning, mapping, material organization, visual aids, public speaking, verbal and non-verbal cues.

### COM 105 - Intercultural Communication (3)

Definition and strategies of cross cultural communication. Principles related to the communication skills both overt and covert within a diverse society. Includes verbal and non-verbal strategies.

### COM 204 - Argumentation (3)

Basic principles and skills involved in understanding, analyzing, evaluating, and constructing arguments. Writing intensive.

Prerequisite: ( ENG130 ).

## CSA-Computer Systems Administration

### CSA 310 - Systems Administration and Operations (3)

This course is designed to prepare students to pass the AWS certification for exam SOA-C01. Students will be able to: deploy, manage, and operate scalable, highly available, and fault-tolerant systems on AWS; implement and control the flow of data to and from AWS; select the appropriate AWS service based on compute, data, or security requirements; identify appropriate use of AWS operational best practices; estimate AWS usage costs; identify operational cost control mechanisms and migrate on-premises workloads to AWS.

Prerequisite: ( CIS206 ).

### CSA 311 - Infrastructure and Deployment (3)

This course is designed to introduce students to important cloud concepts including the benefits of cloud services, the financial implications, availability and fault tolerance, and disaster recovery. This course also introduces services supported by cloud architecture such as Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS) and Software-as-a-Service (SaaS). Students will also compare and

contrast cloud models including public, private, and hybrid clouds.

Prerequisite: ( CIS206 ).

### CSA 312 - Integration and Security (3)

This course is designed to prepare students to Manage Azure subscriptions and resources; implement and manage storage; deploy and manage virtual machines; configure and manage virtual networks; manage identities, and creating simple applications.

Prerequisite: ( CIS206 ).

### CSA 313 - Server Migration and Services Implementation (3)

This course is designed to prepare students to pass the MS Azure certification for exam AZ-102. Key topics covered include: evaluate and perform server migration to Azure; implement and manage application services; implement advanced virtual networking; and secure identities.

Prerequisite: ( CIS206 ).

### CSA 314 - Cloud Platform Management (3)

This course is designed to prepare students to pass the Google certification for Associate Cloud Engineer exam. The student learns how to deploy applications, monitor operations, and manages enterprise solutions. Also, they will be able to use Google Cloud Console and the command-line interface to perform common platform-based tasks to maintain one or more deployed solutions that leverage Google-managed or self-managed services on Google Cloud.

Prerequisite: ( CIS206 ).

## DBA Doctor of Business Administration

### DBA 701 - Scholarly Writing and Formal Inquiry (3)

This course is designed to develop students' critical thinking and competencies to navigate and successfully complete their doctoral program. Students will engage in learning activities to become better readers of academic texts, to understand the process of academic writing, and to become proficient in understanding the scholar-practitioner model. Emphasis will be placed on understanding academic voice, refreshing APA style guidelines, and understanding the doctoral research process. Students will develop a scholar-practitioner perspective through reading, writing, and reflection within their specific discipline and

program.

### **DBA 702 - Topic, Justification, Purpose, and Research Questions – Specific (3)**

The purpose of this course is to teach students about topic selection, developing justification and purpose statements, and formulating research questions. In this course, students will go through the process of selecting a topic that can be systematically investigated, writing a justification statement that is grounded in the literature, writing a purpose statement, and developing aligned research questions. A formal Concept Justification Paper (CJP) will be developed in this course.

Prerequisite: DBA701 and RES701.

### **DBA 703 - Literature Review (3)**

The purpose of this course is to teach students about topic selection, developing justification and purpose statements, and formulating research questions. In this course, students will go through the process of selecting a topic that can be systematically investigated, writing a justification statement that is grounded in the literature, writing a purpose statement, and developing aligned research questions. A formal Concept Justification Paper (CJP) will be developed in this course.

Prerequisite: DBA702.

## **DNP - Doctor of Nursing Practice**

### **DNP 701 - Introduction to the Doctor of Nursing Practice with Residency (3)**

**This introductory course focuses on the Doctor of Nursing Practice role orientation and immersion. Emphasis is placed on developing skills toward the application of theory and an understanding of scientific underpinnings of Advanced Practice Registered Nurse (APRN) practice at the doctoral level. Students will establish an understanding of clinical need based on advocacy, population health, and health promotion as they build on their graduate-level understanding of key concepts. Translation of clinical need will be used to produce and operationalize a PICOT question designed to solve a practice problem. This course includes a synchronous virtual residency.**

### **DNP 703 - Scientific Underpinnings for Practice (3)**

**This course focuses on the scientific foundations for practice and its alignment with practice solutions. Synthesis of theory, science, ethics, and analytical information is applied toward the enhancement of**

**practice and elevation of the level of nursing practice. Critical appraisal of the current body of knowledge will be aimed at building expert scientific knowledge in a specific facet of practice to support the foundation of the DNP Scholarly Project.**

### **DNP 704 - Clinical Scholarship and Analytical Methods (3)**

**This course is focused on the development of the necessary skills to translate the best available evidence into practice within the healthcare system. Essential elements of nursing science and information technology including ethics, biophysical, psychosocial, analytical, and organized sciences will provide the foundation to critically appraise scholarly evidence within a practice setting, healthcare system, or community initiative with a focus on quality improvement.**

### **DNP 705 - Innovations and Technological Solutions for Healthcare Improvement (3)**

**This course is designed to use technology and information systems in an innovative way toward the improvement of practice, patient outcomes, access, and systematic delivery of healthcare services. Leadership in the use of applications to meet the needs of a population is a key focus in this course. The course prepares the student to manage systems and solutions and evaluate initiatives. There will be a special focus on how technology informs and supports quality improvement and nursing research.**

### **DNP 706 - Quality Improvement and Systems-Based Practice with Residency (3)**

**This course integrates principles of systems thinking with foundational concepts related to patient safety. Students will evaluate programs and systems involved in the delivery of care with a focus on the identification of research to practice gaps. Evaluation and strategic planning will include ethical, financial, stakeholder, and regulatory considerations. Students will develop a comprehensive view of systems issues by examining the framework of healthcare quality improvement, using process improvement tools and evaluation methods. This course includes a synchronous virtual residency.**

### **DNP 707 - DNP Project Design and Proposal with Immersion Experience (3)**

**In this course, students will collaborate with an interdisciplinary team to design a patient-centered, evidence-based scholarly project that serves to bridge the research to practice gap. Students will develop a plan to lead the interdisciplinary team in initiatives that**

**improve patient outcomes and incorporate national benchmarks in a timely, effective, efficient, equitable, and safe fashion. This course includes 135 practice immersion hours.**

**DNP 707P - Essentials Competency Scholarly Review Level I (1)**

**In this course, students will prepare their DNP project proposal for formal review. Students will formally present their DNP project proposal to the DNP Project Team for approval. In collaboration with their Project Team, students will select an appropriate modality for scholarly dissemination.**

**DNP 708 - Professionalism, Leadership and Policy for Advanced Practice (3)**

**This course focuses on the broad context of socioeconomic, political, and legal considerations in the development of health policy at the state and national level as it pertains to the DNP. Health policies will be discussed through the lens of social justice using population health, biostatistics, and environmental factors. Professionalism is an essential component of leadership and is applied and articulated.**

Corequisite: If DNP 708 is successfully passed, DNP 708 does not need to be retaken concurrently with DNP 708P.

**DNP 708P - Organizational Project Review with Immersion Experience (1)**

**In this course, students will develop a project design for their DNP project. In collaboration with their Project Team, students will determine the best plan for implementation. By the end of the course, students will formally defend their project design proposal for DNP Project Team approval. This course includes 45 practice immersion hours.**

Corequisite: If DNP 708P is successfully passed, DNP 708P does not need to be retaken concurrently with DNP 708.

**DNP 709 - Population Health and Interprofessional Collaboration (3)**

**This course is focused on the application of strategic planning and clinical leadership to design innovative healthcare solutions. The student will serve as a subject-matter expert and work in collaboration with an interdisciplinary team to solve practice problems, ensuring that cultural competency, ethics, and population health considerations are addressed. Organizational and systems leadership skills will be**

**used to evaluate quality outcomes using systems thinking.**

**DNP 710 - DNP Project I- Implementation with Immersion Experience (3)**

**In this course, students will begin the implementation of their DNP project. Students will work with their DNP Project Team to maintain interdisciplinary and organizational relationships during project implementation. This course includes 135 practice immersion hours.**

**DNP 711 - DNP Project II- Analysis and Outcomes with Immersion Experience (3)**

**In this course, students will collect data appropriate to the scholarly project for outcome analysis. Students will evaluate the quality improvement outcomes of the project using the approved methodology. The project findings will be synthesized to develop recommendations related to practice guidelines and sustainability. This course includes 135 practice immersion hours.**

**DNP 711P - Essentials Competency Scholarly Review Level II (1)**

**In this course, students will professionally present their proposed dissemination of project findings to the DNP Project Team for approval.**

**DNP 712 - DNP Project III-Dissemination and Defense with Immersion Experience (3)**

This course is the culminating experience for the Doctor of Nursing Practice program. Students will finalize their Project Defense and all programmatic documents required for the demonstration of the DNP Essentials, doctoral competency, and program learning outcomes achievement. Emphasis will be placed on dissemination and professional considerations for transitioning into the role of the DNP. This course includes 90 practice immersion hours.

## **DS-Doctoral Studies**

**DS 700 - Doctoral Writing and Articulation (2)**

**This foundational doctoral course focuses on the essential skills of doctoral students in managing writing, articulation, and associated professionalism. Exploration and application of comprehensive and focused writing techniques pertaining to professional standards, statistical presentation, and audience-specific considerations are included. The course will offer an overview of appropriate communication,**

**planning, and resourcefulness. Personal documentation, academic record-keeping, mindfulness, and self-evaluation will be emphasized and applied with the other strategies covered in this course toward the development of a personal doctoral learning strategy.**

### Outcomes

## ECE-Early Childhood Education

### ECN-Economics

#### ECN 101 - Microeconomics (3)

This course examines how individual households and firms make decisions. It addresses microeconomic issues and problems, such as competition and monopoly, pricing, consumer demand, and producer supply. Students will also be introduced to the use of microeconomic applications to address practical domestic and international economic policy problems.

#### ECN 102 - Macroeconomics (3)

This course will provide students with an overview of the economy under a macroeconomic perspective that focuses on the aggregate behavior of households, firms and the government. Topics covered include gross domestic product, national income, economic growth, unemployment, inflation, the business cycle, fiscal policy and monetary policy, and international trade.

Prerequisite: ( ECN101 ).

## EDD-Doctor of Education

#### EDD 800 - Introduction to Advanced Studies (3)

This introductory course will prepare learners to start their post-master's degree program. An emphasis is placed on advanced writing and research, with a focus on the components of a research proposal.

#### EDD 801 - Theoretical Foundations of Leadership and Innovation (3)

Leadership theories applicable to various organizations will be studied in this course. Learners will prepare for the creation of the theoretical foundation of their dissertation/proposal.

#### EDD 802 - Emerging Issues and Trends in Organizations (3)

Emerging issues and trends in a variety of organizations will be a focus of this course. Current issues related to

equity, workplace culture, and inclusive practices are explored.

#### EDD 803 - Advanced Writing and Research (3)

Learners will apply advanced-level writing and research skills in this course. An emphasis is placed on finding appropriate educational research that aligns with the dissertation/proposal topic and leadership theory. Writing skills appropriate for publication and research are explored.

#### EDD 804 - Foundations of Research Design and Methodology (3)

This course prepares learners for conducting a qualitative, quantitative, or mixed-methods research design and specifically explores various methodologies that support an action research model. An emphasis is placed on building a foundation for the methodology section of the dissertation/proposal.

Prerequisite: EDD803.

#### EDD 805 - Leadership for Systemic and Organizational Change (3)

The navigation of strategic change management and leading organizations through systemic change is the focus of this course. An emphasis is placed on gaining the education and tools necessary to implement change plans successfully.

Prerequisite: EDD801.

#### EDD 806 - Methodology and the Prospectus (3)

Learners will complete their prospectus, which will be the foundation of the first chapter of their dissertation/proposal. Emphasis is placed on verifying the viability of the proposed study and facilitating the research process. Students will commit to the type of research to be conducted and develop their methodology section.

Prerequisite: EDD803.

#### EDD 807 - Teaching, Learning, and Leading in Organizations (3)

Learners will apply advanced strategies and techniques to educate and lead colleagues and employees in an equitable manner across various organizations. An emphasis is placed on andragogy and leveraging data-driven knowledge to drive results.

#### EDD 808 - Diversity, Equity, and Inclusion in Organizations (3)

Implementation of diversity, equity, and inclusion (DEI)

practices in various organizations will be covered. This course emphasizes concepts and strategies that foster greater DEI effectiveness across organizational planning, programming, training, and assessment.

**EDD 809 - Advanced Research: The Literature Review (3)**

Learners will develop an outline and strategy to conduct a systematic literature review for the second chapter of their research proposal/dissertation. Emphasis is placed on reviewing research, developing a theoretical framework, and evidence-based practice.

Prerequisite: Prerequisite: EDD806.

**EDD 810 - Fundamentals of Creativity, Innovation, and Entrepreneurship (3)**

This course prepares learners to develop a perspective on managing innovation and creativity in various organizations. Emphasis is placed on practicing entrepreneurs and employees in established organizations who are interested in becoming creative leaders in an interconnected world.

**EDD 811 - Using Communication to Lead Change (3)**

Innovative change management requires excellent communication skills and the courage to lead. This course will address the educational components of communication. Emphasis is placed on equity, economical, environmental, technological, and cultural change communications.

Prerequisite: EDD803.

**EDD 812 - Ethical Dilemmas in Organizational Leadership (3)**

This course prepares learners to recognize competing values in various organizations. Emphasis is placed in leading innovative strategies to respond to a wide range of ethical challenges.

Prerequisite: EDD802.

**EDD 813 - Advanced Synthesis: The Proposal (3)**

This course prepares learners for the first three chapters of their dissertation/proposal. Emphasis is placed on the further development of the prospectus, literature review, and research methodology.

Prerequisite: EDD809.

**EDD 900 - Dissertation I (3)**

This course guides doctoral learners through the dissertation process. Doctoral learners have access to their dissertation chair and direct feedback on their dissertation. Emphasis is placed on the dissertation process, including conducting research and analyzing results. Learners will complete and defend their prospectus to their research committee. This milestone must be passed to complete this course. CR/NC Grading.

Prerequisite: Students must successfully pass EDD813 with an approved prospectus to move forward to the dissertation coursework.

**EDD 901 - Dissertation II (3)**

This course guides doctoral learners through the dissertation process. Doctoral learners have access to their dissertation chair and direct feedback on their dissertation. Learners will complete Chapter 1 of their dissertation and have it approved by their chair. This milestone must be passed to complete this course. CR/NC grade.

Prerequisite: EDD900.

**EDD 902 - Dissertation III (3)**

This course guides doctoral learners through the dissertation process. Doctoral learners have access to their dissertation chair and direct feedback on their dissertation. Learners will complete Chapter 2 of their dissertation and have it approved by their chair. This milestone must be passed to complete this course. CR/NC Grading.

Prerequisite: EDD901.

**EDD 903 - Dissertation IV (3)**

This course guides doctoral learners through the dissertation process. Doctoral learners have access to their dissertation chair and direct feedback on their dissertation. Learners will complete Chapter 3 of their dissertation, have it approved by their committee, and defend their proposal. The proposal will then be submitted to IRB. These milestones must be passed to complete this course. CR/NC Grading.

Prerequisite: EDD902.

**EDD 904 - Dissertation V (3)**

This course guides doctoral learners through the dissertation process. Doctoral learners have access to their dissertation chair and direct feedback on their dissertation. Learners will conduct research and complete Chapter 4 of their dissertation and then have it approved by their chair. This milestone must be passed to complete this course. CR/NC Grading.

Prerequisite: EDD903.

**EDD 905 - Dissertation VI (3)**

The final course of the dissertation sequence includes the approval of chapters 1-5 by the chair, committee, and a reviewer appointed by the dean. Students will present their findings during an Oral Defense which is the culminating activity following the approval of the dissertation.

Prerequisite: EDD904 CR/NC Grading.

**EDU-Education****EDU 205 - Health, Nutrition, and PE for Teachers (3)**

This course will cover the Common Core standards for physical education. Students will be introduced to developmentally appropriate activities to help support and scaffold the development of physical skills for young children. Health education and nutrition, including the negative impacts of drugs and drug and alcohol use by children and anti-drug curriculum will be covered.

**EDU 501 - Affirming and Valuing Diversity in the Classroom (3)**

The wide variety of students that any teacher will meet in their classrooms, schools and communities will be reviewed with a focus on social justice, equity and educational opportunity for all students. Students will examine research-based cross-cultural strategies necessary to ensure an inclusive classroom honoring individual differences.

**EDU 503 - Foundations of Education (3)**

This course provides students with an overview of the historical, cultural, philosophical, legal and political history of the American educational system. Learning theories as applied to classroom teaching and differentiation of instruction will be explored. The importance of equity and social justice in education will be covered.

**EDU 504 - Introduction to Special Education (3)**

This course provides students with an overview of the history and legal requirements of Special Education in the American school system. Students will learn about response to intervention, qualification criteria for special education as well as the requirements of a teacher to support IEP goals and 504 accommodation plans to support students. Various models of support for students will be reviewed including inclusion, collaboration and co-teaching.

**EDU 510 - Introduction to Classroom Instruction (3)**

Students will be provided with research-based instructional strategies, as well as proven classroom routines and procedures that promote student mastery of curriculum by maximizing instructional time. Strategies for providing differentiated instruction as well as the integration of technology for learning will be covered. Assessment strategies will also be included.

**EDU 522 - First and Second Language Acquisition (3)**

This course is designed to examine the factors that contribute to and influence the academic performance of emergent bilinguals within the public school system. Insight into the background, assets, and learning needs of Bilingual Learners will be given with a focus on providing culturally and linguistically appropriate learning activities. Understanding how to create and maintain a welcoming, supportive, and intercultural classroom climate will be emphasized. Students will examine state and national mandates, and theories of second language acquisition, focusing on an assets-based and racially sensitive approach to teaching.

**EDU 525 - English Language Developmental Strategies for English Language Learners (3)**

Instructional models, strategies, approaches, assessment and placement of students in English as a second language and content based second language teaching will be explored. Instructional planning for the development of aural and oral language proficiency will be utilized. Research based strategies for teaching language will be applied.

**EDU 534 - Curriculum and Instruction I (3)**

Teacher Candidates will learn how to use and develop curriculum embedded in the California State Standards and Frameworks. Students will learn a variety of instructional methods and strategies to provide differentiated instruction to meet the needs of all learners.



**EDU 535 - Curriculum and Instruction II (3)**

This course is a continuation of EDU534. Teacher candidates will learn how to use and develop curriculum embedded in California State Standards and Framework. Students will apply a variety of instructional methods and strategies to provide differentiated instruction to meet the needs of all learners.

Prerequisite: EDU534.

**EDU 536 - Language Arts and Reading K-6 (3)**

Approaches, methods, and techniques for teaching literacy skills will be explored. The assessment of literacy skills will be addressed in this course. The six components of literacy instruction (phonemic awareness, phonics, vocabulary, fluency, comprehension and writing) will be addressed throughout the course.

**EDU 540 - Secondary Teaching Strategies I (3)**

The course is an overview of curriculum and California State Frameworks and Subject Specific Standards, and district performance standards. It includes classroom procedures, instructional planning, lesson plan delivery skills, English Language Development (ELD), and Specially Designed Academic Instruction in English techniques for grades 6-12 with/and diverse student populations.

**EDU 541 - Secondary Teaching Strategies II (3)**

This course is designed to provide opportunities for prospective teachers to observe, develop, and practice a variety of methods to create positive learning environments, effective discipline, and traditional and alternative assessments. Emphasis is placed on strategies used for students with widely ranging linguistic and academic abilities, diverse learning styles and varying cultural backgrounds. Methods and content are aligned with California State Framework for grades 6-12 with/and diverse student populations.

Prerequisite: EDU540.

**EDU 542 - Reading in the Content Area (3)**

This course will focus on the theoretical basis of literacy and approaches to teaching reading across content areas. It will cover methods and techniques for teaching literacy skills in diverse urban school settings with linguistically diverse students. The course also explores literacy processes and assessment in secondary school curricula. Methods and content are focused in diverse student populations and aligned with State Frameworks for grades

6-12.

**EDU 561 - Student Teaching (Clinical Practice) I (5)**

This full-time supervised clinical practice course requires 300 hours of in-class student teaching. This course will guide candidates through their daily classroom instructional practice as a student teacher in a public elementary school. The sequence of clinical practice experiences includes multiple opportunities for interaction with diverse populations and communities, such as Emergent Bilinguals and Special Education students. All students are provided with experiences which are age and grade-appropriate and are required and authorized by the credential they seek. Clinical practice is a critical component of the Teacher Preparation Program which combines theory to practice, is rooted in the United States University mission, and is informed by the California Teacher Performance Expectations (TPEs). CR/NC Grading.

Corequisite: EDU562.

**EDU 562 - Directed Student Teaching Seminar I (1)**

This course is designed to provide students with academic and professional support during their student teaching assignments. The courses are offered in a seminar format consisting of reflective discussions that evolve around events in content classes, field experiences, supervised teaching, and collaboration between the candidates, university personnel, and the on-site support provider. The course will also assist candidates in completing the Educational Teaching Performance Assessment (EdTPA) instructional cycles, including implementation, guidance, and remediation. Synchronous (live) meetings via technology will be required for this course. CR/NC Grading.

Corequisite: EDU561 or EDU565.

**EDU 563 - Student Teaching (Clinical Practice) II (5)**

This full-time supervised clinical practice course requires 300 hours of in-class student teaching. This course will guide candidates through their daily classroom instructional practice as a student teacher in a public elementary school. The sequence of clinical practice experiences includes multiple opportunities for interaction with diverse populations and communities, such as Emergent Bilinguals and Special Education students. All students are provided with experiences which are age and grade-appropriate and are required and authorized by the credential they seek. Clinical practice is a critical component of the Teacher Preparation Program which

combines theory to practice, is rooted in the United States University mission, and is informed by the California Teacher Performance Expectations (TPEs). CR/NC Grading.

Prerequisite: EDU561. Corequisite: EDU564.

#### **EDU 564 - Directed Student Teaching Seminar II (1)**

This course is designed to provide students with academic and professional support during their student teaching assignments. The course is offered in a seminar format consisting of reflective discussions that evolve around events in the classroom, field experiences, supervised teaching, and collaboration between the candidates and university personnel. Support for candidates in the completion of the Individualized Development Plan to be ready for a California Induction Program is included. Synchronous (live) meetings via technology will be required for this course. CR/NC Grading.

Prerequisite: EDU562. Corequisite: EDU563 or EDU567.

#### **EDU 565 - Student Teaching (Clinical Practice) I (5)**

This full-time supervised clinical practice course requires 300 hours of in-class student teaching. This course will guide candidates through their daily classroom instructional practice as student teachers in a public secondary school. The sequence of clinical practice experiences includes multiple opportunities for interaction with diverse populations and communities, such as Emergent Bilinguals and Special Education students. All students are provided with experiences that are age and grade-appropriate and are required and authorized by the credential they seek. Clinical practice is a critical component of the Teacher Preparation Program which combines theory to practice, is rooted in the United States University mission, and is informed by the California Teacher Performance Expectations (TPEs). CR/NC Grading.

Corequisite: EDU562.

#### **EDU 567 - Student Teaching (Clinical Practice) II (5)**

This full-time supervised clinical practice course requires 300 hours of in-class student teaching. This course will guide candidates through their daily classroom instructional practice as student teachers in a public secondary school. The sequence of clinical practice experiences includes multiple opportunities for interaction with diverse populations and communities, such as Emergent Bilinguals and Special Education students. All students are provided with experiences that are age and grade-appropriate and are required and authorized by the

credential they seek. Clinical practice is a critical component of the Teacher Preparation Program which combines theory to practice, is rooted in the United States University mission, and is informed by the California Teacher Performance Expectations (TPEs). CR/NC Grading.

Prerequisite: EDU565. Corequisite: EDU564.

#### **EDU 570 - Secondary Teaching Methods I (3)**

The course is an overview of curriculum and State Frameworks and Subject Specific Standards, and district performance standards. It includes classroom procedures, instructional planning, lesson plan delivery skills, English Language Development (ELD), and Specially Designed Academic Instruction in English techniques for grades 6-12 with/and diverse student populations.

#### **EDU 571 - Secondary Teaching Methods II (3)**

This course is designed to provide opportunities for prospective teachers to observe, develop, and practice a variety of methods to create positive learning environments, effective discipline, and traditional and alternative assessments. Emphasis is placed on strategies used for students with widely ranging linguistic and academic abilities, diverse learning styles and varying cultural backgrounds.

Prerequisite: EDU570.

#### **EDU 572 - Student Teaching Seminar I (1)**

This course is designed to provide students with academic and professional support during their student teaching assignments. The course is offered in a seminar format consisting of reflective discussions that evolve around events in the classroom, field experiences, supervised teaching, and collaboration between the candidates, and university personnel. **Synchronous (live) meetings via technology will be required for this course.** CR/NC Grading

Corequisite: This course must be taken at the same time as EDU561 Student Teaching I.

#### **EDU 574 - Elementary Teaching Methods I (3)**

Teacher candidates will learn how to use and develop curriculum embedded in the Common Core, State Standard, and Frameworks. Students will learn a variety of instructional methods and strategies to provide differentiated instruction to meet the needs of all learners.

**EDU 575 - Elementary Teaching Methods II (3)**

Teacher Candidates will learn how to use and develop curriculum embedded in the Common Core and state Standards and Frameworks. Students will learn a variety of instructional methods and strategies to provide differentiated instruction to meet the needs of all learners.

Prerequisite: EDU574.

**EDU 576 - Student Teaching Seminar II (1)**

This course is designed to provide students with academic and professional support during their student teaching assignments. The courses are offered in a seminar format consisting of reflective discussions that evolve around events in content classes, field experiences, supervised teaching, and collaboration between the candidates, university personnel, and the on-site support provider. **Synchronous (live) meetings via technology will be required for this course.** CR/NC Grading.

Prerequisite: This is a continuation of EDU572 which must be successfully completed prior to enrollment in EDU576. Corequisite: This course must be taken concurrently with EDU567 Student Teaching (Clinical Practice) II.

**EDU 580 - Bilingualism, Biliteracy, and Immersion (3)**

This course is designed to support developing and strengthening the skills needed to construct learning experiences that help build bilingualism and biliteracy skills. Students will examine the cognitive and metacognitive effects of bilingualism, biliteracy, and translanguaging to understand how to implement research-based practices that speak to the needs of all their students. Students will analyze the advantages, disadvantages, goals, and instructional practices of research-based immersion and dual immersion programs to enable them to design learning experiences that meet the program's requirements while meeting their students' needs. Students will gain insight into the purpose, characteristics, and appropriate uses of different types of content and language assessments.

**EDU 581 - Spanish Language Methods (3)**

The focus of the course will be strategies and methodologies in Spanish language development, reading readiness, and beginning reading in the primary language. Special emphasis will be on the current trends and social issues affecting bilingual programs including program models, instructional approaches, bilingualism and illiteracy and selection and use of primary language materials.

Prerequisite: CSET: World Languages, Spanish, or Baccalaureate degree majoring in Spanish from a CTC commission-approved program.

**EDU 698 - Educational Research in Action (3)**

In this course students will learn to engage in research to improve their teaching practice and address barriers to student success. A variety of research approaches that are common to the field of education will be introduced. Students will select a topic for their research proposal to be completed in EDU699 Capstone.

**EDU 699 - MAT Capstone (3)**

In this final course for the MAT students will address a concern or challenge that exists in the field of education to investigate and develop a research proposal to further add to the field. Students will demonstrate their knowledge of the field by applying evidence-based strategies, approaches and theories to their work in the classroom.

Prerequisite: EDU698.

**ELL-English Language Learner****ELL 526 - Foundations of English Learner Instruction in Elementary Classrooms (3)**

In this course, teacher candidates will examine foundations, assessment, English language learner proficiency standards, and strategies (including structured English immersion) for the elementary classroom. Students will also examine current educational practices and historical legal issues related to English learners in TK-8 settings.

**ELL 527 - Foundations of English Learner Instruction in Secondary Classrooms (3)**

In this course, teacher candidates will examine foundations, assessment, English language learner proficiency standards, and strategies (including Structured English Immersion) for the secondary classroom. Students will also examine educational practices and historical legal issues related to English learners in 6-12 grade settings.

**ENG-English****ENG 130 - English Composition and Reading (3)**

Expressing ideas and conveying information in writing. Includes reasoning, factual support, clarity of purpose, organization, and language. Instruction and practice in reading and writing of expository and argumentative essays.

### **ENG 140 - English Composition and Critical Thinking (3)**

Academic language development, argumentation, and practice in analytical and research essays, including selection and documentation of research sources. Includes critical assessment of statement and argument as well as analysis of cultural assumptions and values. Encourages development of style that is clear, convincing, interesting, and readable.

Prerequisite: ( ENG130 ).

### **ENG 205 - Information and Media Literacy (3)**

Develops skills in access, analysis, evaluation, and use of information and media in a variety of forms. Includes traditional academic research practices as well as critical media literacy skills in the analysis of information in mass/social media forms and the evaluation of its authority.

Prerequisite: ( ENG130 ).

### **ENG 306 - Survey of American Literature (3)**

Study of selected works from authors from the present time.

Prerequisite: (ENG130).

### **ENG 307 - Survey of World Classics (3)**

Study of classical works from different cultures to include Greek and Roman classics as well as European.

Prerequisite: ENG130.

### **ENG 310 - Advanced Composition (3)**

Designed for research in a variety of academic disciplines. Enables students to translate research activities into written reports that conform to the expectations of scientific and academic writing.

Prerequisite: (ENG130).

### **ENG 403 - Multi-Ethnic Children's Literature (3)**

Focus on various genres for young people. Includes picture books, classics, personified machine heroes, realistic books, etc. Includes enrichment ideas which teachers can use with young children.

Prerequisite: (ENG130).

## **FIN-Finance**

### **FIN 310 - Introduction to Finance (3)**

The purpose of this course is to introduce basic financial principles preparing students to interpret a company's financial statements. Topics include analyzing the deployment of company funds, employee staffing, revenues, expenses, and cash flow. Emphasis is on understanding and gauging the financial health of an organization to assist in managerial decision-making and strategic planning to ensure its success.

Prerequisite: ( FIN310 ).

### **FIN 510 - Financial Management (3)**

The financial management of an organization is critical to its long-term viability. In this course students are introduced to financial management concepts. Students will develop graduate level math skills and learn how financial analysis is used to make decisions. Topics covered include: ratio analysis, risk assessment, ROI, cost of capital, and the time value of money.

### **FIN 511 - Corporate Financial Accounting (3)**

The objective of this course is to provide an understanding of financial accounting fundamentals for prospective consumers of corporate financial information, such as managers, stockholders, financial analysts, and creditors. An overview of accounting theory provides a foundation for applying financial accounting concepts and principles to real business issues. This foundation will help students develop the technical skills needed to analyze corporate financial statements and disclosures for use in financial analysis, and to interpret how accounting standards and managerial incentives affect the financial reporting process. Students learn how the FASB creates new GAAP, how to research the FASB Accounting Standards Codification system, and how to prepare and analyze financial statements including the Income Statement, Comprehensive Statement of Income, Balance Sheet, Statement of Shareholder's Equity, and Statement of Cash Flows in compliance with the SEC, and in conformity with FASB and GAAP.

### **FIN 512 - Finance Strategy and Valuation (3)**

This course is primarily for those who may be involved in an entrepreneurial venture at some point in their careers, whether in a large organization, a turnaround situation, a management buyout, or a startup. The course addresses key questions which challenge all entrepreneurs: how much money can and should be raised; when should it be

raised and from whom; what is a reasonable valuation of the company; and how should funding, employment contracts and exit decisions be structured. It aims to prepare students for these decisions, both as entrepreneurs and venture capitalists. In addition, the course includes an in-depth analysis of the structure of the private equity industry.

### **FIN 514 - Entrepreneurial Finance (3)**

Entrepreneurs often cite finance as being the most essential skill they lack. This course is not only applicable to entrepreneurs, but also to anyone considering a career in commercial banks, investment banks, private equity firms, venture capital firms, as well as corporate venture investments. Access to funding (such as borrowing from banks, issuing bonds, or issuing liquid equities) for larger or publicly-traded companies is not accessible to smaller and newer companies. This course provides students with the understanding of various aspects and processes in financial planning and financial management of new ventures or younger companies, as well as investment analysis and considerations for investors providing funding to such companies.

## **FNP-Family Nurse Practitioner**

### **FNP 590 - Health Promotion, Education and Disease Prevention Across The Lifespan (3)**

This course incorporates caring science to establish a strong theoretical foundation in health promotion, wellness preservation and maintenance of function across the health-illness continuum with clients: the individual, family, and community. Epidemiological, social, and environmental data will be used to evaluate populations regarding the health status of client populations. A holistic, multidisciplinary plan of care will be examined to address health promotion and disease prevention need of populations. Public policy, regulatory and legislative influence in public and private arenas will be explored and opportunity to promote and preserve healthy communities will be discussed.

Prerequisite: ( MSN560 AND MSN561 AND MSN563 AND MSN565 ).

### **FNP 591 - Common Illnesses Across the Lifespan (3)**

This course for advanced practice nursing students concentrates on the levels of prevention and primary care management of common health care problems of individuals and their families. Patients across the life spectrum are managed within a culturally, and spiritually diverse environment using the clinical decision making

process. Evidence-based research is utilized to develop comprehensive, cost effective, least invasive, quality health care guidelines for these common health care problems. These guidelines include health promotion counseling, screening, and client education to optimize the client's health. Emphasis is placed on critical thinking, diagnostic reasoning, implementing appropriate diagnostic tests, prescribing pharmacologic and non-pharmacologic integrative healing therapies, professional interpersonal relationships, the caring professional role and teaching/coaching techniques.

Prerequisite: ( MSN572 ). Corequisite: ( FNP592 ).

### **FNP 592 - Common Illnesses Across the Lifespan - Clinical Practicum (3)**

The 135 hours of precepted clinical practice time required this semester will afford the student beginning clinical decision making opportunities in the primary health care of diverse clients with common health care problems across the life span. Health care includes assessment of health needs, diagnostic testing, development of diagnoses using diagnostic reasoning and clinical decision-making, the planning, implementation and management of care, and the evaluation of outcomes using the SOAP format for documentation. Evaluation is to include revision of the plan, consultation and referrals as needed. Clinical evaluations will be performed using the College Practicum Evaluation Rubric. CR/NC Grading.

Prerequisite: ( MSN572 ). Corequisite: ( FNP591 ).

### **FNP 593 - Primary Health of Acute Clients/Families Across the Lifespan (3)**

This course focuses on the primary care management of acute health problems of individuals and families. It provides an opportunity to integrate evidence based research into clinical evaluation and implementation of primary health care of clients across the life span. Emphasis is placed on the application of advanced health assessment skills, preventive health care practices, the promotion of health and the application of evidence based practice. Students focus on the use of theory, critical thinking, diagnostic reasoning, implementing appropriate diagnostic tests, prescribing pharmacologic and non-pharmacologic integrative healing therapies, professional interpersonal relationships, the caring professional role and teaching/coaching techniques. Concepts including family support systems, cultural considerations, environmental factors, spiritual concerns, genetic influences, and psychosocial factors are integrated to meet the health care needs of individuals and families within a culturally diverse environment.

Prerequisite: ( FNP591 AND FNP592 ). Corequisite: ( FNP594 ).

### **FNP 594 - Primary Health of Acute Clients/Families Across the Lifespan - Clinical Pra (3)**

The 135 hours of precepted clinical practice time is focused on acquiring the knowledge and skills needed to assess, maintain, and promote the health and well-being of culturally diverse population with acute presentation in a variety of primary care settings, urgent care or emergency department. It evaluates the evidence for screening, differential diagnosis, and management of health problems, including pharmacological and non-pharmacological treatment modalities in a culturally appropriate manner. Health care includes assessment of health needs, diagnostic reasoning, the planning, implementation and management of care, and the evaluation outcomes using the SOAP format for documentation. Evaluation is to include review and change of the plan, consultation and referrals as needed. Standardized procedures will be discussed and reviewed throughout the class. Clinical evaluations will be performed using the College Practicum Evaluation Rubric. Project Concert will track the students clinical experiences. CR/NC Grading.

Prerequisite: ( FNP591 AND FNP592 ). Corequisite: ( FNP593 ).

### **FNP 595 - Primary Healthcare of Chronic Clients/Families Across the Lifespan (3)**

This course prepares nurse practitioner students with an understanding of comprehensive evidence based plans of care to manage chronic, complex health problems with multisystem disorders. Patients across the life spectrum are managed within a culturally and spiritually diverse environment using the clinical decision making process in the evaluation of the chronic conditions. Emphasis is placed on critical thinking, diagnostic reasoning, implementing appropriate diagnostic tests, prescribing pharmacologic and non-pharmacologic integrative healing therapies, professional interpersonal relationships, the caring professional role and teaching/coaching techniques. It focuses on health promotion, prevention, and diagnosis and management of chronic conditions common to individuals and families across the lifespan including timely consultation and referral process. Students' ½ clinical experiences are provided in a variety of primary care settings such as community clinics, skilled nursing facility, and home care setting, with emphasis on collaborative partnerships among individuals, families and other health care professionals.

Prerequisite: ( FNP593 AND FNP594 ). Corequisite: (

FNP596 ).

### **FNP 596 - Primary Healthcare of Chronic Clients/Families Across the Lifespan - Clinic (3)**

The 135 hours of precepted clinical practice time is focused on acquiring the knowledge and skills needed to assess, maintain, and promote the health and well-being of culturally diverse populations with chronic conditions in a primary care settings, community clinics, and/or a skilled nursing facility. It evaluates the evidence for screening, differential diagnosis, and management of health problems, including pharmacological and non-pharmacological treatment modalities in a culturally appropriate manner. Health care includes assessment of health needs, diagnostic reasoning, the planning, implementation and management of care, and the evaluation outcomes using the SOAP format for documentation. Evaluation is to include revision of the plan, consultation, and referrals as needed. Standardized procedures will be discussed and reviewed throughout the class. Clinical evaluations will be performed using the College Practicum Evaluation Rubric. Project Concert will track the students clinical experiences. CR/NC Grading.

Prerequisite: ( FNP593 AND FNP594 ). Corequisite: ( FNP595 ).

### **FNP 597 - Clinical Residency and Practice Management (3)**

Clinical Residency requires completion of 135 hours of preceptored clinical practice time. Provides an opportunity to integrate evidence based research into clinical evaluation and implementation of primary health care for clients across the life span. In this final clinical rotation, students advance to a level of competency, and proficiency, that allows them to function independently and become ready to move to the entry role of the professional nurse practitioner. Integrated into this course is the practice management which emphasizes the professional practice role, ethical, and legal aspects of advanced clinical practice. Updates on legislation and health policy utilizing multidimensional clinical case studies are incorporated into this course. Role development, regulations, standards, prescriptive authority, certification and health care reimbursement are also discussed. Focus is on resume/CV writing, interviewing, contract negotiation, hospital privileges, practice start-up and ownership, office management, insurance, malpractice and liability, risk management, and interprofessional collaboration with the multidisciplinary team. CR/NC Grading.

Prerequisite: ( FNP595 AND FNP596 ). Corequisite: (

MSN600 ).

## GER-Gerontology

### GER 310 - Gerontology (3)

The course deals with the foundations, biological, safety and security needs of the aging population. Special issues discussed include healthcare systems, financial stability and end of life decisions.

## HCA-Health Care Administration

### HCA 101 - Healthcare Delivery in the United States (3)

Introduction to the healthcare delivery system in the United States; overview of U.S. healthcare delivery, healthcare providers and professionals, technology and its effects, financing, outpatient services and primary care, healthcare delivery institutions, the role of federal government, methods of reimbursement and managed care, implications for the healthcare provider, professional practice, and for individuals, families and communities included. Emphasis is on access, cost, affordability and quality of care and the future of health services delivery.

### HCA 201 - Terminologies and Classification Systems (3)

Health informatics, to promote meaningful and reliable analysis and sharing of data, utilizes a common set of abstractions, terminologies, and coding systems. Students will gain an understanding of these terminologies and their use within various institutional settings. Special attention and focus will be given to the selection of terminologies based on various institutional or business needs.

### HCA 401 - Strategic Management in Healthcare Organizations (3)

This course introduces the principles, methods, theories, and concepts of strategic management as it relates to healthcare organizations. Topics include: Strategic planning and management, strategic assessment, marketing, macroeconomics, and principles of quality.

### HCA 404 - Human Resources in Health Administration (3)

The course analyzes topics in human resource management within healthcare organizations. Topics include talent acquisition in diverse healthcare organizations, performance management in healthcare settings, workplace safety and violence in healthcare settings, technological challenges, and the future of HR management in healthcare.

### HCA 405 - Quality Management in Healthcare (3)

This course explores administration and organization of quality and patient safety definitions, practices, and processes within the healthcare system in the United States. It also examines the trends in healthcare quality and patient safety, measurement development, quality of practices in different healthcare environments, administrative responsibilities and structures regarding production and service quality, as well as the functions and roles of professional organizations, regulatory agencies and the federal government.

### HCA 406 - Financial Management in Healthcare (3)

Given the complex environment of the US Healthcare System, the increasing constraints on reimbursement and revenue, trend towards *value based healthcare*; tracking, understanding, allocating, and evaluating financial resources have become increasingly important. In this course, students learn about the use of accounting and financial practices to manage revenue and expenditures in healthcare, including planning for future operations.

### HCA 408 - Healthcare Marketing (3)

This course provides analysis, evaluation, and implementation of marketing strategies within healthcare and managed-care environments. Designed to develop skills in segmenting customer and medical markets, marketing research, market segmentation, target marketing and control marketing.

### HCA 414 - Healthcare Law, Policy, and Management (3)

As the United States Healthcare system has become increasingly regulated, centralized and overseen by accrediting agencies, the legal environment has become increasingly complex. Students in this course will learn the general structure of healthcare law in the United States, and how laws and regulation constrain the management and administration of healthcare entities.

### HCA 416 - Business Intelligence Tools (3)

Healthcare has seen a data revolution with the rate and volume of data collected increasing as the connected healthcare enterprise uses more devices that collect and store data. Such vast stores of data challenge the organization to identify what data are important and actionable, and to develop meaningful ways to display complex data. This course introduces students to the discipline of, and the use of tools for, business intelligence.

## HDA-Healthcare Data Analytics

### HDA 310 - Health Informatics (3)

This course provides a multi-disciplinary approach to health informatics. The course explores the informatics in healthcare delivery and focuses on the clinical applications. The focus is on information technology including hardware, software, systems, and conceptual models of information. Different data types and data models are explored across various functional aspects of healthcare disciplines.

## HED-Health Education

### HED 201 - Human Nutrition (3)

The purpose of the course is to introduce the student to key concepts of human nutrition. Emphasis is placed on macro and micronutrients as methods of assessing nutrient intake in the well client. Additional topics include digestive processes, food additives, safety and sanitation as well as factors that influence nutrient intake. Fundamentals of normal nutrition, carbohydrates, proteins, fats, vitamins, minerals and their roles in human metabolism as well as nutrition and the life cycle are presented and explored.

### HED 300 - Introduction to Health Education (3)

This introductory course provides the foundation to the concepts of health education and the typical responsibilities of health educators, including assessing the needs of individuals and communities; planning effective health education programs; implementing health education programs and evaluating their effectiveness; administering services; acting as a resource person; and communicating and advocating for health and health education.

### HED 302 - Health Promotions and Lifestyle Modification (3)

The course provides an overview of the history of health promotion and disease prevention. The focus will be on the US Health Indicators described in Healthy People 2010. Healthy People in Healthy Communities will be discussed, and Healthy People 2020 will be framework settings, strategies, and model programs for promoting health. The purpose of the course is to familiarize the student with resources regarding the leading issues facing health educators, including physical activity, overweight and obesity, responsible sexual behavior, mental health, tobacco use, substance abuse, injury and violence, access to healthcare, immunization, and environment quality.

### HED 304 - Principles of Educating and Teaching (3)

The purpose of this course is to introduce the student to educational theories and principles that may be used as a guiding framework in developing and evaluating health education programs for individuals and communities. The student will become familiar with effective health education planning for diverse populations. The course also explores the philosophical and scientific foundations of client-community teaching, including theories and principles that support the design and delivery of effective teaching. Development of teaching plans and evaluation of learning and of teaching are included.

### HED 306 - Developing and Working in Teams (3)

This course builds awareness of interpersonal skills needed when working with individuals and groups. Explores group dynamics/processes and their effects on changes in health behavior within individuals and members of groups. In this course, we will be exploring the steps of team formation and development. We will explore some barriers to effective team development, such as communication issues. Finally, we will be learning about ways to overcome obstacles to the success of teams and ways to appraise the success of teams. Application to teaching and to working with healthcare teams is included.

### HED 406 - Development and Evaluation of Health Programs (3)

The course is designed to help the student in understanding the development and evaluation of health programs, including the establishment of goals, baseline, needs assessment, and program recommendations.

### HED 407 - Strategies for Patient Engagement (3)

Given that much of individual's health is driven by the social determinants of healthcare, including the patient's own understanding and behaviors, modern healthcare enterprises seek to enlist the cooperation of patients in their own care. Engagement, that is enlisting the patient in their own care, includes educating the patient by providing the right information to the right patient at the right time and in the right format to encourage the patient to understand the steps they can take to improve their health. This course examines how organizations can use data-driven approaches to develop effective patient engagement interventions that improve outcomes.

## HIS-History

### HIS 120 - United States History I (3)

Political and social development of the United States, with



emphasis on colonial period, the Constitution, and American institutions, up to the Civil War.

### **HIS 122 - United States History II (3)**

Political and social development of the United States after the Civil War to the present time. Emphasis on the diversity of its people, the Industrial Revolution, the role of the U.S. in world politics and relations.

### **HIS 210 - Arizona History (3)**

Students examine the constitution of the State of Arizona. From this foundational review, students will explore application of the constitution of the State of Arizona in educational contexts. In addition, an introduction to Arizona from the integrated social science perspectives of history, geography, and government will be provided.

*This course is required for students seeking teacher certification in the state of Arizona.*

### **HIS 226 - World History I (3)**

Themes in the institutional, political, socio-economic, and cultural development of ancient societies. The growth of civilizations and the interrelationships of peoples of Europe, Asia, Africa, and America.

Prerequisite: ENG130.

### **HIS 228 - World History II (3)**

Themes in the institutional, political, socio-economic, and cultural development of society and socio-political changes. The growth of civilizations and the interrelationships of people of Europe, Asia, Africa, and America.

Prerequisite: HIS226.

### **HIS 320 - California History (3)**

The political, economic, social, and intellectual growth of California from Spanish colonial era to the present, with emphasis on the themes and movements identified in the California State Framework.

Prerequisite: ENG130.

## **HRM-Human Resource Management**

### **HRM 210 - Introduction to Human Resource Management (3)**

An introductory course to key competencies essential to

Human Resource operations. Examination on the various roles of Human Resources (recruitment, legal issues, selection, assessment and development, compensation, benefits) and a broad review of issues faced within an organization (termination, harassment, workplace violence).

### **HRM 441 - Learning and Development (3)**

This course provides the foundation for developing fundamental knowledge on essential training and development initiatives and applications in the workplace. An examination of individual, team and organizational perspectives and approaches are reviewed with an emphasis on proactive training initiatives to circumvent organizational challenges. Students will gain an understanding of theoretical constructs and practical application of training and development concepts, and how they are essential to proactively informing positive performance and appropriate behaviors in the workplace. The course briefly explores learning organization concepts as a way to create and support a culture of continuous learning and development.

### **HRM 442 - Workforce Planning and Performance Management (3)**

In this course, students are exposed to the fundamentals and best practices of performance management in various organizations. The importance of leadership and interpersonal skills will be explored as students learn the dynamics of individual performance and its contributions to a successful organization.

### **HRM 443 - Legal Environment of Human Resource Management (3)**

This course examines the laws and regulations that directly influence human resource management functions and decisions. Students will address the foundations of the United States legal system, employment law, the challenges of operating in multiple countries (i.e., having different legal systems and customs), and the use of legal consultants to support the HR function.

### **HRM 444 - Compensation and Benefits (3)**

The objective of this course is to develop knowledge of the philosophies, decisions, and mechanics behind structuring employee compensation and benefit policies and packages. Topics include: job structuring and evaluation, performance management/ assessment, and benefits.

### **HRM 502 - Attracting and Retaining Talent (3)**

Attracting and retaining talent with today's workforce takes

a combination of experience, tenacity and knowledge of evolving social psychology with a multi-generation workforce. This course examines how Human Resources partners with senior management to develop and implement strategic talent planning initiatives. Other essential topics within the discipline are examined, including: social media (recruiting and use in the workplace), employee on-boarding, culture development and change, and compensation implications on the employment lifecycle.

### **HRM 503 - Executive Seminar: Human Resources Trends and Emerging Practices (3)**

This course takes a just-in-time look at the essential role Human Resources plays in supporting, guiding and leading organization development and planning initiatives. In today's rapidly changing marketplace, it is more important than ever that HR quickly assess and accurately guide organizational leadership when responding to trends and emerging practices related to globalization, employment law and regulations, safety, decentralized and remote workers, workforce diversity, changing skill requirements, designing innovative initiatives, the contingent workforce, negotiation and conflict, employee relations, and financial readiness.

### **HRM 504 - Human Resource Analytics: Managing Total Rewards Compensation (3)**

Human resources (HR) data analytics are a critical part of developing strategic business decisions. This course provides practical application of HR analytics and how they add value to organizational decision making. Examines resources that enable alignment with the organization's mission and goals with key metrics and benchmarks. Explores a set of techniques that support organizing, analyzing, and presenting HR data in a compelling way. The course includes how to examine and explore a total-rewards view to compensation that aligns with their organization's strategic goals and operations. The course explores how to develop compensation calculations that present a method of job comparison that incorporates the total rewards view.

### **HRM 505 - Human Resource Strategy and Leadership Decision-Making (3)**

Building an organizational strategy is one of the key activities of any organizational board and/or leadership team. This course does a deep dive into the dynamics of how leaders scan the marketplace and develop organizational goals with the HR team, with a specific focus on alignment of organizational behavior to achieve goals.

## **HSC-Health Sciences**

### **HSC 101 - Health and Society (3)**

Analysis of major health problems affecting the life of the individual, the family and community at large. Evaluation, planning and implementation of approaches to meeting personal and societal health needs.

### **HSC 105 - Cultural Competence in Healthcare (3)**

This course is designed to enable healthcare professionals to deliver sensitive, humanistic and respectful care to clients and their families living in a global community. Emphasized is the valuing of differences to work effectively in cross-cultural situations. Explored are the changing demographics, awareness and acknowledgement of various cultural beliefs which are vital to delivering quality healthcare.

### **HSC 210 - Environmental Health Safety (3)**

This course explores the major elements of environmental health. This is a survey course and is intended to introduce the student to the field of environmental health in a manner which brings each topic to life. This course is essentially an assessment of health and safety issues in the home and community from a life cycle perspective. The role of the multi-disciplinary team and the relationship between health, disease and society is explored. Risk and resilience are discussed as they apply to individuals and communities. Implications for family teaching and community health programs are inherent in the course. Environmental health is often thought of as the foundation of public health. You will find that environmental health in a broad sense affects almost every aspect of your life. It helps to control the food you eat and the water you drink; the home you live in and the places you go for recreation and entertainment; the condition of your schools; and of course, the air you breathe.

### **HSC 215 - Survey of Public Health Biology (3)**

Because healthcare organizations are encouraged to apply proven evidence-based techniques to manage the health of populations and their individual members, knowledge of relevant biomedical concepts are important to administrators, managers and analysts. This course presents the foundation concepts of pathophysiology, infectious disease and chronic conditions in the context of public health as a discipline for improving outcomes.

### **HSC 380 - Ethics in Healthcare (3)**

Examines the principles of ethics and how personal and professional values relate to ethics in Nursing. Recognize

and analyze ethnical principles in daily practice.

Prerequisite: ( ENG130 ).

### **HSC 404 - Principles of Epidemiology (3)**

The course introduces the principles used to assess and study the distribution and determining factors of disease, injuries, and death in human populations. Infectious diseases are studied in terms of transmission and control/prevention. Infectious diseases are presented from a public health perspective. Characteristics, risk and prevention of non-infectious diseases that are important to the public are also discussed. Implications for health education are presented.

### **HSC 499 - Capstone (3)**

The course is designed to offer students the opportunity to synthesize and integrate knowledge and skills acquired through academic studies and apply that knowledge to a current public health issue.

## **HUM-Humanities**

### **HUM 499 - Senior Seminar: Humanities (3)**

This is a senior seminar course that will focus in the area of humanities. Topics may vary each session.

## **INT-Internship**

### **INT 501 - Internship Supervision and Support I (3)**

This course is designed to provide students with academic and professional support during their yearlong internship teaching assignment. The courses are offered in a seminar format consisting of reflective discussions that evolve around events in content classes, field experiences, supervised teaching, and collaboration between the candidates, university personnel, and the on-site support provider. Synchronous (live) meetings via technology will be required for this course. All students with an approved intern credential must successfully pass four terms of Internship Supervision and Support. CR/NC Grading.

Prerequisite: EDU504 and EDU525.

### **INT 502 - Internship Supervision and Support II (3)**

This course is designed to provide students with academic and professional support during their yearlong internship teaching assignment. The courses are offered in a seminar format consisting of reflective discussions that evolve around events in content classes, field experiences, supervised teaching, and collaboration between the

candidates, university personnel, and the on-site support provider. Synchronous (live) meetings via technology will be required for this course. All students with an approved intern credential must successfully pass four terms of Internship Supervision and Support. CR/NC Grading.

Prerequisite: INT501.

### **INT 503 - Internship Supervision and Support III (3)**

This course is designed to provide students with academic and professional support during their yearlong internship teaching assignment. The courses are offered in a seminar format consisting of reflective discussions that evolve around events in content classes, field experiences, supervised teaching, and collaboration between the candidates, university personnel, and the on-site support provider. Synchronous (live) meetings via technology will be required for this course. All students with an approved intern credential must pass four Internship Supervision and Support terms successfully. CR/NC Grading.

Prerequisite: INT502.

### **INT 504 - Internship Supervision and Support IV (3)**

This course is designed to provide students with academic and professional support during their internship teaching assignment. The courses are offered in a seminar format consisting of reflective discussions that evolve around events in content classes, field experiences, supervised teaching, and collaboration between the candidates, university personnel, and the on-site support provider. Synchronous (live) meetings via technology will be required for this course. All students with an approved intern credential must successfully pass four terms of Internship Supervision and Support. In order to pass INT504 and be eligible for a preliminary teaching credential from the CTC students must receive a passing score on the EdTPA and all other tests required by the end of the term. Students who do not pass the EdTPA or other required exams, will be required to retake INT504 until all preliminary credential requirements are met or the intern teaching credential is no longer valid. The CTC requires that all students working on an internship credential be supervised and enrolled with the university until they meet all requirements for a preliminary credential. CR/NC Grading.

Prerequisite: INT503.

## LIB-Liberal Arts

### **LIB 499 - Liberal Studies Capstone (3)**

This is the culminating course for a liberal studies student that is not entering the field of teaching. This is a summative course that requires students to demonstrate their master of the program learning outcomes through the application of knowledge gained throughout the program.

## LIN-Linguistics

### **LIN 478 - Linguistics (3)**

This course is an in-depth study of the relationship between language and schooling. Focus is placed on the analysis of classroom language use and variations in instructional settings. Emphasis will also be on practical application of sociolinguistics, psycho-linguistics as they apply to English Language Learners.

Prerequisite: ENG140.

## MAE-Education

### **MAE 500 - Psychology of Education (3)**

This is an overview course of the psychology of learning and how the brain functions. The application of learning theories to teaching at both the k12 and higher education levels will be discussed with a focus on andragogy and pedagogy learning theories. Contemporary learning theories will also be included.

### **MAE 502 - Concepts in Educational Inquiry (3)**

This course is designed to provide students a foundation to inquiry and research in education. The goal of the course is to provide students the tools to understand research and publications in the field of education, and provide basic tools for developing research and advance the profession of the field of education.

### **MAE 504 - Legal Issues in Education (3)**

This course will explore topics in education law and ethics with a focus on legislative enactments and cases which had a major impact on the education profession. Topics including: Elementary and Secondary Education Act, students with disabilities, sexual harassment and violence on campus. The course will also survey legislative enactments and cases having a major impact on professional practice of teachers and education leaders in the United States.

### **MAE 505 - Trends and Issues in Education (3)**

Students will examine historical cases as well as contemporary issues that have set the precedent for school policy and authority today and the implications for issues facing modern schools. Ethical and moral challenges will be addressed as well as a critique of current responses to schools in crisis.

### **MAE 506 - Cultural Perspectives in Education (3)**

This course provides an understanding of current issues and foundations of cultural perspectives in America. Multicultural topics, including race, gender, and other constructs of difference are explored. The foundations of multicultural education are examined and practical aspects of implementing multicultural education are addressed with the focus remaining on the theoretical and conceptual aspects of multicultural education.

### **MAE 512 - Assessment in Education (3)**

This course is a critical overview of the history and role of assessment in education and an appraisal assessment practices and strategies.

### **MAE 515 - Literacy Instruction for Students with Mild Disabilities (3)**

The course focuses on language development and the relationship between language and reading acquisition for students with mild disabilities. Students will learn concepts central to typical and atypical language development; language achievements at different ages; concepts of emergent literacy, models of reading acquisition and skilled reading.

### **MAE 519 - Classroom and Behavior Management in the Inclusive Classroom (3)**

This course focuses on children with special needs. It provides an overview of behavioral disturbances in the classroom. Medical, behavioral and socio-cultural interventions will be explored with an emphasis on creating positive classroom environments that enable students with learning and behavior problems to participate productively in the classroom learning community. Embracing a philosophy of inclusion, diversity is celebrated. It examines and applies an approach of differentiated learning to meet the strengths and needs of a wide range of children in the classroom.

### **MAE 521 - Content Area Instruction for Students with Mild Disabilities (3)**

This course focuses on expanding the understanding of development and cognition in and academic and functional

performance of students with disabilities, how these are similar to and different from all developing students, and how this understanding informs the teaching of students with disabilities in the primary and middle school environments. Another area of exploration is the ways in which these differences need to be addressed within a standard aligned system that demands high expectations of students with disabilities so that they have true access to the general education curriculum. This course will enhance the development of a range of instructional supports and use of validated practices in prospective teachers for inclusive settings, especially in content area subjects, but also the supporting skills of reading, written language and math, that are necessary for success in today's classrooms.

**MAE 523 - Autism Spectrum Disorders: Characteristics and Educational Implications (3)**

This course is designed to prepare teachers to work in a variety of environments serving children and young adults with Autism Spectrum Disorder (ASD) including the general education classroom, inclusive settings and specialized settings. Evidence-based practice, philosophical approaches, and specific intervention techniques are examined. These practices are considered within the continuum of services and collaborative models utilized in designing effective instructional environments for students with ASD.

**MAE 535 - Curriculum Across Content Areas for Diverse Young Learners (3)**

This course focuses on the design and implementation of individualized and culturally responsive learning opportunities and curriculum for young children, with and without disabilities, in inclusive early childhood environments (i.e., child care centers, preschool, Head Start, and early elementary school). Students will deepen their understanding of and ways of responding to young learners with a wide range of abilities and diverse backgrounds.

**MAE 537 - Developing Language, Literature and Communication of Diverse Young Learners (3)**

This course examines strategies to develop language, literacy, and communication in young children with varying abilities. It explores the importance of adult-child interaction and the effect of bilingualism, cultural diversity, cognitive ability, and language disorders.

**MAE 539 - Methods of Teaching Early Childhood (3)**

This course provides a foundation in program content and methodology for the teaching of language and literacy, the

arts, and physical activity and physical education to young children, including children with special needs. Curricular content, modifications, integration of content area standards, the impact of new technology, and cultural and sociopolitical contexts are explored.

**MAE 541 - Maintaining an Effective Learning Climate (3)**

This course examines developmentally effective strategies used in managing a positive learning environment within the framework of today's diverse early childhood population. Topics include classroom management strategies, professional standards of practice for early childhood education, theories of motivation in young learners, managing diverse classrooms and families.

**MAE 551 - Managing Organizational Culture: Elementary and Secondary School Organizations (3)**

In this course the modern U.S. K-12 School is thoroughly examined as is the role of the principal in fostering a school culture and ethic supportive of continuously improving curriculum, instruction, and student achievement. Students are also introduced to theoretical administrative organizational foundations of management and leadership of educational programs and institutions.

**MAE 555 - Leading for Assessment and Accountability (3)**

In this course students will examine research-based models for ensuring school effectiveness, accountability, and continuous quality improvement. Considered are norm-referenced and criterion-referenced testing, standardized test score interpretation, data mining, data analysis, data reporting, and using data-based decision making to improve student achievement. California's system of school accountability and grading is studied.

**MAE 557 - Leading School Communities in a Pluralistic Society (3)**

In this course strategies to promote school and community cooperation and partnering are examined, as are methods of effectively communicating with multiethnic students, parents, teachers, and other staff. Best practices for managing and effectively using school advisory committees will be examined and leadership and advocacy skills will be developed.

**MAE 561 - Leading for Learning and Development of the School Community (3)**

This course focuses upon research-based, practical approaches for leading, managing, and evaluating the

training and development function in organizations. It explores the role of training and development in achieving individual and organizational goals, as well as strategies and resources used in effective personnel development. Students analyze how to: develop, manage and evaluate the training function; identify strategies and resources for effective training management; and diagnose how the organization's culture and needs affect the selection and success of training management efforts.

### **MAE 591 - Higher Education Administration and Leadership (3)**

The course focuses on strategic leadership and decision making, specifically in the context of the higher educational setting. The course examines contemporary leadership theories, with emphasis on transformational and transactional leadership styles. Application of principles of organizational change, team dynamics, strategic planning and other topics that a leader of higher education needs to know to successfully lead organizations of higher learning.

### **MAE 592 - The Community College (3)**

This course is designed to provide students with a working knowledge of the structures, functions, policies, major issues, and concerns within the community college system, and provides opportunities to engage in an amalgam of thoughtful analysis to address community college matters and issues through readings, discussions, research, and leadership.

### **MAE 594 - Student Services (3)**

This course will provide a broad overview of the many functional areas of student services in higher education institutions. Students will be introduced to theoretical underpinnings of student services as well as reflect upon their own philosophy and values as it relates to various student services areas. Topics to be covered include: the historical development of higher education institutions and student services, issues impacting diverse populations and campus climate, theoretical underpinnings of student service areas, organizing and managing programs, and future developments in the field.

### **MAE 596 - Human Resources Management in Higher Education (3)**

The course examines the Human Resources function in higher education and explores how Human Resources can become a transformative department.

### **MAE 599 - Capstone (3)**

This capstone course provides students with the

opportunity to integrate and apply learning from their Masters of Arts in Education by completing a portfolio. Students will demonstrate mastery of the knowledge and research base in their area of specialization. During the capstone course students will also reflect on the attainment of the Program Learning Outcomes, as well as reflect on the meaning, quality and integrity of the Masters of Arts in Education.

## **MAT-Mathematics**

### **MAT 105 - College Algebra (3)**

Algebraic concepts and methods. Includes real numbers, graphs, linear and quadratic equations, systems of equation, polynomials, sinusoidal equations, theory of functions.

### **MAT 221 - Math for Elementary Teachers I (3)**

The structure of mathematics taught in the K-8 school curricula. Includes problem solving, whole numbers and integers, algorithms, number theory and fundamentals of algebra.

Prerequisite: MAT105.

### **MAT 222 - Math for Elementary Teachers II (3)**

The structure of mathematics taught in the elementary school curricula. Includes ratio proportion, data collection, distribution, shapes and measurement in geometry.

Prerequisite: MAT221.

### **MAT 223 - Algebra and Geometry for Teachers (3)**

Students will learn important and specific techniques and strategies aligned with the California Math standards to teach algebra and geometry to children.

Prerequisite: MAT221 and MAT222.

### **MAT 241 - Introduction to Probability and Statistics (3)**

Basic concepts of probability and statistics. Includes sets and probability, random variables and probability distribution, sampling, estimation theories, tests of hypotheses.

Prerequisite: (MAT105 or equivalent).

### **MAT 245 - Discrete Mathematics (3)**

This course covers mathematical structures, including discrete structures. Key concepts covered are: sets, functions and relations, proof techniques, logic, boolean

algebra principles, minimization, graphs and trees, combinatorics, iteration and recursion, complexity analysis, and discrete information technology applications.

Prerequisite: ( MAT105 or equivalent ).

### **MAT 252 - Pre-Calculus for Engineers (3)**

Pre-calculus concepts, including key concepts of trigonometry; conic sections; vectors, matrices complex numbers, probability and combinatorics and series.

Prerequisite: ( MAT105 or equivalent ).

### **MAT 255 - Calculus for Engineers (3)**

Introduction to applications and techniques of Calculus. Key topics include: limits and continuity, derivatives, chain rules and their applications, analyzing functions, integrals, differential equations and applications of integrals.

Prerequisite: ( MAT252 ).

## **MGT-Management**

### **MGT 321 - Organizational Behavior and Management (3)**

The purpose of this course is to develop student skills in applying theories and concepts of organizational behavior to enable the student to identify and resolve behavioral issues within global organizations. Topics include factors affecting individual and group motivation in the workplace, development of effective groups and teams, organizational cultures, ethical issues in organizational behavior, as well as organizational behavior issues in global organizations.

### **MGT 326 - Operations Management (3)**

Operations are the engines of productivity and profitability of global firms. They produce outputs that satisfy customers, provide employment for employees, and produce returns for shareholders. Enterprises attempt to implement strategy and attain competitive advantage via the strength of their operations. They do so within a complex world of regulations, changing consumer demographics and expectations, and sustainability concerns. Fierce worldwide competition exists in the global environment for both customers and resources. Businesses must therefore strategically manage and optimize their operations to meet the demand of a complex marketplace. In this course, students learn about the stages of business operations, opportunities for improving processes, and the tools and techniques that are available to

analyze operations.

### **MGT 332 - Introduction to Project Management (3)**

This course introduces students to best practices in project management. Topics include definitions of project management and the environment. Students will also write proposals that cover the essential elements: project scope, work breakdown structure (WBS), the project schedule, project budget, and risk management, and project budgets. Group collaboration is emphasized to assist in understanding the effects of team/group dynamics in project management.

### **MGT 334 - Organizational and Business Communication (3)**

This course provides an introduction to the mechanics and politics of organizational and business communication. Contemporary theories and the evolving rules of business and how we communicate in the era of social media are explored. Preparing and delivering reports, messages, and presentations is reviewed with learners having an opportunity to develop documents and messages. Students will practice applying modern organizational communication strategies to internal and external business communication challenges from the lens of leadership with key constituents in mind.

### **MGT 410 - Leading Organizations (3)**

New technology and the pace of change are challenging organizations to adapt and operate very differently than they did just a decade ago. This course focuses on the skills leaders need to lead successful organizations in the future. Students will explore fundamentals and current trends in leadership, communication, change, innovation, diversity, organizational culture and team development.

### **MGT 420 - International Management (3)**

The course will address management issues from a global perspective. Special emphasis is placed on multinational corporations and managing areas, which include human resources, marketing, finance, and ethics. A special emphasis is placed on the role and effect of culture within the global business environment.

### **MGT 441 - Negotiation and Conflict in Management (3)**

Conflict is inherent in all organizations and is often driven by the competition for limited resources and power. This course is an introduction to the sources and types of internal and external conflicts, and the strategies for understanding and managing these conflicts.

**MGT 442 - Leading Diverse and Dispersed Teams (3)**

We have become a global economy, and as a result are operating across different time zones and cultures. Future leaders will need to have skills to create and lead both diverse and dispersed workforces. In this course, students will learn about the challenges of managing in a global economy by reading case studies demonstrating how some organizations have successfully addressed these new leadership challenges.

**MGT 443 - Supply Chain Management (3)**

In this course, students study the following supply chain functions: logistics, operations, purchasing/sourcing, transportation, inventory, and warehouse management. The use of analytical tools to guide decision-making is emphasized.

**MGT 444 - Strategic Management (3)**

This course is an examination of strategic management concepts. Students will study the strategic planning process, which includes creating goals, making decisions, taking actions, and analyzing results. The benefits of strategic planning will be identified and distinguished from operational planning. Through discussions, exercises and assignments, students will practice using analytical tools to critically assess an organization's internal and external environments, competitive opportunities, and threats. Students will be expected to recommend an appropriate organizational strategy, while at the same time critically analyzing other strategic approaches.

**MGT 499 - Capstone (3)**

In this course students design, develop, and complete a comprehensive capstone project that integrates all courses in the Bachelor of Arts in Management program. The purpose of this project is to demonstrate the ability to evaluate, assess, and synthesize the topics covered in the program.

**MGT 504 - Talent Acquisition, Performance, and Behavior (3)**

Human Resources, Performance Management and Organizational Behavior are critical to organizational performance. These three areas are triangulated in this course to help business managers and leaders understand and apply talent related concepts that support organizational goals. The changing role of the Human Resources function is examined in relation to organizational strategy, talent acquisition, developing and managing team member performance, and promoting a positive, results-oriented culture. Organizational Behavior

theories and concepts are analyzed to increase understanding of individual and organizational behavior. Other essential topics covered include the role Human Resources and organizational leadership plays in promoting and supporting diversity, ethics in the workplace, and legal compliance related to complex employment issues.

**MGT 511 - Managing Organizational Change and Innovation (3)**

In today's workplace, organizational change is a constant. It is essential that leaders are intentional about how change is designed and implemented to maximize organizational potential while being attentive to individuals and teams within the environment. In addition to analyzing principles and practices of organizational change, students will develop implementable organizational change strategies applying an innovative mindset that ultimately enhances organizational performance.

**MGT 512 - Cross-Cultural Management (3)**

In this course, students will analyze the opportunities and challenges facing organizations as they operate in international markets. The course will also address how to lead organizations, whether domestic or internationally-based, that involves different languages, societal norms, business practices, and legal, political and economic systems.

**MGT 534 - International Business Environments: Trends and Practices (3)**

This course examines the nature and complexities of international business and the most important international organizations and agreements. It addresses the multiple dimensions that determine the international environment (political, economic, social-cultural, environmental, and legal) and fosters students to assess and the methods that can be used by business to effectively and ethically deal with these factors. The course provides an opportunity for in-depth review and analysis of the latest theories and practices related to international business, always keeping the focus on critical thinking, problem solving, and decision making based on relevant research, information literacy, applied technology, integration, ethical and diversity concerns.

**MGT 538 - Global Business Leadership (3)**

This course provides an in-depth review and analysis of the latest theories and research on in the field of human behavior apply to leadership in global and multicultural organizations and the global workplace. It provides students with the opportunity to develop multiple



interpersonal skills, so that international businesses can be effectively led in a multicultural environment. The course also addresses various issues related to complexity of culture, cultural orientation of different organizations and individuals and the mapping of world cultures, mitigating the probability of failures due to cultural blunders.

### **MGT 540 - Global Business Strategy (3)**

In a globalized world in which companies and organizations confront multinational competition and have opportunities in an increasing number of markets, it is crucial to develop a good understanding of locations for key activities, outsourcing and ownership modes, and organization and processes for managing across borders. This course provides students with the concepts and tools necessary to individually succeed and be capable to develop the strategies that will help their companies to perform effectively in the global reality of the 21st Century.

### **MGT 550 - Project Management Essentials (3)**

Project Management Essentials introduces and provides an overview to the fundamental elements of effective project management, including the Project Management Institute's (PMI) five processes and ten knowledge areas. Tools, methodologies, and sample questions, exercises, quizzes, and assignments are included in the modules of this class. The reading materials required for this class include a significant amount of information, however, our goal is to expose you to all the areas of project management and not expect you to be advanced project manager learners at the end of the course. As such, material you read and research should be understood to the level that you are capable of thoroughly answering the discussion questions, quizzes/exercises, and written assignments.

### **MGT 551 - Project Management Organizational Framework (3)**

This course introduces students to the Initiating and Planning processes of the Guide to the Project Management Body of Knowledge by means of a real-world project scenario. Students develop the work products and sub-plans described in the ten knowledge areas represented in the Initiating and Planning process groups. The course culminates with a course project that includes a project schedule featuring developed using open-source project management software.

Prerequisite: ( MGT550 ).

### **MGT 552 - Project Management Integration Framework (3)**

Project Management Integration Framework completes the topics presented in the Project Management Institute's Project Management Body of Knowledge and Project Management Organizational Framework. The processes covered are: execution, controlling, and closing. Continuing the work from Project Management Essentials and Project Management Organizational Framework provides students with additional opportunities to apply these concepts using real-life exercises and examples. The project initiated during Project Management Organizational Framework is completed in this course.

Prerequisite: ( MGT551 ).

### **MGT 553 - Information Technology Project Management (3)**

In today's fast-paced and dynamic environment, innovative information technology and system development projects are critical to many companies' success. The emphasis on such projects creates greater demand from senior management to deliver quality information technology projects on time, within budget, and which add functionality and value to their customers and clients. IT Project Management will teach the project manager how to integrate sound project management principles in the information technology project's development profile in order to assure every aspect of the project is under control and delivers the technical objectives. This course will also cover the IT project's life cycle from initiation through closeout and address all the components of project management as they relate to IT projects, based on the Project Management Body of Knowledge (PMBOK GUIDE) as defined by the Project Management Institute (PMI). Students taking the project management specialization also develop a breadth of management skills by beginning the program with foundational courses that include important topics such as information systems, cross-cultural management, and strategic management and analysis.

### **MGT 599 - Capstone (3)**

This is the final course in the Master of Business Administration program. It is designed to have students demonstrate their understanding through a culminating experience promoting synthesis and application of business concepts and theories from all of their coursework. The United States University MBA core provides students with the essential foundation to build their business mastery: accounting and finance, talent acquisition and development, economics, marketing, operations,

information systems, and business policy. The learning experience across the curriculum included principles and application of strategy and execution, ethical and legal considerations in the workplace, diversity, and change management.

### **MGT 699 - Graduate Capstone (3)**

MGT699 is the final course in the 36-credit Master of Business Administration program. It is designed to have F-1 students demonstrate their understanding of western culture and American organizations while synthesizing business concepts and showcasing the knowledge they've gathered along their journey. Informed by their practical training experience in their program, students will recommend solutions to contemporary issues in their field and discipline.

Prerequisite: Students must have successfully earned 30 credits in their program to take the course.

### **MGT 701 - Theoretical Foundations of Management (3)**

This course provides an in-depth examination of the theoretical foundations underlying the field of management. Special attention is devoted to establishing a historical perspective for understanding the ongoing development of management theory, research, philosophies, and practices. A literature review of the emergent management disciplines, including business policy/strategy, human resource management, organizational behavior, organizational theory, and production/operations management is provided in the course.

Prerequisite: Note: DBA701 may be concurrent with this MGT701 course, however this MGT701 course may not occur stand-alone before DBA701.

### **MGT 702 - Seminar in Organizational Behavior (3)**

This course is an examination of the content and methodological issues in organizational behavior. Topics examined will include group dynamics, leadership, motivation, and communication.

Prerequisite: DBA701 and MGT701.

### **MGT 703 - Seminar in Organizational Theory (3)**

This course covers traditional and contemporary organizational theories with emphasis on current research and problem solving.

Prerequisite: DBA701 and MGT701.

### **MGT 704 - Advanced Topics in Business Ethics (3)**

This course is an examination of business ethics and social responsibility in both domestic and global settings. Students will explore ethical and moral considerations of corporate conduct, social responsibilities, policies, and strategies. Emphasis is on the definition, scope, application, and analysis of ethical principles as they relate to issues of public and organizational consequence and business decision making in the domestic and global business environments.

Prerequisite: DBA701 and MGT701.

### **MGT 705 - Advanced Topics in Business Policy and Strategy (3)**

This course is an examination of the interrelationships of company philosophy, purpose, and policy that are the foundations for strategy formulation and implementation. Topics include the role of the board of directors; business policy planning; strategic positioning; sustainable and adaptable value creation processes; competitive advantages; and organizational change.

Prerequisite: DBA701, MGT701, MGT702, MGT703, and MGT704.

### **MGT 998 - DBA Professional Symposium (0)**

This course provides practical learning experience and application for qualified graduate students and links to the 42-credit hour Doctor of Business Administration program learning outcomes. Students will submit updates of work performed and hours of work in the field. Also, students will explore contemporary issues in their field of study and specialized discipline. CR/NC Grading.

### **MGT 999 - Graduate Professional Symposium (0)**

This course provides practical learning experience and application for qualified graduate students and links to the 36-credit hour Master of Business Administration program learning outcomes. Students will submit updates of work performed and hours of work in the field. Also, students will explore contemporary issues in their field of study and specialized discipline to prepare for MGT699 Capstone.

## **MKT-Marketing**

### **MKT 210 - Principles of Marketing (3)**

This course provides a familiarization with the field of marketing with an emphasis on the elements of marketing and associated strategies (analyses of customer, company, and competitor).

**MKT 320 - Consumer Behavior and Customer Relations (3)**

This course reflects on major marketing trends and changes that impact the study of consumer behavior. Marketing topics will be covered in the course that allows students to consider their own consumer habits. Students will explore rich with up-to-the-minute discussions on a range of topics such as 'Dadvertising,' 'Meerkating,' and the 'Digital Self' to maintain an edge in the fluid and evolving field of consumer behavior. This course deepens the study of consumer behavior into an investigation of how having (or not having) certain products affects our lives. The course explores how possessions influence consumer self-perception and perceptions of others, especially in the new norm of social media and the digital age.

Prerequisite: ( MKT210 ).

**MKT 442 - Marketing Communications and Advertising (3)**

The purpose of this course is to provide students basic skills to develop an understanding of the requirements for designing and executing marketing and advertising plans. Topics include media selection, types of advertising, personal selling, sales promotion, public relations, and demand creation

**MKT 443 - Marketing Analysis and Research (3)**

This course is an introduction to marketing research and data analysis critical to the firm's success. Students will learn how to apply research results to make strategic marketing decisions. Some of the topics addressed in the course are: forecasting demand, pricing, assessing customer satisfaction, testing and creating strategic marketing/advertising strategies.

**MKT 444 - Strategic Internet Marketing (3)**

This course examines interactive technologies used for Internet marketing. The following topics will be covered in the course: e-Business strategies, online consumer behavior, the website and blog design and creation, selection of the correct domain name, and marketing mix.

**MKT 445 - Search Engine Optimization (SEO) & Search Engine Marketing (SEM) (3)**

The purpose of this course is to provide students the skills to optimize websites in order to maximize rankings, site traffic, and sales. Students will learn how to use Google Analytics and other search engine optimization tools to analyze consumer data and develop effective marketing campaigns.

**MKT 506 - Marketing Strategy (3)**

The primary responsibility of marketing management is to create a mutually beneficial exchange between a company and its customers and to sustain that exchange in a competitive marketplace. This course provides the opportunity for an in-depth review and analysis of the latest theories from psychology and behavioral decision-making, economics and industrial organization, statistics and management science that make up the basis of any marketing strategy that drives this mutually beneficial exchange. Building on the foundational concepts of marketing, students gain increased knowledge on the evolving field of practice related to all areas of organizational marketing.

**MKT 507 - Marketing Analytics (3)**

This course provides practical techniques for measuring everything from brand equity to social media, market share to email performance. For each metric, students gain insight into the real-world pros, cons, and tradeoffs and help learners understand what the numbers really mean. Students learn how to design and interpret marketing dashboards to identify emerging opportunities and risks, and use powerful modeling techniques to optimize every decision made. This course provides students with the opportunity for a rigorous and comprehensive discussion of the latest web, online, social, and email metrics, helping marketing professionals navigate today's many new metrics to gain usable and trustworthy information.

Prerequisite: ( MKT506 ).

**MKT 508 - Internet Marketing (3)**

This course provides students an inside view of Internet marketing strategically, bring together marketing, sales and operations functions that were previously separate and siloed, and systematically capture and apply data to drive dramatic improvements in performance. Students will explore ways to implement a more iterative, measurable, and repeatable approach to Internet marketing, gain better information about which online strategies are working best, deliver better-qualified leads to sales, build an "online sales engine" to track every customer relationship from the very outset - and, above all, grow profits. Students learn how to use metrics and data analysis far more effectively to inform adjustments in both long-term strategy and short-term tactics.

**MKT 510 - Consumer/Buyer Behavior (3)**

This course builds on theory to provide students with a usable, strategic understanding of consumer behavior that

acknowledges recent changes in internal and external influences, global marketing environments, and the discipline overall. Students explore an in-depth introduction to theories and models of how individual consumers, family units, and companies make buying decisions. Each step in the continuous decision cycle is covered in detail, in such models of consumer behavior as the high and low involvement models, information processing and attitude formation and change. Relevant psychological concepts related to behavioral economics, personality and lifestyle, self-concept, cognition and classical vs. operant conditioning are also covered. Students also gain valuable perspective on how purchase decisions are made in their own households.

### **MKT 536 - Global Marketing (3)**

This course is an overview of the unique aspects of marketing in the global economy, emphasizing the development of strategies for markets in diverse cultural, political, and economic situations. It examines the methods companies use to organize their international versus domestic markets, and the complex aspects of exporting and foreign market entry-mode, creating a framework for foreign market analysis and the formulation/adaptation of a global marketing strategy.

## **MSN-Nursing**

### **MSN 530 - Curriculum Development and Teaching Strategies (3)**

This course will focus on curriculum development processes – planning, design, implementation and evaluation of curricula in nursing education and active teaching strategies to promote learner engagement and accountability in learner-centric settings. Essential components of a nursing curriculum will be analyzed by each student based on selection of one existing pre-licensure, CCNE-accredited BSN nursing program. U.S. trends in 21<sup>st</sup> Century higher education and the impact of national nursing and regional accreditation bodies on nursing education will be explored. Construction of an in-depth, faculty-approved lesson plan with the inclusion of SMART learning objectives for a select group of patients, nursing staff or students in an academic setting will be required, implemented in a brief teaching session and learning outcomes evaluated by each student. Students will develop a personal professional teaching philosophy which includes preferences for contemporary adult learning theory, Watson's Caring Science philosophy applied to the practice of teaching adult learners and preferred active teaching-learning strategies. Current and emerging educational instructional technologies adapted for use in

nursing education will be presented, ie, varied learning platforms, online technologies, multimedia; interactive software, telehealth, simulation learning online, in clinical and lab settings and in traditional academic settings.

Prerequisite: MSN560, MSN561, MSN563, MSN565 MSN553, MSN570, MSN571.

### **MSN 553 - Advanced Health and Physical Assessment Across the Lifespan (3)**

The focus of this course for advanced practice nursing students is to expand upon basic health assessment skills and includes strategies for history taking and for physical, functional, developmental, and psychosocial assessment that recognizes and includes normal individual, cultural, and developmental variations and pathophysiological changes across the lifespan. Comprehensive and focused data collection and physical examination strategies culminating in a differential diagnosis will be addressed. An overview of appropriate protocols for performing health screening, ordering, performing, and interpreting laboratory, radiographic, and other diagnostic data, as well as verbal case presentation, documentation and record keeping is included. Students will complete a full head to toe assessment.

Prerequisite: ( MSN570 AND MSN571 ).

### **MSN 560 - Transitions in Practice: The Role of the Advanced Practice Nurse (3)**

This course focuses on the role and accountabilities of advanced practice nurses. Emphasis is on historical and contemporary contexts, major themes and theories crucial to successful development; execution of and leadership in advance practice nursing. Focus is also on the impact and evolution, certification, legal issues, ethics, best practices, standards, standardized procedures, prescriptive authority, and professional activities inclusive of advanced practice nursing roles.

### **MSN 561 - Theoretical Foundations of Advanced Practice Nursing (3)**

This course will analyze major nursing theories and explore theories from related fields. This course will apply the knowledge of nursing theory to evidence-based practice in domains of clinical, research, leadership, management and education. Students in this course will explore in depth the core concepts of Jean Watson's Caring Science Theory. The student will develop a personal theoretical framework for their practice of advanced practice nursing- clinical practice, education, or administration.

Prerequisite: ( MSN560 ).

### **MSN 563 - Evidence Based Inquiry for Scholarship and Practice (3)**

This course is designed to prepare the advanced practice nurse for utilization of existing knowledge to provide high quality health care, initiate change and improve nursing practice incorporating the principles of caring science. Emphasis will be placed on the evaluation of research and evidence, problem identification within the practice setting, awareness of practice outcomes, and the clinical application of evidence based practice. Reasoning and critical thinking will be applied to explore qualitative and quantitative research methods. Understanding of statistical methods and critical analysis of data for the purpose of validating evidence will be integrated into course content. Integration of knowledge from the humanities and science within the context of nursing science will be discussed. The student will define a clinical problem and design the evidence based practice project approach that will be developed in MSN600 Evidence Based Capstone Project.

Prerequisite: ( MSN561 ).

### **MSN 565 - Nursing Leadership and Health Policy (3)**

This course will focus on providing students with the skills to navigate the challenges and opportunities that confront nursing leaders in complex healthcare environments. Techniques to develop successful leadership methodologies will include the use of multiple technology platforms, social media, e-leadership along with other emerging tools for the optimization and development of the nurse leader. Emphasis will be placed on the responsibilities of the nurse leader to understand and drive health policy at the local, state, national and international level. Advanced nursing leadership to ensure nursing workforce diversity for optimal outcomes of patients and healthcare delivery teams and advocacy for vulnerable populations will be explored.

Prerequisite: ( MSN564 OR MSN563 OR MSN583 ).

### **MSN 570 - Advanced Pathophysiology Across the Lifespan (3)**

This focus of this course for advanced practice nursing students is to apply concepts of pathophysiology from the cellular level to disease process for assessment of patients with a variety of conditions across clinical settings. The concepts and principles of normal physiology, pathophysiology, and genetics are emphasized. Current research is used to explore disruptions in normal physiological functioning. The impact of positive health

behaviors on pathophysiology is addressed. A systems approach and psychophysiological interrelationships are used to analyze the disease processes and their causative factors. The course stresses critical thinking and decision-making in clinical settings based on these concepts.

Prerequisite: FNP students must pass or receive transfer credit for FNP590 prior to enrolling in MSN570.

### **MSN 571 - Advanced Pharmacology Across the Lifespan (3)**

The focus of this course for advanced practice nursing students is to expand theoretical and evidence-based knowledge and promote synthesis of pharmacotherapeutic concepts across the lifespan. The application of knowledge of pharmacological principles to prevent and/or treat specific conditions will be emphasized from a systems approach. Iatrogenic problems caused by the pharmacologic agents will be explored. Drug classifications, cost-effective drug therapy, management and monitoring of therapy including over the counter and herbal preparations and educating/counseling strategies will be included. Ethical, legal, cultural considerations and safety standards of pharmacotherapeutics will be discussed in relationship to the advanced practice nursing role. Legalities and regulations around prescription-writing privileges will be addressed, including standardized procedures and furnishing numbers. The course is also designed to meet the California BRN pharmacology course requirements for the NP to furnish drugs or devices pursuant to the business and professions code, Section 2836.1.

Prerequisite: ( MSN570 ).

### **MSN 572 - Advanced Health and Physical Assessment Across the Lifespan (4)**

The focus of this course for advanced practice nursing students is to expand upon basic health assessment skills and includes strategies for history taking and for physical, functional, developmental, and psychosocial assessment that recognizes and includes normal individual, cultural, and developmental variations and pathophysiological changes across the lifespan. Comprehensive and focused data collection and physical examination strategies culminating in a differential diagnosis will be addressed. An overview of appropriate protocols for performing health screening, ordering, performing, and interpreting laboratory, radiographic, and other diagnostic data, as well as verbal case presentation, documentation and record keeping is included. Students accepted before or on 05/05/2024 will attend an on-campus immersion during this course. Students accepted on or after 05/06/2024 will

attend a virtual immersion.

Prerequisite: ( MSN571 ).

### **MSN 574 - Curriculum Development and Teaching Strategies (3)**

Students will learn how to design and develop innovative and creative nursing curriculum to meet the challenges of an evolving technological and complex health care system. Students will consider traditional and contemporary methods of curriculum planning and design for revolutionizing nursing education. Emphasis is placed on philosophy, theory, curriculum planning, design, implementation and evaluation.

Prerequisite: ( MSN553 ).

### **MSN 575 - Online Teaching and Strategies in Nursing (3)**

This course focuses on teaching and learning strategies adapted to online and distance learning. Students will explore classroom tactics to engage the learner within an online environment. The course will explore strategies for content delivery, incorporation of various learning platforms, and the use of emerging online instructional technologies.

Prerequisite: ( MSN574 ).

### **MSN 576 - Educational and Instructional Technology (3)**

This course will introduce students to educational platforms using a variety of computer and technology-based media utilized in online or blended courses. The focus is on providing students with skill acquisition in the application of cutting edge online classroom technologies to engage online learners. Examination of current technologies in multimedia, interactive software, online testing, clinical practice and telehealth will be explored.

Prerequisite: ( MSN575 ).

### **MSN 577 - Test Construction, Assessment and Evaluation of Learning Outcomes (2)**

This course examines the principles and practices used for assessment of learning in nursing education and evaluation of learning outcomes. Students will develop expertise in writing learning objectives and constructing a variety of commonly used testing formats. Students will develop expertise in interpretation of item analysis for the improvement of educational outcomes. Assessment of learning and learning outcomes in classroom, skills lab, clinical and online settings will be explored.

Prerequisite: ( MSN576 ).

### **MSN 578 - Teaching Residency for Nurse Educators (2)**

A total of 100 hours of clinical practice time is required in the teaching residency which affords the student decision-making opportunities in the specialist nurse educator role through the application of adult educational theories, evidence-based educational concepts and active teaching strategies for learners in a healthcare or academic setting. The specialist nurse educator role will be analyzed and applied in collaboration with a master's or doctoral prepared nurse preceptor with experience teaching students or staff or patients in an academic or other healthcare specialty clinical setting. Evidence-based educational strategies will be developed into a comprehensive teaching-learning plan to engage learners in active learning, implemented, and learning outcomes evaluated. Clinical teaching residency evaluations will be performed by preceptors using evaluation rubrics and outcomes evaluated by course faculty. Clinical residency hours and activities will be entered online by students weekly into Project Concert, monitored and evaluated weekly by course faculty.

Nurse educator majors who reside in the state of Tennessee, are required to complete teaching residency hours in a nursing clinical specialty area with a nurse preceptor who has expertise in the specialty and teaching experience with patients, staff or others.

Prerequisite: This course is non-transferrable and must be taken at the last session.

### **MSN 580 - Strategic Planning and Project Management in Healthcare (3)**

This course examines a variety of strategic planning methodologies and the theoretical perspectives behind each. It will review strategic planning process and resources allocation, and students will participate in the exploration of national health care delivery policy, financing structures, and review a development of marketing plans in health care.

### **MSN 581 - Innovation in Organizational and Systems Leadership (3)**

This course will leverage current and emerging trends and innovations in health care system to enhance their organization and system leadership skillsets and leadership opportunities. Students will have the opportunity to explore sustainable solutions for today's complex healthcare systems in a transdisciplinary environment.

### **MSN 582 - Leadership and Organizational Behavior (3)**

This course will examine the nuances of leadership roles and organizational behaviors in today's complex health systems. Students will learn to design, implement and lead transformation in complex healthcare systems.

### **MSN 583 - Legal and Ethical Issues for the Advanced Practice Nurse (2)**

This course presents an overview of the legal issues facing the health care industry. It provides students with a basic working knowledge of health law and ethics. It is a comprehensive and inclusive review of a wide variety of health care legal issues. Students are provided with a realistic knowledge of health law and its application to the real world.

### **MSN 584 - Quality Measures, Safety, and Improving Patient Outcomes (3)**

This course focuses on the key drivers affecting healthcare delivery such as the Quality and Safety movement. Students will learn methods of assessing quality and techniques for improving quality. They will learn how to develop a patient safety, and quality assurance program in healthcare.

### **MSN 585 - Innovation in Healthcare Technology (3)**

This course will examine innovations theory as it relates to healthcare innovations. How to develop an environment that supports innovation in healthcare will be explored. A focus on emerging technologies for clinical practice and healthcare management will be examined as they relate to new healthcare delivery models and Telehealth. The changing role of technology, its use and abuse, and the barriers to implementation will be covered.

### **MSN 586 - Entrepreneurship in Advanced Practice Nursing (2)**

This course will focus on the development of the nurse entrepreneur. With the guidance and support of the faculty, students will collectively tie together the lessons from their previous courses to design, develop and implement an entrepreneurial endeavor that will include a business plan, marketing strategy and tools that will align with their goals for their future. Students will develop a presentation pitch for their business plan for peer critique.

### **MSN 587 - Residency in Nursing Leadership and Systems Management (2)**

This course includes 100 leadership residency hours working in collaboration with a nurse leader preceptor to accomplish pre-determined clinical learning objectives

which will enable students to apply knowledge learned throughout the MSN program with a goal of enhancing leadership knowledge and skills. Weekly discussion forums and readings will focus on cutting-edge quantum leadership and complexity science theories and other topics pertinent for 21st Century transformational nursing leadership.

Prerequisite: This course is non-transferrable and must be taken at the last session.

### **MSN 600 - Evidence Based Capstone Project (2)**

This culminating integrative course provides the opportunity for students to develop and design an innovative evidence based project (PICO-T) that was identified and defined in MSN563. The capstone project must be founded in evidence based practice and either be supported by evidence in peer-reviewed literature or provide outcomes in identifying the effectiveness of the project. The students will be guided in the process of evidenced based project development, including formulation of goals and objectives, refinement of project design, implementation strategies, development of tools, data collection, identification of resources and evaluation. Through group discussion, students will participate in a process of peer consultation and critique in support of project refinement. Faculty will supervise students in developing their capstone project in conjunction with other educational resources that are selected by the students. The faculty will advise and approve the final project according to students specialty area. The projects may include electronic practice portfolio, a quality improvement project, an evaluation of a new practice model, clinical practice project, poster presentation, and manuscripts submitted for publication.

Prerequisite: Nurse Educator and Health Care Leadership specialization must complete MSN587 or MSN578.

## **NUR-Nursing**

### **NUR 300 - Physical Examination and Health Assessment (3)**

This course introduces the concepts and techniques of basic physical examination and health assessment. Emphasis is placed upon interviewing techniques for data collection and health histories, clinical assessment skills, critical analysis, establishing databases and performing physical, psychological and cultural assessments.

### **NUR 370 - Transitions and Issues of the Professional Nursing Role (3)**

This course focuses on the professional nursing role. Students will explore professional nursing practices and role transition. Advanced theoretical concepts will be examined using the nursing process as a framework. Students will examine advocacy, empowerment, life-long learning and self-renewal in an evolving nursing role.

### **NUR 371 - Foundations of A Caring Science (3)**

This course offers a detailed examination of caring as an essential framework for nursing practice and is based upon Dr. Jean Watson's Core Concepts of her Theory of Human Caring/Caring. The fundamental components of nursing theory development will be defined. The students will examine the meaning of caring in relation to the use of multiple ways and patterns of knowing. The humanities, arts and sciences, and other nursing theories will be examined and applied as the student develops a personal theoretical framework for nursing practice.

### **NUR 372 - Evidence Based Nursing Practice (3)**

This course explores the theories, concepts, values and behaviors required to transition to the professional nursing role. Included are historical, ethical, legal, legislative and political processes that impact the practice of professional nursing in the contemporary healthcare system. Introduced is the impact of culture on delivering nursing care to diverse clients, their families and communities.

### **NUR 373 - Healthcare Policy, Regulation, and Finance (3)**

This course is designed to enable the learner to understand health care delivery systems. Students will explore the nursing role in the formulation of health care policy and political processes with a focus on the legislative and regulatory processes. The business of health care, including the internal and external environment, financing of health care, and resource management and utilization are reviewed.

### **NUR 374 - Managing System Change and Improving Patient Outcomes (3)**

This course focuses on the analysis and application of systems theory and skills needed to assess, plan and evaluate the care of populations within health systems. The evaluation of current outcome measures as well as the acquisition and management of outcome data will be studied. Systems change is discussed as it relates to effective outcomes of care. An emphasis is placed on clinical, functional, and financial outcomes as well as

satisfaction indicators.

### **NUR 375 - Inter-professional Communication and Collaboration for Improving Healthcare (3)**

This course explores the impact of inter-professional collaboration and communication on patient outcomes. Students will investigate barriers that exist within and between disciplines that can obstruct a team-based care system. An emphasis is placed on methods and actions to foster a collaborative approach in clinical settings in order to jointly make decisions, coordinate patient treatment, combine resources, and develop common goals which may result in improved healthcare outcomes.

### **NUR 376 - Innovation in Patient Care Technology and Information Management (3)**

Students in this course will explore the recent changes in health care technology including electronic medical records, patient care, decision support, radio-frequency identification (RFID) systems, and work flow. Students will evaluate these technologies in terms of nursing practice and their impact on patient outcomes. Barriers and incentives to implementation will be examined. Emphasis will be placed on learning how to stay current in the area and use of information management and patient care technology and related health care technologies to improve the design, delivery, and evaluation of evidence-based, quality health care.

### **NUR 377 - Cultural Diversity, Spirituality, and Ethics in Healthcare (3)**

This course focuses on the fundamentals of an evidence-based approach to examining a range of cultural norms, religions, and alternative health care practices of varied racial and ethnic groups, and how these practices affect the definition, design and implementation of culturally competent, individualized health care. Variations in race, ethnic, age and gender groups, family structure and patient support will be explored. Emphasis will be placed on summarizing intercultural aspects and how the multicultural professional nursing work force can collaborate to assess, plan, and manage care according to the cultural and spiritual needs of individual patients and populations.

### **NUR 378 - Global and Community-Based Nursing (3)**

This course explores the factors that impact the health of individuals, communities, and populations at the local, national, and global levels. Issues including public health, environmental health, emerging infectious diseases, and chronic illness will be explored, while incorporating societal and cultural issues. A total of 45 clock hours of



community nursing practice in collaboration with an agency/organization leader is required near the student's locale.

Prerequisite: ( NUR370 AND NUR371 AND NUR372 AND NUR373 AND NUR374 AND NUR375 AND NUR376 AND NUR377 ).

### **NUR 499 - Capstone in Evidence-based Professional Nursing Practice (3)**

Students review and build upon leadership and management principles. Emphasis is placed on understanding the health care system and social forces affecting care delivery, effective leadership, patient outcomes, project management, health care policies, basic accounting principles, and entrepreneurship. Students use evidence-based resources, address health competencies and analyze an identified issue while developing a plan of interventions that incorporated current evidence for management of the identified issue. Students will present their capstone work via a poster or podium presentation. Presentation forums may be at their selected venue, at a professional conference, or conducted virtually. A total of 45 practice hours is required in this course.

Prerequisite: ( NUR378 ).

## **PHI-Philosophy**

### **PHI 105 - Introduction to Ethics (3)**

Synthesizes philosophical and ethical topics from the Western tradition including: theory of knowledge, metaphysics and reality, ethical relativism, deontology, God, skepticism, justice, free will, and moral responsibility, with inclusion of selected philosophers from Classic Era to the twentieth century.

### **PHI 399 - Applied Philosophy and Ethics (3)**

This is an upper-division special topic course in philosophy and ethics. Topics may vary each session.

## **POS-Political Science**

### **POS 120 - International Relations (3)**

Introduces the basic concepts of and approaches to the study of international relations, focusing on the two fields of international conflict and security and international political economy (IPE). Topics discussed will include regional conflict, foreign policy-making, international organizations, human rights, globalization, and environmental protection. The purpose of the course is to develop the analytical skills necessary to understand

developments in the contemporary global community.

### **POS 399 - Special Topics in Political Science and International Relations (3)**

This is an upper division special topic course in political science and international relations. Topics may vary each session.

## **PSY-Psychology**

### **PSY 101 - Introduction to Psychology (3)**

A survey of the principles and concepts basic to understanding of human behavior. Includes history and development of basic theories.

### **PSY 285 - Child Development (3)**

Development from conception to pre-adolescence. Includes biological, psychological, cognitive-structural, stimulus response, humanistic views. Parental care, attachment-separation, parenting, and institutional care.

## **RES - Research**

### **RES 701 - Research Theory, Design, and Methods (3)**

This course will provide an opportunity for students to establish or advance their understanding of research through critical exploration of research language, ethics, and approaches. The course introduces the language of research, ethical principles and challenges, and the elements of the research process within quantitative, qualitative, and mixed methods approaches. Participants will use these theoretical underpinnings to begin to critically review literature relevant to their field or interests and determine how research findings are useful in forming their understanding of their work, social, local and global environment.

Prerequisite: DBA701.

### **RES 702 - Topics and Application in Case Study Design (3)**

The purpose of this course is to investigate the logic, methods, and practice of case study research. To gain an understanding of case study research, course participants will explore its positioning among other social science research methods, especially in the qualitative domain, and build a critical knowledge base of business research that utilizes case-study design. Toward this end, students will examine the types of questions that can be answered appropriately with case study research and learn about case study design. Students will also learn about both case study

data collection and data analysis and relate it specifically to their topic and research questions. Moreover, students will learn about the structure of writing their case study findings and will consider the ways researcher positionality impacts the research process and outcomes. Of note, the student will undergo CITI training during this course.

Prerequisite: DBA701 and DBA703.

### **RES 703 - Topics and Application in a Systematic Literature Review (3)**

The purpose of this course is to introduce strategies to perform a systematic literature review of any research problem. Students will learn how to define inclusion and exclusion criteria, search for the evidence, and extract data. Moreover, students will learn how to describe this design in the context of a formal inquiry. Lastly, students will learn how to structurally report future findings within the context of a systematic literature review. Of note, the student will undergo CITI training during this course.

Prerequisite: DBA701 and DBA703.

### **RES 704 - Topics and Application in Archival Data Analysis (3)**

Archival data are data that already exist in database form, and archival research consists of analyzing previously collected data. In sum, archival research is applying statistical measures to describe the information in a parsimonious way. In this course, students will learn about archival data, the advantages and disadvantages of sampling from archival data as compared to utilizing the entire archival database, and how to use Intellectus Statistics to analyze archival data. The purpose of the course is to develop the knowledge and skill set required to generate and interpret the output associated with a range of analytical techniques. Of note, the student will undergo CITI training during this course.

Prerequisite: DBA701 and DBA703.

## **SCI-Science**

### **SCI 220 - Survey of Physical Science (3)**

Introduction to the basic principles and general concepts of physical sciences. Selected topics from chemistry and physics.

### **SCI 222 - Science for Elementary Teachers (3)**

This course is specifically designed for teachers to be introduced to the Next Generation Science Standards (NGSS) as well as the California Common Core standards.

Content domains to be covered include; properties of matter, principals of motion and energy, ecology, astronomy, geology, and oceanography.

## **SDP - Systematic Doctoral Project**

### **SDP 701 - Systematic Doctoral Project (3)**

In this series of courses, students will work with their chair to finalize their SDP proposal and earn formal approval, apply to the IRB and earn approval, collect data, analyze data, write the results/findings chapter, and earn formal approval of their SDP. CR/NC Grading.

Prerequisite: This DBA degree program offers three research design options. Students are only required to successfully complete one of the three research courses (RES702 or RES703 or RES704) prior to enrolling in SDP701.

### **SDP 702 - Systematic Doctoral Project II (3)**

In this series of courses, students will work with their chair to finalize their SDP proposal and earn formal approval, apply to the IRB and earn approval, collect data, analyze data, write the results/findings chapter, and earn formal approval of their SDP. CR/NC Grading.

Prerequisite: SDP701.

### **SDP 703 - Systematic Doctoral Project III (3)**

In this series of courses, students will work with their chair to finalize their SDP proposal and earn formal approval, apply to the IRB and earn approval, collect data, analyze data, write the results/findings chapter, and earn formal approval of their SDP. CR/NC Grading.

Prerequisite: SDP702.

### **SDP 704 - Systematic Doctoral Project IV (3)**

In this series of courses, students will work with their chair to finalize their SDP proposal and earn formal approval, apply to the IRB and earn approval, collect data, analyze data, write the results/findings chapter, and earn formal approval of their SDP. CR/NC Grading.

Prerequisite: SDP703.

## **SOC-Sociology**

### **SOC 101 - Introduction to Sociology (3)**

Study of human behavior. Includes sociological perspective, culture, socialization, social organization and stratification, deviant behavior and the family.

## SSC-Social Sciences

### **SSC 499 - Senior Seminar: Social Sciences (3)**

This senior seminar course draws on student's previous exposure to social science courses and enhances their critical thinking skills through application of accumulated knowledge and experience to real-world problems. This course provides students with the opportunity to review and reflect on past educational, professional, and life experiences in relationship to the theories and practices of social sciences. By engaging in interdisciplinary studies of human behavior, social systems, and their interaction, students prepare for successful personal and professional lives.



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