

# KAPLAN UNIVERSITY

## 2011–2012 CATALOG ADDENDUM

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Addenda are published on a periodic basis and reflect changes to policies and programs based on decisions made by the University since the publication of the previous Catalog or Addendum. This Addendum is a compilation of all Addenda issued since the previous Catalog. This Addendum supersedes all previous Addenda. It is not intended to alter any sections of the Catalog that are not specifically addressed herein, and all Catalog sections not addressed in this Addendum shall remain in full force and effect until further notice.



# Kaplan University

## Contact Information

### ONLINE

#### ONLINE OFFICE OF THE REGISTRAR

550 West Van Buren Street, 7th Floor  
Chicago, IL 60607

Tel: 866.522.7747 (Toll Free)

Fax: 800.588.4127 (Toll Free)

#### ONLINE PROGRAMS/ ADMISSIONS

6301 Kaplan University Avenue

Fort Lauderdale, FL 33309

Tel: 866.527.5268 (Toll Free)

#### Office for Returning Students

Tel: 888.252.7895,  
ext. 4911 (Toll Free)

4646 East Van Buren Street  
Phoenix, AZ 85008

Tel: 866.527.5268 (Toll Free)

1601 SW 80th Terrace

Plantation, FL 33324

Tel: 866.527.5268 (Toll Free)

12650 Ingenuity Drive

Orlando, FL 32826

Tel: 866.527.5268 (Toll Free)

#### ONLINE SUPPORT CENTERS

6301 Kaplan University Avenue

Fort Lauderdale, FL 33309

550 West Van Buren Street, 7th Floor

Chicago, IL 60607

Tel: 866.522.7747 (Toll Free)

Email: techsupport@kaplan.edu

#### PRIOR LEARNING

#### ASSESSMENT CENTER

550 West Van Buren Street, 7th Floor

Chicago, IL 60607

Fax: 800.582.9261 (Toll Free)

#### CONCORD LAW SCHOOL

10866 Wilshire Boulevard,

Suite 1200

Los Angeles, CA 90024

Tel: 310.689.3200

Fax: 310.470.3547

### CAMPUSES

When confirming accreditation, please note that Kaplan University's main campus is located in Iowa.

#### MAIN CAMPUS

##### Davenport

1801 East Kimberly Road, Suite 1

Davenport, IA 52807

Tel: 563.355.3500

Tel: 800.747.1035 (Toll Free)

Fax: 563.355.1320

##### Council Bluffs

1751 Madison Avenue, Suite 750

Council Bluffs, IA 51503

Tel: 712.328.4212

##### Des Moines

4655 121st Street

Urbandale, IA 50323

Tel: 515.727.2100

##### Mason City

Plaza West

2570 4th Street, SW

Mason City, IA 50401

Tel: 641.423.2530

##### Maine

##### South Portland

265 Western Avenue

South Portland, ME 04106

Tel: 207.774.6126

Tel: 800.639.3110 (Toll Free)

Fax: 207.774.1715

##### Lewiston

475 Lisbon Street

Lewiston, ME 04240

Tel: 207.333.3300

Tel: 800.488.2190 (Toll Free)

Fax: 207.333.3305

##### Maryland

##### Hagerstown

18618 Crestwood Drive

Hagerstown, MD 21742

Tel: 800.422.2670 (Toll Free)

Tel: 301.766.3600

##### Nebraska

##### Lincoln

1821 K Street

Lincoln, NE 68508

Tel: 402.474.5315

##### Omaha

5425 North 103rd Street

Omaha, NE 68134

Tel: 402.572.8500

#### EDUCATION CENTER

##### Pembroke Pines

10131 Pines Boulevard, Suite B

Pembroke Pines, FL 33026

Tel: 800.987.6038 (Toll Free)

#### BRANCH CAMPUSES

##### Iowa

##### Cedar Falls

7009 Nordic Drive

Cedar Falls, IA 50613

Tel: 319.277.0220

##### Cedar Rapids

3165 Edgewood Parkway, SW

Cedar Rapids, IA 52404

Tel: 319.363.0481

### KAPLAN UNIVERSITY LEARNING CENTERS

#### KAPLAN UNIVERSITY LEARNING CENTER, AUGUSTA

14 Marketplace Drive,

Augusta, ME 04330

Tel: 207.221.8700

#### KAPLAN UNIVERSITY LEARNING CENTER, INDIANAPOLIS

9000 Keystone Crossing, Suite 800

Indianapolis, IN 46240

Tel: 877.320.5430

#### KAPLAN UNIVERSITY LEARNING CENTER, PLANTATION

1601 SW 80th Terrace

Plantation, FL 33324

Tel: 954.382.6840

#### KAPLAN UNIVERSITY LEARNING CENTER, ST. LOUIS

1807 Park 270 Drive

St. Louis, MO 63146

Tel: 314.205.7900

#### KAPLAN UNIVERSITY LEARNING CENTER, DELRAY BEACH

3333 South Congress Avenue

Delray Beach, FL 33445

Tel: 561.381.6340

#### KAPLAN UNIVERSITY LEARNING CENTER, MILWAUKEE

201 West Wisconsin Avenue

Milwaukee, WI 53203

Tel: 414.223.2105

#### KAPLAN UNIVERSITY LEARNING CENTER, ROCKVILLE

1390 Piccard Drive, Suite 100

Rockville, MD 20850

Tel: 301.258.3800

# Kaplan University Program Offerings

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Hagerstown	Lewiston	Lincoln	Mason City	Omaha	South Portland
<input checked="" type="radio"/> Online instruction <input type="radio"/> Program enrollment through campus locations; online instruction              X Program enrollment through campus locations; combines onsite and online instruction												
<b>PROFESSIONAL LAW DEGREES</b>												
Master of Laws (LLM)	●											
Juris Doctor (JD)	●											
Executive Juris Doctor (EJD)	●											
<b>MASTER'S DEGREES</b>												
Master of Arts in Teaching	●											
Master of Business Administration	●	X	X	X	X	X	○	○*	○*	X	○*	○*
Master of Health Care Administration	●							○*				○*
Master of Public Administration	●	○	○	○	○	○	○	○*	○	○	○	○*
Master of Public Health	●	○	○	○	○	○	○	○*	○	○	○	○*
Master of Science in Accounting	●											
Master of Science in Criminal Justice	●	○	○	○	○	X	○	○*	○	○	○	○*
Master of Science in Education	●						○*					
Master of Science in Education in Instructional Technology	●						○*					
Master of Science in Educational Psychology <sup>§</sup>	●											
Master of Science in Environmental Policy	●	○	○	○	○	○	○	○*	○	○	○	○*
Master of Science in Finance	●											
Master of Science in Health Education	●											
Master of Science in Higher Education	●											
Master of Science in Homeland Security and Emergency Management	●	○	○	○	○	○	○	○*	○	○	○	○*
Master of Science in Information Technology	●	○	○	○	○	○	○	○*	○	○	○	○*
Master of Science in Legal Studies	●											
Master of Science in Management	●	○	○	○	○	○	○	○*	○	○	○	○*
Master of Science in Nursing	●											
Master of Science in Psychology	●	○	○	○	○	○	○		○	○	○	
<b>BACHELOR'S DEGREES</b>												
<b>Advanced Start</b>												
Advanced Start Bachelor of Science in Accounting	●	X	X	X	○	X	○	○*	○	X	X	○*
Advanced Start Bachelor of Science in Business Administration	●	X	X	X	X	X	X	X	X	X	X	X
Advanced Start Bachelor of Science in Communication	●	X	X	X	○	X	○	○*	○	○	X	○*

\*Effective November 9, 2011

\*Effective August 24, 2011

\*Effective May 16, 2012

§Not currently available in Alabama, Arkansas, Florida, Indiana, Tennessee, and Wisconsin.

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Hagerstown	Lewiston	Lincoln	Mason City	Omaha	South Portland
● Online instruction    ○ Program enrollment through campus locations; online instruction    X Program enrollment through campus locations; combines onsite and online instruction												
<b>Advanced Start (continued)</b>												
Advanced Start Bachelor of Science in Criminal Justice	●	X	X	X	X	X	○	X	X	X	X	X
Advanced Start Bachelor of Science in Criminal Justice Administration and Management	●	○	○	○	○	○	○	○*	○	○	○	○*
Advanced Start Bachelor of Science in Early Childhood Development	●							X				X
Advanced Start Bachelor of Science in Environmental Policy and Management	●	○	○	○	○	○	○	○*	○	○	○	○*
Advanced Start Bachelor of Science in Fire and Emergency Management	●	○	○	○	○	○	○	○*	○	○	○	○*
Advanced Start Bachelor of Science in Fire Science	●	○	○	○	○	○	○	○*	○	○	○	○*
Advanced Start Bachelor of Science in Health and Wellness	●	○	○	○	○	○	○	○*	○	○	X	○*
Advanced Start Bachelor of Science in Health Care Administration	●	X	X	X	X	X	X	○*	X	X	X	○*
Advanced Start Bachelor of Science in Health Science	●	○	○	○	○	X	○	○*	X	○	○	○*
Advanced Start Bachelor of Science in Human Services	●	X	X	X	○	X	X	○*	X	X	X	○*
Advanced Start Bachelor of Science in Information Technology	●	X	X	X	○	X	X	○*	X	○	X	○*
Advanced Start Bachelor of Science in International and Comparative Criminal Justice	●	○	○	○	○	○	○	○*	○	○	○	○*
Advanced Start Bachelor of Science in Legal Studies	●	X						○*				○*
Advanced Start Bachelor of Science in Nutrition Science	●	○	○	○	○	○	○		○	○	○	
Advanced Start Bachelor of Science in Paralegal Studies	●	X						○*				○*
Advanced Start Bachelor of Science in Political Science	●	○	○	○	○	○	○	○*	○	○	○	○*
Advanced Start Bachelor of Science in Professional Studies	●	X	X	○	○	○	○		○	X	○	
Advanced Start Bachelor of Science in Psychology	●	X	○	○	○	○	○	○*	○	○	○	○*
Advanced Start Bachelor of Science in Public Administration and Policy	●	○	○	○	○	○	○	○*	○	○	○	○*
<b>BACHELOR OF SCIENCE</b>												
Bachelor of Science in Accounting	●	X	X	X	○	X	○	○*	○	X	X	○*
Bachelor of Science in Business Administration	●	X	X	X	X	X	X	X	X	X	X	X
Bachelor of Science in Communication	●	X	X	X	○	X	○	○*	○	○	X	○*
Bachelor of Science in Criminal Justice	●	X	X	X	X	X	○	X	X	X	X	X

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Hagerstown	Lewiston	Lincoln	Mason City	Omaha	South Portland
● Online instruction   ○ Program enrollment through campus locations; online instruction   X Program enrollment through campus locations; combines onsite and online instruction												
<b>Bachelor of Science (continued)</b>												
Bachelor of Science in Criminal Justice Administration and Management	●	○	○	○	○	○	○	○	○	○	○	○
Bachelor of Science in Early Childhood Development	●							X				X
Bachelor of Science in Environmental Policy and Management	●	○	○	○	○	○	○	○	○	○	○	○
Bachelor of Science in Fire and Emergency Management	●	○	○	○	○	○	○	○	○	○	○	○
Bachelor of Science in Fire Science	●	○	○	○	○	○	○	○	○	○	○	○
Bachelor of Science in Health and Wellness	●	○	○	○	○	○	○	○	○	○	X	○
Bachelor of Science in Health Care Administration	●	X	X	X	X	X	X	○	X	X	X	○
Bachelor of Science in Health Information Management	●											
Bachelor of Science in Health Science	●	○	○	○	○	X	○	○	X	○	○	○
Bachelor of Science in Human Services	●	X	X	X	○	X	X	○	X	X	X	○
Bachelor of Science in Information Technology	●	X	X	X	○	X	X	○	X	○	X	○
Bachelor of Science in International and Comparative Criminal Justice	●	○	○	○	○	○	○	○	○	○	○	○
Bachelor of Science in Legal Studies	●	X						○				○
Bachelor of Science in Liberal Studies	●	○	○	○	○	○	○		○	○	○	
Bachelor of Science in Nursing	●											
Bachelor of Science in Nutrition Science	●	○	○	○	○	○	○		○	○	○	
Bachelor of Science in Paralegal Studies	●	X						○				○
Bachelor of Science in Political Science	●	○	○	○	○	○	○	○	○	○	○	○
Bachelor of Science in Professional Studies	●	X	X	○	○	○	○		○	X	○	
Bachelor of Science in Psychology	●	X	○	○	○	○	○	○	○	○	○	○
Bachelor of Science in Public Administration and Policy	●	○	○	○	○	○	○	○	○	○	○	○
<b>ASSOCIATE'S DEGREES</b>												
Associate of Applied Science in Accounting	●	X	X	X	○	X	X	X	X	X	X	X
Associate of Applied Science in Business Administration	●	X	X	X	X	X	X	X	X	X	X	X
Associate of Applied Science in Computer Forensics							X					
Associate of Applied Science in Criminal Justice	●	X	X	X	X	X	X	X	X	X	X	X
Associate of Applied Science in Early Childhood Development	●											
Associate of Applied Science in Educational Paraprofessional	●							X				X

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Hagerstown	Lewisiston	Lincoln	Mason City	Omaha	South Portland
● Online instruction   ○ Program enrollment through campus locations; online instruction   X Program enrollment through campus locations; combines onsite and online instruction												
<b>Associate's Degrees (continued)</b>												
Associate of Applied Science in Fire Science	●	○	○	○	○	○	○	○ <sup>‡</sup>	○	○	○	○ <sup>‡</sup>
Associate of Applied Science in Graphic Design							X					
Associate of Applied Science in Health Information Technology	●						X					
Associate of Applied Science in Human Services	●	X	X	X	X	X	X	○ <sup>‡</sup>	X	X	X	○ <sup>‡</sup>
Associate of Applied Science in Information Technology	●	X	X	X	X	X	X	○ <sup>‡</sup>	X	X	X	○ <sup>‡</sup>
Associate of Applied Science in Medical Assisting—Online and Maine	●							X				X
Associate of Applied Science in Medical Assisting—Iowa, Maryland, and Nebraska		X	X	X	X	X	X		X	X	X	
Associate of Applied Science in Medical Office Management	●	X	X	X	X	X	X	○ <sup>*</sup>	X	X	X	○ <sup>*</sup>
Associate of Applied Science in Medical Transcription	●											
Associate of Applied Science in Paralegal Studies	●	X	X			X	X	X	X	X	X	X
Associate of Applied Science in Public Administration	●	○	○	○	○	○	○		○	○	○	
Associate of Science in Nursing—Florida (offered in Fort Lauderdale, Florida, only)	●											
Associate of Science in Nursing—Iowa and Nebraska			X <sup>*</sup>	X <sup>*</sup>		X <sup>*</sup>			X <sup>†</sup>			
<b>DIPLOMA PROGRAMS</b>												
Dental Assistant Diploma											X	
Practical Nursing Diploma			X	X		X			X		X	
<b>CERTIFICATE PROGRAMS</b>												
Adult-Gerontology Nurse Practitioner Certificate <sup>§</sup>	●											
Applied Behavioral Analysis Postbaccalaureate Certificate	●											
Cisco Networks Postbaccalaureate Certificate	●											
Computer Forensics Postbaccalaureate Certificate	●											
Corrections Certificate	●											
Crime Scene Technician Certificate	●											
Family Nurse Practitioner Certificate <sup>§</sup>	●											
Graduate Certificate in Accounting	●											
Graduate Certificate in Addictions	●											
Graduate Certificate in Entrepreneurship for Growth Ventures	●											
Graduate Certificate in Entrepreneurship for New Ventures	●											

<sup>\*</sup>Effective November 9, 2011   <sup>†</sup>Effective August 24, 2011  
<sup>‡</sup>Effective May 16, 2012

<sup>§</sup> Available in Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Indiana, Iowa, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, and Vermont

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Hagerstown	Lewisiston	Lincoln	Mason City	Omaha	South Portland
<input checked="" type="radio"/> Online instruction <input type="radio"/> Program enrollment through campus locations; online instruction <input checked="" type="radio"/> Program enrollment through campus locations; combines onsite and online instruction												
<b>Certificate Programs (continued)</b>												
Graduate Certificate in Human Resources	●											
Graduate Certificate in Information Security	●											
Graduate Certificate in Instructional Design for Organizations	●											
Graduate Certificate in K–12 Educational Leadership	●											
Graduate Certificate in Literacy and Language Teaching	●											
Graduate Certificate in Mathematics Teaching	●											
Graduate Certificate in Online College Teaching	●											
Graduate Certificate in Project Management	●											
Graduate Certificate in Teaching With Technology	●											
Human Resources Postbaccalaureate Certificate	●											
Information Security Postbaccalaureate Certificate	●											
Internet Web Design Postbaccalaureate Certificate	●											
Legal Secretary Certificate	●											
Linux System Administration Postbaccalaureate Certificate	●											
Management and Supervision Certificate in Criminal Justice	●											
Medical Assistant Certificate							X					
Medical Billing/Coding Certificate							X				X	
Microsoft Operating Systems Postbaccalaureate Certificate	●											
National Security Administration Postbaccalaureate Certificate	●											
Nurse Administrator Graduate Certificate	●											
Nurse Educator Graduate Certificate	●											
Nurse Informatics Graduate Certificate	●											
Oracle Database Administration Postbaccalaureate Certificate	●											
Pathway to Paralegal Postbaccalaureate Certificate	●	X						○*				○*
Phlebotomist Certificate							X					
Postgraduate Certificate in Applied Behavioral Analysis	●											
Private Security Certificate	●											
Private Security Management Certificate	●											

\*Effective November 9, 2011

\*Effective August 24, 2011

\*Effective May 16, 2012

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# Policy Information

## UNIVERSITY INFORMATION

The effective dates for changes to the University's accreditation, approvals, and memberships are noted below:

### Accrediting Agencies, Approvals, and Memberships

- Kaplan University is accredited by The Higher Learning Commission (HLC) and a member of the North Central Association of Colleges and Schools (NCA):

230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1413  
Tel: 800.621.7440 (Toll Free)

### SCHOOL ACCREDITATION AND APPROVALS

- Concord Law School received initial affirmation of accreditation by the Accrediting Commission of the Distance Education and Training Council (DETC) in 2000 and its most recent reaffirmation of accreditation in 2010. The Accrediting Commission of the DETC is listed by the U.S. Department of Education as a nationally recognized accrediting agency for distance learning.

The DETC can be contacted at:

1601 18th Street, NW  
Washington, DC 20009  
Tel: 202.234.5100  
Website: [www.detc.org](http://www.detc.org)

- Concord Law School is authorized to operate as a degree-granting institution in the state of California and is registered as an unaccredited law school in the distance learning category with the California Committee of Bar Examiners:

180 Howard Street  
San Francisco, CA 94105  
Tel: 415.538.2000  
Website: [www.calbar.ca.gov](http://www.calbar.ca.gov)

- Concord's unique method of delivering its program—utilizing the Internet without a fixed classroom facility—places it in the “distance learning” category under California law. The California Committee of Bar Examiners registers distance learning schools, and if study is completed in conformance with Title IV, Division 1 of the Rules of the State Bar of California (Admission Rules) and all other requirements are met, graduates of the Juris Doctor program are eligible to sit for the California Bar Examination.

- **Effective May 16, 2012:** Kaplan University's School of Business and Management and School of Information Systems and Technology have been validated by the Committee on National Security Systems (CNSS) as meeting their standards for the Information Systems Security (INFOSEC) Professionals, NSTISSI-4011, and Senior Systems Managers, CNSSI-4012, certificates. See the School of Business and Management—Undergraduate and the School of Information Systems and Technology—Undergraduate sections of the Catalog and/or Addendum for further details. The CNSS can be contacted at:

Committee on National Security Systems  
CNSS Secretariat  
National Security Agency  
9800 Savage Road, Suite 6716  
Fort George G. Meade, MD 20755-6716  
Tel: 888.678.4772 (Toll Free)  
Tel: 410.854.6805

### PROGRAM ACCREDITATION AND APPROVALS

- The Iowa certification track of the Master of Arts in Teaching program is approved by the Iowa State Board of Education for the secondary teaching concentration area:

Grimes State Office Building  
400 East 14th Street  
Des Moines, IA 50319-0146  
Tel: 515.281.5296

- **Effective November 9, 2011:** The online Bachelor of Science in Nursing program and the online Master of Science in Nursing program are accredited by the Commission on Collegiate Nursing Education (CCNE):

One DuPont Circle, NW, Suite 530  
Washington, DC 20036  
Tel: 202.887.6791

- **Effective November 9, 2011:** The Bachelor of Science in Nursing program offered online and the Practical Nursing Diploma program offered onsite in Cedar Rapids, Cedar Falls, and Des Moines are approved by the Iowa Board of Nursing. The Master of Science in Nursing program offered online and the Associate of Science in Nursing program offered onsite in Cedar Falls, Cedar Rapids, and Des Moines have received interim approval:

Iowa Board of Nursing  
400 SW 8th Street, Suite B  
Des Moines, IA 50309-4685  
Tel: 515.281.3255

- **Effective November 9, 2011:** The Practical Nursing Diploma program offered onsite in Lincoln and Omaha is approved by the Nebraska Board of Nursing and the Nebraska Department of Health and Human Services. The Associate of Science in Nursing program offered onsite in Lincoln has received interim approval from the Nebraska Board of Nursing. The Nebraska Department of Health and Human Services can be contacted at:

Nebraska Department of Health and Human Services  
Regulation and Licensure  
P.O. Box 95007  
Lincoln, NE 68509-5007

- **Effective February 1, 2012 (Published February 15, 2012):** The Associate of Science in Nursing program at Pembroke Pines, FL, has been placed on probation by the Florida Board of Nursing.

Florida Board of Nursing  
4062 Bald Cypress Way  
Tallahassee, FL 32399-3257

For more information, please contact an Admissions Advisor.

- **Effective September 23, 2011:** The Associate of Applied Science in Medical Assisting program and the Medical Assistant Certificate program offered at the campuses in the states of Iowa, Maryland, and Nebraska are accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB):

Commission on Accreditation of Allied Health  
Education Programs  
1361 Park Street  
Clearwater, FL 33756  
Tel: 727.210.2350

The Associate of Applied Science in Medical Assisting program offered online and at campuses in the state of Maine is not accredited by the Commission on Accreditation of Allied Health Education Programs.

- The Associate of Applied Science in Health Information Technology program offered onsite in Hagerstown is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Kaplan University is pursuing CAHIIM accreditation for the online Associate of Applied Science in Health Information Technology, which is currently in candidacy status. CAHIIM can be contacted at:

223 North Michigan Avenue, Suite 2150  
Chicago, IL 60601  
Tel: 312.233.1183

- The Associate of Applied Science in Medical Transcription program is approved by the Approval Committee for Certificate Programs (ACCP), a joint committee established by the American Health Information Management Association (AHIMA) and the Association for Healthcare Documentation Integrity (AHDI). AHDI can be contacted at:

4230 Kiernan Avenue, Suite 130  
Modesto, CA 95356-9322  
Tel: 209.527.9620

- The Phlebotomy Certificate program offered onsite in Hagerstown is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS):

5600 North River Road, Suite 720  
Rosemont, IL 60018  
Tel: 773.714.8880

- The Dental Assistant Diploma program offered onsite in Omaha is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the U.S. Department of Education. The Commission on Dental Accreditation can be contacted at:

211 East Chicago Avenue  
Chicago, IL 60611  
Tel: 312.440.4653

- The Behavior Analyst Certification Board, Inc.<sup>®</sup> (BACB<sup>®</sup>) has approved the following course sequence as meeting the coursework requirements for eligibility to take the Board Certified Assistant Behavior Analyst Examination<sup>™</sup>:

- PS 340: Exceptional Needs Children
- PS 360: Applied Behavioral Analysis I
- PS 365: Applied Behavioral Analysis II
- PS 410: Screening and Assessment
- PS 430: Program Design and Evaluation

The BACB has also approved the following course sequence as meeting the coursework requirements for eligibility to take the Board Certified Behavior Analyst Examination<sup>®</sup>:

- PS 512: Research Design in Applied Behavior Analysis
- PS 517: Advanced Principles of Applied Behavior Analysis
- PS 522: Behavioral Measures and Interpretation of Data
- PS 527: Implementing Behavioral Change
- PS 532: Clinical Applications of Applied Behavior Analysis

To become certified, students will need to obtain the necessary number of hours of field experience under an appropriate supervisor, as required by the BACB, meet additional degree and practicum requirements, and must also pass the comprehensive BACB exam.

BACB can be contacted at:

Behavior Analyst Certification Board  
2888 Remington Green Lane, Suite C  
Tallahassee, FL 32308  
Tel: 850.765.0905

## STATE APPROVALS

- Kaplan University has been granted a Certificate of Approval by the Alabama Commission on Higher Education.

**Alabama students:** The University's programs do not lead to Alabama teacher certification or endorsements. Contact the Teacher Education and Certification Division of the Alabama State Department of Education at 334.242.0035, www.alsde.edu, or via local school district administrators to verify that the School of Graduate Education's programs qualify for license renewals and/or salary increases.

- Kaplan University is licensed by the Arizona State Board for Private Postsecondary Education. Additional information regarding the University may be obtained by contacting the Board:

1400 West Washington, Room 260  
Phoenix, AZ 85007  
Tel: 602.542.5709

- Kaplan University is certified to offer online degree programs by the Arkansas Higher Education Coordinating Board. Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.

- Kaplan University is licensed by the Florida Commission for Independent Education, license number 3296. Additional information regarding the University may be obtained by contacting the Commission:

325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
Tel: 888.224.6684 (Toll Free)

- Kaplan University is properly registered with the Idaho State Board of Education:

650 West State Street, Suite 307  
P.O. Box 83720  
Boise, ID 83720-0037  
Tel: 208.334.2270  
Fax: 208.334.2632  
Website: www.boardofed.idaho.gov

- Kaplan University has operating authority granted by the Illinois Board of Higher Education. Additional information regarding the University may be obtained by contacting the Board:  
431 East Adams, 2nd Floor  
Springfield, IL 62701  
Tel: 217.782.2551
  - Kaplan University is regulated by the Indiana Commission on Proprietary Education:  
302 West Washington Street, Room E201  
Indianapolis, IN 46204-2767  
Tel: 800.227.5695 (Toll Free)  
Tel: 317.232.1320
  - Kaplan University is recognized by the Iowa Department of Education. Qualified students of the University are eligible to receive Iowa state tuition grants.
  - Kaplan University is approved by the Iowa and Illinois Divisions of Vocational Rehabilitation and the Iowa Private Industry Area Council.
  - Kaplan University is licensed by the Kentucky Council on Postsecondary Education. Additional information regarding the University may be obtained by contacting the Council:  
1024 Capital Center Drive, Suite 320  
Frankfort, KY 40601  
Tel: 502.573.1555  
Fax: 502.573.1535  
Website: www.cpe.ky.gov
- Note: The Master of Science in Higher Education degree is not recognized for rank change for K–12 teachers in Kentucky.
- Kaplan University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every 2 years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, or signify that programs are certifiable by any professional agency or organization.
  - The Lewiston and South Portland campuses are approved by the state of Maine to offer the following degrees, which are authorized by the state of Maine legislature:
    - Associate's degrees in accounting, business administration, criminal justice, educational paraprofessional, medical assisting, and paralegal studies
    - Bachelor's degrees in business administration, criminal justice, early childhood development, and nutrition science
  - The Hagerstown campus is approved by the Maryland Higher Education Commission as a coeducational, nonpublic institution of higher education offering bachelor's and associate's degrees and certificate programs:  
Maryland Higher Education Commission (MHEC)  
839 Bestgate Road, Suite 400  
Annapolis, MD 21401  
Tel: 410.260.4500
  - Kaplan University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the University. Registration does not mean that credits earned at the University can be transferred to all other institutions.  
Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227
  - Kaplan University is certified to operate by the Missouri Coordinating Board of Higher Education:  
3515 Amazonas Drive  
Jefferson City, MO 65109  
Tel: 573.751.2361  
Website: www.dhe.mo.gov
  - Kaplan University is authorized by Nebraska's Coordinating Commission for Postsecondary Education. Additional information regarding the University may be obtained by contacting the Commission:  
140 North 8th Street, Suite 300  
Lincoln, NE 68509-5005  
Tel: 402.471.2847
  - **Effective November 9, 2011:** Kaplan University is licensed to operate by the Nevada Commission on Postsecondary Education (CPE) to offer degree programs containing an experiential or clinical component. The state does not require licensing of online programs that do not contain an experiential/clinical component. CPE renews licenses every 2 years.  
Nevada Commission on Postsecondary Education  
3663 East Sunset Road, Suite 202  
Las Vegas, NV 89120  
Tel: 702.486.7330  
Fax: 702.486.7340
  - **Effective November 9, 2011:** Kaplan University is registered with the New Mexico Higher Education Department:  
2048 Galisteo Street  
Santa Fe, NM 87505-2100  
Tel: 505.476.8400  
Fax: 505.476.8453  
Website: www.hed.state.nm.us
  - Kaplan University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. Any grievances not resolved at the institutional level may be forwarded to the Tennessee Higher Education Commission:  
404 James Robertson Parkway, Suite 1900  
Nashville, TN 37243-0830  
Tel: 615.741.5293
- Effective May 16, 2012:** The State of Tennessee does not recognize the following graduate certificate programs for initial teacher licensure in Tennessee; nor may the certificate awarded be used to add endorsement areas to a currently held Tennessee license:
- Graduate Certificate in Instructional Design for Organizations
  - Graduate Certificate in K–12 Educational Leadership
  - Graduate Certificate in Literacy and Language Teaching
  - Graduate Certificate in Mathematics Teaching—Elementary Grades
  - Graduate Certificate in Mathematics Teaching—Secondary Grades
  - Graduate Certificate in Online College Teaching
  - Graduate Certificate in Teaching With Technology
- Tennessee educators may use the graduate courses completed through the above graduate certificate programs for salary rating purposes as well as for license renewal purposes, when applicable.
- Kaplan University is authorized by the Texas Higher Education Coordinating Board:  
Texas Higher Education Coordinating Board  
1200 East Anderson Lane  
Austin, TX 78711  
Tel: 512.427.6200

- Kaplan University is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes the University to advertise and recruit for the following degree programs: Bachelor of Science in Business Administration, Bachelor of Science in Criminal Justice, Bachelor of Science in Information Technology, and Bachelor of Science in Paralegal Studies.

Authorization by the HECB does not carry with it an endorsement by the Board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the University may contact the HECB at the following address:

P.O. Box 4343  
Olympia, WA 98504-3430

- Kaplan University is authorized by the Wisconsin Educational Approval Board. Any questions or concerns about Kaplan University that have not been satisfactorily answered or resolved by the University should be directed to the Wisconsin Educational Approval Board:

30 West Mifflin Street, 9th Floor  
P.O. Box 8696  
Madison, WI 53708-8696  
Tel: 608.266.1996  
Website: eab.state.wi.us

## MEMBERSHIPS

*(Effective May 16, 2012)*

- The Associate of Applied Science in Human Services program and the Bachelor of Science in Human Services program are members of the Council for Standards in Human Service Education (CSHSE). The CSHSE can be contacted at:

Council for Standards in Human Service Education (CSHSE)  
1935 South Plum Grove Road  
PMB 297  
Palatine, IL 60067

- Kaplan University is a member of the Association of Private Sector Colleges and Universities:

1101 Connecticut Avenue NW, Suite 900  
Washington, DC 20036  
Tel: 202.336.6700

## ADDITIONAL APPROVALS

- Kaplan University is a licensed testing center for the Travel Institute. Tests are offered at select University locations.
- Kaplan University is approved under the provisions of Title 38, United States Code, to train eligible persons and veterans.
- Kaplan University is approved to train eligible students by the Workforce Development Center.
- Kaplan University is authorized under federal law to enroll nonimmigrant, alien students.
- Kaplan University programs are recognized by the following agencies and federal laws:
  - Dislocated Workers Center
  - Iowa Workforce Development Center
  - Job Training Partnership Act
  - Vocational Rehabilitation Services
  - Work Incentive Act

The effective dates for changes to the University's facilities are noted below:

## Facilities

Each Kaplan University onsite program is taught in specially built classrooms, including computer and medical labs. Facilities are partially accessible to persons with physical impairments. Lounge facilities are available for student use.

## CAMPUSES

The Davenport, Iowa, campus is located at 1801 East Kimberly Road, Suite 1. This building encompasses 35,100 square feet.

The Cedar Falls, Iowa, campus is located on the south side of the city at 7009 Nordic Drive and encompasses 30,000 square feet.

The Cedar Rapids, Iowa, campus is located at 3165 Edgewood Parkway SW. The campus is located on four acres and consists of a 20,000 square-foot building.

The Council Bluffs, Iowa, campus is located at 1751 Madison Avenue, Suite 750. The campus consists of 16,500 square feet in a newly customized facility at the Mall of the Bluffs.

The Des Moines, Iowa, campus is located at 4655 121st Street. This campus consists of 38,000 square feet in suburban Des Moines.

The Mason City, Iowa, campus is located at 2570 4th Street, SW. The building is a 30,000 square-foot space on the city's west side.

The University serves students at the South Portland, Maine, campus and at an instructional site in Lewiston, Maine. The South Portland campus is located at 265 Western Avenue in South Portland, and the Lewiston site is located at 475 Lisbon Street in the Southern Gateway to Lewiston. Both locations provide easy access from the communities they serve.

The Hagerstown, Maryland, campus is located at 18618 Crestwood Drive. The campus consists of 3 buildings totaling approximately 50,000 square feet.

The Lincoln, Nebraska, campus is located at 1821 K Street. This 47,000 square-foot building is located close to both business and cultural activities.

The Omaha, Nebraska, campus is located at 5425 North 103rd Street and occupies a 42,000 square-foot building.

## LEARNING CENTERS

*Effective May 16, 2012:* The Augusta Learning Center is located at 14 Marketplace Drive and encompasses 20,130 square feet.

The Delray Beach Learning Center is located at 3333 South Congress Avenue and encompasses 10,920 square feet.

The Indianapolis Learning Center is located at 9000 Keystone Crossing, Suite 800, and encompasses 8,320 square feet.

The Milwaukee Learning Center is located at 201 West Wisconsin Avenue and encompasses 7,355 square feet.

The Plantation Learning Center is located at 1601 SW 80th Terrace and encompasses 6,790 square feet.

*Effective September 23, 2011:* The Rockville Learning Center is located at 1390 Piccard Drive, Suite 100, and encompasses 8,809 square feet.

The St. Louis Learning Center is located at 1807 Park 270 Drive and encompasses 8,468 square feet.

# ADMISSIONS INFORMATION

The effective dates for changes to the University's general admissions policies are noted below:

## General Policies

Listed below are general requirements and procedures that Kaplan University has established for all students seeking admission. Some programs have additional admissions and other requirements, which can be found in the individual school sections of the Catalog.

1. All applicants to the University must complete an Enrollment Agreement and all required documents and submit monies as outlined on the Tuition and Fees Schedule. The Enrollment Agreement must be signed by a parent or legal guardian if the applicant is under 18 years of age.
2. All applicants must complete an informational interview. For campus interviews, parents or spouses are encouraged to be present.
3. All applicants are encouraged to tour the campus and/or online learning environment prior to starting classes.
4. All courses are conducted in English. Students must be able to speak, read, and write English fluently. English abilities will be determined through the University's admissions test or placement exam (if applicable), an interview, and the completion of any necessary documents.
5. The University is authorized under federal law to enroll nonimmigrant, alien students. International students who wish to be admitted to any Kaplan University for-credit program must be 18 years or older, complete admissions requirements, and provide evidence of adequate financial resources. To ensure that international students are prepared to complete college and university-level coursework, they must demonstrate a command of oral and written English skills. Please refer to the International Applicants Admissions Policy for specific requirements.
6. All applicants must complete financial arrangements prior to starting class. If applicable, financial aid applications must be completed.
7. Prospective students who reside in Arkansas, Florida, or Illinois are not eligible to enroll in advanced start degree options. Students who reside in these states and have prior college credit from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education will be provided with a course-by-course evaluation of their prior learning upon receipt of an official transcript. Students who reside in these states should refer to the Transfer Credit section of the Catalog for more information.
8. By the end of the fifth week of classes, students enrolled in an advanced start degree option must furnish an official transcript indicating receipt of a comparable associate's degree or bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. If this document is not submitted by the end of the fifth week of classes, the student will be blocked from classes until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.
9. Prior to enrollment, students enrolled in a graduate program, unless otherwise noted, must submit an unofficial transcript indicating receipt of a bachelor's degree from a college or university accredited

by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the fifth week of classes, students must provide the University with an official copy of the transcript. If an official transcript is not submitted by the end of the fifth week of classes, the student will be blocked from classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

10. By the end of the third week of classes, all onsite students entering an advanced start degree option or graduate program during a midterm start must present the University with an official transcript indicating receipt of a bachelor's or associate's degree, as required by the specific program, from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.
11. Prior to starting an academic program or being conditionally admitted, undergraduate students may be required to participate in entrance assessments. A minimum performance score on these assessments may be required to begin an academic program or to be conditionally admitted to the University.

If a student fails to achieve the minimum score, he or she may not be admitted to the University or may be required to take foundational coursework. In the event that a student is required to take foundational coursework, he or she must earn a minimum grade of satisfactory ("S") in the foundational coursework. A student may retake the foundational coursework once; however, if, on the second attempt, a minimum grade of satisfactory ("S") is not earned, he or she will not be permitted to reapply for admission to the University for 12 months.

All applicants to the Dental Assistant Diploma program are required to take the Wonderlic Scholastic Level exam prior to enrollment and to attain a minimum score of 13.

Students who are required on the basis of their score to enroll in foundational coursework will enjoy all the rights and resources of a fully instated student during the completion of the foundational coursework, and all of the University's policies apply.

Online students (online and Learning Center students, and campus students who enroll as fully online students) who earn a grade of satisfactory ("S") in the University's foundational course, KU 076: University Fundamentals, will be referred to the Admissions Department for conditional admittance to the University for an upcoming term.

Online students who earn a grade of unsatisfactory ("U") in KU 076: University Fundamentals will have the opportunity to repeat the course once in the following 12-month period. If the student earns a grade of "U" on the second attempt, he or she must wait 12 months to reapply for admission to the University. Upon reentry, the student must again participate in entrance assessments and, if required to take foundational coursework, a grade of "S" must be earned prior to conditional admittance.

Online students who are required to take foundational coursework and fail to earn a grade of "S" will not be admitted to the University.

Onsite students who are required to take foundational coursework may also register for one or two select first-term courses, chosen with assistance from a campus Academic Advisor.

12. **Effective February 1, 2012:** All first-time Kaplan University students will be considered conditionally admitted to the University and will not be eligible for Title IV federal financial aid while in this status. All of the University's policies nevertheless apply to such students, and they enjoy all the rights and resources of a fully accepted student during the period of conditional admission.

Nondegree-seeking students and students enrolled in the Graduate Certificate in Entrepreneurship for Growth Ventures program or the Graduate Certificate in Entrepreneurship for New Ventures program will be considered fully accepted rather than conditionally admitted.

Students returning to the University may be excluded from this policy based on a review of their academic record of previous coursework.

13. **Effective November 9, 2011:** The University will review the academic performance of all conditionally admitted students. Students who meet the following criteria will be fully admitted to the University:
- At the end of the third week of classes, conditionally admitted onsite students entering the University during a midterm start must have earned a grade up to that point of 65 percent or higher for all coursework in an undergraduate program or 75 percent or higher for all coursework in a graduate program.
  - At the end of the third week of classes, conditionally admitted onsite students entering the University during a dental modular start must have earned a grade up to that point of 65 percent or higher for all coursework in the Dental Assistant Diploma program.
  - At the end of the fifth week of classes, conditionally admitted undergraduate students must have earned a grade up to that point of 65 percent or higher for all coursework.
  - At the end of the fifth week of classes, conditionally admitted graduate students must have earned a grade up to that point of 75 percent or higher for all coursework.
  - All conditionally admitted students must submit all required documentation in a timely manner, as necessary to secure the method of payment for their tuition cost and fees.

Conditionally admitted students who meet the above criteria will be fully accepted into their programs and will only then become eligible for Title IV federal financial aid and to receive credit for all coursework completed.

The University will not fully accept any conditionally admitted student not meeting these criteria, and such a student will not owe any financial obligation to the University except for the application fee, which is nonrefundable. Onsite students not admitted to the University are required to return all textbooks. Failure to do so will result in the student being charged for textbooks not returned. Onsite students who purchase textbooks may return them without charge should their admission be reversed as a result of not meeting the University's conditional admission requirements. Graduate students who purchase textbooks from the University's bookstore are subject to the bookstore's return policy and are encouraged to closely review this policy. Graduate students who purchase books from sources other than the University's bookstore are encouraged to closely review the vendor's return policy.

Students who are not fully accepted into their programs will be reversed and may not reapply for admission for 1 year unless they qualify for a waiver as applied by the Dean of their academic program.

14. The state of Maine requires all students born after 1956 and enrolled in an onsite degree program to provide proof of specific immunizations at the time of admission. Students seeking admission to a Kaplan University campus in the state of Maine must submit proof of immunization against measles, mumps, rubella, diphtheria, and tetanus.

Proof of immunization must detail the administration of the following:

- A DT booster within the last 10 years
- An adult MMR vaccination for individuals who previously received an MMR vaccination prior to their first birthday

Students who fail to submit documentation of required immunizations will be denied admission to the University.

15. The Dean of the academic program has the final discretion to approve candidates for admission to a graduate program.
16. An applicant to the University's undergraduate programs must meet one of the following criteria:
- Be a high school graduate
  - Possess a General Education Development (GED) certificate
  - Possess a Home Study certificate or transcript from a Home Study program that is equivalent to high school level and recognized by the student's home state, and be beyond the age of compulsory attendance in that state
  - Be a high school senior eligible to apply and submit proof of high school graduation

High school students may take individual courses at the University under special local and state programs. These students will be enrolled as nondegree-seeking students until they have graduated high school and are admitted to the University under regular admissions requirements.

Onsite students must present evidence of high school graduation or equivalent to the University. Acceptable evidence includes a certified copy of an original high school diploma, a copy of a high school transcript indicating the date of high school graduation, a GED certificate or official notification that a GED has been earned, or a college transcript indicating the date of graduation from an approved high school. If students who currently reside in the United States, but attended school in foreign countries, are unable to produce the required documents, evidence may include certification from other official sources.

Online students must attest to high school graduation or approved equivalent. Acceptable attestation for the University may be the proof of graduation attestation included on an Enrollment Agreement, the Free Application for Federal Student Aid (FAFSA), or any other document deemed acceptable by the University. If, for any reason, this attestation of high school graduation or its equivalent is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions. The statements made in this attestation are verified through a random sampling of students admitted to the University. If a student is selected for this verification, he or she will have 30 days in which to provide the University with such proof of graduation as is described above. If the University is required to obtain this proof of graduation on the student's behalf, there will be a \$10 fee charged to the student's account. Title IV financial aid cannot be used to pay this fee. If this fee is charged, it must be paid by the student using his or her own funds. All graduates of foreign high schools must provide actual proof of graduation.

If the attestation and/or documentation is found to be false or untrue, all Title IV financial aid or any state or institutional financial aid that was disbursed on the student's behalf must be refunded to the appropriate source, and the student will be responsible for payment of these funds to the original source or to the University, if the University is required to and has refunded such funds on the student's behalf.

**Fraudulent Diplomas:** There are institutions and companies readily available across the country and online that will provide a "high school diploma" or "certificate of completion" for a fee with minimal or no student work required. Certificates and diplomas of this nature ARE NOT valid and students cannot be admitted based on such documentation.

The following change to the Policy of Nondiscrimination is effective December 5, 2011:

## Policy of Nondiscrimination

Kaplan University does not discriminate on the basis of race, color, religion, ancestry, national origin, age, nondisqualifying disability, gender, sexual orientation, marital status, or veteran status in the recruitment of students or in the implementation of its policies, procedures, and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

The University's policies and practices are in accordance with all applicable laws and regulations including:

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

The University is committed to full compliance with these laws and has appointed compliance coordinators to assist those who have questions or concerns with respect to the University's compliance with these laws. The name, address, and telephone number of these staff members are available through the University.

The University has designated the following person as the Director of the Center for Disability Services:

Justin O'Sullivan  
6301 Kaplan University Avenue  
Fort Lauderdale, FL 33309  
Tel: 954.512.6343  
Email: josullivan@kaplan.edu

Pursuant to the Rehabilitation Act of 1973 (Section 504) and the 1990 Americans With Disabilities Act (ADA), the University will provide reasonable and individualized academic modifications for students who have provided proper documentation outlining their disabilities and have requested reasonable and appropriate accommodations. Because each student's disabilities may differ in degree and impact, reasonable accommodations will be made on an individual basis. However, it is the

responsibility of persons with disabilities to seek available assistance and make their needs known at the time of enrollment or as the need arises due to disability. Documentation to support the disability must be provided to the University at the time of the request. Information pertaining to a student's disability is voluntary and confidential. If this information is supplied, it will be used to seek to overcome the effects of conditions that limit the participation of qualified disabled students.

## ONLINE

The Center for Disability Services is the primary office responsible for the coordination of services for students with disabilities. Students seeking reasonable and appropriate accommodations may request, through their Academic Advisor, to be placed in contact with the Center for Disability Services, or students may contact the Center for Disability Services directly.

The University has designated the following person as the Director of the Center for Disability Services:

Justin O'Sullivan  
6301 Kaplan University Avenue  
Fort Lauderdale, FL 33309  
Tel: 954.512.6343  
Email: josullivan@kaplan.edu

## ONSITE

The name, address, and telephone number of the Disabilities Coordinator are noted in a supplement to this Catalog, are posted in the Admissions Office, and can be obtained from the Campus President/Executive Director.

## DISCRIMINATION GRIEVANCE PROCEDURES

Federal law prohibits discrimination on the bases of age, race, color, national origin, sex, and disability in programs receiving federal financial assistance. Kaplan University encourages students to bring all complaints or grievances regarding such discrimination to its attention.

1. A discrimination grievance is any complaint regarding discrimination on the basis of age, race, color, national origin, sex, including sexual harassment, or disability by Kaplan University or any Kaplan University employee, student, or other third party. A complainant may present a grievance through the following discrimination grievance procedures. Kaplan University will investigate all complaints or grievances fully and promptly.
2. The complainant should first bring the grievance to the attention of the Discrimination Grievance Coordinator, whose name and contact information appears below, as soon as possible following the occurrence of the alleged discrimination.

Abby Mills  
Director of Student Relations  
6301 Kaplan University Avenue  
Fort Lauderdale, FL 33309  
Tel: 954.515.4415  
Email: studentrelations@kaplan.edu

The grievance must be in writing and contain the following information:

- a. Name and address of the complainant;
- b. Description of and date of alleged violation;
- c. Names of persons responsible for the alleged violation (if known);
- d. Requested relief or corrective action, if applicable; and
- e. Any background information the complainant believes to be relevant.

3. Upon the filing of a grievance, Kaplan University will conduct an investigation, to include taking statements from the complainant and witnesses, if applicable.
  4. Within a reasonable time, following receipt of the grievance, Kaplan University will complete its investigation and provide notice to the complainant and all alleged responsible parties of the outcome of the investigation and the basis for its decision.
  5. If Kaplan University determines that discrimination has occurred, it will take all appropriate steps to prevent the recurrence of the discrimination and to correct the effects on the complainant and others, if appropriate.
  6. The complainant may also contact the U.S. Department of Education Office for Civil Rights at Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC 20202-1100, by telephone at 800.421.3481, fax 202.453.6012, or TDD 877.521.2172. A complainant may file a complaint with the Office for Civil Rights at any time before, during, or after the grievance process. The complainant does not have to complete the Kaplan University grievance process before contacting the Office for Civil Rights.
2. Students must complete a minimum of 50 percent of the major requirements for their program, including the capstone course, at the University.
  3. Applications for credit for previous education, training, experiential learning, or CLEP must be completed prior to the first day of the course for which the transfer credit is requested.
  4. Transcripts from foreign institutions must meet the same requirements as domestic institutions, and must be evaluated by an approved foreign credential evaluator before being reviewed by the Prior Learning Assessment Center.

#### GENERAL GUIDELINES FOR GRADUATE PROGRAMS

The following guidelines apply to students enrolled in all graduate programs. Certain programs may have additional policies governing the application of prior learning credit, which can be found in the individual school sections of the Catalog:

1. A student may apply as many as three courses earned at another college or university toward the total number of credits required for graduation at the University.
2. Unless otherwise noted below, graduate students may only apply transfer credit into their academic programs and are not eligible for other kinds of prior learning credit.
  - a. Students enrolled in the Master of Business Administration program who pass a waiver exam will have GB 512: Business Communications and GB 513: Business Analytics waived from their degree plan.
  - b. Students enrolled in the Master of Science in Accounting program, the Master of Science in Finance program, or the Master of Science in Management program who pass a waiver exam will have GB 512: Business Communications waived from their degree plan.
  - c. **Effective May 16, 2012:** Students enrolled in the Master of Science in Criminal Justice program or the Master of Science in Homeland Security and Emergency Management program may apply Challenge Exam credit toward CJ 526: Academic and Professional Communications in Public Safety.
3. Courses must have been completed prior to matriculation.
4. Courses must be relevant to the degree in which the student is enrolled.
5. Graduate transfer work completed more than 5 years prior to admission to the University will be evaluated on a case-by-case basis in order to determine the applicability of the coursework.

The effective dates for changes to the University's prior learning assessment policies are noted below:

### Prior Learning Assessment

All students who possess prior learning are encouraged to submit evidence of such and apply for credit evaluations. Those who receive veterans benefits through Kaplan University must submit documentation of previous education for review. The University may award credit for various forms of prior learning including courses taken at other institutions, experiential learning, military credit, and others. These are described in detail and guidelines for evaluation are given below. All prior learning is reviewed on a case-by-case basis and credit is awarded ultimately at the discretion of the University.

Prior learning credits are not used in calculating the cumulative grade point average. Applicants who are denied credit may present a written appeal for reconsideration. The Academic Dean or his or her designee will review the appeal and either approve or deny the appeal.

To be considered, official transcripts and exam scores should be sent to the Office of the Registrar of the student's campus. Please refer to the address listings at the front of this Catalog. Online students should send their documentation to the following address:

Kaplan University  
 Prior Learning Assessment Center  
 550 West Van Buren Street, 7th Floor  
 Chicago, IL 60607

**Effective May 16, 2012:** To pursue credit for experiential learning, students must enroll in EL 203: Portfolio Development. Students are strongly encouraged to enroll in this course within their first two terms at the University.

#### GENERAL GUIDELINES FOR UNDERGRADUATE PROGRAMS

The following guidelines apply to students enrolled in all undergraduate programs. Certain programs may have additional policies governing the application of prior learning credit, which can be found in the individual school sections of the Catalog:

1. Credits earned in any combination of prior learning credit will not exceed 75 percent of the credits required for degree and diploma programs or 50 percent of the credits required for certificate programs.

#### TYPES OF CREDIT

##### Transfer Credit

Transfer credit is defined as previous postsecondary credit earned at a college or university accredited by a regional or national accrediting agency, or as previous postsecondary credit earned through courses directly reviewed by an accrediting agency recognized by the U.S. Department of Education. Official Transfer Credit (TC) will be listed on a student's degree plan and official transcript, recorded by the Office of the Registrar, and placed in the student's academic file. Neither grades nor grade points are transferable or calculable as part of the cumulative grade point average (CGPA). All students are encouraged to apply for transfer credit evaluations. Unless specified, all undergraduate and graduate transcript reviews will be subject to individual program requirements and the general guidelines listed below. Tennessee residents should refer to their state-specific Enrollment Agreement.

1. Official transcripts are required to conduct an official credit evaluation. An official transcript is defined as one that arrives at the University directly from the awarding institution and is marked "official" or otherwise verified as official by the University.



2. All transcripts for transfer credit evaluation must be received by the end of the fifth week of classes. Transcripts received after this time may be denied eligibility for official transfer credit evaluation.
3. Transfer credit minimums:
  - a. Grades in courses submitted for consideration must correspond to a “C” or better for undergraduate courses or a “B” or better for graduate courses.
  - b. Credit will not be given for a mark of “Credit” on a “Credit/D/Fail” option or for a grade of “Pass” on a “Pass/Fail” option, unless those marks are transcribed as equivalent to a “C” or better for undergraduate courses or a “B” or better for graduate courses.
  - c. Courses listed as under 100-level, or otherwise designated as remedial, college preparatory, or not at the college level, will not be considered for transfer.
4. Coursework submitted for transfer credit evaluation must be from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education.
5. Coursework must be relevant to the degree in which the student is enrolled and equivalent to the course requirements of the program selected. Course syllabi, objectives, catalog descriptions, or other documentation may be requested to show equivalency to the University’s course outcomes.
6. Conversions from semester credit to quarter credit systems will follow the standard conversion such that 1 semester hour equals 1.5 quarter hours. Course-to-course transfers based on course objectives or outcomes can be made in lieu of the academic credit conversions.
7. **Effective May 16, 2012:** Information technology coursework must be consistent with the current knowledge and skills taught in an information technology course to be awarded transfer credit. In addition, coursework submitted for transfer credit evaluation must have been completed in the last 5 years. Students who seek credit for courses older than 5 years must submit a specific request for each course to be reviewed. Exceptions must be based on experience or approval by the Dean or his or her designee.
8. The University does not guarantee the transferability of credits from other educational institutions.
9. Additional requirements may apply to individual programs, which can be found in the individual school sections of this Catalog.

#### **Credit by Examination**

Credit by examination may be awarded based on passing scores on standardized tests that have been designed to assess college learning on specific subjects. Official results of standardized tests must be received by the Office of the Registrar/Prior Learning Assessment Center prior to the student’s final term.

#### **Challenge Exams**

**Effective May 16, 2012:** Currently enrolled students may request to “test out” of certain courses by passing a Challenge Exam with a predetermined score. Challenge Exams are tests designed to assess competencies in the learning outcomes of specific Kaplan University courses. Not all courses provide this option, and the Education Department (onsite) or a student’s Academic Advisor (online) will have a list of those courses that offer Challenge Exams. A fee will be charged for taking a Challenge Exam.

Students earning credit through Challenge Exams will be awarded the grade of “CC.” Challenge Exams from other colleges or universities will not be accepted.

Students will have only one attempt to enroll in and take a particular Challenge Exam. A student cannot take a Challenge Exam if he or she has already begun the University course equivalent or has received a failing grade in the University course equivalent. Official results of Challenge

Exams must be received by the Office of the Registrar/Prior Learning Assessment Center prior to the student’s final term.

#### **External Examinations**

Externally administered examinations may also be considered for credit. Kaplan University students may be qualified to receive credit by examination through DANTES Subject Standardized Tests (DSSTs), College Level Examination Program (CLEP), Advanced Placement Program (AP), Defense Language Proficiency Tests (DLPTs), or other similar exams. Students earning credit from external examinations will receive the grade of “CC.”

Credit awarded is based on minimum scores recommended by Educational Testing Service (ETS) or the American Council on Education (ACE). Credit may be awarded for each test in which the recommended minimum score is earned and based on program guidelines and course outcomes. Official results of standardized tests must be received by the Office of the Registrar/Prior Learning Assessment Center prior to the student’s final term.

#### **Reviewed Professional Learning**

Reviewed professional learning consists of transcribed coursework from a professional or nonacademic environment that has been reviewed by the American Council on Education (ACE) or the University’s staff using ACE guidelines, and determined to be college level. Students earning credit through reviewed professional learning will be awarded the grade of “TC.” Such learning will be reviewed for applicability to a student’s degree plan and to avoid duplication with other sources of credit, such as experiential learning credit. Credit from Kaplan University-reviewed programs will be awarded for the course to which it has been articulated. All credit for reviewed professional learning will be reviewed and awarded on a case-by-case basis.

#### **Military Training**

The University recognizes the validity of military training as potential college credit. All military training that has been reviewed by the American Council on Education (ACE) and meets the requirements of a student’s degree plan may be eligible for transfer credit. Students who earn credit through their military training will be awarded the grade of “TC.”

Students interested in this option should send an official transcript of their training to the Office of the Registrar/Prior Learning Assessment Center.

#### **Experiential Learning Portfolio**

**(Effective May 16, 2012)**

Portfolios demonstrate prior learning from work or other experience. Students who wish to submit a portfolio to obtain experiential learning credit must enroll in EL 203: Portfolio Development. Students must take EL 203 on a pass/fail basis.

**Effective November 9, 2011:** Students who successfully complete EL 203 may submit a portfolio for up to 15 undergraduate courses; however, prior learning credit will not exceed 75 percent of the credits required for a student’s plan of study. Students who wish to petition for credit for more than 15 courses must submit a request to the Portfolio Development and Assessment Team. The request will be reviewed in conjunction with each component of the student’s portfolio (prior to submission), and a determination will be made as to whether the request should be granted. The criteria for approval are included in EL 203.

Portfolios will be evaluated to determine equivalency to college-level coursework. Equivalency to related coursework may be determined by submission of supporting documentation such as a job description, a description of equipment used, a description of the work environment, verification of employment by the supervisor or employer on the employer’s letterhead, and/or various other appropriate forms of

documentation verifying employment or work learning. Students must document the fulfillment of course objectives based on the chosen course syllabus and must follow the portfolio development process embedded in EL 203. A key criterion in the evaluation of the portfolio is the student's ability to organize and present verifiable evidence of college-level learning through the components outlined in the portfolio development course. Based upon faculty review of the portfolio, students may be awarded college credit.

Credit earned through Experiential Learning Portfolios will be awarded the grade of "EC." Students who wish to appeal a "No Credit" recommendation for a petitioned course must complete the appeals process as outlined below.

The portfolio must be submitted and evaluated prior to the start of a student's final term, and according to the specified time frame delineated in the portfolio development course. The student will be charged a portfolio development course fee. Students may not repeat the Portfolio Development course if it has already been successfully completed. Additionally, students are limited to one portfolio submission during their Kaplan University academic career.

The portfolio is evaluated by instructors who teach related courses. When a portfolio covers college-level learning of a subject matter that falls outside of the University's online course offerings, an outside faculty member who is considered a qualified subject matter expert and employed by a nationally or regionally accredited university will be engaged to evaluate the portfolio.

#### Experiential Learning Portfolio Assessment Appeals Process (Effective May 16, 2012)

**Step 1:** A student who wants to appeal a "No Credit" recommendation for a petitioned course must submit an official request for appeal within 10 calendar days of the University issuing the credit recommendation letter for the portfolio evaluation. The student must log in to his or her Portfolio Development and Assessment System account and submit an official request for appeal via the electronic system. Appeals are then routed to the Dean or the Dean's designee.

**Step 2:** The Dean or the Dean's designee will conduct a second review of the student's original portfolio using the same criteria as the initial evaluation. No changes are permitted to the original portfolio and no additional information will be considered in the appeals process.

**Step 3:** Within 3 to 4 weeks, the student will receive a final decision via email.

Note: students are allowed only one appeal per portfolio. A student who wants to appeal a "No Credit" recommendation for multiple courses must include all the courses in one request.

Students with questions regarding the portfolio assessment appeals process should contact the Portfolio Development and Assessment Team via email at [ExperientialLearning@kaplan.edu](mailto:ExperientialLearning@kaplan.edu).

The effective dates for changes to the University's student technology requirements for online courses are noted below:

## Student Technology Requirements for Online Courses

As part of the admission process to Kaplan University, students are required to attest to certain competencies in the use of technology.

Students must have the following skills:

1. Ability to use email to correspond with faculty, staff, and students

2. Ability to access, create and save documents in Microsoft Office formats; at a minimum, students must be familiar with Microsoft Word
3. Ability to browse the web, including downloading and installing common plug-ins (listed below) and configuring common browser options
4. Ability to configure and run applications, including an antivirus application, to ensure that the student's system is secure and transmitted files are virus free

To enroll in classes online, all Kaplan University students must have access to a computer with the below minimum requirements. Some courses and programs may have additional software and hardware requirements. Students should review the Hardware and Software Requirements document, which is provided as a supplement to this Catalog, for their school's specific requirements.

### HARDWARE

- A PC running a Microsoft Windows Operating System (XP, Vista, or Windows 7; please note that release candidate versions are not supported) or Mac OS X with the operating system's minimum requirements for processor, memory, and hard drive (See the Microsoft or Apple website for minimum requirements)\*
- At least 10.0 GB of free hard-drive space (additional space may be needed for multimedia files)
- 1024 x 768 monitor with a 16-bit or greater video card (24-bit preferred)
- DVD-ROM drive or CD-ROM drive
- Sound card with speakers and microphone (for selected courses)

\* Students must be able to run, install, and configure programs and be able to store and retrieve documents and files on their computer.

### SOFTWARE\*

- Microsoft Windows Operating System (XP, Vista, or Windows 7; please note that release candidate versions are not supported) or Mac OS X
- **Effective November 9, 2011:** Microsoft Office 2007 or a more recent version of the Microsoft Office software suite. Students also have the option of accessing Microsoft Office web applications through KU Campus.†
- A current antivirus and antispyware application that is updated regularly
- Internet Explorer 8.0 or a more recent version, or Firefox 5.0 or a more recent version
- Adobe Reader 8.0 or more recent version (free download)
- Adobe Flash Player 9.0 or more recent version (free download)
- Sun Java 2 SDK (Java 1.5) or a more recent version for PC (free download)
- Classic Java (MRJ 2.2.5) or a more recent version for Mac (free download)
- AOL Instant Messenger (free download)

\* Please note: newly released versions of software may not be immediately supported.

† Specific courses require the use of Microsoft Word to submit assignments. Some classes require the use of additional software such as Microsoft Office 2010. Students are responsible for ensuring that they have the licensed software required and should not enroll in courses for which they do not have the necessary licensed software.

### INTERNET/EMAIL

- An Internet service provider (ISP)
- A dedicated, reliable 128 Kbps or faster Internet connection

An email address and account will be issued to all Kaplan University students for use within their courses. By enrolling, students understand and acknowledge that the University will communicate with students via their Kaplan University-issued email account. Please note that the

University may also send communications to an alternate email account provided by the student upon enrollment.

To be part of the University's online program, students will need an Internet service provider (ISP). An ISP supplies access to the Internet for a fee. In many areas, cable television and digital Internet services offer high-speed Internet access. The University does not provide access to the Internet as part of its online program agreement.

## STUDENT INFORMATION AND SERVICES

The following changes to the Career Services section are effective November 9, 2011:

### Career Services

Career Services is a student-focused provider of career assistance to Kaplan University students at all levels of study and eligible Kaplan University graduates. Both onsite and online students have access to Career Services. All Kaplan University students have access to additional resources online 24 hours a day. Experienced Career Services staff will collaborate with students to create and implement career plans by providing support and advice.

Recognizing that career development is an ongoing, lifelong process, the Career Services team strives to help students understand the importance of self-assessment, occupational exploration, decision making, goal setting, networking, the job search, and developing productive connections in the workplace. Career Services offers a collaborative link between students, faculty, and prospective employers within the global employment community. Career Services fosters a welcoming, accessible environment where diversity is celebrated and the uniqueness of each individual is valued and respected.

The Career Services staff will assist students in their job searches. Many students choose to work on a part-time basis during their training to help with their education costs. If a student requires assistance in securing part-time employment while attending classes, Career Services will make reasonable efforts to assist the student in his or her search. Additional services include assistance with job search planning, resume and cover letter review, interview preparation, decision making, job offer negotiations, and various other job search and career-related issues.

Note that career services offered by the University are not an obligation or guarantee of employment. Although the University will assist the student, finding a job is the ultimate responsibility of the student. The University does not guarantee that any student will be placed in any particular job, or at all. Additional training or certification may be required.

Although average starting wage information based on data received from employers and graduates may be available to prospective students, no employee of the University is authorized to guarantee that a graduate will earn any specific amount. The student's program of study, employer needs, current economic conditions, and other factors may affect wage levels. Career services are available to all eligible graduates and students currently enrolled at Kaplan University.

The effective dates for changes to the University's problem resolution, student complaints, and grievance procedures are noted below:

## Problem Resolution, Student Complaints, and Grievance Procedures

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns should observe the following steps in seeking a resolution:

### ONLINE

**Step 1:** Communicate with the appropriate instructor or staff member or administrative manager.

**Step 2:** Communicate with their Academic Advisor.

**Step 3:** Communicate with the Dean of their academic program or administrative manager.

**Step 4:** Unresolved concerns may be brought to the attention of Kaplan University's Student Relations Group. Students may contact the Student Relations Group at the following email address: [studentrelations@kaplan.edu](mailto:studentrelations@kaplan.edu).

### ONSITE

**Step 1:** Communicate with the appropriate instructor or staff member.

**Step 2:** Communicate with the Program Coordinator.

**Step 3:** Communicate with the Campus Academic Dean.

**Step 4:** Contact the Campus President/Executive Director.

**Step 5:** Unresolved concerns may be brought to the attention of Kaplan University's Student Relations Group. Students may contact the Student Relations Group at the following email address: [studentrelations@kaplan.edu](mailto:studentrelations@kaplan.edu).

Retaliation against any student using this complaint process is strictly prohibited. A complaint of retaliation will promptly be investigated, will constitute separate charges, and will be handled in the same manner as discrimination and other grievance complaints.

**For Arizona residents only:** If the complaint cannot be resolved after exhausting Kaplan University's grievance procedures, 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's address is:

1400 West Washington Street, Room 260  
Phoenix, AZ 85007  
Tel: 602.542.5709  
Website: [www.ppse.az.gov](http://www.ppse.az.gov)

**For Missouri residents only:** The Missouri Department of Higher Education (MDHE) serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy can be found at [www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf](http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf). This web page contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the Department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

**Effective November 9, 2011: For New Mexico residents only:** If the complaint cannot be resolved after exhausting Kaplan University's grievance procedures, the student may file a complaint with the New Mexico Higher Education Department. Students may obtain the required forms and information to file the complaint at [www.hed.state.nm.us](http://www.hed.state.nm.us).

**For Wisconsin residents only:** Any questions or concerns about Kaplan University that have not been satisfactorily answered or resolved by the University should be directed to the Wisconsin Educational Approval Board. Their address is:

20 West Mifflin Street, 9th Floor  
P.O. Box 8696  
Madison, WI 53708-8696  
Tel: 608.266.1996  
Email: EABmail@eab.state.wi.us

**For students who reside in a state not listed above:** A complete list of state agencies to which students may direct questions, concerns, or complaints is provided as a supplement to the Catalog.

## ACADEMIC INFORMATION

The effective dates for changes to the University's definition of an academic year are noted below:

### Definition of an Academic Year

#### UNDERGRADUATE

Kaplan University defines an academic year as a period of time in which a full-time student is expected to complete three terms of instructional time. A full-time student is expected to complete at least 36 credit hours within the academic year.

#### GRADUATE

*(Effective May 16, 2012)*

**Master of Health Care Administration, Master of Public Administration, Master of Public Health, Master of Science in Criminal Justice, Master of Science in Educational Psychology, Master of Science in Environmental Policy, Master of Science in Health Education, Master of Science in Homeland Security and Emergency Management, Master of Science in Legal Studies, Master of Science in Nursing, and Master of Science in Psychology**

The University defines an academic year as a period of time in which a full-time student is expected to complete 24 credit hours in 30 weeks.

#### Standard Graduate Programs

The University defines an academic year as a period of time in which a full-time student is expected to complete 24 credit hours in 36 weeks.

#### Nonstandard Graduate Programs

Given the accelerated pace of nonstandard graduate programs, the University defines an academic year as a period of time in which a student is expected to complete 20 credit hours in 30 weeks.

#### STUDENT COURSE LOAD

Students can register for no more than 18 credits per term without approval from the Dean of their academic program or the Campus President. A credit overload may result in changes to tuition charges and financial aid awards. Certain programs may have their own specific policies governing student course loads, which can be found in the individual school sections of this Catalog.

The effective dates for changes to the University's dropping and adding courses policies are noted below:

### Dropping or Adding Courses

Students may drop or add courses according to the following guidelines:

#### DROPPING COURSES

The following guidelines apply to students who drop a course but remain enrolled in their program of study. Students who drop a course and, as a result, withdraw from their program should refer to the Kaplan University Refund Policy.

1. Provided students remain enrolled in their program, they may drop a course prior to or during the first 7 calendar days of the course without financial obligation.
2. Students who drop a course beyond the first 7 calendar days will incur 100 percent financial responsibility for the course.
3. Students not attending any one course will be administratively withdrawn from that course, or from the program.

Any of the above actions could affect the student's financial aid and it is ultimately the student's responsibility to determine his or her financial obligation ahead of time by contacting the Financial Aid Office.

#### Dropping Courses Due to Military Duties

Students who must drop or withdraw from courses due to receipt of military orders and, as a result, are unable to attend class for more than 14 days, will not be responsible for any tuition or fees incurred for the term in which the military order takes effect. Receipt of orders may include mobilization, activation, or a temporary duty assignment. Students must notify their Academic Advisor of receipt of orders, complete a Military Orders Drop/Withdraw form, and provide a fax or email copy of a valid order of duty. Please note, the above policy does not apply to the following situations:

1. Orders that result in a leave less than 14 days. Students will not be eligible for a military drop/withdraw waiver of expenses and should contact their instructor(s) for alternate assignments to be completed upon return from military activities.
2. Enrollment in subsequent terms that follow the issuance of orders. The military drop/withdrawal waiver of expenses is only valid for the term in which the military order takes effect. Students who are enrolled in subsequent terms will be subject to the standard Dropping Courses policy noted above.

#### ADDING COURSES

**Effective November 9, 2011:** Students may add a course through the end of the first week of classes based upon the availability of scheduling by the University. All schedule changes must be requested through the student's Academic Advisor (online)/Academic Services and reviewed by Financial Aid (onsite).

# ACADEMIC STANDARDS

The effective dates for changes to the University's academic grading system are noted below:

## Academic Grading System

### UNDERGRADUATE

**Effective November 9, 2011:** The grading system listed below is used for all undergraduate courses. Letter grades are used for transcripts only. Grades are based in part on participation in onsite class discussions and the online class discussion boards.

Students enrolled in the Practical Nursing Diploma program must achieve a minimum grade of "C" in all courses and attain a minimum CGPA of 2.0. Students enrolled in the Associate of Science in Nursing program must achieve a minimum grade of "C" in each of the major and core requirements of the program and attain a minimum CGPA of 2.5.

GRADES	POINTS	DEFINITION
A	4.0	Superior
A-	3.7	Superior
B+	3.3	Above Average
B	3.0	Above Average
B-	2.7	Above Average
C+	2.3	Average
C	2.0	Average
C-	1.7	Average
D+	1.3	Below Average
D	1.0	Below Average
F	0.0	Failure
AU		Audit
CC		Credit by Examination
EC		Experiential Credit
I		Incomplete
NR		Not Required
P		Pass
S		Satisfactory
TC		Transfer Credit
U		Unsatisfactory
W		Withdrawal

## School of Nursing Undergraduate Programs School of Health Sciences Undergraduate Courses (Effective May 16, 2012)

NUMERIC	GRADES	POINTS	DEFINITION
93-100	A	4.0	Superior
90-92.99	A-	3.7	Superior
87-89.99	B+	3.3	Above Average
83-86.99	B	3.0	Above Average
80-82.99	B-	2.7	Above Average
77-79.99	C+	2.3	Average
75-76.99	C	2.0	Average
74.99-0	F		Failure
	AU		Audit
	CC		Credit by Examination
	EC		Experiential Credit
	I		Incomplete
	NR		Not Required
	P		Pass
	S		Satisfactory
	TC		Transfer Credit
	U		Unsatisfactory
	W		Withdrawal

### GRADUATE

Note: Maintaining a 3.0 cumulative grade point average during the duration of the graduate program will be the minimum standard by which the total body of graduate-level work will be accepted.

GRADES	POINTS	DEFINITION
A	4.0	Superior
B	3.0	Above Average
C	2.0	Average
F	0.0	Failure
AU		Audit
GRADES	POINTS	DEFINITION
CC		Credit by Examination
I		Incomplete
P		Pass
S		Satisfactory
TC		Transfer Credit
U		Unsatisfactory
W		Withdrawal

**AU...Audit.** A student who chooses to audit a course will be assigned a grade of "AU." This grade will not affect the student's CGPA, and no credits are earned. This grade has no impact on a student's satisfactory academic progress (SAP) calculation.

**CC...Credit by Examination.** A student who has been granted credit for a Kaplan University Challenge Exam or the College Level Examination Program will be assigned a grade of "CC." This grade will not affect the student's CGPA. Other credit by examination approved by the University may also be represented by this grade.

**EC...Experiential Credit.** A student who has been granted credit for an internally reviewed Experiential Learning Portfolio will be assigned a grade of "EC." This grade has no impact on a student's CGPA.

**I...Incomplete.** This grade has no impact on a student's CGPA until a final grade is assigned. If a student does not complete the required classwork, assignments, and tests within the extension period, he or she will receive a grade of "0" for the incomplete work. The "0" will be averaged with the student's other grades to determine the final grade for the course.

**NR...Not Required.** Students receive a "NR" if they are not obligated to enroll in a course to complete their degree requirements. This grade has no impact on a student's CGPA.

**P, S, or U...Pass, Satisfactory, or Unsatisfactory.** These grades have no impact on a student's CGPA.

**TC...Transfer Credit.** Students transferring from another institution may be eligible for credit for courses they have already taken. A grade of "TC" will be given for transferred courses, and has no impact on a student's CGPA.

**W...Withdrawal.** Students receive a "W" if they withdraw during a course. This grade has no impact on a student's CGPA.

## FINANCIAL INFORMATION

The effective dates for changes to the University's enrollment status definitions are noted below:

### Enrollment Status

Kaplan University is required on different occasions to report the number of students in full-time or part-time status. A student's enrollment status can impact financial aid eligibility.

The U.S. Department of Veterans Affairs may have different definitions for full-time and part-time status. Students receiving veterans benefits should consult the University's Certifying Official.

#### UNDERGRADUATE

- Full-time: 12 credit hours per term
- Three-quarter-time: 9 credit hours per term
- Half-time: 6 credit hours per term

#### GRADUATE

*(Effective May 16, 2012)*

**Master of Health Care Administration, Master of Public Administration, Master of Public Health, Master of Science in Criminal Justice, Master of Science in Educational Psychology, Master of Science in Environmental Policy, Master of Science in Health Education, Master of Science in Homeland Security and Emergency Management, Master of Science in Legal Studies, Master of Science in Nursing, and Master of Science in Psychology**

- Full-time: 8 credit hours per term
- Three-quarter-time: 6 credit hours per term
- Half-time: 4 credit hours per term

#### Nonstandard Graduate Programs

- Full-time: 4 credit hours per term
- Three-quarter-time: 3 credit hours per term
- Half-time: 2 credit hours per term

Effective dates for changes to the Financial Aid Services section are noted below:

### Financial Aid Services

Prior to enrolling at Kaplan University, applicants are encouraged to explore all options available to them for financing their education including employer or military tuition assistance or reimbursement, veterans benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is provided by the University Financial Aid Office to help students and their families understand their options. The University is approved for the following loans and grants:

#### Federal Grants (undergraduate only)

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant Program
- Academic Competitiveness Grant (ACG)
- National SMART Grant (specifically identified degree programs only)

#### State Grants (undergraduate only)

- *Effective May 16, 2012:* Arizona Leveraging Educational Assistance Partnership (AzLEAP) (Arizona residents)
- Florida Scholarship for Children and Spouses of Deceased or Disabled Veterans and Servicemembers (Florida residents)
- Florida Bright Futures Scholarship Program (Florida residents)
- Florida Post-Secondary Student Assistance Grant (Florida residents)
- Florida José Martí Scholarship Challenge Grant Fund (Florida residents)
- State of Iowa Scholarship Program (Iowa residents)
- Iowa Tuition Grant (Iowa residents)
- Iowa Grant (Iowa residents)
- Iowa National Guard (Iowa residents)
- Maine State Grant (Maine residents—onsite only)
- Nebraska State Grant (Nebraska state residents—onsite only)
- Rhode Island State Grant (Rhode Island residents)
- Vermont State Grant (Vermont residents)

#### Other Grants (undergraduate only)

- *Effective April 27, 2012:* Kaplan University 75th Anniversary Grant\*

### Loans (available to all students, subject to eligibility requirements)

- Subsidized Federal Stafford Loan
- Unsubsidized Federal Stafford Loan
- Federal PLUS Loan
- Alternative Loans

### Work Study (undergraduate only)

- Federal Work Study Program
- State Work Study Program

### Other Agencies or Programs (undergraduate and graduate)

- Promise Jobs
- Veterans Administration Benefits
- Workforce Development Center
- Workforce Investment Act<sup>†</sup>
- Division of Vocational Rehabilitation
- Defense Activity for Non-Traditional Education Support (DANTES)
- Canadian financial assistance may be available to those who qualify

\*Available to eligible students May 16, 2012

<sup>†</sup>The University may be eligible to be an approved training provider for Workforce Investment Act (WIA) student aid. Students must contact their local WIA One-Stop Centers or their Local Workforce Investment Boards to determine training program eligibility.

Students who receive loans to pay for their course of instruction must realize that it is their responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of such agencies. Although the University will assist a student in completing the necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

Some alternative loans are only available to pay any direct tuition charges that are not covered by a student's federal, state, or institutional funding. Students are encouraged to take advantage of federal Title IV funding before making application toward the alternative loan programs. Students and, when applicable, their parents have the right and ability to choose any lender they wish, and the University does not require that any loans be obtained from any particular lender or source.

The addition of the Withdrawal After Commencement of Classes: Iowa Residents section of the Refund Policy is effective June 27, 2012:

## Refund Policy

### WITHDRAWAL AFTER COMMENCEMENT OF CLASSES

The effective withdrawal date for a student shall be the date on which any of the following occur:

1. The date the student notifies the University of withdrawal or the date of withdrawal, whichever is earlier
2. The beginning date of any term in which a student fails to start classes
3. The first business day following any 21 consecutive calendar days of absences (not including breaks); or, for any student whose loan period begins on or after July 1, 2011, the last date of attendance once the student accumulates any 21 consecutive calendar days of absences (not including breaks)
4. The date when the University terminates the student's enrollment; or, for any student whose loan period begins on or after July 1, 2011, the last date of attendance prior to the date when the University terminates the student's enrollment
5. The date that the student is scheduled to return from a leave of absence and fails to do so

All refunds due will be made within 30 days of the student's effective withdrawal date. The last date of attendance is used in calculating any refund amount.

Note: students conditionally admitted in their first term shall be subject to the Refund Policy detailed above. Such students who elect to continue beyond the first 5 weeks (3 weeks for students who entered the University during a midterm start), and are fully accepted in their programs, shall be responsible for the full tuition amount for that term.

Continuing students, students who are not conditionally admitted, and/or conditionally admitted students who have met the conditions of their admission and have been fully accepted into their programs are subject to the Kaplan University Refund Policy and the Tuition Refund Chart. Indiana, Tennessee, and Wisconsin residents should refer to their state-specific Enrollment Agreement. International students should refer to their international Enrollment Agreement.

The below Tuition Refund Chart does not apply to students conditionally admitted in their first term.

STUDENTS WITHDRAWING	REFUND
Prior to the first day of the term*	100% Tuition
During the first 6 calendar days of the first term (first-time students only)	100% Tuition
During the first day through 10% of the term	90% Tuition <sup>†</sup>
After more than 10% and through 25% of the term	50% Tuition <sup>†</sup>
After more than 25% and through 50% of the term	25% Tuition <sup>†</sup>
After more than 50% and through 100% of the term	0% Tuition

\*Day 7 for Florida residents.

<sup>†</sup>Less \$100 Administrative Fee

### WITHDRAWAL AFTER COMMENCEMENT OF CLASSES: IOWA RESIDENTS

For all students attending an Iowa Kaplan University campus or Iowa residents attending Kaplan University online the following refund policy shall apply:

Prior to the first day of the term	100% Tuition
During the first 6 calendar days of the first term (first-time students only)	100% Tuition

For the remainder of the term until completion, the tuition refund will be calculated as follows:

Number of scheduled school days remaining in the term/number of scheduled school days in the term multiplied by the total tuition multiplied by 90%.

A term is considered completed if a student receives a letter grade for any class and no tuition refund will be granted.

No administrative fee will be charged to a student who withdraws from Kaplan University.

Effective dates for changes to the Scholarships section are noted below:

## Scholarships

Kaplan University awards scholarships, awards, and discounts for a variety of reasons, including, but not limited to, merit, military service, need, and to assist students in the acceleration of their academic program. Scholarships and awards have specific requirements that must be met. Not all scholarships and awards are available on a continuous basis or at all locations, and all are subject to changes in criteria and funding.

### ONLINE

Interested students should contact their Admissions Advisor for additional information on scholarships or refer to [online.kaplanuniversity.edu/Pages/Scholarships.aspx](http://online.kaplanuniversity.edu/Pages/Scholarships.aspx). The University is pleased to offer the following scholarships for qualified students:

- **Effective April 27, 2012:** The Kaplan University Achievement Scholarship
- The Kaplan University Accelerated Scholars Award
- **Effective May 16, 2012:** The Kaplan University Associate's-to-Bachelor's Completion Scholarship
- **Effective November 9, 2011:** The Kaplan University Bridge Scholarship
- The Kaplan University Criminal Justice, Fire Science, and Emergency Services Scholarship
- **Effective April 27, 2012:** The Kaplan University Employment Bridge Scholarship\*
- **Effective April 27, 2012:** The Kaplan University Single-Parent Scholarship\*
- The Kaplan University Success Scholarship
- The Phi Theta Kappa Scholarship

\*Available to eligible students May 16, 2012.

### ONSITE

Interested students should see their campus representative for a full listing of scholarships, awards, and discounts offered at each location.



# Undergraduate Programs

## College of Arts and Sciences

The effective dates for changes to the College of Arts and Sciences' admissions requirements are noted below:

### Admission Requirements

In addition to the general Kaplan University admissions requirements, the College of Arts and Sciences has specific requirements for the following programs:

#### BACHELOR OF SCIENCE IN EARLY CHILDHOOD DEVELOPMENT

**Effective February 1, 2012:** Students who enroll in the Bachelor of Science in Early Childhood Development program at a campus in the state of Maine must pass a background check by the end of the first term. Students who do not pass a background check or who fail to complete a background check by the end of the first term of enrollment will be withdrawn from the program and will not owe any financial obligation to the University except for the application fee, which is nonrefundable. In addition to the background check conducted during the first term, students choosing a placement at any student teaching site will be subject to a second background check prior to that placement.

#### BACHELOR OF SCIENCE IN PROFESSIONAL STUDIES

Prior to enrollment, students applying for admission to the Bachelor of Science in Professional Studies program must submit an unofficial transcript indicating previously earned college credit from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the fifth week of classes, students must provide the University with an official copy of the transcript. If an official transcript is not submitted by the end of the fifth week of classes, the student will be blocked from classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

Students without prior college credit may gain entry to the program if they possess prior learning from work or other experience that can be evaluated by the University and applied to degree requirements. Students interested in this option should contact their Admissions Advisor for more information on qualifying for experiential learning credit.

Students who do not possess either prior college credit or prior learning from work or other experience, but who feel qualified to enter this program, can appeal to the Dean of the College of Arts and Sciences or the Department Chair of the program.

#### ASSOCIATE OF APPLIED SCIENCE IN EDUCATIONAL PARAPROFESSIONAL

**Effective February 1, 2012:** Students who enroll in the Associate of Applied Science in Educational Paraprofessional program at a campus in the state of Maine must pass a background check by the end of the first term. Students who do not pass a background check or who fail to complete a background check by the end of the first term of enrollment will be withdrawn from the program and will not owe any financial obligation to the University except for the application fee, which is nonrefundable. In addition to the background check conducted upon

enrollment in or during the first term, students choosing a placement at any practicum or externship site will be subject to a second background check prior to that placement.

#### APPLIED BEHAVIORAL ANALYSIS POSTBACCALAUREATE CERTIFICATE

Prior to enrollment, students applying for admission to the Applied Behavioral Analysis Postbaccalaureate Certificate program must submit an unofficial transcript indicating receipt of a bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the fifth week of classes, students must provide the University with an official copy of the transcript. If an official transcript is not submitted by the end of the fifth week of classes, the student will be blocked from classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

The effective dates for changes to the College of Arts and Sciences' progression requirements are noted below; effective May 16, 2012, the Accelerated Master of Science in Fire and Emergency Services Option will be discontinued:

### Progression Requirements

In addition to the general undergraduate student progression requirements, the College of Arts and Sciences has specific requirements for the following programs:

#### BACHELOR OF SCIENCE IN COMMUNICATION

1. Students enrolled in the Bachelor of Science in Communication program must achieve a minimum grade of "C" or better in both CM 107: College Composition I and CM 220: College Composition II.
2. If required to take the course, students enrolled in the Advanced Start Bachelor of Science in Communication degree option must achieve a minimum grade of "C" or better in CM 220: College Composition II.

#### BACHELOR OF SCIENCE IN EARLY CHILDHOOD DEVELOPMENT

**Effective February 1, 2012:** In addition to the background check identified in the admissions requirements for the program, students enrolled in the Bachelor of Science in Early Childhood Development program at a campus in the state of Maine who wish to complete the student teaching option must complete an additional criminal background check prior to placement at a student teaching site. Students who are unable to pass a criminal background check prior to placement at a student teaching site will be dismissed from the program.

In addition, students who choose the student teaching option within the degree plan must successfully pass specified professional competency exams prior to being eligible for student teaching placement.

## ACCELERATED MASTER'S DEGREE OPTIONS

### Accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology Option

Eligible students enrolled in the Bachelor of Science in Psychology program who wish to continue on to pursue a Kaplan University Master of Science in Psychology may take the following graduate-level psychology courses in place of open electives:

- PS 501: Foundations of Professional Psychology
- PS 502: Ethics and Standards of Professional Psychology
- PS 504: Advanced Research Methods
- PS 506: Life Span Development

In order to qualify for the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option, undergraduate students must meet the following criteria:

1. Students must have completed between 100 and 145 quarter credit hours in the Bachelor of Science in Psychology program, including any credits received for prior learning. Students enrolled in the advanced start degree option must have completed a minimum of 55 quarter credit hours at the University.
2. Students must have at least 20 credits of open electives available in their degree plan.
3. Students must possess a minimum cumulative GPA of 3.0.
4. Students must obtain a grade of "B" or above in each of the above-listed courses.
5. Students must submit an essay that details career goals and associated reasons for enrolling in the Master of Science in Psychology program.

Students should consult with their Academic Advisor to ensure that they are eligible for this option and should discuss any financial aid implications with their Financial Aid Officer.

Students who select this option may be required to take additional courses to fulfill the requisite 180 credits necessary to complete a Kaplan University bachelor's degree.

Upon successful completion of the Bachelor of Science in Psychology program, students may apply for entry to the University's Master of Science in Psychology program. If accepted, students will transfer in the above-listed graduate courses and matriculate into a shortened version of the master's degree program.

### Bachelor of Science in Public Administration Accelerated Master's Degree Options

*(Effective May 16, 2012)*

Eligible students enrolled in the Bachelor of Science in Public Administration and Policy program who wish to continue on to pursue a Kaplan University Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Legal Studies, Master of Science in Homeland Security and Emergency Management, or Master of Science in Environmental Policy may choose to complete one of the below accelerated master's degree options.

In order to qualify for an accelerated master's degree option, students must meet the following criteria:

1. Students must possess and maintain a minimum cumulative GPA of 3.0.
2. Students must obtain a grade of "B" or above in each of the master's-level courses.
3. Students must have completed a minimum of 135 quarter credit hours in the Bachelor of Science in Public Administration and Policy program including any credits received for prior learning. Students enrolled in the advanced start degree option must have completed a minimum of 45 quarter credit hours at the University.

Please refer to the individual sections below for additional requirements.

Upon successful completion of the Bachelor of Science in Public Administration and Policy program, students may apply for entry to the relevant Kaplan University master's degree program. If accepted, students will transfer in the graduate courses completed as part of their undergraduate program and matriculate into a shortened version of the master's degree program.

Students should consult with their Academic Advisor to ensure that they are eligible for an accelerated master's degree option and should discuss any financial aid implications with their Financial Aid Officer.

Students who select an accelerated master's degree option may be required to take additional courses to fulfill the requisite 180 credits necessary to complete a Kaplan University bachelor's degree.

### Accelerated Master of Public Administration Option

Eligible students enrolled in the Bachelor of Science in Public Administration and Policy program who wish to continue on to pursue a Kaplan University Master of Public Administration may take the following graduate-level courses in place of open electives:

- PP 500: Public Administration and Management
- PP 510: Leadership in the Public Sector
- PP 520: Finance and the Administration of Public Funds
- PP 530: Human Resource Management in the Public Sector

In addition to the general requirements, students must have at least 20 credits of open electives available in their degree plan.

### Accelerated Master of Science in Criminal Justice Option

Eligible students enrolled in the Bachelor of Science in Public Administration and Policy program who wish to continue on to pursue a Kaplan University Master of Science in Criminal Justice may take the below graduate-level courses in place of open electives. Students enrolled in the Master of Science in Criminal Justice program will choose to complete a thesis, comprehensive exam, or applied research track of study.

#### *Thesis or Comprehensive Exam Track*

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 501: Criminological Theory
- CJ 502: Research Methodology
- CJ 526: Academic and Professional Communications in Public Safety

#### *Applied Research Track*

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 501: Criminological Theory
- CJ 503: Organizational Behavior
- CJ 526: Academic and Professional Communications in Public Safety

### Accelerated Master of Science in Environmental Policy Option

Eligible students enrolled in the Bachelor of Science in Public Administration and Policy program who wish to continue on to pursue a Kaplan University Master of Science in Environmental Policy may take the following graduate-level courses in place of open electives:

- EM 500: Environmental Foundations and Principles
- EM 520: Environmental Law and Policy
- EM 530: Environmental Risk Assessment
- PP 510: Leadership in the Public Sector

### Accelerated Master of Science in Homeland Security and Emergency Management Option

Eligible students enrolled in the Bachelor of Science in Public Administration and Policy program who wish to continue on to pursue a Kaplan University Master of Science in Homeland Security and Emergency Management may take the following graduate-level courses in place of open electives:

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 526: Academic and Professional Communications in Public Safety
- HM 500: Crisis and Emergency Management Fundamentals
- HM 501: Homeland Security Policies, Principles, Procedures, and Plans

#### Accelerated Master of Science in Legal Studies Option

Eligible students enrolled in the Bachelor of Science in Public Administration and Policy program who wish to continue on to pursue a Kaplan University Master of Science in Legal Studies may take the following graduate-level courses in place of open electives:

- LS 500: Legal Methods and Process
- LS 501: Ethics and the Professional
- LS 502: Legal Research, Analysis, and Writing
- LS 503: Jurisprudence and Legal History

#### ASSOCIATE OF APPLIED SCIENCE IN EDUCATIONAL PARAPROFESSIONAL

**Effective February 1, 2012:** In addition to the background check identified in the admissions requirements for the program, students enrolled in the Associate of Applied Science in Educational Paraprofessional program at a campus in the state of Maine must complete an additional criminal background check prior to placement at an externship site. Students who are unable to pass a criminal background check prior to placement at a site will be dismissed from the program.

#### APPLIED BEHAVIORAL ANALYSIS POSTBACCALAUREATE CERTIFICATE

Students enrolled in the Applied Behavioral Analysis Postbaccalaureate Certificate program will have all course-level prerequisites waived.

The effective dates for changes to the Certificate, State Board, and National Board Exams section are noted below:

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

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Although certain programs are designed to prepare students to take various certification and licensing exams, Kaplan University cannot guarantee students will be eligible to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

#### BACHELOR OF SCIENCE IN EARLY CHILDHOOD DEVELOPMENT

**Effective February 1, 2012:** Students enrolled in the Bachelor of Science in Early Childhood Development program at a Maine campus and who are interested in seeking state of Maine early childhood and/or special education teacher certifications must successfully complete any required student teaching hours and additional specified electives to meet state certification eligibility requirements. Some certification options require an additional term of full-time student teaching for eligibility.

Students interested in pursuing state of Maine certifications should contact the Kaplan University, Maine Department Chair. For additional information on certification options and requirements, contact the State of Maine Department of Education:

State of Maine Department of Education  
23 State House Station  
Augusta, ME 04333  
Tel: 207.624.6603  
Email: cert.doe@maine.gov  
Website: www.maine.gov/education/cert

#### BACHELOR OF SCIENCE IN HUMAN SERVICES AND ASSOCIATE OF APPLIED SCIENCE IN HUMAN SERVICES

The Bachelor of Science in Human Services program and the Associate of Applied Science in Human Services program are members of the Council for Standards in Human Service Education (CSHSE); however, they are not accredited by this agency.

While the Bachelor of Science in Human Services program and the Associate of Applied Science in Human Services program are designed to prepare students academically to pursue a variety of careers in the field or in related fields and to pursue advanced education, the programs do not allow students to sit for the exam to become Human Services—Board Certified Practitioners (HS-BCP™). Students must meet post-degree experience requirements in order to sit for the examination.

#### BACHELOR OF SCIENCE IN PSYCHOLOGY AND APPLIED BEHAVIORAL ANALYSIS POSTBACCALAUREATE CERTIFICATE

The Behavior Analyst Certification Board, Inc.® (BACB®) has approved the following course sequence as meeting the coursework requirements for eligibility to take the Board Certified Assistant Behavior Analyst Examination™:

- PS 340: Exceptional Needs Children
- PS 360: Applied Behavioral Analysis I
- PS 365: Applied Behavioral Analysis II
- PS 410: Screening and Assessment
- PS 430: Program Design and Evaluation

To become certified, students will need to obtain the necessary number of hours of field experience under an appropriate supervisor, as required by the BACB, meet additional degree and practicum requirements, and must also pass the comprehensive exam.

The Behavior Analyst Certification Board can be contacted at:

Behavior Analyst Certification Board  
2888 Remington Green Lane, Suite C  
Tallahassee, FL 32308  
Tel: 850.765.0905

The professional practice of psychology is regulated by each state, and the degree requirements in Kaplan University's Bachelor of Science in Psychology program and the Applied Behavioral Analysis Postbaccalaureate Certificate program do not guarantee or prepare graduates for state licensure.

### Programs No Longer Accepting Enrollments

Effective February 1, 2012, Kaplan University will no longer accept enrollments for the Associate of Applied Science in Public Administration.

The following program changes are effective February 1, 2012:

## XXXI. Bachelor of Science in Early Childhood Development

The Bachelor of Science in Early Childhood Development program is a nonlicensure program designed to prepare students to work in early childhood settings with children from birth through age 8. Foundation coursework concentrates on growth and development, applied theory, ethics and professionalism, children in the inclusive classroom, health and nutrition, and lesson planning and implementation.

The Bachelor of Science in Early Childhood Development program adheres to National Association for the Education of Young Children's (NAEYC) standards.

The course curriculum blends theory and practice to help meet the needs of students. The degree provides a general education foundation in ethics, critical thinking, and communication skills to support roles and responsibilities in diverse learning environments.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Early Childhood Development program consists of a minimum of 180 quarter credit hours. Students enrolled at a Maine campus who choose the student teaching option may be required to complete up to 192 quarter credit hours, which includes 18 quarter credit hours of student teaching. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### ADVANCED START DEGREE OPTION

Kaplan University offers the Advanced Start Bachelor of Science in Early Childhood Development degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

## Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
CE 100: Preparing for a Career in Early Childhood Development OR CS 121: Pathways to Academic Success*	5
CE 101: Introduction to Early Childhood Education	5
CE 114: Early Childhood Development	5
CE 215: Early Childhood Curriculum Planning	5
CE 220: Child Safety, Nutrition, and Health	5
CE 230: Creative Activities for Young Children	5
CE 240: Young Children With Special Needs	5
CM 206: Interpersonal Communications	5
PS 124: Introduction to Psychology OR SS 144: Sociology	5
CE 300: Observation and Assessment in Early Childhood	6
CE 310: Children's Literacy	6
CE 320: Language Development in the Young Child	6
CE 330: Teaching Across Content—Math, Science, and Sociology for Young Children	6
CE 410: Teaching Art and Music in Early Childhood	6
CE 420: Curriculum Development	6
CE 430: Learning Through Play in the Inclusive Classroom	6
CE 499: Bachelor's Capstone in Early Childhood Development OR CE 497: Student Teaching Part A <sup>†</sup>	6
CE 498: Student Teaching Part B <sup>‡</sup>	12
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>93 OR 105</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	54
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>54</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180 OR 192</b>

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## Curriculum

Courses	Credits
<b>ADVANCED START BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS</b>	
Comparable Associate's or Bachelor's Degree <sup>§</sup>	
TOTAL PRIOR DEGREE CREDITS	90
<b>PREREQUISITE REQUIREMENTS</b>	
CE 101: Introduction to Early Childhood Education	
CE 215: Early Childhood Curriculum Planning	
CE 240: Young Children With Special Needs	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
TOTAL CORE REQUIREMENTS	18
<b>MAJOR REQUIREMENTS</b>	
CE 300: Observation and Assessment in Early Childhood	6
CE 310: Children's Literacy	6
CE 320: Language Development in the Young Child	6
CE 330: Teaching Across Content—Math, Science, and Sociology for Young Children	6
CE 410: Teaching Art and Music in Early Childhood	6
CE 420: Curriculum Development	6
CE 430: Learning Through Play in the Inclusive Classroom	6
CE 499: Bachelor's Capstone in Early Childhood Development OR	
CE 497: Student Teaching Part A <sup>†</sup>	6
CE 498: Student Teaching Part B <sup>‡</sup>	12
TOTAL MAJOR REQUIREMENTS	48 OR 60
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	24
TOTAL OPEN ELECTIVE REQUIREMENTS	24
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180 OR 192</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take CE 100: Preparing for a Career in Early Childhood Development.

†Online students will take CE 499: Bachelor's Capstone in Early Childhood Development.

‡Student teaching is an optional component of the degree plan and is only available to students enrolled at a Maine campus. Some early childhood/special education teacher certification options in the state of Maine require an additional term of student teaching. Students who choose to complete the student teaching option may complete CE 497: Student Teaching Part A and CE 498: Student Teaching Part B for a program total of 192 quarter credit hours.

§Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

The following changes to the program description are effective May 16, 2012; additional program changes are effective November 9, 2011:

## **XXV. Bachelor of Science in Public Administration and Policy**

Government and the public sector have increasingly become major players in nearly every facet of society. Knowledge of and skills in government process, policy, procedure, and the law may be essential for success in a wide variety of jobs.

The Bachelor of Science in Public Administration and Policy program focuses on the study of organization, structure, and processes of government through an interdisciplinary lens and is designed to help students develop an understanding of the issues and challenges confronting society locally, nationally, and globally. With that understanding, students study the process of policy development and implementation through direct government action as well as public and private interaction. This includes not only the structure and processes of the government, but the economics of public administration, the evolution of both law and policy, and the tools used to implement those policies. In addition, the program is designed to help students develop an understanding of the environment and processes in which public policy is formulated and implemented, the goals of public policy, methods and tools used to evaluate and design policy, and how the economy works.

The Bachelor of Science in Public Administration and Policy program offers students the flexibility to join a wide variety of topics to create a study of these issues in an interdisciplinary fashion.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Public Administration and Policy program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **ACCELERATED MASTER'S DEGREE OPTIONS**

High-potential students who are interested in fast-tracking their educational goal of earning both a bachelor's and master's degree should consider the accelerated Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Environmental Policy, Master of Science in Homeland Security and Emergency Management, or Master of Science in Legal Studies option. Eligible students will work toward completion of the Bachelor of Science in Public Administration and Policy program while simultaneously completing core courses in their graduate program of choice. Upon successful completion of the undergraduate program, students may apply for entry to the applicable master's degree program. Once accepted, students will transfer in the graduate-level courses completed as part of the undergraduate program and will complete the remaining courses to earn a master's degree.

### **ADVANCED START DEGREE OPTION**

Kaplan University offers the Advanced Start Bachelor of Science in Public Administration and Policy degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative

program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

### **Program Outcomes**

#### **General Education Literacy Outcomes**

1. Communications: Demonstrate college-level communication through a variety of media.
2. Mathematics: Apply quantitative reasoning to real-world situations.
3. Science: Analyze how scientific principles are applied in real-world contexts.
4. Social Science: Critically evaluate the social or psychological issues that impact human behavior.
5. Arts and Humanities: Recognize human potential through a study of human expressions.
6. Research and Information: Apply methods for finding, evaluating, and using resources.
7. Ethics: Identify, apply, and evaluate ethical reasoning.
8. Critical Thinking: Apply critical thinking to real-life situations.
9. Technology Literacy: Use information technology to solve real-world problems and communicate effectively.

#### **Discipline-Specific Outcomes**

1. Research: Apply methods and tools to analyze primary and secondary sources of information and data.
2. Communications: Communicate through a variety of media.
3. The Evolution of Policy: Analyze how public policy is developed and evaluated.
4. The Economics of Public Administration and Policy: Analyze funding and financing.
5. The Structure and Organization of Government: Assess the organization and structure of governmental organizations in the context of administration and policy.
6. Leadership: Apply ethical principles to leadership in public administration.

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## Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
LS 100: Eight Skills of the Effective Legal Studies Student	5
BU 204: Macroeconomics	5
MM 207: Statistics	5
PP 101: Introduction to Public Administration	5
PP 105: Introduction to State and Local Government	5
PP 110: Ethics and Public Administration	5
PP 201: Introduction to Policy Making	5
PP 205: Introduction to Administrative Law	5
PP 220: Socially Responsible Leadership	5
LS 305: Constitutional Law	6
PP 301: Public Policy Analysis	6
PP 310: Finance and Budgeting in the Public Sector	6
PP 410: The Oversight and Administration of Public Funds	6
PP 420: Private and Public Sector Partnerships	6
PP 430: Planning for Economic Growth and Development	6
PP 450: Program Evaluation OR	6
PP 460: Grant Writing	6
PP 499: Bachelor's Capstone in Public Administration and Policy	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>93</b>
<b>OPEN ELECTIVE REQUIREMENTS*</b>	
100/200-level: Open Electives	30
300/400-level: Open Electives	24
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>54</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

## Curriculum

Courses	Credits
<b>ADVANCED START BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS</b>	
Comparable Associate's or Bachelor's Degree <sup>†</sup>	
<b>TOTAL PRIOR DEGREE CREDITS</b>	<b>90</b>
<b>PREREQUISITE REQUIREMENTS</b>	
200-level: Composition Course	
MM 207: Statistics <sup>‡</sup>	
PP 101: Introduction to Public Administration	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>18</b>
<b>MAJOR REQUIREMENTS</b>	
LS 305: Constitutional Law	6
PP 301: Public Policy Analysis	6
PP 310: Finance and Budgeting in the Public Sector	6
PP 410: The Oversight and Administration of Public Funds	6
PP 420: Private and Public Sector Partnerships	6
PP 430: Planning for Economic Growth and Development	6
PP 450: Program Evaluation OR	6
PP 460: Grant Writing	6
PP 499: Bachelor's Capstone in Public Administration and Policy	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>48</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
300/400-level: Open Electives*	24
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>24</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

<sup>†</sup>Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

<sup>‡</sup>Advanced start students need to satisfy the prerequisite requirements for MM 207: Statistics. Students who do not possess prior learning credit comparable to the required prerequisite courses will need to complete courses beyond the minimum degree requirements.

Effective February 1, 2012, Kaplan University will no longer accept enrollments for the Associate of Applied Science in Public Administration; the following program changes are effective November 9, 2011:

## XXVI. Associate of Applied Science in Public Administration

Government and the public sector have increasingly become major players in nearly every facet of society. Knowledge of and skills in government process, policy, procedure, and the law are essential for success in a wide variety of jobs.

The Associate of Applied Science in Public Administration program focuses on the study of organization, structure, and processes of government through an interdisciplinary lens. The program is designed to introduce students to the basic topics of public administration and policy and the fundamentals of government process and organization and how these interact with the law. Students study the basic economic principles that are a part of public administration. In addition, the program is designed to help students develop an understanding of the environment and processes in which public policy is formulated and implemented, the goals of public policy, methods and tools used to evaluate and design policy, and how the economy works.

Graduates of the program may pursue entry-level positions in the public and private sectors. This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The Associate of Applied Science in Public Administration program consists of a minimum of 90 quarter credit hours. Upon successful completion of the program, graduates will be awarded an associate of applied science degree.

### Program Outcomes

#### General Education Literacy Outcomes

1. Communications: Demonstrate college-level communication through a variety of media.
2. Mathematics: Apply quantitative reasoning to real-world situations.
3. Science: Analyze how scientific principles are applied in real-world contexts.
4. Social Science: Critically evaluate the social or psychological issues that impact human behavior.
5. Arts and Humanities: Recognize human potential through a study of human expressions.
6. Research and Information: Apply methods for finding, evaluating, and using resources.
7. Ethics: Identify, apply, and evaluate ethical reasoning.
8. Critical Thinking: Apply critical thinking to real-life situations.
9. Technology Literacy: Use information technology to solve real-world problems and communicate effectively.

#### Discipline-Specific Outcomes

1. Research: Apply methods and tools to analyze primary and secondary sources of information and data.
2. Communications: Communicate through a variety of media.
3. The Economics of Public Administration and Policy: Analyze funding and financing.
4. The Structure and Organization of Government: Assess the organization and structure of governmental organizations.
5. Leadership: Apply ethical principles to leadership in public administration.

## Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>15</b>
<b>MAJOR REQUIREMENTS</b>	
LS 100: Eight Skills of the Effective Legal Studies Student	5
AB 204: Macroeconomics	5
PP 101: Introduction to Public Administration	5
PP 105: Introduction to State and Local Government	5
PP 110: Ethics and Public Administration	5
PP 201: Introduction to Policy Making	5
PP 205: Introduction to Administrative Law	5
PP 299: Associate's Capstone in Public Administration	5
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>40</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	35
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>35</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>90</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.



# School of Business and Management

The following changes to the School of Business and Management's mission statement are effective November 9, 2011:

## Mission Statement

Our mission is to develop the talents of career-focused students to help them succeed in increasingly complex, diverse, and global business environments. Faculty is composed of practitioners and scholars who focus on classroom innovation and intellectual contribution. Kaplan University's learner-centered education empowers students to apply their skills immediately to become insightful ethical decision makers and leaders.

The effective dates for changes to the Certificate, State Board, and National Board Exams section are noted below:

## Certification, State Board, and National Board Exams

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Although certain programs are designed to prepare students to take various certification and licensing exams, Kaplan University cannot guarantee students will be eligible to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

## BACHELOR OF SCIENCE IN ACCOUNTING

**Effective May 16, 2012:** Students who complete the degree will be on their way to meeting the educational requirements to be eligible to sit for the Uniform CPA Examination. Individual state requirements regarding the Uniform CPA Examination vary by state and may change from time to time. To sit for the CPA Exam in most states, there is an educational requirement of 150 semester hours or 225 quarter credit hours. The Bachelor of Science in Accounting program is 180 quarter credit hours (120 semester hours). Students may need to take additional courses at the undergraduate or graduate level to meet individual state requirements. Thus, Kaplan University makes no representations or warranties as to whether the degree program or any individual courses meet specific state requirements. The University suggests and encourages its students to research independently the requirements in any state where they intend to seek licensure.

## HUMAN RESOURCES POSTBACCALAUREATE CERTIFICATE

Students who complete the certificate program may be eligible to take the Professional in Human Resources (PHR) certification exam.

## COMMITTEE ON NATIONAL SECURITY SYSTEMS CERTIFICATIONS

Students who, as a part of their degree plan requirements, successfully complete MT 300: Management of Information Systems, MT 460: Management Policy and Strategy, and IT 331: Technology Infrastructure are eligible to receive the following certifications from the Committee on National Security Systems (CNSS):

- Information Systems Security (INFOSEC) Professionals, NSTISSI-4011 Certificate
- Senior Systems Managers, CNSSI-4012 Certificate

Courses taken outside a student's degree plan are not eligible for federal financial aid. Therefore, students who wish to take additional courses to receive the CNSS certifications, but do not have sufficient open electives in their degree plan, will be required to make other financial arrangements to pay for the course(s). Students can contact the Kaplan University Financial Aid Office to inquire about alternative funding.

# SCHOOL OF BUSINESS AND MANAGEMENT BACHELOR'S DIVISION

The following program changes are effective May 16, 2012:

## XXVIII. Bachelor of Science in Accounting

The Bachelor of Science in Accounting program is designed to prepare students for entry into the accounting profession. Students who complete the degree will be on their way to meeting the educational requirements to be eligible to sit for the Uniform CPA Examination. To sit for the CPA Exam in most states, there is an educational requirement of 150 semester hours or 225 quarter credit hours. The Bachelor of Science in Accounting program is 180 quarter credit hours (120 semester hours). Students may need to take additional courses at the undergraduate or graduate level to meet individual state requirements. As an example, the Texas State Board of Accountancy requirements state, "15 hours require physical attendance on campus; 2 credit hours required in accounting or taxation research and analysis." (AICPA. September 16, 2011. This Way to CPA. State Requirements: Texas State Board of Public Accountancy. Retrieved April 11, 2012, from [www.thiswaytocpa.com/exam-licensure/state-requirements/TX/.](http://www.thiswaytocpa.com/exam-licensure/state-requirements/TX/))

Individual state requirements regarding the Uniform CPA Examination vary by state and may change from time to time. Thus, the University makes no representations or warranties as to whether the degree program or any individual courses meet specific state requirements. The University suggests and encourages its students to research independently the requirements in any state where they intend to seek licensure.

While the courses in the program may provide the knowledge necessary to sit for this exam, Kaplan University cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of this Catalog for further guidance.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Accounting program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### EMPHASIS AREAS

In addition to the required core and major courses, students can elect to further specialize their degree with one of four emphasis areas. The emphasis areas available are public accountancy, managerial accountancy, tax accountancy, and auditing/forensic accountancy.

### ADVANCED START DEGREE OPTION

Kaplan University offers the Advanced Start Bachelor of Science in Accounting degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students to join the workforce with the skills they may need to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

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## Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
AC 114: Accounting I	5
AC 116: Accounting II	5
AC 239: Managerial Accounting	5
AC 256: Federal Tax	5
BU 204: Macroeconomics	5
BU 224: Microeconomics	5
MM 255: Business Math	5
100/200-level: Major Elective	5
AC 300: Intermediate Accounting I	6
AC 301: Intermediate Accounting II	6
LS 311: Business Law	6
300/400-level: Major Electives	24
AC 499: Bachelor's Capstone in Accounting	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

## Curriculum

Courses	Credits
<b>ADVANCED START BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS</b>	
Comparable Associate's or Bachelor's Degree*	
<b>TOTAL PRIOR DEGREE CREDITS</b>	<b>90</b>
<b>PREREQUISITE REQUIREMENTS</b>	
AC 114: Accounting I	
AC 116: Accounting II	
AC 239: Managerial Accounting	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>18</b>
<b>MAJOR REQUIREMENTS</b>	
AC 300: Intermediate Accounting I	6
AC 301: Intermediate Accounting II	6
LS 311: Business Law	6
300/400-level: Major Electives	24
AC 499: Bachelor's Capstone in Accounting	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>48</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	24
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>24</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>
<b>EMPHASIS AREAS</b>	
<b>Option I: Public Accountancy</b>	
AC 302: Intermediate Accounting III	6
AC 410: Auditing	6
AC 430: Advanced Tax—Corporate <sup>†</sup>	6
AC 465: Advanced Forensic Accounting	6
<b>Option II: Tax Accountancy</b>	
AC 302: Intermediate Accounting III	6
AC 410: Auditing	6
AC 430: Advanced Tax—Corporate <sup>†</sup>	6
AC 450: Advanced Accounting	6
<b>Option III: Managerial Accountancy</b>	
AC 302: Intermediate Accounting III	6
AC 410: Auditing	6
AC 420: Cost Accounting	6
MT 482: Financial Statement Analysis <sup>‡</sup>	6
<b>Option IV: Auditing/Forensic Accountancy</b>	
AC 302: Intermediate Accounting III	6
AC 410: Auditing	6
AC 450: Advanced Accounting	6
AC 465: Advanced Forensic Accounting	6

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

<sup>†</sup>Students enrolled in the advanced start option who do not possess prior learning credit comparable to AC 256: Federal Tax must complete the course to satisfy prerequisite requirements.

<sup>‡</sup>Students who do not possess prior learning credit comparable to MT 217: Finance must complete the course to satisfy prerequisite requirements.

The following program changes are effective May 16, 2012; changes to the program outcomes are effective February 1, 2012:

## XXVIII. Bachelor of Science in Business Administration

### Program Outcomes

#### General Education Literacy Outcomes

1. Communications: Demonstrate college-level communication through a variety of media.
2. Mathematics: Apply quantitative reasoning to real-world situations.
3. Science: Analyze how scientific principles are applied in real-world contexts.
4. Social Science: Critically evaluate the social or psychological issues that impact human behavior.
5. Arts and Humanities: Recognize human potential through a study of human expressions.
6. Research and Information: Apply methods for finding, evaluating, and using resources.
7. Ethics: Identify, apply, and evaluate ethical reasoning.
8. Critical Thinking: Apply critical thinking to real-life situations.
9. Technology Literacy: Use information technology to solve real-world problems and communicate effectively.

#### Discipline-Specific Outcomes

1. Evaluate information management, planning, and control in business environments.
2. Analyze organizational processes and procedures in a variety of business settings.
3. Synthesize appropriate principles, concepts, and frameworks for making ethical decisions.
4. Assess the roles that structure, management, and leadership play in organizational performance.
5. Evaluate how economics, government, and law affect value creation in the global context.
6. Evaluate career skills in the field of business and management.

### Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
AC 113: Accounting for Nonaccounting Majors OR AC 114: Accounting I	5
BU 204: Macroeconomics OR MT 220: Global Business	5
BU 224: Microeconomics	5
MM 255: Business Math	5
MT 140: Introduction to Management	5
MT 203: Human Resource Management OR MT 209: Small Business Management	5
MT 217: Finance	5
MT 219: Marketing	5
AC 330: Managerial Accounting for Business Professionals	6
LS 311: Business Law OR LS 312: Ethics and the Legal Environment	6
MT 302: Organizational Behavior	6
Choose one of the following:	6
MT 355: Marketing Research	
MT 450: Marketing Management	
300/400-level: Marketing Elective	
MT 400: Business Process Management OR MT 435: Operations Management	6
MT 445: Managerial Economics OR MT 480: Corporate Finance	6
MT 460: Management Policy and Strategy	6
MT 490: Management Capstone Externship OR MT 499: Bachelor's Capstone in Management	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

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## Curriculum

Courses	Credits
<b>ADVANCED START BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS</b>	
Comparable Associate's or Bachelor's Degree*	
TOTAL PRIOR DEGREE CREDITS	90
<b>PREREQUISITE REQUIREMENTS</b>	
AC 113: Accounting for Nonaccounting Majors OR	
AC 114: Accounting I	
MT 140: Introduction to Management	
MT 217: Finance	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
TOTAL CORE REQUIREMENTS	18
<b>MAJOR REQUIREMENTS</b>	
AC 330: Managerial Accounting for Business Professionals	6
LS 311: Business Law OR	
LS 312: Ethics and the Legal Environment	6
MT 302: Organizational Behavior	6
Choose one of the following:	6
MT 355: Marketing Research	
MT 450: Marketing Management	
300/400-level: Marketing Elective	
MT 400: Business Process Management OR	
MT 435: Operations Management	6
MT 445: Managerial Economics OR	
MT 480: Corporate Finance	6
MT 460: Management Policy and Strategy	6
MT 490: Management Capstone Externship OR	
MT 499: Bachelor's Capstone in Management	6
TOTAL MAJOR REQUIREMENTS	48
OPEN ELECTIVE REQUIREMENTS Open Electives	24
TOTAL OPEN ELECTIVE REQUIREMENTS	24
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>
<b>CAREER FOCUS AREAS</b>	
<b>Accelerated MBA Option</b>	
AC 301: Intermediate Accounting II <sup>†</sup>	6
HR 485: Strategic Human Resource Management	6
MT 445: Managerial Economics	6
MT 450: Marketing Management <sup>‡</sup>	6
MT 480: Corporate Finance OR	
MT 482: Financial Statement Analysis	6
<b>Business Process Management</b>	
IT 301: Project Management I	6
MT 300: Management of Information Systems	6
MT 400: Business Process Management	6
MT 475: Outcomes Assessment and Quality Management	6
<b>Financial Analysis</b>	
MT 445: Managerial Economics	6
MT 480: Corporate Finance	6
MT 481: Financial Markets	6
MT 482: Financial Statement Analysis	6
<b>Human Resources</b>	
HR 400: Employment and Staffing	6
HR 410: Employee Training and Development	6
HR 420: Employment Law	6
HR 435: Compensation OR	
HR 485: Strategic Human Resource Management	6
<b>Information Assurance</b>	
IT 286: Introduction to Network Security <sup>§</sup>	5

IT 331: Technology Infrastructure	6
MT 300: Management of Information Systems	6
MT 411: Risk Management	6
<b>Information Systems Management</b>	
IT 301: Project Management I	6
IT 402: IT Consulting Skills	6
MT 300: Management of Information Systems	6
MT 451: Managing Technological Innovation	6
<b>Management</b>	
HR 400: Employment and Staffing	6
MT 340: Conflict Management and Team Dynamics	6
MT 355: Marketing Research OR	
MT 450: Marketing Management	6
MT 400: Business Process Management OR	
MT 435: Operations Management	6
<b>Marketing</b>	
MT 330: International Marketing	6
MT 355: Marketing Research OR	
MT 450: Marketing Management	6
MT 359: Advertising in the Twenty-First Century	6
MT 459: Consumer Behavior	6
<b>New Media/Internet Marketing</b>	
MT 219: Marketing	5
IT 337: Internet Business Fundamentals	6
IT 437: Internet Marketing	6
MT 359: Advertising in the Twenty-First Century	6
MT 450: Marketing Management	6
<b>Project Management</b>	
IT 301: Project Management I	6
IT 401: Project Management II	6
MT 400: Business Process Management	6
MT 475: Outcomes Assessment and Quality Management	6
<b>Procurement</b>	
MT 300: Management of Information Systems	6
MT 435: Operations Management	6
MT 475: Outcomes Assessment and Quality Management	6
MT 482: Financial Statement Analysis	6
<b>Risk Management</b>	
MT 410: Risk Analysis and Strategy	6
MT 411: Risk Management	6
MT 435: Operations Management	6
MT 475: Outcomes Assessment and Quality Management OR	
MT 482: Financial Statement Analysis	6
<b>Sales Management</b>	
LS 312: Ethics and the Legal Environment	6
MT 340: Conflict Management and Team Dynamics	6
MT 455: Salesforce Management	6
MT 459: Consumer Behavior	6

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

<sup>†</sup>Advanced start students need to satisfy the prerequisite requirement of AC 300: Intermediate Accounting I. Students who do not possess prior learning credit comparable to AC 300 will need to complete the course beyond the minimum degree requirements.

<sup>‡</sup>Students choosing the accelerated MBA option career focus area will take MT 450: Marketing Management as their 300/400-level marketing elective.

<sup>§</sup>Students will need to complete additional elective courses in order to satisfy the necessary number of credits required for completion of the degree.

# SCHOOL OF BUSINESS AND MANAGEMENT ASSOCIATE'S DIVISION

The following program changes are effective May 16, 2012; changes to the program outcomes are effective February 1, 2012:

## XXVI. Associate of Applied Science in Business Administration

### Program Outcomes

#### General Education Literacy Outcomes

1. Communications: Demonstrate college-level communication through a variety of media.
2. Mathematics: Apply quantitative reasoning to real-world situations.
3. Science: Analyze how scientific principles are applied in real-world contexts.
4. Social Science: Critically evaluate the social or psychological issues that impact human behavior.
5. Arts and Humanities: Recognize human potential through a study of human expressions.
6. Research and Information: Apply methods for finding, evaluating, and using resources.
7. Ethics: Identify, apply, and evaluate ethical reasoning.
8. Critical Thinking: Apply critical thinking to real-life situations.
9. Technology Literacy: Use information technology to solve real-world problems and communicate effectively.

#### Discipline-Specific Outcomes

1. Regulations: Recognize the impact of state and federal laws and regulations on business.
2. Management: Define the various tasks and responsibilities of managers in organizations.
3. Marketing: Discuss marketing principles used in business strategies.
4. Technology: Use technology and software applications appropriate to business environments.
5. Human Resources: Recognize human resource concepts and activities in organizational environments.
6. Business Principles: Apply basic economic, finance, and accounting principles to organizational environments.
7. Career Skills: Analyze career skills in the field of business and management.

### Curriculum

#### Courses Credits

#### ASSOCIATE'S DEGREE REQUIREMENTS

##### CORE REQUIREMENTS

100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>15</b>

##### MAJOR REQUIREMENTS

CS 113: Academic Strategies for the Business Professional OR	
CS 121: Pathways to Academic Success*	5
AB 113: Accounting for Nonaccounting Majors OR	
AB 114: Accounting I	5
AB 140: Introduction to Management	5
AB 203: Human Resource Management OR	
AB 209: Small Business Management	5
Choose one of the following:	5
AB 204: Macroeconomics	
AB 220: Global Business	
AB 224: Microeconomics	
AB 219: Marketing	5
MM 255: Business Math	5
AB 299: Associate's Capstone in Management	5

#### TOTAL MAJOR REQUIREMENTS 40

##### OPEN ELECTIVE REQUIREMENTS

Open Electives	35
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>35</b>

#### **TOTAL PROGRAM REQUIREMENTS 90**

#### CAREER FOCUS AREAS

##### BANKING SERVICE

AB 202: Building Customer Sales and Loyalty	5
AB 217: Finance	5
AB 221: Customer Service	5
CM 206: Interpersonal Communications	5
IT 133: Software Applications OR	
IT 153: Spreadsheet Applications	5

##### BUSINESS

AB 114: Accounting I	5
AB 116: Accounting II	5
AB 204: Macroeconomics	5
AB 217: Finance	5
IT 133: Software Applications	5

##### CUSTOMER SERVICE

AB 202: Building Customer Sales and Loyalty	5
AB 221: Customer Service	5
CM 206: Interpersonal Communications	5
CM 214: Public Speaking for the Professional	5

##### EVENT PLANNING

TH 117: Global Hospitality	5
TH 213: Food and Beverage Management	5
TH 230: Dynamics of Trip/Event Planning	5
TH 270: Advanced Meeting Planning	5

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**FOOD/HOTEL MANAGEMENT**

TH 117:	Global Hospitality	5
TH 206:	Hotel Management and Operations	5
TH 213:	Food and Beverage Management	5
TH 270:	Advanced Meeting Planning	5

**HEALTH CLUB OPERATIONS**

AB 221:	Customer Service	5
CM 206:	Interpersonal Communications	5
EF 205:	Scientific Foundations of Exercise and Fitness	5
HS 120:	Anatomy and Physiology I	5
HS 130:	Anatomy and Physiology II	5

**INFORMATION PROCESSING**

CM 115:	Communication—Concepts and Skills	5
CM 206:	Interpersonal Communications	5
IT 133:	Software Applications	5
IT 153:	Spreadsheet Applications	5
IT 163:	Database Concepts Using Microsoft Access	5

**OFFICE MANAGEMENT**

AB 221:	Customer Service	5
CM 206:	Interpersonal Communications	5
IT 133:	Software Applications	5
TH 270:	Advanced Meeting Planning	5

**RETAIL MANAGEMENT**

AB 102:	Principles of Retailing	5
AB 202:	Building Customer Sales and Loyalty	5
AB 209:	Small Business Management	5
AB 221:	Customer Service	5
CM 206:	Interpersonal Communications	5

**SALES**

AB 221:	Customer Service	5
CM 206:	Interpersonal Communications	5
CM 214:	Public Speaking for the Professional	5
IT 133:	Software Applications	5

**SMALL BUSINESS MANAGEMENT**

AB 122:	Payroll Accounting	5
AB 202:	Building Customer Sales and Loyalty	5
AB 221:	Customer Service	5
IT 133:	Software Applications	5

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take the program-specific Academic Strategies course.

# School of Criminal Justice

The effective dates for changes to the School of Criminal Justice's progression requirements are noted below; effective May 16, 2012, the Accelerated Master of Science in Fire and Emergency Services Option will be discontinued:

## Progression Requirements

In addition to the general undergraduate student progression requirements, the School of Criminal Justice has specific requirements for the following programs:

### ACCELERATED MASTER'S DEGREE OPTIONS

**Effective May 16, 2012:** Eligible students enrolled in a School of Criminal Justice bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Legal Studies, Master of Science in Homeland Security and Emergency Management, or Master of Science in Environmental Policy may choose to complete one of the below accelerated master's degree options.

In order to qualify for an accelerated master's degree option, undergraduate students must meet the following criteria:

1. Students must possess and maintain a minimum cumulative GPA of 3.0.
2. Students must obtain a grade of "B" or above in each of the master's-level courses.
3. Students must have completed a minimum of 135 quarter credit hours in their bachelor's degree program including any credits received for prior learning. Students enrolled in the advanced start degree option must have completed a minimum of 45 quarter credit hours at the University.

Please refer to the individual sections below for additional requirements.

Upon successful completion of the bachelor's degree program, students may apply for entry to the relevant Kaplan University master's degree program. If accepted, students will transfer in the graduate courses completed as part of their undergraduate program and matriculate into a shortened version of the master's degree program.

Students should consult with their Academic Advisor to ensure that they are eligible for an accelerated master's degree option and should discuss any financial aid implications with their Financial Aid Officer.

Students who select an accelerated master's degree option may be required to take additional courses to fulfill the requisite 180 credits necessary to complete a Kaplan University bachelor's degree.

### Accelerated Master of Public Administration Option

Eligible students enrolled in a School of Criminal Justice bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Public Administration may take the following graduate-level courses in place of open electives:

- PP 500: Public Administration and Management
- PP 510: Leadership in the Public Sector
- PP 520: Finance and the Administration of Public Funds
- PP 530: Human Resource Management in the Public Sector

In addition to the general requirements, undergraduate students must meet the following criteria to qualify for the accelerated Master of Public Administration option:

1. Students must have at least 20 credits of open electives available in their degree plan.
2. It is highly recommended that students complete the following prerequisite courses at the University if they have not completed equivalent courses at an accredited college or university:
  - SS 236: People, Power, and Politics—An Introduction to American Government
  - MM 207: Statistics
  - PP 201: Introduction to Policy Making

### Accelerated Master of Science in Criminal Justice Option

Eligible students enrolled in a School of Criminal Justice bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Science in Criminal Justice may take the below graduate-level courses in place of open electives. Students enrolled in the Master of Science in Criminal Justice program will choose to complete a thesis, comprehensive exam, or applied research track of study.

#### Thesis or Comprehensive Exam Track

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 501: Criminological Theory
- CJ 502: Research Methodology
- CJ 526: Academic and Professional Communications in Public Safety

#### Applied Research Track

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 501: Criminological Theory
- CJ 503: Organizational Behavior
- CJ 526: Academic and Professional Communications in Public Safety

### Accelerated Master of Science in Environmental Policy Option

**Effective February 1, 2012:** Eligible students enrolled in a School of Criminal Justice bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Science in Environmental Policy may take the following graduate-level courses in place of open electives:

- EM 500: Environmental Foundations and Principles
- EM 520: Environmental Law and Policy
- EM 530: Environmental Risk Assessment II
- PP 510: Leadership in the Public Sector

### Accelerated Master of Science in Homeland Security and Emergency Management Option

Eligible students enrolled in a School of Criminal Justice bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Science in Homeland Security and Emergency Management may take the following graduate-level courses in place of open electives:

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 526: Academic and Professional Communications in Public Safety
- HM 500: Crisis and Emergency Management Fundamentals
- HM 501: Homeland Security Policies, Principles, Procedures, and Plans



**Accelerated Master of Science in Legal Studies Option**

Eligible students enrolled in a School of Criminal Justice bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Science in Legal Studies may take the following graduate-level courses in place of open electives:

- LS 500: Legal Methods and Process
- LS 501: Ethics and the Professional
- LS 502: Legal Research, Analysis, and Writing
- LS 503: Jurisprudence and Legal History

**ONSITE**

Continuing campus students, admitted prior to April 15, 2009, will be required to complete a national criminal background check prior to participating in firearms training activities. Students will not be permitted to participate in any firearms training or simulation activities if information reveals a felony conviction or other issue that the School of Criminal Justice deems unacceptable.

The following program changes are effective May 16, 2012:

## **XXV. Bachelor of Science in Criminal Justice**

The Bachelor of Science in Criminal Justice program is designed to offer a level of academic study that provides the student with a solid foundation in criminal justice and a broad liberal arts knowledge base.

The baccalaureate program is designed to combine the professional skills of various specialized areas of criminal justice with research and analytical skills.

The Bachelor of Science in Criminal Justice program is ideal for students who seek a practice-based program designed to enhance a student's qualifications to pursue more challenging responsibilities in criminal justice agencies and corporations.

Graduates of this program may seek employment opportunities in various criminal justice environments such as law enforcement, courts, adult and juvenile corrections, corporate security, public safety, loss prevention, private protective services or investigations, or community-based programs and services. It should be noted that some positions may require additional academy training and experience.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Criminal Justice program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **EMPHASIS AREAS**

The bachelor's degree program offers the opportunity to personalize a degree with an emphasis area in law enforcement, corrections, forensic psychology, crime scene investigation, homeland security, computer crime, or juvenile justice.

### **ACCELERATED MASTER'S DEGREE OPTIONS**

High-potential students who are interested in fast-tracking their educational goal of earning both a bachelor's and master's degree should consider the accelerated Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Environmental Policy, Master of Science in Homeland Security and Emergency Management, or Master of Science in Legal Studies option. Eligible students will work toward completion of the Bachelor of Science in Criminal Justice program while simultaneously completing core courses in their graduate program of choice. Upon successful completion of the undergraduate program, students may apply for entry to the applicable master's degree program. Once accepted, students will transfer in the graduate-level courses completed as part of the undergraduate program and will complete the remaining courses to earn a master's degree.

### **ADVANCED START DEGREE OPTION**

Kaplan University offers the Advanced Start Bachelor of Science in Criminal Justice degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

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## Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
CJ 100: Preparing for a Career in Public Safety OR CS 121: Pathways to Academic Success*	5
CJ 101: Introduction to the Criminal Justice System	5
CJ 102: Criminology I	5
CJ 210: Criminal Investigation	5
CJ 216: Computers, Technology, and Criminal Justice Information Systems	5
CJ 227: Criminal Procedure	5
CJ 230: Criminal Law for Criminal Justice	5
Choose one of the following 200-level criminal justice courses:	5
CJ 212: Crime Prevention	
CJ 215: Exploration of Computer Crime	
CJ 233: Introduction to Forensic Psychology	
CJ 264: White-Collar Crime	
CJ 266: Deviance and Violence	
CJ 293: Investigating Terrorism	
CJ 340: Applied Criminal Justice Ethics	6
Choose one of the following 300/400-level criminal justice courses:	6
CJ 343: Comparative Criminal Justice Systems	
CJ 345: Supervisory Practices in Criminal Justice	
CJ 350: Organized Crime	
CJ 444: Managing Criminal Justice Organizations	
CJ 490: Research Methods in Criminal Justice	6
300/400-level: Major Electives	24
CJ 499: Bachelor's Capstone in Criminal Justice	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives <sup>†</sup>	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

## Curriculum

Courses	Credits
<b>ADVANCED START BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS</b>	
Comparable Associate's or Bachelor's Degree <sup>‡</sup>	
<b>TOTAL PRIOR DEGREE CREDITS</b>	<b>90</b>
<b>PREREQUISITE REQUIREMENTS</b>	
CJ 101: Introduction to the Criminal Justice System	
CJ 210: Criminal Investigation	
CJ 227: Criminal Procedure	
Advanced start students must take the following emphasis area prerequisite course in place of an open elective <sup>§</sup> :	
<b>Option III: Forensic Psychology</b>	
CM 220: College Composition II	
<b>Option VI: Juvenile Justice</b>	
CM 220: College Composition II	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>18</b>
<b>MAJOR REQUIREMENTS</b>	
CJ 340: Applied Criminal Justice Ethics	6
Choose one of the following 300/400-level criminal justice courses:	6
CJ 343: Comparative Criminal Justice Systems	
CJ 345: Supervisory Practices in Criminal Justice	
CJ 350: Organized Crime	
CJ 444: Managing Criminal Justice Organizations	
CJ 490: Research Methods in Criminal Justice	6
300/400-level: Major Electives	24
CJ 499: Bachelor's Capstone in Criminal Justice	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>48</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives <sup>†</sup>	24
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>24</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

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## Curriculum

Courses	Credits
<b>EMPHASIS AREAS</b>	
<b>Option I: Law Enforcement</b>	
CJ 333: Family and Domestic Violence	6
CJ 355: Homeland Security	6
CJ 370: Crime Scene Investigation II	6
CJ 421: Organizational Behavior in Criminal Justice Organizations	6
<b>Option II: Corrections</b>	
CJ 130: Introduction to Corrections <sup>#</sup>	5
CJ 355: Homeland Security	6
CJ 411: Drugs and Alcohol in the Criminal Justice System	6
CJ 433: Probation and Parole	6
300/400-level: Criminal Justice Elective	6
<b>Option III: Forensic Psychology</b>	
CJ 325: Psychology for Law Enforcement	6
CJ 440: Crisis Intervention	6
PS 440: Abnormal Psychology	6
300/400-level: Criminal Justice Elective	6
<b>Option IV: Crime Scene Investigation</b>	
CJ 305: Legal Foundations of Criminal Evidence	6
CJ 327: Crime Scene Photography OR	
CJ 328: Forensic Fingerprint Analysis	6
CJ 370: Crime Scene Investigation II	6
CJ 385: Forensic Chemistry and Trace Evidence Analysis OR	
CJ 386: Forensic Biology and Impression Evidence	6
<b>Option V: Computer Crime</b>	
CJ 315: Internet Vulnerabilities and the Legal Implications of Monitoring Criminal Activity in Cyberspace	6
CJ 316: Investigating Cybercrime	6
CJ 317: Computer Forensics	6
CJ 416: Protecting Digital Assets	6
<b>Option VI: Juvenile Justice</b>	
CJ 150: Juvenile Delinquency <sup>#</sup>	5
CJ 333: Family and Domestic Violence	6
CJ 420: Juvenile Justice	6
CJ 445: Case Management	6
PS 440: Abnormal Psychology	6
<b>Option VII: Homeland Security</b>	
CJ 355: Homeland Security	6
CJ 407: Crisis Negotiation	6
300/400-level: Criminal Justice Electives	12

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take CJ 100: Preparing for a Career in Public Safety.

<sup>†</sup>Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

<sup>‡</sup>Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

<sup>§</sup>These courses may be waived if a student has comparable prior learning.

<sup>#</sup>Taken in place of an open elective; advanced start students are exempt from this prerequisite requirement.

The following program changes are effective May 16, 2012:

## **XXV. Bachelor of Science in Criminal Justice Administration and Management**

The Bachelor of Science in Criminal Justice Administration and Management program is designed to provide students with a solid foundation in criminal justice and professional knowledge regarding managerial issues in the criminal justice field. This program is designed to help students become highly skilled administrators and provides a practical and applied instructional approach in the areas of supervision, leadership, management, organization, problem solving, research, and law. The program also addresses current issues impacting the field. The Bachelor of Science in Criminal Justice Administration and Management program is designed to prepare students to take on additional responsibilities as leaders in criminal justice and to be productive change agents in the criminal justice system.

The Bachelor of Science in Criminal Justice Administration and Management program includes the study of current trends that managers and supervisors may confront in the areas of corrections, policing, and criminology. This program is designed to prepare students to critically evaluate and respond to challenges as leaders in criminal justice organizations. The criminal justice manager's duties, including planning, policy analysis, and policy implementation, are also addressed. In addition, students are taught the techniques to become informed consumers of criminal justice research knowledge.

Students study ethical conduct and professionalism within criminal justice organizations, which includes effectively managing risks and avoiding civil liabilities that deplete the limited resources of criminal justice agencies. Current management principles, organizational theory, and administrative processes are examined to help students gain a broad range of managerial skills necessary for a variety of supervisory positions. This program is designed to prepare students to pursue criminal justice careers as managers, supervisors, consultants, and entrepreneurs.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Criminal Justice Administration and Management program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **ACCELERATED MASTER'S DEGREE OPTIONS**

High-potential students who are interested in fast-tracking their educational goal of earning both a bachelor's and master's degree should consider the accelerated Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Environmental Policy, Master of Science in Homeland Security and Emergency Management, or Master of Science in Legal Studies option. Eligible students will work toward completion of the Bachelor of Science in Criminal Justice Administration and Management program while simultaneously completing core courses in their graduate program of choice. Upon successful completion of the undergraduate program, students may apply for entry to the applicable master's degree program. Once accepted, students will transfer in the graduate-level courses completed as part of the undergraduate program and will complete the remaining courses to earn a master's degree.

### **ADVANCED START DEGREE OPTION**

Kaplan University offers the Advanced Start Bachelor of Science in Criminal Justice Administration and Management degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

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## Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
CJ 100: Preparing for a Career in Public Safety	5
CJ 101: Introduction to the Criminal Justice System	5
CJ 142: Criminal Origins and Correctional Alternatives	5
CJ 211: Police Operations	5
CJ 213: Community Policing	5
CJ 228: Risk Management	5
CJ 290: Confronting Terrorism Today	5
MT 140: Introduction to Management	5
CJ 305: Legal Foundations of Criminal Evidence	6
CJ 325: Psychology for Law Enforcement	6
CJ 340: Applied Criminal Justice Ethics	6
CJ 422: Human Resource Development for the Criminal Justice Professional*	6
CJ 423: Employment and Policy Law for Supervisors and Managers	6
CJ 424: Application of Management Theory to Criminal Justice Organizations	6
CJ 444: Managing Criminal Justice Organizations	6
CJ 489: Bachelor's Capstone in Criminal Justice Administration and Management	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives <sup>†</sup>	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

## Curriculum

Courses	Credits
<b>ADVANCED START BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS</b> Comparable Associate's or Bachelor's Degree <sup>‡</sup>	
<b>TOTAL PRIOR DEGREE CREDITS</b>	<b>90</b>
<b>PREREQUISITE REQUIREMENTS</b>	
CJ 101: Introduction to the Criminal Justice System	
CJ 211: Police Operations	
MT 140: Introduction to Management	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>18</b>
<b>MAJOR REQUIREMENTS</b>	
CJ 305: Legal Foundations of Criminal Evidence	6
CJ 325: Psychology for Law Enforcement	6
CJ 340: Applied Criminal Justice Ethics	6
CJ 422: Human Resource Development for the Criminal Justice Professional*	6
CJ 423: Employment and Policy Law for Supervisors and Managers	6
CJ 424: Application of Management Theory to Criminal Justice Organizations	6
CJ 444: Managing Criminal Justice Organizations	6
CJ 489: Bachelor's Capstone in Criminal Justice Administration and Management	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>48</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives <sup>†</sup>	24
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>24</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Students must take the prerequisite course, CJ 345: Supervisory Practices in Criminal Justice, in place of an open elective.

<sup>†</sup>Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

<sup>‡</sup>Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

The following changes to the program description are effective May 16, 2012:

## **XXX. Bachelor of Science in Fire and Emergency Management**

The Bachelor of Science in Fire and Emergency Management program is designed for emergency services personnel and addresses the new challenges in technology, human resource management, and fiscal responsibility. The general public and government appointees are demanding higher levels of training and education for those who lead our nation's first response teams during catastrophic disasters, terrorist incidents, and typical emergencies. This bachelor's degree is designed to empower students to pursue leadership roles that include managing all aspects of modern fire, EMS, and emergency preparedness agencies. Additionally, this program targets those students who want to increase their administrative and management knowledge as well as occupational and life safety awareness.

Since 1999, Fire and Emergency Services Higher Education (FESHE) leaders labored to produce, through consensus, a standardized undergraduate curriculum that is national in scope, content, and outcome. Fire-related and EMS management courses were developed for colleges and universities to use as a model when developing curriculum. All the courses share common titles, catalog descriptions, outlines, and content, which provide a national core of knowledge and competencies as suggested by FESHE. This degree program closely follows the FESHE model.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Fire and Emergency Management program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **ACCELERATED MASTER'S DEGREE OPTIONS**

High-potential students who are interested in fast-tracking their educational goal of earning both a bachelor's and master's degree should consider the accelerated Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Environmental Policy, Master of Science in Homeland Security and Emergency Management, or Master of Science in Legal Studies option. Eligible students will work toward completion of the Bachelor of Science in Fire and Emergency Management program while simultaneously completing core courses in their graduate program of choice. Upon successful completion of the undergraduate program, students may apply for entry to the applicable master's degree program. Once accepted, students will transfer in the graduate-level courses completed as part of the undergraduate program and will complete the remaining courses to earn a master's degree.

### **ADVANCED START DEGREE OPTION**

Kaplan University offers the Advanced Start Bachelor of Science in Fire and Emergency Management degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

The following changes to the program description are effective May 16, 2012:

## **XXV. Bachelor of Science in Fire Science**

Modeled on the Fire and Emergency Services Higher Education (FESHE) national curriculum, the Bachelor of Science in Fire Science program is designed to provide students with foundational skills in firefighter safety, building codes, fire prevention, code inspection, and firefighting strategy and tactics. In addition, the program explores technical, legal, and social aspects of arson, the application of technology to firefighting, and the psychological effects of fire dynamics. The program serves fire service professionals seeking enhanced skills and a broad spectrum of knowledge in the field of fire science. The curriculum includes analytical approaches to fire protection and investigation, disaster and fire defense planning, hazardous materials management, fire protection structure and system design, and the role of the fire service within the community.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Fire Science program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **ACCELERATED MASTER'S DEGREE OPTIONS**

High-potential students who are interested in fast-tracking their educational goal of earning both a bachelor's and master's degree should consider the accelerated Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Environmental Policy, Master of Science in Homeland Security and Emergency Management, or Master of Science in Legal Studies option. Eligible students will work toward completion of the Bachelor of Science in Fire Science program while simultaneously completing core courses in their graduate program of choice. Upon successful completion of the undergraduate program, students may apply for entry to the applicable master's degree program. Once accepted, students will transfer in the graduate-level courses completed as part of the undergraduate program and will complete the remaining courses to earn a master's degree.

### **ADVANCED START DEGREE OPTION**

Kaplan University offers the Advanced Start Bachelor of Science in Fire Science degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.



The following program changes are effective May 16, 2012:

## **XXV. Bachelor of Science in International and Comparative Criminal Justice**

The Bachelor of Science in International and Comparative Criminal Justice program is designed to provide a foundation for a critical, global approach to the analysis of cross-cultural theories of crime, legal systems, jurisprudence, policing, courts, juvenile justice, and other substantive offenses including computer crime, smuggling, narco-terrorism, human and migrant trafficking, and cyberlaundering. A particular emphasis is placed on evaluating policy recommendations, planning, procedural design, emerging trends, and preventative approaches to transnational crime. Ultimately, the program promotes the talent needed to collect, analyze, synthesize, and report information regarding international and comparative criminal justice procedures and investigations.

The program in international and comparative criminal justice teaches students about the complexities of the causes, prevention, and containment of global criminal activity. Additionally, students evaluate the components of international criminal justice systems as they apply to transnational and international crime. This includes analysis of the impact of varying global legal systems on human rights and crimes against humanity. This program is intended to equip students with the knowledge and skills to pursue careers in which the comparative knowledge of criminal justice systems and international crime play an important role.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in International and Comparative Criminal Justice program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **ACCELERATED MASTER'S DEGREE OPTIONS**

High-potential students who are interested in fast-tracking their educational goal of earning both a bachelor's and master's degree should consider the accelerated Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Environmental Policy, Master of Science in Homeland Security and Emergency Management, or Master of Science in Legal Studies option. Eligible students will work toward completion of the Bachelor of Science in International and Comparative Criminal Justice program while simultaneously completing core courses in their graduate program of choice. Upon successful completion of the undergraduate program, students may apply for entry to the applicable master's degree program. Once accepted, students will transfer in the graduate-level courses completed as part of the undergraduate program and will complete the remaining courses to earn a master's degree.

### **ADVANCED START DEGREE OPTION**

Kaplan University offers the Advanced Start Bachelor of Science in International and Comparative Criminal Justice degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

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## Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
CJ 100: Preparing for a Career in Public Safety	5
CJ 101: Introduction to the Criminal Justice System	5
CJ 102: Criminology I	5
CJ 106: Foundations of International and Comparative Criminal Justice	5
CJ 107: Introduction to International Policing	5
CJ 210: Criminal Investigation	5
CJ 219: Peacekeeping Operations	5
CJ 293: Investigating Terrorism	5
CJ 307: Crisis Management in Terrorist Attacks and Disasters	6
CJ 343: Comparative Criminal Justice Systems	6
CJ 350: Organized Crime	6
CJ 360: Global Culture and Criminal Justice	6
CJ 361: Trends in International Policing	6
CJ 362: Current Gender Issues in International Criminal Justice	6
CJ 412: Role of Criminal Justice in Peacekeeping Operations	6
CJ 498: Bachelor's Capstone for International and Comparative Criminal Justice	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives*	59
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

## Curriculum

Courses	Credits
<b>ADVANCED START BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS</b> Comparable Associate's or Bachelor's Degree <sup>†</sup>	
<b>TOTAL PRIOR DEGREE CREDITS</b>	<b>90</b>
<b>PREREQUISITE REQUIREMENTS</b>	
CJ 101: Introduction to the Criminal Justice System	
CJ 102: Criminology I	
CJ 106: Foundations of International and Comparative Criminal Justice	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>18</b>
<b>MAJOR REQUIREMENTS</b>	
CJ 307: Crisis Management in Terrorist Attacks and Disasters	6
CJ 343: Comparative Criminal Justice Systems	6
CJ 350: Organized Crime	6
CJ 360: Global Culture and Criminal Justice	6
CJ 361: Trends in International Policing	6
CJ 362: Current Gender Issues in International Criminal Justice	6
CJ 412: Role of Criminal Justice in Peacekeeping Operations	6
CJ 498: Bachelor's Capstone for International and Comparative Criminal Justice	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>48</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives*	24
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>24</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

<sup>†</sup>Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

The following program changes are effective May 16, 2012:

## XX. Associate of Applied Science in Criminal Justice

### Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>15</b>
<b>MAJOR REQUIREMENTS</b>	
CJ 100: Preparing for a Career in Public Safety OR CS 121: Pathways to Academic Success*	5
CJ 101: Introduction to the Criminal Justice System	5
CJ 210: Criminal Investigation	5
CJ 227: Criminal Procedure	5
100/200-level: Major Electives	15
CJ 299: Associate's Capstone in Criminal Justice	5
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>40</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	35
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>35</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>90</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take CJ 100: Preparing for a Career in Public Safety.

# School of Health Sciences

The following changes to the School of Health Sciences' mission statement are effective February 1, 2012:

## Mission Statement

The School of Health Sciences is committed to preparing our students to become contributing members of the rapidly evolving health professions and the communities they serve. The knowledge, skills, and abilities gained through the health sciences programs prepare students to become effective and professional communicators, analytical problem solvers, and to embrace the challenges of a diverse community. The curriculum combines these skills with industry-specific standards that enable graduates to excel in this honorable field of service.

The effective dates for changes to the School of Health Sciences' admissions requirements are noted below:

## Admissions Requirements

**Effective February 1, 2012:** In addition to the general Kaplan University admissions requirements, the School of Health Sciences stipulates that international students cannot enroll in a School of Health Sciences program that requires a clinical placement.

The School of Health Sciences has specific requirements for the following programs:

### BACHELOR OF SCIENCE IN HEALTH INFORMATION MANAGEMENT

Enrollment in the Bachelor of Science in Health Information Management program is limited to students who have successfully completed the Kaplan University Associate of Applied Science in Health Information Technology program or a Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)-approved Associate of Applied Science in Health Information Technology program.

Students matriculating into the Bachelor of Science in Health Information Management program who have not successfully completed the equivalent of at least 10 quarter credit hours of college composition and 5 quarter credit hours of college-level mathematics as part of a CAHIIM-approved Associate of Applied Science in Health Information Technology program must complete these requirements prior to enrollment in the program.

### ASSOCIATE OF APPLIED SCIENCE IN MEDICAL TRANSCRIPTION

Students matriculating or transferring into the Associate of Applied Science in Medical Transcription program must successfully pass a typing examination with a minimum speed of 30 words per minute and fewer than 5 errors. Students will have three opportunities to pass the examination.

### DENTAL ASSISTANT DIPLOMA

Applicants to the Dental Assistant Diploma program offered at the Omaha campus must submit proof of CPR certification, which must remain valid for the duration of the program.

## PROGRAMS WITH A REQUIRED CLINICAL, EXTERNSHIP, OR PRACTICUM EXPERIENCE

Students are not eligible to enroll in a School of Health Sciences program that requires completion of a clinical, externship, or practicum experience if they are unable to pass a background check. A background check will be conducted prior to enrollment and again prior to placement at a clinical, externship, or practicum site.

Kaplan Commitment students who enroll in a School of Health Sciences program that requires completion of a clinical, externship, or practicum experience will be conditionally admitted pending completion of a background check. They will not be eligible for full admittance if they are unable to pass a background check during the Kaplan Commitment period.

The effective dates for changes to the School of Health Sciences' progression requirements are noted below:

## Progression Requirements

**Effective November 9, 2011:** In addition to the general undergraduate student progression requirements, the School of Health Sciences stipulates for bachelor's and associate's degree students that:

1. Transfer credit applied toward major courses must have been completed within 7 years of the start of the School of Health Sciences program.
2. Students must achieve a minimum grade of "S" (satisfactory) for the clinical components of courses.
3. Students must provide required documentation for the clinical course, practicum, and externship placement including, but not limited to, health assessments and an application for clinical placement. Specific policies and procedures for submitting required documentation can be found in the appropriate Student Clinical Handbook. Failure to submit appropriate documentation by the deadline may result in a delay in placement for the clinical course, practicum, or externship and/or dismissal from the University.

The School of Health Sciences has specific requirements for the following programs:

### ACCELERATED MASTER'S DEGREE OPTIONS

Eligible students enrolled in a School of Health Sciences bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Health Care Administration, Master of Public Health, or Master of Science in Health Education may take up to five graduate-level courses in place of open electives.

In order to qualify for an accelerated master's degree option, undergraduate students must meet the following criteria:

1. Students must have completed a minimum of 135 quarter credit hours in a School of Health Sciences bachelor's degree program including any credits received for prior learning. Students enrolled in an advanced start degree option must have completed a minimum of 45 quarter credit hours at the University.
2. Students must possess a minimum cumulative GPA of 3.0.

3. Students must obtain a grade of “B” or above in each of the master’s-level courses and maintain a minimum cumulative GPA of 3.0 while completing the master’s-level courses; failure to meet this requirement will result in removal from the accelerated master’s degree option.

Upon successful completion of the bachelor’s degree program, students may apply for entry to the relevant Kaplan University master’s degree program. If accepted, students will transfer in the graduate courses completed as part of their undergraduate program and matriculate into a shortened version of the master’s degree program.

Students should consult with their Academic Advisor for additional information, to ensure that they are eligible for this option, and to apply for entry to the option. They should also discuss any financial aid implications with their Financial Aid Officer.

Students who select an accelerated master’s degree option may be required to take additional courses to fulfill the requisite 180 credits necessary to complete a Kaplan University bachelor’s degree.

## **BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION**

*Effective February 1, 2012:* Students enrolled in the Bachelor of Science in Health Care Administration program will be withdrawn from their program if unable to successfully complete HA 499: Bachelor’s Capstone in Health Care Administration on the second attempt.

## **ASSOCIATE’S DEGREE PROGRAMS**

### **Satisfactory Academic Progress**

1. Students enrolled in the Associate of Applied Science in Medical Assisting program will be withdrawn from their program if unable to successfully complete MA 260: Clinical Competencies I, MA 270: Clinical Competencies II, MA 280: Clinical Competencies III, or MA 290: Medical Assisting Externship and Evaluation on the second attempt.
2. Students enrolled in the Associate of Applied Science in Medical Office Management program will be withdrawn from their program if unable to successfully complete MO 290: Medical Office Management Externship and Evaluation on the second attempt.
3. Students enrolled in the Associate of Applied Science in Health Information Technology program will be withdrawn from their program if unable to successfully complete HI 165: Health Information Practicum and HI 295: Health Information Externship/Capstone on the second attempt.
4. Students enrolled in the Associate of Applied Science in Medical Transcription program will be withdrawn from their program if unable to successfully complete MR 290: Medical Transcription Practicum on the second attempt.
5. It is recommended that students enrolled in the Associate of Applied Science in Medical Transcription program obtain the ability to type a minimum of 40 words per minute (WPM) prior to beginning MR 110: Keyboarding II—Advanced Techniques. Failing to meet the minimum WPM requirement in MR 110 will result in difficulty completing coursework, and failure to complete all coursework in MR 110 will result in failure of the course and a possible delay in completion of the program.

### **Clinical Experiences**

1. Students enrolled in the Associate of Applied Science in Medical Assisting program or the Associate of Applied Science in Medical Office Management program must provide documentation of completion of Basic Life Support for Health Care Providers through the American Heart Association or American Red Cross prior to beginning the first clinical experience.

2. Online students enrolled in the Associate of Applied Science in Health Information Technology program, the Associate of Applied Science in Medical Assisting program, or the Associate of Applied Science in Medical Office Management program must provide notice of intent to enroll in clinical courses and externships 3 months prior to the beginning of the term in which they wish to enroll. Notification must be submitted to the Health Sciences Clinical Placement Department using the appropriate application form.

3. Online students enrolled in the Associate of Applied Science in Health Information Technology program, the Associate of Applied Science in Medical Assisting program, or the Associate of Applied Science in Medical Office Management program must complete a clinical orientation workshop and pass a criminal background check prior to placement at a clinical, practicum, or externship site.

### **Portfolio Development and Assessment Process**

All online students enrolled in the Associate of Applied Science in Health Information Technology program, the Associate of Applied Science in Medical Assisting program, or the Associate of Applied

Science in Medical Office Management program who are interested in pursuing credit for experiential learning must complete the portfolio development and assessment process by the end of the third term, or by the time they have accumulated 30 credits within their program. Therefore, students must enroll in EL 203: Portfolio Development in their second term.

### **PHLEBOTOMIST CERTIFICATE**

1. Students enrolled in the Phlebotomist Certificate program must submit proof of having completed the first two Hepatitis B immunizations prior to enrolling in HS 291: Phlebotomy Lab and must submit proof of having completed the third Hepatitis B immunization prior to enrolling in HS 299: Phlebotomy Externship.
2. Students enrolled in the Phlebotomist Certificate program must achieve a minimum grade of “C” in HS 291: Phlebotomy Lab to be eligible to enroll in HS 299: Phlebotomy Externship.
3. Students enrolled in the Phlebotomist Certificate program must submit proof of CPR/first aid certification prior to enrolling in HS 299: Phlebotomy Externship.
4. Students enrolled in the Phlebotomist Certificate program must achieve a minimum grade of “C” in HS 299: Phlebotomy Externship.

### **ONLINE PROGRAMS WITH A REQUIRED CLINICAL, EXTERNSHIP, OR PRACTICUM EXPERIENCE**

In the event that the University is unable to schedule a student into the required externship, practicum, or clinical experience, there may be a delay between the time the student ends classes and begins the externship, practicum, or clinical experience. In this case, the Dean of the School of Health Sciences may grant an administrative leave of absence.

At the discretion of the University, externship, practicum, or clinical sites may be secured outside of the student’s immediate residential area. All costs associated with transportation to the externship, practicum, or clinical site are the responsibility of the student.

In the event that a student has not met preclinical placement requirements, a one-term clinical leave of absence may be granted. The School of Health Sciences Clinical Placement Team must approve the request for a clinical leave of absence.

The effective dates for changes to the Certification, State Board, and National Board Exams section are noted below:

## Certification, State Board, and National Board Exams

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Although certain programs are designed to prepare students to take various certification and licensing exams, Kaplan University cannot guarantee students will be eligible to take these exams or become certified.

A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

### BACHELOR OF SCIENCE IN NUTRITION SCIENCE

Kaplan University's Bachelor of Science in Nutrition Science program is not accredited by the Commission on Accreditation for Dietetics Education (CADE). While the Bachelor of Science in Nutrition Science program is designed to prepare students academically to pursue a variety of nutrition-oriented careers and advanced education, the program does not lead directly to certification as a registered dietitian. Graduates of the program may become registered dietitians by completing postbaccalaureate or master's-level work in a program accredited by CADE, completing preprofessional experience, and sitting for the Registration Examination for Dietitians.

Further, students interested in becoming Certified Clinical Nutritionists may need to take additional coursework and complete a 900-hour internship to become eligible to sit for the Certified Clinical Nutritionist Examination, administered by the Clinical Nutrition Certification Board (CNCB). For more information, visit [www.cncb.org](http://www.cncb.org).

Students enrolled in this program must not assume that credits earned at Kaplan University will transfer to another institution. Also, Kaplan University does not guarantee acceptance to any programs offered by other institutions.

### ASSOCIATE OF APPLIED SCIENCE IN HEALTH INFORMATION TECHNOLOGY

The online Associate of Applied Science in Health Information Technology program is not accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). In order to sit for American Health Information Management Association (AHIMA) professional exams, students must successfully complete a formal educational program accredited by CAHIIM. AHIMA exams are not required for all career paths—it is the ultimate responsibility of the student to determine state and federal licensure and accreditation requirements.

### ASSOCIATE OF APPLIED SCIENCE IN MEDICAL ASSISTING

*Effective September 23, 2011:* The Associate of Applied Science in Medical Assisting program is designed to prepare students to become qualified academically and gain clinical and administrative skills to provide outstanding patient care. The program is structured to provide appropriate academic preparation for students who wish to pursue national certification as medical assistants. After completing the onsite program offered at the campuses in the states of Iowa, Maryland, and Nebraska, students may be eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants. Online and onsite students may be eligible to take the Registered Medical Assistant examination given by the American Medical Technologists.

### ASSOCIATE OF APPLIED SCIENCE IN MEDICAL TRANSCRIPTION

The Associate of Applied Science in Medical Transcription program is designed to prepare students to enter the medical transcription field through academic and transcription skill preparation. After completion of the program and eligibility requirements set by the Association for Healthcare Documentation Integrity, students may be eligible to take the Registered Medical Transcriptionist examination.

### ASSOCIATE OF APPLIED SCIENCE IN MEDICAL OFFICE MANAGEMENT

*Effective May 16, 2012:* The Associate of Applied Science in Medical Office Management program is designed to prepare students academically and with the administrative skills to provide outstanding patient care. The program is structured to provide appropriate academic preparation for students who wish to pursue national certification as medical administrative specialists. After completion of the program, students may be eligible to take the Certified Medical Administrative Specialist examination given by the American Medical Technologists and the Certified Coding Associate (CCA) examination sponsored by the American Health Information Management Association (AHIMA).

### MEDICAL ASSISTANT CERTIFICATE

After completing the program, students may be eligible to take the Certified Medical Assistant (CMA) exam sponsored by the American Association of Medical Assistants (AAMA).

### MEDICAL BILLING/CODING CERTIFICATE

After completing the program, students may be eligible to take the Certified Coding Specialist (CCS) certification exam and/or the Certified Coding Specialist—Physician-Based (CCS-P) certification exam sponsored by the American Health Information Management Association (AHIMA).

### PHLEBOTOMIST CERTIFICATE

After completing the program, students may be eligible to take the Phlebotomy Technician certification exam sponsored by the American Society for Clinical Pathology (ASCP).

The following changes to the program description are effective February 1, 2012:

## **XXX. Bachelor of Science in Health Care Administration**

The Bachelor of Science in Health Care Administration program is designed to address the growing need for well-prepared, entry-level health care administrators. The objective of the program is to provide students with the foundation to work within the health care industry as well as help prepare them to pursue entry-level supervisory roles in health care organizations.

The curriculum is designed to help students gain a strong foundation in the core disciplines of health care administration as well as important concepts and processes including content knowledge and skills in the areas of administration and management. Coursework teaches both foundational knowledge and skills as well as overall concepts, values, research methods, and applications that could assist students as they prepare for a leadership career in health administration in the public sector or private industry. The program is taught by faculty with real-world knowledge and experience and helps students develop expertise in core health areas.

Ideal candidates for the Bachelor of Science in Health Care Administration program are those students interested in pursuing entry-level management positions in health care administration. Graduates could prepare themselves for administrative positions within the health care industry in organizations such as: insurance companies, hospitals, long-term care facilities, public health agencies, outpatient facilities, physician offices, mental health organizations, and other types of health organizations. The Bachelor of Science in Health Care Administration program could also provide a foundation for students who want to pursue a master's degree in order to apply for executive health care positions.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue graduate-level education, Kaplan University cannot guarantee that students will be granted admission to any graduate programs. The Bachelor of Science in Health Care Administration degree program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **ACCELERATED MASTER'S DEGREE OPTIONS**

High-potential students who are interested in fast-tracking their educational goal of earning both a bachelor's and master's degree should consider the accelerated Master of Health Care Administration, Master of Public Health, or Master of Science in Health Education option.

Eligible students will work toward completion of the Bachelor of Science in Health Care Administration program while simultaneously completing core courses in their graduate program of choice. Upon successful completion of the undergraduate program, students may apply for entry to the applicable master's degree program. Once accepted, students will transfer in the graduate-level courses completed as part of the undergraduate program and will complete the remaining courses to earn a master's degree.

### **ADVANCED START DEGREE OPTION**

Kaplan University offers the Advanced Start Bachelor of Science in Health Care Administration degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Students who do not possess prior learning in the basics of health care administration may need to complete a sequence of three prerequisite courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

The following program changes are effective May 16, 2012:

## XXXII. Associate of Applied Science in Medical Assisting—Online and Maine

The objective of the Associate of Applied Science in Medical Assisting program is to prepare students with the knowledge, technical skills, and work habits to pursue an entry-level position in the ambulatory medical field. The Associate of Applied Science in Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program concentrates on helping students acquire knowledge and develop skills in performing laboratory, clinical, and medical office procedures in a physician's office or ambulatory care clinic. The associate's degree program is designed to provide a broad education that helps the student develop advanced technical and communication skills.

Online and onsite graduates may be eligible to take the Registered Medical Assistant examination given by the American Medical Technologists. While the courses in the program may provide the knowledge necessary to sit for these exams, Kaplan University cannot guarantee a student's eligibility either to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of this Catalog for further guidance.

Duties for graduates of this program may include performing CLIA-waived tests, venipuncture, urinalysis, and electrocardiograms. They may also assist the physician in patient preparation and patient relations. This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The Associate of Applied Science in Medical Assisting program consists of a minimum of 92 quarter credit hours. Upon successful completion of this program, graduates will be awarded an associate of applied science degree.

### CLINICAL EXPERIENCES

The program blends online coursework with on-ground experience. Students who enroll in the online program will need to complete unpaid clinical experiences at an approved clinical site for MA 280: Clinical Competencies III. All students must also complete an unpaid practicum or externship (160 hours) in a physician's office or clinic to complete the course of study. Students must complete and pass a criminal background check prior to placement at a site. Medical assisting students are also required to submit a health history and proof of immunizations.

## Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>15</b>
<b>MAJOR REQUIREMENTS</b>	
CS 121: Pathways to Academic Success OR	
HS 100: Introduction to Health Science*	5
HS 101: Medical Law and Bioethics	5
HS 111: Medical Terminology	5
HS 120: Anatomy and Physiology I	5
HS 130: Anatomy and Physiology II	5
HS 140: Pharmacology	5
HS 200: Diseases of the Human Body	5
HS 210: Medical Office Management	5
HS 220: Medical Coding and Insurance	5
MA 250: Professionalism in Health Care†	1
MA 260: Clinical Competencies I	5
MA 270: Clinical Competencies II	5
MA 280: Clinical Competencies III†	1
MA 290: Medical Assisting Externship and Evaluation	5
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>62</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	15
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>15</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>92</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take HS 100: Introduction to Health Science.

†Students enrolled at a campus in the state of Maine may substitute HS 275: Professionalism in Health Care in place of MA 250: Professionalism in Health Care and MA 280: Clinical Competencies III.



The following program changes are effective May 16, 2012:

## XXXII. Associate of Applied Science in Medical Assisting—Iowa, Maryland, and Nebraska

The objective of the Associate of Applied Science in Medical Assisting program is to prepare students with the knowledge, technical skills, and work habits to pursue an entry-level position in the ambulatory medical field. The Associate of Applied Science in Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. This program concentrates on helping students acquire knowledge and develop skills in performing laboratory, clinical, and medical office procedures in a physician's office or ambulatory care clinic. The associate's degree program is designed to provide a broad education that helps the student develop advanced technical and communication skills.

Graduates of a campus-based program offered in Iowa, Maryland, or Nebraska may be eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants or the Registered Medical Assistant examination given by the American Medical Technologists. While the courses in the program may provide the knowledge necessary to sit for these exams, Kaplan University cannot guarantee a student's eligibility either to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of this Catalog for further guidance.

Duties for graduates of this program may include performing CLIA-waived tests, venipuncture, urinalysis, and electrocardiograms. They may also assist the physician in patient preparation and patient relations. This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The Associate of Applied Science in Medical Assisting program consists of a minimum of 92 quarter credit hours. Upon successful completion of this program, graduates will be awarded an associate of applied science degree.

### CLINICAL EXPERIENCES

The program blends online coursework with on-ground experience. All students must also complete an unpaid practicum or externship (160 hours) in a physician's office or clinic to complete the course of study. Students must complete and pass a criminal background check prior to placement at a site. Medical assisting students are also required to submit a health history and proof of immunizations.

## Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>15</b>
<b>MAJOR REQUIREMENTS</b>	
CS 121: Pathways to Academic Success OR	
HS 100: Introduction to Health Science	5
HS 101: Medical Law and Bioethics	5
HS 111: Medical Terminology	5
HS 120: Anatomy and Physiology I	5
HS 130: Anatomy and Physiology II	5
HS 140: Pharmacology	5
HS 200: Diseases of the Human Body	5
HS 210: Medical Office Management	5
HS 220: Medical Coding and Insurance	5
HS 275: Professionalism in Health Care	2
MA 260: Clinical Competencies I	5
MA 270: Clinical Competencies II	5
MA 290: Medical Assisting Externship and Evaluation	5
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>62</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives	15
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>15</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>92</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following changes to the program description are effective May 16, 2012:

## **XXX. Associate of Applied Science in Medical Office Management**

The objective of the Associate of Applied Science in Medical Office Management program is to prepare students with the knowledge, technical skills, and work habits to pursue entry-level positions in medical offices. The program concentrates on helping students develop skills to submit medical claims for reimbursement, process bills, and develop a working knowledge of various insurance plans as well as administrative procedures. The associate's degree program provides a broad education that teaches the student to develop advanced technical and communication skills.

Graduates may be eligible to take the examination given by the American Medical Technologists to become Certified Medical Administrative Specialists (CMAS) and the Certified Coding Associate (CCA) examination sponsored by the American Health Information Management Association (AHIMA). While the courses in the program may provide the knowledge necessary to sit for these exams, Kaplan University cannot guarantee a student's eligibility either to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of this Catalog for further guidance.

Duties for graduates of this program may include appointment management and scheduling, medical records management, insurance processing, insurance coding and billing, and fundamentals of financial management. Competence in the field also requires that a medical office assistant display professionalism, communicate professionally, and provide instruction to patients.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The Associate of Applied Science in Medical Office Management program consists of a minimum of 91 quarter credit hours. Upon successful completion of the program, graduates will be awarded an associate of applied science degree.

### **EXTERNSHIP EXPERIENCE**

This program blends online coursework with on-ground experience. Students who enroll in the online program will need to complete a minimum 90-hour supervised externship in a physician's office or clinic to complete the course of study. Students must complete and pass a criminal background check prior to placement at a site. Medical office management students are also required to submit a health history and proof of immunizations.

The following program changes are effective February 1, 2012:

## XXXI. Medical Billing/Coding Certificate

The objective of the Medical Billing/Coding Certificate program is to prepare students with the knowledge, technical skills, and work habits to pursue an entry-level position as a billing and insurance specialist in either a physician's office or institutional setting, or as a patient referral specialist, coder, or medical receptionist. The curriculum concentrates on helping students acquire the basic skills and knowledge necessary to submit medical claims for reimbursement, process bills, operate computerized billing systems, and gain a working knowledge of various insurance plans. Emphasis is placed on quality of coding for reimbursement and statistical reporting. Students may receive hands-on training through additional hours of practical experience in medical billing, coding, and administrative functions in a classroom lab setting.

Graduates of this program may evaluate medical records in order to appropriately assign ICD-9 and CPT codes related to medical diagnoses and procedures, submit insurance claims for reimbursement, and evaluate rejected claims for resubmission. Graduates may use computerized billing programs and complete the HCFA claim form. In addition, graduates may develop a working knowledge of various insurance plans, including their associated regulations and guidelines, in order to efficiently and accurately refer patients to various health care providers.

This program is designed to prepare graduates to pursue entry-level employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

This program is designed, among other things, to help eligible students prepare for the Certified Coding Specialist (CCS) exam and/or the Certified Coding Specialist—Physician-Based (CCS-P) exam sponsored by the American Health Information Management Association (AHIMA). While the courses in the program may provide the knowledge necessary to sit for these exams, Kaplan University cannot guarantee a student's eligibility either to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of this Catalog for further guidance.

The Medical Billing/Coding Certificate program consists of 63 quarter credit hours. Upon completion of the program, graduates will be awarded a certificate.

This program is only available onsite.

### PRACTICUM EXPERIENCE

Prior to graduation, students are required to complete additional hours of practical experience in medical billing, coding, and administrative functions in a classroom lab setting.

### Program Outcomes

1. Administration: Perform administrative functions of medical billing and coding.
2. Technical: Apply computer literacy skills in managing electronic medical claims.
3. Foundational Knowledge: Demonstrate knowledge of coding and billing guidelines and requirements in the process of medical claims management.
4. Standards, Laws, Ethics, and Professionalism: Analyze ethical and legal standards in practical applications within the discipline of coding and medical claims processing.
5. Critical Thinking: Apply problem-solving skills to real and simulated health care scenarios.

## Curriculum

Courses	Credits
<b>CERTIFICATE REQUIREMENTS</b>	
CS 121: Pathways to Academic Success	5
CM 107: College Composition I OR CM 109: College Composition I—Effective Writing I for the Health Care Professional	5
HS 111: Medical Terminology	5
HS 115: Software Applications for Health Care Professionals	3
HS 120: Anatomy and Physiology I	5
HS 130: Anatomy and Physiology II	5
HS 140: Pharmacology	5
HS 200: Diseases of the Human Body	5
HS 210: Medical Office Management	5
HS 215: Medical Insurance and Billing	3
HS 225: Medical Coding I	4
HI 255: Medical Coding II	5
HS 292: Billing and Coding Practicum	3
MM 150: Survey of Mathematics	5
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>63</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes are effective May 16, 2012:

## XXXII. Phlebotomist Certificate

### Curriculum

Courses	Credits
<b>CERTIFICATE REQUIREMENTS</b>	
CS 121: Pathways to Academic Success OR HS 100: Introduction to Health Science	5
100/200-level: Communication Course	5
HS 101: Medical Law and Bioethics	5
HS 111: Medical Terminology	5
HS 120: Anatomy and Physiology I	5
HS 130: Anatomy and Physiology II	5
HS 200: Diseases of the Human Body	5
HS 291: Phlebotomy Lab	5
HS 299: Phlebotomy Externship	5
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>45</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

# School of Information Systems and Technology

The effective dates for changes to the Certification, State Board, and National Board Exams section are noted below:

## Certification, State Board, and National Board Exams

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion.

Although certain programs are designed to prepare students to take various certification and licensing exams, Kaplan University cannot guarantee students will be eligible to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

Students enrolled in select information systems and technology programs may be eligible to take various technology certification examinations.

### CISCO NETWORKS POSTBACCALAUREATE CERTIFICATE

Students who complete the certificate program may be eligible to take the Cisco Certified Network Associate (CCNA) certification exam.

### COMPUTER FORENSICS POSTBACCALAUREATE CERTIFICATE

Students who complete the certificate program may be eligible to take the CompTIA Network+, CompTIA Security+, and EnCase Certified Examiner (EnCE) certification exams.

### COMPUTER SYSTEMS TECHNICIAN CERTIFICATE

Students who complete the certificate program may be eligible to take the CompTIA A+ certification examination.

### INFORMATION SECURITY POSTBACCALAUREATE CERTIFICATE

Students who complete the certificate program may be eligible to take the CompTIA Network+, CompTIA Security+, and Certified Information Systems Security Professional (CISSP) certification exams.

### INTERNET WEB DESIGN POSTBACCALAUREATE CERTIFICATE

Students who complete the certificate program may be eligible to take the CIW Associate Design Specialist certification exam.

### LINUX SYSTEM ADMINISTRATION POSTBACCALAUREATE CERTIFICATE

Students who complete the certificate program may be eligible to take the CompTIA Linux+ and Novell Certified Linux Professional certification exams.

### MICROSOFT OPERATING SYSTEMS POSTBACCALAUREATE CERTIFICATE

Students who complete the certificate program may be eligible to take various Microsoft certification exams.

### ORACLE DATABASE ADMINISTRATION POSTBACCALAUREATE CERTIFICATE

Students who complete the certificate program may be eligible to take the Oracle DBA Assessment Exam.

### COMMITTEE ON NATIONAL SECURITY SYSTEMS CERTIFICATIONS

*Effective May 16, 2012:* Students who, as a part of their degree plan requirements, successfully complete MT 300: Management of Information Systems, MT 460: Management Policy and Strategy, and IT 331: Technology Infrastructure are eligible to receive the following certifications from the Committee on National Security Systems (CNSS):

- Information Systems Security (INFOSEC) Professionals, NSTISSI-4011 Certificate
- Senior Systems Managers, CNSSI-4012 Certificate

Courses taken outside a student's degree plan are not eligible for federal financial aid. Therefore, students who wish to take additional courses to receive the CNSS certifications, but do not have sufficient open electives in their degree plan, will be required to make other financial arrangements to pay for the course(s). Students can contact the Kaplan University Financial Aid Office to inquire about alternative funding.

The following program changes are effective February 1, 2012:

## XXXI. Associate of Applied Science in Graphic Design

### Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
TOTAL CORE REQUIREMENTS	15
<b>MAJOR REQUIREMENTS</b>	
CS 114: Academic Strategies for the IT Professional OR CS 121: Pathways to Academic Success	5
GD 100: Color and Design Layout	5
GD 120: Typography	5
GD 180: Digital Design	5
GD 210: Print and Production Design	5
GD 220: Digital Photography	5
GD 230: Multipage Design	5
GD 299: Associate's Capstone in Graphic Design	5
TOTAL MAJOR REQUIREMENTS	40
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives*	35
TOTAL OPEN ELECTIVE REQUIREMENTS	35
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>90</b>

#### CAREER FOCUS AREA

##### Web Design

IT 117: Introduction to Website Development	5
IT 245: Website Development	5
IT 247: Fundamentals of Web Graphics	5

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Students who do not possess prior learning credit comparable to IT 133: Software Applications must either take the course as an elective or pass the IST assessment before their first term or upon completion of foundational coursework.

# School of Legal Studies

The effective dates for changes to the School of Legal Studies' progression requirements are noted below; effective May 16, 2012, the Accelerated Master of Science in Fire and Emergency Services Option will be discontinued:

## Progression Requirements

In addition to the general undergraduate student progression requirements, the School of Legal Studies has specific requirements for the following programs:

### ACCELERATED MASTER'S DEGREE OPTIONS

**Effective May 16, 2012:** Eligible students enrolled in a School of Legal Studies bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Environmental Policy, Master of Science in Homeland Security and Emergency Management, or Master of Science in Legal Studies may choose to complete one of the below accelerated master's degree options.

In order to qualify for an accelerated master's degree option, undergraduate students must meet the following criteria:

1. Students must possess and maintain a minimum cumulative GPA of 3.0.
2. Students must obtain a grade of "B" or above in each of the master's-level courses.
3. Students must have completed a minimum of 135 quarter credit hours in their bachelor's degree program including any credits received for prior learning. Students enrolled in the advanced start degree option must have completed a minimum of 45 quarter credit hours at the University.

Please refer to the individual sections below for additional requirements.

Upon successful completion of the bachelor's degree program, students may apply for entry to the relevant Kaplan University master's degree program. If accepted, students will transfer in the graduate courses completed as part of their undergraduate program and matriculate into a shortened version of the master's degree program.

Students should consult with their Academic Advisor to ensure that they are eligible for an accelerated master's degree option and should discuss any financial aid implications with their Financial Aid Officer.

Students who select an accelerated master's degree option may be required to take additional courses to fulfill the requisite 180 credits necessary to complete a Kaplan University bachelor's degree.

### ACCELERATED MASTER OF PUBLIC ADMINISTRATION OPTION

Eligible students enrolled in a School of Legal Studies bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Public Administration may take the following graduate-level courses in place of open electives:

- PP 500: Public Administration and Management
- PP 510: Leadership in the Public Sector
- PP 520: Finance and the Administration of Public Funds
- PP 530: Human Resource Management in the Public Sector

In addition to the general requirements, undergraduate students must meet the following criteria to qualify for the accelerated Master of Public Administration option:

1. Students must have at least 20 credits of open electives available in their degree plan.
2. It is highly recommended that students complete the following prerequisite courses at the University if they have not completed equivalent courses at an accredited college or university:
  - SS 236: People, Power, and Politics—An Introduction to American Government
  - MM 207: Statistics
  - PP 201: Introduction to Policy Making

### ACCELERATED MASTER OF SCIENCE IN CRIMINAL JUSTICE OPTION

Eligible students enrolled in a School of Legal Studies bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Science in Criminal Justice may take the below graduate-level courses in place of open electives. Students enrolled in the Master of Science in Criminal Justice program will choose to complete a thesis, comprehensive exam, or applied research track of study.

#### Thesis or Comprehensive Exam Track

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 501: Criminological Theory
- CJ 502: Research Methodology
- CJ 526: Academic and Professional Communications in Public Safety

#### Applied Research Track

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 501: Criminological Theory
- CJ 503: Organizational Behavior
- CJ 526: Academic and Professional Communications in Public Safety

### ACCELERATED MASTER OF SCIENCE IN ENVIRONMENTAL POLICY OPTION

**Effective February 1, 2012:** Eligible students enrolled in a School of Legal Studies bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Science in Environmental Policy may take the following graduate-level courses in place of open electives:

- EM 500: Environmental Foundations and Principles
- EM 520: Environmental Law and Policy
- EM 530: Environmental Risk Assessment II
- PP 510: Leadership in the Public Sector

### ACCELERATED MASTER OF SCIENCE IN HOMELAND SECURITY AND EMERGENCY MANAGEMENT OPTION

Eligible students enrolled in a School of Legal Studies bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Science in Homeland Security and Emergency Management may take the following graduate-level courses in place of open electives:

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 526: Academic and Professional Communications in Public Safety
- HM 500: Crisis and Emergency Management Fundamentals
- HM 501: Homeland Security Policies, Principles, Procedures, and Plans

### **ACCELERATED MASTER OF SCIENCE IN LEGAL STUDIES OPTION**

Eligible students enrolled in a School of Legal Studies bachelor's degree program who wish to continue on to pursue a Kaplan University Master of Science in Legal Studies may take the following graduate-level courses in place of open electives:

- LS 500: Legal Methods and Process
- LS 501: Ethics and the Professional
- LS 502: Legal Research, Analysis, and Writing
- LS 503: Jurisprudence and Legal History



The following program changes are effective May 16, 2012:

## **XXXII. Bachelor of Science in Environmental Policy and Management**

The Bachelor of Science in Environmental Policy and Management program offers students an interdisciplinary opportunity to study environmental issues and policy from a perspective that explores the interrelationship between public and private sectors and society, economics, and the environment. The program focuses on the environment in conjunction with a set of core courses in science, economics, and policy. Students will delve into concepts of economics, ethics and values, environmental politics, business, law, culture, and property rights, in addition to studying the science of the environment and sustainability. Students will study how institutions in society, including government, business, and nonprofits, all participate in devising solutions to environmental issues.

This interdisciplinary program draws courses and faculty from disciplines across Kaplan University including business, arts and sciences, health sciences, and legal studies. The program has been designed to immerse students in the real problems and issues concerning the environment. In addition, students are presented with opportunities for critical thinking and problem solving as they apply concepts and methods to solve issues at the local, national, and global levels.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Environmental Policy and Management program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **ACCELERATED MASTER'S DEGREE OPTIONS**

High-potential students who are interested in fast-tracking their educational goal of earning both a bachelor's and master's degree should consider the accelerated Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Environmental Policy, Master of Science in Homeland Security and Emergency Management, or Master of Science in Legal Studies option. Eligible students will work toward completion of the Bachelor of Science in Environmental Policy and Management program while simultaneously completing core courses in their graduate program of choice. Upon successful completion of the undergraduate program, students may apply for entry to the applicable master's degree program. Once accepted, students will transfer in the graduate-level courses completed as part of the undergraduate program and will complete the remaining courses to earn a master's degree.

### **ADVANCED START DEGREE OPTION**

Kaplan University offers the Advanced Start Bachelor of Science in Environmental Policy and Management degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

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## Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
LS 100: Eight Skills of the Effective Legal Studies Student	5
EM 101: Introduction to Environmental Policy and Management	5
EM 205: The Politics of Managing the Environment	5
MM 207: Statistics	5
PP 110: Ethics and Public Administration	5
PP 201: Introduction to Policy Making	5
PP 205: Introduction to Administrative Law*	5
PP 220: Socially Responsible Leadership*	5
SC 225: Environmental Science—Ecosystems, Resources, and Carbon Footprints	5
EM 305: The Economics of Environmental Management	6
EM 410: The Global Environment	6
EM 430: Environmental Policy Analysis	6
LS 302: Advanced Environmental Law and Policy	6
PP 310: Finance and Budgeting in the Public Sector*	6
PP 420: Private and Public Sector Partnerships*	6
PP 450: Program Evaluation* OR	6
PP 460: Grant Writing*	6
EM 499: Bachelor's Capstone in Environmental Policy and Management	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>93</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives <sup>†</sup>	54
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>54</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

## Curriculum

Courses	Credits
<b>ADVANCED START BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS</b> Comparable Associate's or Bachelor's Degree <sup>‡</sup>	
<b>TOTAL PRIOR DEGREE CREDITS</b>	<b>90</b>
<b>PREREQUISITE REQUIREMENTS</b>	
EM 101: Introduction to Environmental Policy and Management	
MM 207: Statistics <sup>§</sup>	
SC 225: Environmental Science—Ecosystems, Resources, and Carbon Footprints	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>18</b>
<b>MAJOR REQUIREMENTS</b>	
EM 305: The Economics of Environmental Management	6
EM 410: The Global Environment	6
EM 430: Environmental Policy Analysis	6
LS 302: Advanced Environmental Law and Policy	6
PP 310: Finance and Budgeting in the Public Sector*	6
PP 420: Private and Public Sector Partnerships*	6
PP 450: Program Evaluation* OR	6
PP 460: Grant Writing*	6
EM 499: Bachelor's Capstone in Environmental Policy and Management	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>48</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
Open Electives <sup>†</sup>	24
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>24</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Students who do not possess prior learning credit comparable to PP 101: Introduction to Public Administration must take the course in place of an open elective to satisfy prerequisite requirements.

<sup>†</sup>Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

<sup>‡</sup>Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

<sup>§</sup>Advanced start students need to satisfy the prerequisite requirements for MM 207: Statistics. Students who do not possess prior learning credit comparable to the required prerequisite courses will need to complete courses beyond the minimum degree requirements.

The following program changes are effective May 16, 2012:

## **XXXII. Bachelor of Science in Legal Studies**

The Bachelor of Science in Legal Studies program is designed to provide students who wish to enter the legal profession with an education that incorporates the study of law (and related disciplines) with the development of both practical skills and analytical skills. Students who plan to continue their course of study at the law school level could develop a solid educational foundation to prepare them for the rigors of advanced study of the law or other areas of graduate study.

The program focuses on the knowledge, skills, and values required of competent and ethical professionals working in the legal services industry. Courses provide a well-rounded academic foundation that emphasizes analytical thinking, reading comprehension, and communication skills while developing the practical skills to successfully enter the job market. Students have the opportunity to develop strong interpersonal skills, self-discipline, and ethical principles.

The legal education and training provided to students in the Bachelor of Science in Legal Studies program is useful for individuals interested in pursuing law school and graduate education or interested in many other occupations including: arbitrator, mediator, patent agent, title examiner, legislative assistant, lobbyist, political office holder, corporate executive, journalist, abstractor, claims examiner, compliance and enforcement inspector, occupational and safety health worker, legal psychology expert, and jury consultant.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Legal Studies program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **ACCELERATED MASTER'S DEGREE OPTIONS**

High-potential students who are interested in fast-tracking their educational goal of earning both a bachelor's and master's degree should consider the accelerated Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Environmental Policy, Master of Science in Homeland Security and Emergency Management, or Master of Science in Legal Studies option. Eligible students will work toward completion of the Bachelor of Science in Legal Studies program while simultaneously completing core courses in their graduate program of choice. Upon successful completion of the undergraduate program, students may apply for entry to the applicable master's degree program. Once accepted, students will transfer in the graduate-level courses completed as part of the undergraduate program and will complete the remaining courses to earn a master's degree.

### **ADVANCED START DEGREE OPTION**

Kaplan University offers the Advanced Start Bachelor of Science in Legal Studies degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

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## Curriculum

Courses	Credits
<b>BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>33</b>
<b>MAJOR REQUIREMENTS</b>	
LS 100: Eight Skills of the Effective Legal Studies Student OR CS 121: Pathways to Academic Success*	5
IT 133: Software Applications OR PA 230: Introduction to Legal Technology <sup>†</sup>	5
LS 102: Introduction to Law	5
PA 165: Introduction to Torts	5
PA 201: Introduction to Legal Research	5
PA 205: Introduction to Legal Analysis and Writing	5
PA 253: Legal Ethics	5
100/200-level: Major Elective	5
LS 305: Constitutional Law	6
LS 308: Law and Society	6
LS 490: Legal Philosophy	6
300/400-level: Major Electives	24
LS 498: BSLS Capstone (Research Option)	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>88</b>
<b>OPEN ELECTIVE REQUIREMENTS<sup>‡</sup></b>	
100/200-level: Open Electives	35
300/400-level: Open Electives	24
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

## Curriculum

Courses	Credits
<b>ADVANCED START BACHELOR'S DEGREE REQUIREMENTS</b>	
<b>ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS</b>	
Comparable Associate's or Bachelor's Degree <sup>§</sup>	
<b>TOTAL PRIOR DEGREE CREDITS</b>	<b>90</b>
<b>PREREQUISITE REQUIREMENTS</b>	
IT 133: Software Applications OR PA 230: Introduction to Legal Technology <sup>†</sup>	
LS 102: Introduction to Law	
PA 201: Introduction to Legal Research	
<b>CORE REQUIREMENTS</b>	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
<b>TOTAL CORE REQUIREMENTS</b>	<b>18</b>
<b>MAJOR REQUIREMENTS</b>	
LS 305: Constitutional Law	6
LS 308: Law and Society	6
LS 490: Legal Philosophy	6
300/400-level: Major Electives	24
LS 498: BSLS Capstone (Research Option)	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>48</b>
<b>OPEN ELECTIVE REQUIREMENTS</b>	
300/400-level: Open Electives <sup>‡</sup>	24
<b>TOTAL OPEN ELECTIVE REQUIREMENTS</b>	<b>24</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>180</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Online students will take the program-specific Eight Skills of the Effective Student course.

<sup>†</sup>Online students will take PA 230: Introduction to Legal Technology.

<sup>‡</sup>Eligible students who choose to complete an accelerated master's degree option will take four graduate-level courses in addition to selected undergraduate electives.

<sup>§</sup>Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

The following changes to the program description are effective May 16, 2012:

## **XXV. Bachelor of Science in Paralegal Studies**

The Bachelor of Science in Paralegal Studies program is designed to prepare individuals for a career as a paralegal as well as for advancement if they already work in the field. The program provides the student with a broad knowledge base and a strong foundation in law and paralegal skills. The baccalaureate program is designed to combine the technical skills of various specialized areas of law with research, practical, technological, and analytical skills. In addition to the areas covered in the associate's-level program, the bachelor's degree covers the fields of real estate law, family law, tort law, and advanced legal writing and includes paralegal electives and general education requirements at the 300/400-level.

Students who enroll in this program may pursue occupational advancement or seek employment in legal environments including private law firms, corporations, and government agencies. A paralegal's duties may include providing support during courtroom proceedings, interviewing and investigation, preparing documents, managing technology, and researching legal issues.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Paralegal Studies program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **ACCELERATED MASTER'S DEGREE OPTIONS**

High-potential students who are interested in fast-tracking their educational goal of earning both a bachelor's and master's degree should consider the accelerated Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Environmental Policy, Master of Science in Homeland Security and Emergency Management, or Master of Science in Legal Studies option. Eligible students will work toward completion of the Bachelor of Science in Paralegal Studies program while simultaneously completing core courses in their graduate program of choice. Upon successful completion of the undergraduate program, students may apply for entry to the applicable master's degree program. Once accepted, students will transfer in the graduate-level courses completed as part of the undergraduate program and will complete the remaining courses to earn a master's degree.

### **ADVANCED START DEGREE OPTION**

Kaplan University offers the Advanced Start Bachelor of Science in Paralegal Studies degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements.

In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

The following changes to the program description are effective May 16, 2012:

## **XXX. Bachelor of Science in Political Science**

The Bachelor of Science in Political Science program is designed to help students develop an understanding of the interconnected issues and challenges that confront governing bodies and society locally, regionally, nationally, and globally.

The study of politics and political science is broad and interdisciplinary; therefore, the program focuses on the historical, global, current, and future approaches to political theories and the application of those theories to the creation of political institutions and policy. In addition, the program emphasizes dimensions of politics, governance, the relationships between law and political institutions, economic and political power, and cultural and political identity.

The program's curriculum bridges to other disciplines including economics, law/legal studies, and social science. This melding of perspectives and the connection of disciplines creates a program rich in analysis of how various facets of political, legal, governmental, and economic structures interact. In addition, the program helps students develop skills and understand methods of applying these facets to the study of leadership in the political arena.

The Bachelor of Science in Political Science program is designed to prepare graduates to be "active" and involved citizens in a democratic political system founded on principles of representative government as well as a multitiered system involving the federal, state, and local levels. This program also helps provide students with the tools to participate and compete in the multifaceted political structure within a rapidly developing culture where global lines, institutions, cultures, and economies are blurred. The Bachelor of Science in Political Science program teaches students to think about politics and helps prepare them to be critical and informed participants in an increasingly complex world.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate-level education, the University cannot guarantee that students will be granted admission to any graduate programs.

The Bachelor of Science in Political Science program consists of a minimum of 180 quarter credit hours. Upon successful completion of the program, graduates will be awarded a bachelor of science degree.

### **ACCELERATED MASTER'S DEGREE OPTIONS**

High-potential students who are interested in fast-tracking their educational goal of earning both a bachelor's and master's degree should consider the accelerated Master of Public Administration, Master of Science in Criminal Justice, Master of Science in Environmental Policy, Master of Science in Homeland Security and Emergency Management, or Master of Science in Legal Studies option. Eligible students will work toward completion of the Bachelor of Science in Political Science program while simultaneously completing core courses in their graduate program of choice. Upon successful completion of the undergraduate program, students may apply for entry to the applicable master's degree program. Once accepted, students will transfer in the graduate-level courses completed as part of the undergraduate program and will complete the remaining courses to earn a master's degree.

### **ADVANCED START DEGREE OPTION**

Kaplan University offers the Advanced Start Bachelor of Science in Political Science degree option for students who have earned a comparable associate's or bachelor's degree from a regionally or nationally accredited college. The advanced start degree option is an innovative program that combines the career-oriented focus of a 2-year degree with the academic curriculum of a 4-year program. Upon completion of an associate's degree, students have the option of joining the workforce while continuing toward a bachelor's degree. The combination of career courses and general education in the first 2 years of study allows students the opportunity to join the workforce with the skills necessary to succeed while pursuing their lifelong learning aims.

Associate's and bachelor's degrees and credits considered to be remedial, occupational, or specialized may not be accepted for transfer under this option.

The University has expanded the advanced start option to include students who have received a bachelor's degree but wish to change careers and receive a second bachelor's degree.

Qualified associate's or bachelor's degrees are transferred into the advanced start degree option as a block of 90 quarter credit hours. Any remaining prior credits are evaluated individually for potential transfer toward appropriate degree requirements. In addition to possessing an associate's or bachelor's degree, students applying for admission under this option must also complete all prerequisites required for the bachelor's degree courses. Thus, students may need to complete more than the minimum of 90 quarter credit hours to complete the advanced start bachelor of science degree option.

# School of Nursing

The effective dates for changes to the School of Nursing's admissions requirements are noted below:

## Admissions Requirements

In addition to the general Kaplan University admissions requirements, the School of Nursing requires all prospective students to complete a criminal background check, as required by applicable federal and/or state regulatory agencies. See the Criminal Background Check Policy for more information.

The School of Nursing has specific requirements for the following programs:

### BACHELOR OF SCIENCE IN NURSING

**Effective February 1, 2012:** Students applying for admission must:

1. Provide documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state, including the state in which the practicum will be completed, or provide evidence of a nursing license comparable to a U.S. registered nurse license from the nation, province, or region where they are employed as a nurse. Proof of foreign licensure must be submitted at the time of enrollment. The University will verify the authenticity of all submitted foreign nursing licenses. Applicants who are recent graduates of an Associate of Science in Nursing program and have not yet passed the NCLEX-RN® exam may apply for admission through the prelicensure contingency enrollment procedures set forth below.
2. Possess an associate's degree, diploma, or certificate in nursing with a minimum of 50 quarter credit hours of eligible credit with a focus in nursing.
3. Have a cumulative grade point average of 2.5 (out of 4.0) reflected on the transcript for the applicant's nursing degree or apply for admission through the alternative admissions procedures set forth below.

### Alternative Admissions Options

Students with a grade point average between 2.0 and 2.5 from a regionally accredited institution or an institution accredited by another agency recognized by the U.S. Department of Education may apply for admission to the program by completing an Alternative Admissions Dean's Evaluation. The Dean of the School of Nursing will review the work history, transcripts, and resume of alternative admissions applicants and admit those for whom admission is deemed appropriate. Any applicant with a CGPA below 2.5 who has not completed an Alternative Admissions Dean's Evaluation will not be admitted to the program.

### Prelicensure Contingency Enrollment

**Effective February 1, 2012:** Individuals who have graduated within the past 3 months from an Associate of Science in Nursing program, but have not yet taken or passed the NCLEX-RN exam, may apply for admission to the Bachelor of Science in Nursing program by completing a Contingency Enrollment Dean's Evaluation.

In addition to meeting the stated admissions requirements, the following documentation will be required at the time of application:

1. An unofficial transcript indicating a completed associate's degree in nursing and a cumulative GPA of 3.0 or higher from a regionally accredited institution or an institution accredited by another agency recognized by the U.S. Department of Education. An official transcript must be submitted prior to the end of the fifth week of classes.
2. A letter of recommendation submitted directly from the Director of Nursing/Dean or equivalent at the previous institution verifying the candidate's aptitude to undertake the NCLEX-RN exam and enroll in the Bachelor of Science in Nursing program.

The Dean of the School of Nursing or a designee will determine if the candidate may be enrolled.

Students who are accepted under the terms of prelicensure contingency enrollment will be considered conditionally admitted and will also be required to:

1. Complete a criminal background check by the end of the fifth week of classes (see Criminal Background Check Policy)
2. Submit proof of a current, unencumbered license to practice as a registered nurse in at least one U.S. state by the end of the second term. This will indicate that the student has successfully passed the NCLEX-RN exam.

If the proof of RN licensure is not submitted by the end of the second term, the student will be blocked from classes until such documentation is provided. If, for any reason, the student does not furnish proof of RN licensure by the end of the second term, or if the documentation submitted is found to be false, the student will be subject to immediate dismissal from the University and the University will take all other appropriate actions. A student who furnishes valid proof of RN licensure after his or her dismissal may be fully accepted into the Bachelor of Science in Nursing program, if all other requirements are met, and will only then be able to receive credit for all coursework completed. Students must re-enroll through the Office of Returning Students.

### Requirements for Graduates of Foreign Nursing Programs

**Effective February 1, 2012:** Students who graduated from foreign nursing programs must submit an official course-by-course evaluation of their nursing program to a foreign credential evaluation service. The University will accept an unofficial copy of the foreign transcript evaluation submitted at the time of licensure in the U.S. or the equivalent educational verification that was required at the time of licensure in a foreign nation, province, or region. The official foreign credential evaluation must be received by the Prior Learning Assessment Center prior to the end of the fifth week of classes.

The evaluation must be completed by an approved agency listed by the National Association of Credential Evaluation Services at [www.naces.org/members.htm](http://www.naces.org/members.htm) or by another service approved by the University.

Due to the variation in structure of foreign nursing programs, it is not always possible to identify equivalent nursing courses in U.S. certificate, diploma, or associate's degree programs. Students who, at the time of enrollment, are licensed as a registered nurse in at least one U.S. state or in the U.S. military, or who provide evidence of a nursing license comparable to a U.S. registered nurse license from a foreign nation, province, or region, and whose transcript evaluation reflects a minimum of 50 quarter credit hours of eligible credit with a focus in nursing may be approved for admission to the Bachelor of Science in Nursing program on a case-by-case basis.

## ASSOCIATE OF SCIENCE IN NURSING—FLORIDA

**Effective May 16, 2012:** Students applying for admission must:

1. Achieve a passing score on the standardized admission examination that evaluates basic academic skills. Additional information about the exam is available through the School of Nursing.
2. Complete an admissions interview conducted by the Academic Chair of the Associate of Science in Nursing program or a designee.
3. Submit evidence of high school graduation that reflects a minimum cumulative GPA (CGPA) of 2.75 (out of 4.0), a GED certificate that reflects a minimum CGPA equivalent of 2.75 (out of 4.0), and/or a college transcript that reflects a minimum CGPA of 2.75 from any previously completed college coursework.
4. Be at least 18 years old at the program's start date.
5. Complete an informational interview with an admissions representative.
6. Complete enrollment activities including the Student Expectations Acknowledgment Form.
7. Pay all applicable application fees.

If applicable:

1. Applicants who have completed a PN program must have passed the NCLEX-PN® and be a Licensed Practical Nurse in good standing with the Board of Nursing in the state in which the campus is located.
2. Kaplan University Practical Nursing Diploma students or graduates must be in good academic standing and have no violations of the Code of Conduct, as outlined in the Catalog.

## ASSOCIATE OF SCIENCE IN NURSING—IOWA AND NEBRASKA

*(Changes to the Nebraska program are effective August 17, 2011; changes to the Iowa program are effective August 31, 2011)*

Associate of Science in Nursing—Iowa and Nebraska applicants who are graduates of the Practical Nursing Diploma program must have passed the NCLEX-PN® and be a licensed practical nurse in good standing with the Board of Nursing in the state in which the campus is located. Graduates of the University's Practical Nursing Diploma program must be in good academic standing and have no Code of Conduct violations, as outlined in the Catalog.

Two weeks prior to the beginning of any course with a clinical component, students may be required to submit current American Heart Association CPR Certification (also called BLS) at the Healthcare Provider Level (online and the American Red Cross not accepted). Certification must be valid during a student's full tenure in the program.

Prior to enrollment, applicants to the Associate of Science in Nursing program must:

1. Be at least 18 years old at the program's start date.
2. Complete an informational interview with an admissions representative.
3. Achieve the minimum required scores on the entrance assessment tests, as required by the School of Nursing. LPNs may not need to take the entrance assessment tests.
4. Complete enrollment activities including the Student Expectations Acknowledgment Form.
5. Pay all applicable application fees.

If applicable:

1. Applicants who have completed a PN program must have passed the NCLEX-PN® and be a licensed practical nurse in good standing with the Board of Nursing in the state in which the campus is located.
2. Kaplan University Practical Nursing Diploma students or graduates must be in good academic standing and have no violations of the Code of Conduct, as outlined in the Catalog.

## PRACTICAL NURSING DIPLOMA

Students applying for admission must:

1. Submit a health assessment/physical examination completed within 11 months prior to admission including applicable immunization records and drug screening results.
2. Complete a National Criminal Background Check. Prospective or new students will not be admitted to or permitted to continue in the Practical Nursing Diploma program if information reveals a felony conviction or other issue that the School of Nursing deems unacceptable, or that prevents a student from being accepted into a clinical setting.
3. Be 18 years old by the program start date.

The effective dates for changes to the School of Nursing's progression requirements are noted below:

## Progression Requirements

**Effective February 1, 2012:** In addition to the general undergraduate student progression requirements, the School of Nursing stipulates the following for students enrolled in the Associate of Science in Nursing program or Bachelor of Science in Nursing program:

1. In addition to meeting Kaplan University's requirements, students must achieve a minimum grade of "C" in each of the required courses for the program and attain a minimum CGPA of 2.5.
2. Students in nursing programs will be withdrawn from their program if unable to successfully complete a course on the second attempt.

The School of Nursing has specific requirements for the following programs:

## BACHELOR OF SCIENCE IN NURSING

1. The Bachelor of Science in Nursing program has an articulation plan by which RN-to-Bachelor of Science in Nursing degree-completion students can obtain higher education academic credit and avoid a repetition of previous coursework. The articulation options are determined using the student's state of residency, current licensure, and original transcripts from the certificate, diploma, or degree-granting institution. Each student's transcripts shall be evaluated in their entirety for possible transfer of prior academic credits.
2. Students enrolled in the Bachelor of Science in Nursing program will complete a minimum of two graduate courses in their program of study:
  - a. Students who do not plan to pursue a Kaplan University Master of Science in Nursing will take the graduate courses MN 502: Theoretical Foundations of Advanced Nursing and MN 506: Ethical and Legal Perspectives of the Health Care System as core requirements in the degree program.
  - b. Students who plan to pursue a Kaplan University Master of Science in Nursing and do not currently possess a bachelor's degree from a regionally or nationally accredited institution of higher learning will take MN 502: Theoretical Foundations of Advanced Nursing and MN 506: Ethical and Legal Perspectives of the Health Care



System as core requirements in the degree program. These students will also take MN 501: Advanced Nursing Roles in place of an open elective.

- c. Students who plan to pursue a Kaplan University Master of Science in Nursing and possess a non-nursing bachelor's degree from a regionally or nationally accredited institution of higher learning will take MN 502: Theoretical Foundations of Advanced Nursing and MN 506: Ethical and Legal Perspectives of the Health Care System as core requirements in the degree program. These students will also take MN 501: Advanced Nursing Roles and MN 507: Health Policy, Financing, and Organization of Health Care Delivery Systems in place of open electives. In addition, these students are eligible to apply prior learning credit toward one 6 quarter credit hour open elective.
3. Prior to the end of the fifth week of classes, students will be required to submit official transcripts indicating a completed associate's degree, diploma, or certificate in nursing. This same transcript must also show a cumulative GPA of 2.5 or higher from all previous coursework. If official transcripts are not submitted by the end of the fifth week of classes, the student will be blocked from classes and his or her academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not submit a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.
4. **Effective February 1, 2012:** Prior to registering for the practicum course, students will be required to:
  - a. Submit proof of student nurse professional liability insurance coverage in the amount of at least \$1 million per incident/\$3 million aggregate.
  - b. Complete and submit all required documents to the Practicum Coordinator. Students will not be permitted to register for a practicum course without having submitted the required documents.
  - c. Complete a criminal background check, as required by applicable federal and/or state regulatory agencies. See the Criminal Background Check Policy below.
5. Successful completion of the practicum project is required to receive a passing grade for the capstone course.

#### **ASSOCIATE OF SCIENCE IN NURSING—FLORIDA**

***(Effective May 16, 2012)***

1. Students enrolled in the Associate of Science in Nursing program are required to complete their clinical practice experience in Palm Beach County, Broward County, or Miami Dade County in Florida. Faculty will assign the student to a clinical practice site. Students are responsible for arranging and paying for their own transportation, housing, and availability to attend the clinical practice experience. Clinical practice locations may change at any time. Students are required to complete all clinical activities assigned.
2. Prior to the end of the first term, students enrolled in the Associate of Science in Nursing program will be required to submit the following:
  - a. Proof of a physical exam no more than 1 year old. The exam must be signed by a medical doctor, physician assistant, or nurse practitioner.
  - b. Documentation of required health examinations, tests, and immunizations.
  - c. Proof of a negative result on drug/chemical substance testing.

Students must maintain current vaccination records throughout the program and will be required to submit proof of continued vaccination before beginning a clinical experience.

3. In order to remain enrolled in the program, students must submit proof of a criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify the student for practice as a nursing student under the requirements of the state of his or her clinical placements. Proof is required by the end of the conditional admittance period for conditionally admitted students or by the official start date for students who do not qualify for conditional admittance.
4. Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for student nurse candidates. Failure to submit appropriate documentation to participate in clinical experiences by the deadline will result in dismissal from the University.

#### **ASSOCIATE OF SCIENCE IN NURSING—IOWA AND NEBRASKA**

***(Unless otherwise noted below, changes to the Nebraska program are effective August 17, 2011 and changes to the Iowa program are effective August 31, 2011)***

1. Students enrolled in the Associate of Science in Nursing program are required to complete their clinical practice experience in Polk, Story, Dallas, or Warren Counties for the Des Moines, Iowa, campus; Linn, Johnson, or Benton Counties for the Cedar Rapids, Iowa, campus; and Black Hawk or Bremer Counties for the Cedar Falls, Iowa, campus. Students enrolled in the Associate of Science in Nursing program at the Lincoln, Nebraska campus are required to complete their clinical practice experience in Lancaster County. The Lincoln campus program begins August 24, 2011, and the Cedar Falls, Iowa, campus program begins November 9, 2011.
2. **Effective November 9, 2011:** Students in Lincoln, Nebraska, and Des Moines, Cedar Falls, and Cedar Rapids, Iowa, who enter the program with a current license to practice as a practical nurse (LPN) will not be required to complete NU 102: Nursing Fundamentals, but will be required to complete NU 103: Role Transitions for the LPN/VN-to-RN. These students should refer to the LPN-to-Associate of Science in Nursing—Iowa and Nebraska degree program as listed in this Catalog Addendum.
3. After enrollment, students must complete and/or submit the following before starting coursework in the Associate of Science in Nursing—Iowa and Nebraska program:
  - a. Evidence of high school graduation or a GED certificate
  - b. Official transcripts from all other colleges, universities, and/or vocational schools attended, if applicable
  - c. Admissions interview conducted by the Director of Nursing (DON) or a designee
4. In order to remain enrolled in the program, proof of the following are required by the end of the conditional admittance period for conditionally admitted students or by the official start date for students who do not qualify for conditional admittance:
  - a. Negative result on drug/chemical substance testing. Applicant must provide a valid, verifiable, current prescription for medications they are presently taking. If an applicant tests positive and does not have a prescription as described above, he or she will not be permitted to start in the program or re-enroll at a later date.
  - b. Satisfactory national criminal background check.

## **PRACTICAL NURSING DIPLOMA**

1. Students enrolled in the Practical Nursing Diploma program must achieve a minimum grade of “C” (75 percent) in all courses.
2. Students enrolled in the Practical Nursing Diploma program will have one opportunity to repeat a failed course; students unsuccessful in attaining the necessary grade of “C” (75 percent) to pass this repeated course will be withdrawn from the program.
3. Students enrolled in the Practical Nursing Diploma program may repeat no more than two failed courses in the program.

The following changes to the School of Nursing’s policy governing practicum and clinical experiences are effective May 16, 2012:

## **Practicum and Clinical Experiences**

In particular phases of study, some programs include a practicum or clinical experience that is to be completed without compensation. Although students are supervised by professionals at their practicum or clinical site, they must continue to maintain contact with the Kaplan University Clinical Coordinator. Onsite students enrolled in the Associate of Science in Nursing program will be supervised by a faculty clinical instructor.

In order for students to become eligible for a practicum or clinical, the following academic requirements must be met prior to starting the practicum or clinical:

1. Students must pass all required prerequisite courses, as indicated in this Catalog.
2. Students may not have an incomplete grade (“I”) for any major course.
3. Students must have a 2.0 GPA for practicum or clinical experiences.

During practicum or clinical training, students are expected to perform in an ethical, safe, and professional manner and to assist in all matters appropriate to the scope of practice. Failure to do so may result in course failure and dismissal from the program.

All practicum and clinical sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.

The University maintains affiliation agreements with a variety of facilities. Students should be aware that some facilities may have special requirements that must be met. If a student has a particular interest in a facility with which the University is not affiliated, the student may bring this to the attention of the Clinical Coordinator so the site may be evaluated.

Students may arrange the days or times of practicum or clinical training only with written permission from the University. If a student is absent from practicum or clinical training, both the site and the Clinical Instructor must be informed by the student.

The following program changes are effective May 16, 2012:

## XXXII. Associate of Science in Nursing—Florida

The Associate of Science in Nursing program is a prelicensure nursing education program. The program is designed to support the learner through the organization and integration of content, skills, and procedures, along with a dynamic curriculum designed to increase student knowledge and competence and provide the foundation for progressively higher levels of nursing practice.

A student successfully completing the required plan of study and all other graduation requirements may be academically prepared to apply to take the licensing examination for registered nurses (NCLEX-RN). While the courses in the program may provide the knowledge necessary to sit for this exam, Kaplan University cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of this Catalog for further guidance.

Students who complete the associate's degree and successfully pass the National Council Licensure Examination (NCLEX-RN) will be eligible to enter the Kaplan University Bachelor of Science in Nursing degree-completion program.

The Associate of Science in Nursing program is designed to provide students with the background and practical experience that meet state and nationally recognized standards for such degrees; however, individual state licensing requirements vary and are subject to change. Thus, the University makes no representations or warranties as to whether the degree program meets the specific licensing requirements of any individual state. The University suggests that students independently research the licensing requirements of any state in which they intend to seek licensure.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

Enrollment in the program is limited. Contact an Admissions Advisor for details.

The Associate of Science in Nursing program consists of a minimum of 110 quarter credit hours. Due to state-specific nursing education requirements, the student may need to take more than 110 credits to complete the prelicensure program. Upon successful completion of the program, graduates will receive an associate of science degree.

The Associate of Science in Nursing program at Pembroke Pines, FL, has been placed on probation by the Florida Board of Nursing.

Florida Board of Nursing  
4062 Bald Cypress Way  
Tallahassee, FL 32399-3257

For more information, please contact an Admissions Advisor.

### CLINICAL EXPERIENCE

The program blends online coursework with on-ground, facility-based clinical practice experiences. Students are required to complete their clinical practice experience in Palm Beach County, Broward County, or Miami Dade County in Florida. Students will be required to successfully complete both components of the coursework to fulfill program requirements. Prior to the end of the first term, students will be required to submit a criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify the student for practice as a nursing student under the requirements of the state of his or her clinical placements. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Undergraduate section of the Catalog.

## Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
CM 107: College Composition I	5
CM 220: College Composition II	5
IT 133: Software Applications	5
MM 212: College Algebra	5
PS 124: Introduction to Psychology	5
SC 121: Human Anatomy and Physiology I	5
SC 131: Human Anatomy and Physiology II	5
SC 246: Fundamentals of Microbiology	5
SS 144: Sociology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>45</b>
<b>MAJOR REQUIREMENTS</b>	
NU 104: Pathophysiology for Nursing	5
NU 106: Nursing Fundamentals	7
NU 107: Pharmacology for Nursing	6
NU 113: Medical-Surgical Nursing I	7
NU 122: Maternal Infant Nursing	6
NU 132: Medical-Surgical Nursing II	6
NU 222: Pediatric Nursing	6
NU 242: Mental Health Nursing	5
NU 261: Medical-Surgical Nursing III	6
NU 280: Leadership and Trends in Nursing	5
NU 295: Capstone in Nursing	6
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>65</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>110</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes are effective November 9, 2011:

## XXXI. Associate of Science in Nursing—Iowa and Nebraska

The Associate of Science in Nursing program is a prelicensure nursing education program. The program is designed to support the learner through the organization and integration of content, skills, and procedures, along with a dynamic curriculum designed to increase student knowledge and competence and provide the foundation for progressively higher levels of nursing practice.

A student successfully completing the required plan of study and all other graduation requirements may be academically prepared to apply to take the licensing examination for registered nurses (NCLEX-RN). While the courses in the program may provide the knowledge necessary to sit for this exam, Kaplan University cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of the Catalog for further guidance.

Students who complete the associate's degree and successfully pass the National Council Licensure Examination (NCLEX-RN) will be eligible to enter the Kaplan University Bachelor of Science in Nursing degree-completion program.

The Associate of Science in Nursing program is designed to provide students with the background and practical experience that meet state and nationally recognized standards for such degrees; however, individual state licensing requirements vary and are subject to change. Thus, the University makes no representations or warranties as to whether the degree program meets the specific licensing requirements of any individual state. The University suggests that students independently research the licensing requirements of any state in which they intend to seek licensure.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

Enrollment in the program is limited. Contact an Admissions Advisor for details.

The Associate of Science in Nursing program consists of a minimum of 110 quarter credit hours. Upon successful completion of the program, graduates will be awarded an associate of science degree.

### LPN-TO-ASSOCIATE OF SCIENCE IN NURSING

The Associate of Science in Nursing program admits students who have no prior health care experience as well as individuals who have completed a practical nursing program. Students who are graduates of a practical nursing program must have passed the NCLEX-PN® and be a licensed practical nurse in good standing with the Board of Nursing in the state in which the campus is located. These students may follow the Licensed Practical Nurse (LPN)-to-Associate of Science in Nursing degree plan listed on the next page. Students who follow this degree plan must achieve the same level of academic performance to complete the Associate of Science in Nursing program as those who follow the standard degree plan.

The LPN-to-Associate of Science in Nursing degree plan consists of a minimum of 94 quarter credit hours.

### CLINICAL EXPERIENCE

The program blends online coursework with on-ground, facility-based clinical practice experiences. Students are required to complete their clinical practice experience in Polk, Story, Dallas, or Warren Counties for the Des Moines, Iowa, campus; Black Hawk or Bremer Counties for the Cedar Falls, Iowa, campus; Linn, Johnson, or Benton Counties for the Cedar Rapids, Iowa, campus; and Lancaster County for the Lincoln, Nebraska, campus. Students will be required to successfully complete both components of the coursework to fulfill program requirements. Prior to the end of the first term, students will be required to submit a criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify the student for practice as a nursing student under the requirements of the state of his or her clinical placements. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Undergraduate section of the Catalog.

## Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
CM 107: College Composition I	5
CM 220: College Composition II	5
IT 133: Software Applications	5
MM 212: College Algebra	5
PS 124: Introduction to Psychology	5
SC 246: Fundamentals of Microbiology	5
SS 144: Sociology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>35</b>
<b>MAJOR REQUIREMENTS</b>	
NU 102: Nursing Fundamentals	7
NU 104: Pathophysiology for Nursing	5
NU 107: Pharmacology for Nursing	6
NU 111: Medical–Surgical Nursing I	7
NU 122: Maternal Infant Nursing	6
NU 132: Medical–Surgical Nursing II	6
NU 222: Pediatric Nursing	6
NU 242: Mental Health Nursing	5
NU 262: Medical–Surgical Nursing III	5
NU 280: Leadership and Trends in Nursing	5
SC 121: Human Anatomy and Physiology I	5
SC 131: Human Anatomy and Physiology II	5
NU 297: Capstone in Nursing	7
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>75</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>110</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes are effective November 9, 2011:

## XXXI. LPN-to-Associate of Science in Nursing—Iowa and Nebraska

### Curriculum

Courses	Credits
<b>ASSOCIATE'S DEGREE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
CM 107: College Composition I	5
CM 220: College Composition II	5
IT 133: Software Applications	5
MM 212: College Algebra	5
PS 124: Introduction to Psychology	5
SC 246: Fundamentals of Microbiology	5
SS 144: Sociology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>35</b>
<b>MAJOR REQUIREMENTS</b>	
NU 103: Role Transitions for the LPN/VN-to-RN	5
NU 104: Pathophysiology for Nursing	5
NU 107: Pharmacology for Nursing	6
NU 112: Medical–Surgical Nursing I for the LPN/VN-to-RN	6
NU 124: Maternal Infant Nursing for the LPN/VN-to-RN	5
NU 132: Medical–Surgical Nursing II	6
NU 224: Pediatric Nursing for the LPN/VN to RN	5
NU 243: Mental Health Nursing for the LPN/VN-to-RN	4
NU 262: Medical–Surgical Nursing III	5
NU 280: Leadership and Trends in Nursing	5
NU 297: Capstone in Nursing	7
<b>TOTAL MAJOR REQUIREMENTS</b>	<b>59</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>94</b>

Students are required to complete their clinical practice experience in Polk, Story, Dallas, or Warren Counties for the Des Moines, Iowa, campus; Linn, Johnson, or Benton Counties for the Cedar Rapids, Iowa, campus; Black Hawk or Bremer Counties for the Cedar Falls, Iowa, campus; and Lancaster County for the Lincoln, Nebraska campus.

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

# Discontinued Programs

Associate of Applied Science in Business Administration, Travel Counseling Career Focus Area<sup>‡</sup>

Associate of Science in Nursing—Cedar Rapids and Des Moines, Iowa\*

Bachelor of Science in Business Administration, Criminal Justice Career Focus Area<sup>†</sup>

Bachelor of Science in Business Administration, Prelaw Career Focus Area<sup>†</sup>

\*Effective November 9, 2011

<sup>†</sup>Effective February 1, 2012

<sup>‡</sup>Effective May 16, 2012

# Undergraduate Course Descriptions

## DISCONTINUED COURSES

CJ 292: ASSOCIATE'S-LEVEL CRIMINAL JUSTICE EXTERNSHIP*	GD 240: DIGITAL PRESENTATION*	PN 141: PHARMACOLOGY <sup>‡</sup>
CJ 294: ASSOCIATE'S-LEVEL CRIMINAL JUSTICE EXTERNSHIP*	GD 260: MULTIMEDIA AND PRODUCTION*	PN 144: MEDICAL-SURGICAL NURSING CARE I <sup>‡</sup>
CJ 296: ASSOCIATE'S-LEVEL CRIMINAL JUSTICE EXTERNSHIP*	MA 104: ANATOMY AND PHYSIOLOGY I <sup>‡</sup>	PN 147: CLINICAL I—CHRONIC CARE <sup>‡</sup>
CJ 298: ASSOCIATE'S-LEVEL CRIMINAL JUSTICE EXTERNSHIP*	MA 107: ANATOMY AND PHYSIOLOGY II <sup>‡</sup>	PN 150: NUTRITION <sup>‡</sup>
CJ 337: CURRENT ISSUES IN TRANSNATIONAL CRIME*	MA 126: PHARMACOLOGY <sup>‡</sup>	PN 153: MENTAL HEALTH NURSING <sup>‡</sup>
CJ 491: BACHELOR'S-LEVEL CRIMINAL JUSTICE EXTERNSHIP*	MA 156: PATHOPHYSIOLOGY <sup>‡</sup>	PN 156: MEDICAL-SURGICAL NURSING CARE II <sup>‡</sup>
CJ 493: BACHELOR'S-LEVEL CRIMINAL JUSTICE EXTERNSHIP*	MT 230: ADVANCED APPLICATIONS <sup>‡</sup>	PN 159: CLINICAL II—CHRONIC CARE <sup>‡</sup>
CJ 495: BACHELOR'S-LEVEL CRIMINAL JUSTICE EXTERNSHIP*	MT 320: RESEARCH AND PRESENTATION*	PN 162: GENITOURINARY NURSING <sup>‡</sup>
CJ 497: BACHELOR'S-LEVEL CRIMINAL JUSTICE EXTERNSHIP*	PU 205: CURRENT ISSUES IN PUBLIC HEALTH <sup>‡</sup>	PN 165: MEDICAL-SURGICAL NURSING CARE III <sup>‡</sup>
CM 103: COLLEGE COMPOSITION I—EFFECTIVE WRITING I FOR CRIMINAL JUSTICE MAJORS <sup>§</sup>	PN 101: INTRODUCTION TO HUMAN DYNAMICS, NURSING, AND HEALTH CARE <sup>‡</sup>	PN 168: MATERNAL CHILD NURSING CARE <sup>‡</sup>
CM 112: COLLEGE COMPOSITION I—EFFECTIVE WRITING I FOR FIRE SCIENCE MAJORS <sup>§</sup>	PN 105: NURSING FUNDAMENTALS <sup>‡</sup>	PN 171: CLINICAL III—ACUTE CARE <sup>‡</sup>
CM 221: COLLEGE COMPOSITION II FOR FIRE SCIENCE MAJORS <sup>§</sup>	PN 109: INTRODUCTION TO NURSING PHARMACOLOGY <sup>‡</sup>	PN 174: CARDIORESPIRATORY NURSING <sup>‡</sup>
CM 223: COLLEGE COMPOSITION II FOR CRIMINAL JUSTICE MAJORS <sup>§</sup>	PN 113: NURSING ACROSS THE LIFE SPAN <sup>‡</sup>	PN 177: CAREER PREPARATION/ LEADERSHIP SUPERVISION <sup>‡</sup>
GD 110: INTRODUCTION TO THE HISTORY OF GRAPHIC DESIGN*	PN 117: ADULT CHRONIC MEDICAL-SURGICAL NURSING <sup>‡</sup>	PN 180: MEDICAL-SURGICAL NURSING CARE IV <sup>‡</sup>
GD 190: METHODOLOGIES OF PUBLISHING*	PN 121: ADULT ACUTE MEDICAL-SURGICAL NURSING <sup>‡</sup>	PN 190: CLINICAL IV—SUPERVISED LEADERSHIP <sup>‡</sup>
GD 200: DIGITAL DESIGN II*	PN 123: PRACTICAL NURSING ETHICS AND ROLES <sup>‡</sup>	SC 245: GENERAL MICROBIOLOGY*
	PN 125: COMPREHENSIVE CAREER PREPARATION FOR PRACTICAL NURSING <sup>‡</sup>	TH 101: TRAVEL CONCEPTS <sup>§</sup>
	PN 127: NURSING FOUNDATIONS <sup>‡</sup>	TH 102: TRAVEL INDUSTRY MARKETING AND SERVICE CONCEPTS <sup>§</sup>
	PN 129: ANATOMY AND PHYSIOLOGY I <sup>‡</sup>	TH 110: WESTERN HEMISPHERE GEOGRAPHY FOR THE TRAVEL PROFESSIONAL <sup>§</sup>
	PN 131: ANATOMY AND PHYSIOLOGY II <sup>‡</sup>	TH 200: EASTERN HEMISPHERE GEOGRAPHY FOR THE TRAVEL PROFESSIONAL <sup>§</sup>
	PN 134: NURSING SKILLS <sup>‡</sup>	
	PN 138: HUMAN GROWTH AND DEVELOPMENT <sup>‡</sup>	

**TH 210: TRAVEL AND HOSPITALITY TECHNOLOGY<sup>§</sup>**

## REVISED COURSE CREDITS

**CE 498: STUDENT TEACHING PART B** will be revised from 6 quarter credit hours to 12 quarter credit hours<sup>‡</sup>

## REVISED COURSE TITLES/NUMBERS

**CE 498: STUDENT TEACHING PART B** will replace **CE 498: STUDENT TEACHING PART A<sup>†</sup>**

**CJ 100: PREPARING FOR A CAREER IN PUBLIC SAFETY** will replace **CJ 100: EIGHT SKILLS OF THE EFFECTIVE CRIMINAL JUSTICE STUDENT<sup>§</sup>**

**CJ 496: PUBLIC SAFETY INTERNSHIP** will replace **CJ 496: CRIMINAL JUSTICE INTERNSHIP<sup>‡</sup>**

**GD 180: DIGITAL DESIGN** will replace **GD 180: DIGITAL DESIGN I<sup>‡</sup>**

**HS 292: BILLING AND CODING PRACTICUM** will replace **HS 292: BILLING AND CODING EXTERNSHIP<sup>‡</sup>**

**LS 493: BACHELOR OF SCIENCE IN LEGAL STUDIES INTERNSHIP** will replace **LS 493: BSLS CAPSTONE (INTERNSHIP OPTION)<sup>‡</sup>**

**MT 340: CONFLICT MANAGEMENT AND TEAM DYNAMICS** will replace **MT 340: CONFLICT RESOLUTION AND TEAM DYNAMICS<sup>§</sup>**

**MT 481: FINANCIAL MARKETS** will replace **MT 481: FINANCIAL MARKETS AND INSTITUTIONS<sup>†</sup>**

**PA 280: ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL STUDIES EXTERNSHIP** will replace **PA 280: ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL STUDIES CAPSTONE AND EXTERNSHIP<sup>\*</sup>**

**SS 335: MEDICINE, HEALTH, AND SOCIETY** will replace **SS 335: SOCIOLOGY OF MEDICINE AND HEALTH<sup>\*</sup>**

## COURSE PREREQUISITE CHANGES

**CE 240: YOUNG CHILDREN WITH SPECIAL NEEDS<sup>\*</sup>**

*Prerequisite: CE 101*

**CE 498: STUDENT TEACHING PART B<sup>†</sup>**

*Prerequisite: CE 497 and permission from the Dean*

**CM 220: COLLEGE COMPOSITION II<sup>†</sup>**

*Prerequisite: None*

**CM 240: TECHNICAL COMMUNICATION<sup>†</sup>**

*Prerequisite: Any college composition course  
Corequisite: CM 220*

**CM 250: FUNDAMENTALS OF GRAMMAR AND EDITING<sup>‡</sup>**

*Prerequisite: Any college composition course*

**GD 180: DIGITAL DESIGN I<sup>\*</sup>**

*Prerequisite: None*

**GD 220: DIGITAL PHOTOGRAPHY<sup>\*</sup>**

*Prerequisite: None*

**HI 215: REIMBURSEMENT METHODOLOGIES<sup>§</sup>**

*Prerequisite: None*

**HU 201: VOICES OF WESTERN CULTURE—ARTS AND IDEAS<sup>†</sup>**

*Prerequisite: Any college composition course*

**HU 245: ETHICS<sup>‡</sup>**

*Prerequisite: Any college composition course*

**HU 280: BIOETHICS<sup>‡</sup>**

*Prerequisite: Any college composition course*

**HU 310: CULTURE, SOCIETY, AND ADVANCED TECHNOLOGY<sup>†</sup>**

*Prerequisite: Any college composition course*

**HU 320: CULTURE—RELIGION AND IDENTITY<sup>†</sup>**

*Prerequisite: Any college composition course*

**HU 345: CRITICAL THINKING<sup>‡</sup>**

*Prerequisite: Any college composition course*

**HU 410: FREEDOM AND JUSTICE<sup>‡</sup>**

*Prerequisite: Any college composition course*

**IT 296: ASSOCIATE'S-LEVEL INFORMATION TECHNOLOGY EXTERNSHIP<sup>†</sup>**

*Prerequisite: Completion of all core courses; minimum GPA of 2.0*

**IT 320: OPERATING SYSTEM CONCEPTS<sup>\*</sup>**

*Prerequisite: IT 275 or IT 278*

**MT 480: CORPORATE FINANCE<sup>§</sup>**

*Prerequisite: MT 217 or equivalent*

**MT 481: FINANCIAL MARKETS<sup>§</sup>**

*Prerequisite: MT 217 or equivalent*

**MT 482: FINANCIAL STATEMENT ANALYSIS<sup>§</sup>**

*Prerequisite: MT 217 or equivalent*

**MT 483: INVESTMENTS<sup>§</sup>**

*Prerequisite: MT 217 or equivalent*

**NU 102: NURSING FUNDAMENTALS<sup>‡</sup>**

*Prerequisites: MM 212, SC 131, and SC 246  
Corequisites: NU 104 and NU 107*

**NU 103: ROLE TRANSITIONS FOR THE LPN/VN-TO-RN<sup>†</sup>**

*Prerequisites: Active PN/VN license; MM 212 and SC 246*

*Corequisites: NU 104 and NU 107*

**NU 104: PATHOPHYSIOLOGY FOR NURSING<sup>§</sup>**

*Prerequisites: MM 212, SC 131 or active LPN license, and SC 246*

*Corequisites: NU 102, NU103, or NU106, and NU 107*

**NU 107: PHARMACOLOGY FOR NURSING<sup>§</sup>**

*Prerequisites: MM 212, SC 131 or active LPN license, and SC 246*

*Corequisites: NU 102, NU 103, or NU 106, and NU 104*

**NU 113: MEDICAL-SURGICAL NURSING I<sup>§</sup>**

*Prerequisites: NU 102 or NU106, NU 104, and NU 107*

**NU 124: MATERNAL INFANT NURSING FOR THE LPN/VN-TO-RN<sup>†</sup>**

*Prerequisites: NU 103, NU 104, and NU 107  
Prerequisite or Corequisite: NU 112*

**NU 132: MEDICAL-SURGICAL NURSING II<sup>†</sup>**

*Prerequisite: NU 111, NU 112, or NU 113*



**NU 222: PEDIATRIC NURSING\***

Prerequisite: NU 132

**NU 224: PEDIATRIC NURSING FOR THE LPN/VN-TO-RN†**

Prerequisite: NU 132

**NU 242: MENTAL HEALTH NURSING‡**

Prerequisites: NU 111 or NU 113, and PS 124

**NU 243: MENTAL HEALTH NURSING FOR THE LPN/VN-TO-RN†**

Prerequisites: NU 112 and PS 124

**NU 262: MEDICAL-SURGICAL NURSING III†**

Prerequisite: NU 132

**NU 280: LEADERSHIP AND TRENDS IN NURSING‡**

Prerequisite: Last term and completion of all required courses in the program

**NU 297: CAPSTONE‡**

Prerequisite: Last term and completion of all required courses in the program  
Corequisite: NU 280

**SS 144: SOCIOLOGY\***

Prerequisite: Any college composition course

**SS 225: FILM AND SOCIETY\***

Prerequisite: Any college composition course

**SS 230: MAKING HISTORY—THE FOUNDING FATHERS†**

Prerequisite: Any college composition course

**SS 235: TWENTIETH CENTURY AFRICAN AMERICAN LEADERSHIP†**

Prerequisite: Any college composition course

**SS 236: PEOPLE, POWER, AND POLITICS—AN INTRODUCTION TO AMERICAN GOVERNMENT†**

Prerequisite: Any college composition course

**SS 250: THE TECHNOLOGICAL REVOLUTION—A SOCIAL SCIENTIFIC APPROACH†**

Prerequisite: Any college composition course

**SS 270: SOCIAL PROBLEMS\***

Prerequisite: Any college composition course

**SS 340: AMERICAN BUSINESS HISTORY\***

Prerequisite: Any college composition course

**SS 360: AMERICAN WOMEN\***

Prerequisite: Any college composition course

**SS 375: DAYS THAT CHANGED THE WORLD†**

Prerequisite: Any college composition course

**SS 380: HISTORY OF MEDICINE†**

Prerequisite: Any college composition course

**SS 390: CONTEMPORARY GLOBAL HISTORY\***

Prerequisite: Any college composition course

## COURSE DESCRIPTIONS

**AB 104: PERSONAL FINANCIAL MANAGEMENT\***

This course examines and applies financial decision-making techniques to everyday life. It will emphasize the importance of setting goals, creating financial statements, preparing budgets, planning for college and retirement, and estate planning. The course will also introduce students to careers that are available within the financial services industry.

5 Quarter Credit Hours

Prerequisite: None

**AB 116: ACCOUNTING II\***

This course continues the study of accounting principles by further exploring the assets, liabilities, and stockholders' equity sections of a corporation's balance sheet. This course continues to lead students to accounting mastery using an integrated learning system. This course provides further understanding of what accounting is all about and accounting's evolving role in business.

5 Quarter Credit Hours

Prerequisite: AB 114

**AC 116: ACCOUNTING II\***

This course continues the study of accounting principles by further exploring the assets, liabilities, and stockholders' equity sections of a corporation's balance sheet. This course continues to lead students to accounting mastery using an integrated learning system. This course provides further understanding of what accounting is all about and accounting's evolving role in business.

5 Quarter Credit Hours

Prerequisite: AC 114

**CE 250: INTEGRATING SOCIAL STUDIES CURRICULUM IN INCLUSIVE CLASSROOMS\***

This course examines the integration of social studies throughout the entire curriculum. The course emphasizes strategies used to teach relevant social studies topics to diverse learners. Students analyze how the classroom environment

they create with children mirrors communities at large. Students will explore resources that promote antibias and acceptance in the inclusionary classroom.

Onsite only

5 Quarter Credit Hours

Prerequisite: 100/200-level child development course

**CE 301: TYPICAL AND ATYPICAL INFANT AND TODDLER DEVELOPMENT\***

This course examines theories and processes of typical and atypical development from prebirth through age 3. The focus of this course concentrates on understanding the patterns of infant and toddler development and the factors that affect relationships and the ability to learn. Students will explore the impact of biological and environmental factors in the prenatal, perinatal, and postnatal periods. Students will apply knowledge of the five developmental domains in relation to assessment, curriculum development, and intervention and implementation.

Onsite only

6 Quarter Credit Hours

Prerequisite: 100/200-level child development course

**CE 341: USING ACCOMMODATIONS AND ASSISTIVE TECHNOLOGY FOR CHILDREN WITH SPECIAL NEEDS\***

This course will examine how technology and accommodations equalize access to education for children with special needs. Discussions regarding different forms of assistive technology and accommodations will include evaluation and appropriate implementation of the forms in the child's classroom environment. Students will explore how children with limitations in mobility, vision, hearing, cognition, perception, and communication successfully participate in an environment with the aid of technology and/or accommodations.

Onsite only

6 Quarter Credit Hours

Prerequisite: 100/200-level child development course and 100/200-level special education course

**CE 460: SPECIAL EDUCATION LAW\***

This course will focus on federal and state laws and regulations that impact how educators design and implement programs for children with special needs. The course emphasizes the process of collaborating with an interdisciplinary team in organizing and conducting individual education plan meetings; how to determine eligibility for special education services; and the procedural safeguards involved in all aspects of special education. Students will practice writing educational and behavior plans and linking these plans to daily instruction, record keeping, and evaluation.

Onsite only

6 Quarter Credit Hours

Prerequisites: 100/200-level special education course and CE 300

**CE 497: STUDENT TEACHING PART A\***

This course provides campus students with the opportunity to integrate and apply their learning in a comprehensive manner within an early childhood classroom setting. Students will complete a 170-hour, part-time student teaching experience (2.5 days per week) where they not only participate in the operation of the classroom but are responsible for a portion of the curriculum. Students practice as able communicators and listeners with both the children in their care and the cooperating staff. Students will reflect on the courses taken and develop an understanding of the National Association for the Education of Young Children (NAEYC) standards, developmentally appropriate practices based upon child development research, curriculum, and professionalism. This course will culminate with a comprehensive professional portfolio that integrates learning throughout the program.

*Onsite only*

*6 Quarter Credit Hours*

*Prerequisites: Last two terms, permission from the Department Chair, and successful completion of the Praxis I exam*

**CE 498: STUDENT TEACHING PART B\***

This course provides campus students with the opportunity to integrate and apply their learning in a comprehensive manner within an early childhood classroom setting. Students will complete a full-time student teaching experience where they participate in the operation of the classroom. Students will fully transition into teaching all subjects in the curriculum. Students practice as able communicators and listeners with both the children in their care and the cooperating staff. Students will reflect on the courses taken and strengthen practical skills related to developmentally appropriate practices based upon child development research, curriculum, and professionalism. This course will culminate with a comprehensive professional portfolio.

*Onsite only*

*12 Quarter Credit Hours*

*Prerequisites: CE 497 and permission from the Dean*

**CJ 100: PREPARING FOR A CAREER IN PUBLIC SAFETY<sup>§</sup>**

This course introduces students to careers in criminal justice and describes the Kaplan University public safety degree programs. The field of study, skill sets, and the criminal justice agencies and diverse populations encountered in the field will be discussed. Students will research the public safety degree program and class offerings in conjunction with their professional and personal goals in order to map out their specific degree plan and career goals. This course is designed to ensure criminal justice students have a successful social and academic transition into academic excellence within the Kaplan University community, and provide a foundation for success within the profession.

*5 Quarter Credit Hours*

*Prerequisite: None*

**CJ 246: HUMAN RELATIONS IN A DIVERSE SOCIETY\***

This course will offer students the opportunity to examine current issues, social problems, and existing research related to culturally diverse societies. Emphasis will be placed on the need for cultural awareness and diversity education, an enhanced understanding of cultural differences, and a critical thinking and research approach that correlates with the exploration of diversity as it relates to criminal justice.

*5 Quarter Credit Hours*

*Prerequisite: None*

**CJ 317: COMPUTER FORENSICS\***

This course provides an overview of computer forensic investigation principles, computer forensic software, and techniques for capturing and analyzing data from various digital storage media such as Apple iPads, GPS (Global Positioning System) devices, and portable USB devices. Students will understand the scientific principles behind forensic science and learn to apply those principles to the examination of digital evidence.

*6 Quarter Credit Hours*

*Prerequisite: None*

**CJ 370: CRIME SCENE INVESTIGATION II\***

This course provides students with a general overview of crime scene techniques for a basic understanding of how to process crime scenes. Students will also learn the importance of evaluating and processing evidence in order to assist crime laboratory experts.

*6 Quarter Credit Hours*

*Prerequisite: CJ 101*

**CJ 412: ROLE OF CRIMINAL JUSTICE IN PEACEKEEPING OPERATIONS\***

This course provides an analysis of the role of criminal justice institutions in peacekeeping operations. The student will learn how peacekeeping organizations address the criminal element that attempts to prosper and profit from weak or no governmental authority. The goal of this course is to provide students with an understanding of how to develop functioning law enforcement and criminal justice systems that enforce the rule of law, are accountable to the electorate, and are adaptive to the needs of a society subjected to political and military conflict and instability.

*6 Quarter Credit Hours*

*Prerequisite: CJ 102*

**CJ 496: PUBLIC SAFETY INTERNSHIP\***

This course provides students with the opportunity to apply theory to practice. This mutually acceptable internship agreement between Kaplan University and a criminal justice, fire service, homeland security, emergency management, or other preapproved public safety-related agency of choice will offer broad-based exposure for students at all levels of their chosen organization. At either the local, state, or federal level, this experience is designed to help students integrate and synthesize their academic experiences into

professional practice. Students will spend 20 hours per week at their internship site to complete course requirements.

*6 Quarter Credit Hours*

*Prerequisite: A minimum of 30 quarter credit hours of criminal justice coursework completed*

**HS 292: BILLING AND CODING PRACTICUM\***

This course is designed to build on the concepts and skills of program courses, specifically medical billing and coding. Students will gain additional hours of practical experience in medical billing, coding, and administrative functions in a classroom lab setting.

*Hagerstown and Omaha campuses only*

*3 Quarter Credit Hours*

*Prerequisite: Last term or permission from the Program Coordinator*

**IT 296: ASSOCIATE'S-LEVEL INFORMATION TECHNOLOGY EXTERNSHIP\***

This course gives associate's-level students practical job experience in the information technology field. The externship provides students an opportunity to learn about the IT career field through practical, real-world experiences and mentoring from an IT professional. This experience will enrich students' technology skills and provide a better understanding of the level of expertise needed to be successful in their career.

*Onsite only*

*5 Quarter Credit Hours*

*Prerequisite: Completion of all core courses; minimum GPA of 2.0*

**IT 406: MOBILE DATABASE SYSTEMS\***

This course covers smartphone application development using mobile databases. Students will create mobile applications on modern smartphone platforms. Topics include: user interface design, customizing components, dynamic data access and storage, and enhancing data and communication security.

*6 Quarter Credit Hours*

*Prerequisite: IT 405*

**NU 106: NURSING FUNDAMENTALS\***

This course introduces students to the role of the professional registered nurse, the role of other health care providers, and the health care system from a historical, legal, and ethical perspective. Topics will include health and health promotion throughout the lifespan with a focus on the nursing process. Students will learn initial assessment and vital sign monitoring. With an emphasis on client safety, students will learn the fundamental nursing skills of communicating therapeutically, providing comfort, bathing and personal care, meeting nutritional needs, and assisting with mobility. Cultural diversity and care of the older adult will be introduced. Students will learn to effectively document client records and to provide reports to other providers. This course includes lab and clinical components.

*7 Quarter Credit Hours*

*Prerequisites: MM 212, SC 131, and SC 246*

*Corequisites: NU 104 and NU 107*

**NU 113: MEDICAL-SURGICAL NURSING I<sup>‡</sup>**

This course will prepare students to use the nursing process to care for adult medical and surgical clients. The course will focus on developing basic critical thinking, health promotion, communication, and assessment skills. Care planning, nursing interventions, patient education, and health care technologies will also be addressed. Course-specific content will include nursing care related to health care alterations in the following body systems: respiratory, cardiac, renal, endocrine, and peripheral vascular. Students will participate in clinical education activities in a medical surgical acute or chronic care setting.

*7 Quarter Credit Hours*

*Prerequisite: NU 102, NU 104, and NU 107*

**NU 261: MEDICAL-SURGICAL NURSING III<sup>‡</sup>**

This course will prepare students to care for adult clients experiencing complex multisystem medical-surgical, rehabilitative, or restorative conditions. The course will focus on application of management, leadership, critical thinking, risk reduction, communication, and assessment skills. In addition to the refinement of clinical skills and knowledge gained in Medical Surgical Nursing I and II, students will gain experience in practice management, leadership roles, and the use of health care technologies within their clinical practice. Clinical placements will take place across a variety of settings.

*6 Quarter Credit Hours*

*Prerequisite: NU 132*

**NU 295: CAPSTONE IN NURSING<sup>‡</sup>**

The capstone is designed to build on the concepts covered in nursing courses students have taken as a part of their program. This course assists the student in the integration of the competencies essential for the practice of professional nursing. The student will progress to more independent functions in clinical experiences. The clinical site will be dependent upon the student's needs and based upon the joint analysis of the student and faculty prior to the placement. Throughout the term, students will focus on preparation for the NCLEX-RN<sup>®</sup> examination.

*6 Quarter Credit Hours*

*Prerequisites: Last term and completion of all required courses*

*Corequisite: NU 280*

**PA 280: ASSOCIATE OF APPLIED SCIENCE IN PARALEGAL STUDIES EXTERNSHIP<sup>‡</sup>**

This course will provide students enrolled in the Associate of Applied Science in Paralegal Studies program with practical experience in a professional field. This course is an opportunity to combine academic learning with new, career-related experiences in paralegal studies.

*5 Quarter Credit Hours*

*Prerequisite: PA 101 or LS 102*

**PS 120: PSYCHOLOGY FOR THE MEDICAL PROFESSIONAL<sup>\*</sup>**

This course introduces students to the principal theories, concepts, and topics of psychology with application to medical and health-related behavior aspects. Topics include human development; biological, social, cultural, and environmental influences on behavior; and abnormal psychology. Students will explore how an understanding of psychology may be applied in working as a medical professional with special needs patients, patient advocacy, and the terminally ill patient and family. Students apply what they learn to case studies and real-life examples, focusing on how psychology influences and helps explain human behavior.

*5 Quarter Credit Hours*

*Prerequisite: None*

**SC 246: FUNDAMENTALS OF MICROBIOLOGY<sup>\*</sup>**

Fundamentals of Microbiology will review basic microbial cell structure, function, and genetics. The role of microorganisms and their affect on humans and the environment will also be explained. Aspects of medical and public health will be emphasized, as will bacterial and viral diseases, parasites, immunology, and epidemiology. Course material and labs are directly relevant to studies in health sciences, biological sciences, nursing, and genetics.

*5 Quarter Credit Hours*

*(includes a 1 credit hour lab)*

*Prerequisite: None*

# Graduate Programs

## College of Arts and Sciences

The effective dates for changes to the College of Arts and Sciences' admissions requirements are noted below:

### Admissions Requirements

In addition to the general Kaplan University admissions requirements, the College of Arts and Sciences has specific requirements for the following programs:

#### MASTER OF PUBLIC ADMINISTRATION

**Effective November 9, 2011:** Prior to enrollment in the Master of Public Administration program, it is highly recommended that students complete the following prerequisite courses at the University or an accredited college or university:

- American Government
- Statistics
- Public Policy

#### Accelerated Master of Public Administration Option

**Effective November 9, 2011:** Graduates of a Kaplan University School of Criminal Justice bachelor's degree program, a School of Legal Studies bachelor's degree program, or the Bachelor of Science in Public Administration and Policy who are granted admission to the Master of Public Administration program and meet the requirements for the accelerated option will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

- PP 500: Public Administration and Management
- PP 510: Leadership in the Public Sector
- PP 520: Finance and the Administration of Public Funds
- PP 530: Human Resource Management in the Public Sector

#### MASTER OF SCIENCE IN PSYCHOLOGY

Students applying for admission must submit the following:

1. An essay that details career goals and associated reasons for enrolling in the program.
2. An unofficial transcript, submitted prior to enrollment, indicating receipt of a bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the fifth week of classes, students must provide the University with an official copy of the transcript. The unofficial and official transcripts must indicate a cumulative GPA of 2.5 or above from all previous coursework.

If an official transcript is not submitted by the end of the fifth week of classes, the student will be blocked from classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

#### Accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology Option

Graduates of the University's Bachelor of Science in Psychology program who are granted admission to the Master of Science in Psychology program and meet the requirements for the accelerated Bachelor of Science in Psychology-to-Master of Science in Psychology option will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

- PS 501: Foundations of Professional Psychology
- PS 502: Ethics and Standards of Professional Psychology
- PS 504: Advanced Research Methods
- PS 506: Life Span Development

#### GRADUATE CERTIFICATE IN ADDICTIONS

Prior to enrollment, students applying for admission to the Graduate Certificate in Addictions program must submit an unofficial transcript indicating receipt of a bachelor's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the fifth week of classes, students must provide the University with an official copy of the transcript. If an official transcript is not submitted by the end of the fifth week of classes, the student will be blocked from classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

#### POSTGRADUATE CERTIFICATE IN APPLIED BEHAVIORAL ANALYSIS

Prior to enrollment, students applying for admission to the Postgraduate Certificate in Applied Behavioral Analysis program must submit an unofficial transcript indicating receipt of a master's degree from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the fifth week of classes, students must provide the University with an official copy of the transcript. If an official transcript is not submitted by the end of the fifth week of classes, the student will be blocked from classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

The following program changes are effective February 1, 2012:

## XXX. Master of Public Administration

The Master of Public Administration program is designed to help practicing and aspiring administrators develop the skills and techniques to provide leadership in a wide variety of public service fields. The program focuses on teaching students to evaluate, implement, and manage policy and to make ethical and effective decisions in the interest of creating public value.

The course curriculum focuses on a core area of study designed to provide students with the underpinnings of public administration and management and analytical methods to assess administrative policy implementation and effectiveness. The curriculum covers public administration and management, ethics and leadership, budgeting and the administration of public funds, strategic planning, and human resource management.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate- or doctorate-level education, the University cannot guarantee that graduates will be granted admission to any graduate or doctoral programs.

The Master of Public Administration program consists of a minimum of 55 quarter credit hours. Upon successful completion of the program, graduates will be awarded the Master of Public Administration.

### INTENSIVE STUDY AREAS

The program offers students the option of focusing on an intensive study area or pursuing a general Master of Public Administration. Students may choose to complete one of the following intensive study areas to further develop their knowledge in a particular area of emphasis: criminal justice, fire science and emergency services, governmental management, health care management, or further concentration in public policy and administration. Students can also select courses from across the intensive study areas to create a unique program specific to their individual interests or career aspirations.

### TRACKS OF STUDY

The Master of Public Administration program offers two capstone options as the program's culminating experience: an applied research project or a comprehensive exam. Students enrolled in the applied research track develop a better understanding of applied research methods and their application to public administration and policy by completing two applied research courses: LS 504: Applied Research in Legal Studies and PP 698: Applied Research. At the conclusion of the comprehensive exam track, students must successfully complete a written examination covering the core curriculum courses.

### Program Outcomes

1. Public Value: Apply knowledge of practice in public administration to make effective decisions that create public value in diverse and dynamic situations.
2. Ethical Decision Making: Evaluate the social and ethical implications of decisions made in the public interest.
3. Innovation: Innovate to address issues and opportunities in the public sector.
4. Knowledge Base: Evaluate theoretical foundations, current knowledge, and trends in public administration and public service.
5. Finance: Apply financial knowledge to make sound and ethical decisions in the public interest.
6. Diversity: Assess cultural, individual, and role differences of constituents and stakeholders.
7. Leadership: Apply principles of leadership to shape change and improve the governance and management of public policy.

## Curriculum

Courses	Credits
<b>APPLIED RESEARCH TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
LS 504: Applied Research in Legal Studies	5
PP 500: Public Administration and Management	5
PP 510: Leadership in the Public Sector	5
PP 520: Finance and the Administration of Public Funds	5
PP 530: Human Resource Management in the Public Sector	5
PP 698: Applied Research	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>30</b>
<b>ELECTIVE REQUIREMENTS</b>	
Intensive Study Area Courses	25
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>25</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>55</b>
<b>COMPREHENSIVE EXAM TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
LS 504: Applied Research in Legal Studies	5
PP 500: Public Administration and Management	5
PP 510: Leadership in the Public Sector	5
PP 520: Finance and the Administration of Public Funds	5
PP 530: Human Resource Management in the Public Sector	5
PP 602: Comprehensive Exam Capstone	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>30</b>
<b>ELECTIVE REQUIREMENTS</b>	
Intensive Study Area Courses	25
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>25</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>55</b>

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## INTENSIVE STUDY AREAS

### General Master of Public Administration

PP 600:	Administrative Law	5
PP 610:	Balancing the Budget—Budgetary Process	5
PP 640:	Political and Economic Forces	5
PP 650:	Public Policy Analysis	5
500/600-Level:	Legal Studies Elective	5

### Criminal Justice

CJ 500:	Critical Legal Issues in Criminal Justice OR	
CJ 505:	Critical Issues in Criminal Justice	5
CJ 503:	Organizational Behavior	5
CJ 511:	Employment and Policy Law	5
CJ 515:	Theoretical Applications of Justice Management	5
500/600-Level:	Legal Studies Elective	5

### Fire Science and Emergency Services

FS 500:	Principles and Practices of Fire and Emergency Services	5
HM 502:	Risk Vulnerability and Capability Assessment Methods	5
HM 503:	Planning and Operations in Crisis and Emergency Management	5
HM 510:	Mitigation and Preparedness Issues for Emergency Management OR	
HM 540:	Crisis Intervention	5
PP 612:	Program Evaluation OR	
PP 650:	Public Policy Analysis	5

### Governmental Management

LS 605:	Organization and Function of State Government	5
LS 606:	Legislative Process	5
LS 607:	Gubernatorial and Administrative Process	5
PP 650:	Public Policy Analysis	5
500/600-Level:	Legal Studies Elective	5

### Health Care Management

LS 620:	Health Care Organizations and Finance	5
LS 621:	Federalism and the Health Care Delivery System	5
LS 622:	Professionals and Health Care Institutions	5
PP 620:	Public Policy and Health Administration	5
500/600-Level:	Legal Studies Elective	5

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

# School of Business and Management— Graduate Division

The following changes to the School of Business and Management's mission statement are effective November 9, 2011:

## Mission Statement

Our mission is to develop the talents of career-focused students to help them succeed in increasingly complex, diverse, and global business environments. Faculty is composed of practitioners and scholars who focus on classroom innovation and intellectual contribution. Kaplan University's learner-centered education empowers students to apply their skills immediately to become insightful ethical decision makers and leaders.

The effective dates for changes to the School of Business and Management's progression requirements are noted below:

## Progression Requirements

In addition to the general graduate student progression requirements, the School of Business and Management stipulates:

1. Students enrolled in a School of Business and Management program must successfully complete at least 75 percent of the graduate credit hours required for a degree with a grade of "A" or "B."
2. **Effective May 16, 2012:** Students enrolled in the Master of Business Administration program may not use transfer credit to replace GB 500: Business Perspectives or GB 601: MBA Capstone. Students enrolled in the Master of Science in Management program may not use transfer credit to replace GM 502: Leadership Theory and Practice I or GM 599: Applied Research Project. These courses must be completed at Kaplan University
3. With the exception of students enrolled in the Graduate Certificate in Entrepreneurship for Growth Ventures program or the Graduate Certificate in Entrepreneurship for New Ventures program, students in the School of Business and Management can enroll in no more than one course per term for their first three terms. After completing their third term, students may enroll in two courses per term if their cumulative GPA is 3.5 or higher. Exceptions to this policy require the approval of the Dean of the School of Business and Management or the Dean's designee.
4. Newly enrolled students in the Master of Business Administration program may request to test out of GB 512: Business Communications and GB 513: Business Analytics by passing a waiver exam with a predetermined score. Newly enrolled students in the Master of Science in Accounting program, the Master of Science in Finance program, or the Master of Science in Management program may request to test out of GB 512.

Waiver exams are tests designed to assess competencies in the learning outcomes of these two Kaplan University courses. Students who pass a waiver exam in a course will not receive credit for the course, but will have the course waived from their degree plan, thereby shortening their program by one course for each waiver exam passed.

Students have only one attempt to enroll in and take a waiver exam. Students cannot take a waiver exam if they have already begun the Kaplan University course equivalent or have received a failing grade in the Kaplan University course equivalent. Students interested in taking a waiver exam must contact their Academic Advisor at least 1 week prior to the start of their first term.

5. Students enrolled in the Master of Science in Management program who would like to substitute a course for one of the required core courses must submit a Program Option Request Form with documentation supporting the request to the Dean of the School of Business and Management. The decision to approve a core course substitution request rests with the Dean or a designee and is based on an evaluation of the student's exposure to equivalent subject matter. Regardless of the Dean's decision, the student will still have to complete the amount of credit hours required for the program.
6. Students enrolled in a School of Business and Management certificate program will have all course-level prerequisites waived.

The effective dates for changes to the Certification, State Board, and National Board Exams section are noted below:

## Certification, State Board, and National Board Exams

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Although certain programs are designed to prepare students to take various certification and licensing exams, Kaplan University cannot guarantee students will be eligible to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

### MASTER OF SCIENCE IN ACCOUNTING

**Effective May 16, 2012:** Students who complete the program may be eligible to take the Uniform Certified Public Accountant (CPA), Certified Internal Auditor, and Certified Management Accountant certification exams. To sit for the CPA Exam in most states, there is an educational requirement of 150 semester hours or 225 quarter credit hours. Students may need to take additional courses at the undergraduate or graduate level to meet individual state requirements.

## **MASTER OF SCIENCE IN FINANCE**

Students who complete the financial analysis specialization may be eligible to take the Certified Financial Analyst (CFA) certification exam.

Students who complete the financial planning specialization may be eligible to take the Certified Financial Planner™ (CFP®) Certification Examination.\*

\*Certified Financial Planner Board of Standards, Inc., owns the CFP®, CERTIFIED FINANCIAL PLANNER™, and CFP® certification marks, which are awarded to individuals who successfully complete initial and ongoing certification requirements. Kaplan University does not certify individuals to use CFP®, CERTIFIED FINANCIAL PLANNER™, and CFP® marks. CFP® certification is granted solely by Certified Financial Planner Board of Standards, Inc., to individuals who, in addition to completing an educational requirement, have met its ethics, experience, and examination requirements.

## **GRADUATE CERTIFICATE IN ACCOUNTING**

*Effective May 16, 2012:* Students who complete the certificate program may be eligible to take the Uniform Certified Public Accountant (CPA) Examination. To sit for the CPA Exam in most states, there is an educational requirement of 150 semester hours or 225 quarter credit hours. Students may need to take additional courses at the undergraduate or graduate level to meet individual state requirements.

## **GRADUATE CERTIFICATE IN HUMAN RESOURCES**

Students who complete the certificate program may be eligible to take the Senior Professional in Human Resources (SPHR) certification exam.

## **GRADUATE CERTIFICATE IN PROJECT MANAGEMENT**

Students who complete the certificate program may be eligible to take the Project Management Professional (PMP) certification exam.



The following program changes are effective May 16, 2012:

## XXX. Master of Business Administration

### Curriculum

Courses	Credits
<b>PROGRAM REQUIREMENTS</b>	
GB 500: Business Perspectives	4
GB 512: Business Communications	4
GB 513: Business Analytics	4
GB 518: Financial Accounting Principles and Analysis	4
GB 519: Measurement and Decision Making	4
GB 520: Strategic Human Resource Management	4
GB 530: Marketing Management	4
GB 540: Economics for Global Decision Makers	4
GB 550: Financial Management	4
GB 560: Designing, Improving, and Implementing Processes	4
GB 570: Managing the Value Chain	4
GB 580: Strategic Management	4
GB 590: Ethics in Business and Society	4
GB 600: Leadership Strategies for a Changing World	4
GB 601: MBA Capstone	4
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>60</b>

### SPECIALIZATIONS

#### Entrepreneurship

GB 514: Foundations of Entrepreneurship—FastTrac® NewVenture™	2
GB 515: FastTrac® NewVenture™ Lab	2
GB 562: Small Business Administration	4
GB 564: Corporate Venturing	4
GB 565: The Entrepreneurial Lab	4

#### Finance

GF 500: Financial Institutions and Markets	4
GF 510: Risk Analysis and Management	4
GF 520: Corporate Finance	4
GF 530: Financial Statement Analysis	4

#### Health Care Management

HA 540: Health Care Operations and Quality Assessment	4
HA 545: Health Policy	4
HA 575: Health Care Marketing	4
PU 660: International Epidemiology and Global Health	4

#### Human Resources

GB 541: Employment and Labor Law	4
GB 542: Training and Development	4
GB 545: Strategic Reward Systems	4
GB 546: Recruitment and Selection	4

#### Information Technology

IT 500: Critical Concepts and Competencies for the IT Professional	4
IT 501: Principles of Information Technology	4
IT 510: System Analysis and Design	4
IT 560: Managing Technology in a Business Environment	4

#### Marketing

GB 531: Advertising	4
GB 532: Marketing Research	4
GB 533: Salesforce Management	4
GB 534: Marketing Psychology	4

#### Project Management

GM 591: Strategic Project Management	4
GM 592: Project Initiation, Planning, and Execution	4
GM 593: Project Cost and Schedule Monitoring and Controlling	4
GM 594: Project Risk, Quality, and Procurement Monitoring and Controlling	4

The words "Kauffman FastTrac" are service marks owned by the Ewing Marion Kauffman Foundation.

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes to the program description are effective May 16, 2012:

## Master of Science in Accounting

The Master of Science in Accounting program is designed to follow a Bachelor of Science in Accounting degree. Students who matriculate into this program must have successfully completed an approved baccalaureate degree in business with a major in accounting or finance.

The objective of the Master of Science in Accounting program is to prepare graduates with the knowledge, technical skills, and work habits to be innovative and adaptable critical thinkers and problem solvers. The program is designed to prepare graduates to use available services and technologies to support operations, management, and decision-making initiatives within the field of accounting. The curriculum encourages students to be lifelong learners and addresses the evolving professional skills of master's degree students.

Graduates may perform either technical or management duties within the accounting field. Typical duties may include overall department management; the generation and analysis of accounting data; the creation of quality improvement processes, compliance strategies, and reimbursement procedures; conducting research; and addressing risk management and legal issues. Employment opportunities may exist within industry and public accounting. In addition, many entrepreneurial opportunities may exist for small business accounting and consulting services.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The Master of Science in Accounting program is designed to help graduates prepare for the Uniform Certified Public Accountant (CPA) Examination, the Certified Internal Auditor examination, and the Certified Management Accountant examination. To sit for the CPA Exam in most states, there is an educational requirement of 150 semester hours or 225 quarter credit hours. Students may need to take additional courses at the undergraduate or graduate level to meet individual state requirements. As an example, the Texas State Board of Accountancy requirements state, "15 hours require physical attendance on campus; 2 credit hours required in accounting or taxation research and analysis." (AICPA. September 16, 2011. This Way to CPA. State Requirements: Texas State Board of Public Accountancy. Retrieved April 11, 2012, from [www.thiswaytocpa.com/exam-licensure/state-requirements/TX/](http://www.thiswaytocpa.com/exam-licensure/state-requirements/TX/).)

While the courses in the program may provide the knowledge necessary to sit for these exams, Kaplan University cannot guarantee a student's eligibility either to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of this Catalog for further guidance.

While the program is designed to prepare graduates to pursue continued graduate- or doctorate-level education, the University cannot guarantee that students will be granted admission to any graduate or doctoral programs.

The Master of Science in Accounting program consists of a minimum of 52 quarter credit hours. Upon successful completion of the program, graduates will be awarded a master of science degree.

### SPECIALIZATIONS

Students can choose from four specialization areas that are designed to help develop specific accounting proficiencies: audit, finance, government, and tax.

The following program changes are effective May 16, 2012:

## XXV. Master of Science in Management

### Curriculum

Courses	Credits
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
GB 512: Business Communications	4
GB 520: Strategic Human Resource Management	4
GM 500: Management Theories and Practices I	4
GM 501: Management Theories and Practices II	4
GM 502: Leadership Theory and Practice I	4
GM 503: Leadership Theory and Practice II	4
GM 504: Organizational Excellence and Change	4
GM 505: Action Research and Consulting Skills	4
GM 506: Strategic Financial Analysis	4
GM 599: Applied Research Project	4
<b>TOTAL CORE REQUIREMENTS</b>	<b>40</b>
<b>ELECTIVE REQUIREMENTS</b>	
Specialization Courses	16
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>16</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>56</b>

### SPECIALIZATIONS

#### Health Care Management

HA 540: Health Care Operations and Quality Assessment	4
HA 545: Health Policy	4
HA 575: Health Care Marketing	4
PU 660: International Epidemiology and Global Health	4

#### Human Resources

GB 541: Employment Law	4
GB 542: Training and Development	4
GB 545: Strategic Reward Systems	4
GB 546: Recruitment and Selection	4

#### Information Technology

IT 500: Critical Concepts and Competencies for the IT Professional	4
IT 501: Principles of Information Technology	4
IT 510: System Analysis and Design	4
IT 560: Managing Technology in a Business Environment	4

#### Leadership

GB 600: Leadership Strategies for a Changing World	4
GM 543: Organization Diagnosis and Design	4
GM 585: Mentoring and Coaching	4
GM 586: Transformational Leadership	4

#### Organizational Design and Development

GB 543: Managing Change	4
GB 600: Leadership Strategies for a Changing World	4
GM 541: Foundations of Organization Development	4
GM 543: Organization Diagnosis and Design	4

#### Project Management

GM 591: Strategic Project Management	4
GM 592: Project Initiation, Planning, and Execution	4
GM 593: Project Cost and Schedule Monitoring and Controlling	4
GM 594: Project Risk, Quality, and Procurement Monitoring and Controlling	4

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes to the program description are effective May 16, 2012:

## Graduate Certificate in Accounting

The objective of the Graduate Certificate in Accounting program is to prepare students with the critical knowledge and skills to pursue mid-level accounting positions. The certificate program is designed to provide knowledge of key accounting areas including accounting and financial reporting systems, business law, auditing techniques, and cost accounting.

This certificate program could also help students prepare for the Uniform Certified Public Accountant (CPA) Examination. To sit for the CPA Exam in most states, there is an educational requirement of 150 semester hours or 225 quarter credit hours. Students may need to take additional courses at the undergraduate or graduate level to meet individual state requirements. As an example, the Texas State Board of Accountancy requirements state, "15 hours require physical attendance on campus; 2 credit hours required in accounting or taxation research and analysis." (AICPA. September 16, 2011. This Way to CPA. State Requirements: Texas State Board of Public Accountancy. Retrieved April 11, 2012, from [www.thiswaytocpa.com/exam-licensure/state-requirements/TX/.](http://www.thiswaytocpa.com/exam-licensure/state-requirements/TX/))

While the courses in the program may provide the knowledge necessary to sit for this exam, Kaplan University cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of this Catalog for further guidance.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The Graduate Certificate in Accounting program consists of a minimum of 16 quarter credit hours. Upon successful completion of the program, graduates will be awarded a certificate.

The following changes to the program description are effective February 1, 2012:

## **XXV. Graduate Certificate in Entrepreneurship for Growth Ventures**

The objective of the Graduate Certificate in Entrepreneurship for Growth Ventures program is to prepare students with the critical knowledge and skills to become successful entrepreneurs. Kaplan University has teamed up with Kauffman FastTrac®, a provider of learning curricula that equips aspiring and existing entrepreneurs with the tools, resources, and networks to start and grow successful businesses. Kauffman FastTrac® was created by the Kauffman Foundation, the largest foundation that advances entrepreneurship as a key to growing economies and expanding human welfare. Using the FastTrac® GrowthVenture™ process, students study how to manage an expanding business and strategically align all aspects of the business for growth. The certificate is designed to provide knowledge of key business areas including creating marketing plans, identifying leadership strategies, creating growth business plans, and conducting internal assessments.

Qualified credits earned in fulfillment of this certificate program may be transferable to certain Kaplan University degree programs.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The Graduate Certificate in Entrepreneurship for Growth Ventures program consists of a minimum of 4 quarter credit hours. Upon successful completion of the program, graduates will be awarded a certificate. Students enrolled in the Graduate Certificate in Entrepreneurship for Growth Ventures program are not eligible to participate in the Kaplan Commitment.

The following changes to the program description are effective February 1, 2012:

## **XXV. Graduate Certificate in Entrepreneurship for New Ventures**

The objective of the Graduate Certificate in Entrepreneurship for New Ventures program is to prepare students with the critical knowledge and skills to become successful entrepreneurs. Kaplan University has teamed up with Kauffman FastTrac®, a provider of learning curricula that equips aspiring and existing entrepreneurs with the tools, resources, and networks to start and grow successful businesses. Kauffman FastTrac® was created by the Kauffman Foundation, the largest foundation that advances entrepreneurship as a key to growing economies and expanding human welfare. By taking the FastTrac® NewVenture™ courses, students study the process for starting and building a successful business. The certificate is designed to provide knowledge of key business areas including creating business plans, developing financial and operation plans, and creating feasibility studies.

Qualified credits earned in fulfillment of this certificate may be transferable to certain Kaplan University degree programs.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The Graduate Certificate in Entrepreneurship for New Ventures program consists of a minimum of 4 quarter credit hours. Upon successful completion of the program, graduates will be awarded a certificate. Students enrolled in the Graduate Certificate in Entrepreneurship for New Ventures program are not eligible to participate in the Kaplan Commitment.

# School of Criminal Justice

The effective dates for changes to the School of Criminal Justice's admissions requirements are noted below; effective May 16, 2012, the Accelerated Master of Science in Fire and Emergency Services Option will be discontinued:

## Admissions Requirements

In addition to the general Kaplan University admissions requirements, the School of Criminal Justice has specific requirements for the following programs:

### MASTER OF SCIENCE IN CRIMINAL JUSTICE

Students enrolled in the thesis track will not choose an area of specialization.

### ACCELERATED MASTER'S DEGREE OPTIONS

#### Accelerated Master of Science in Criminal Justice Option

**Effective November 9, 2011:** Graduates of a Kaplan University School of Criminal Justice bachelor's degree program, a School of Legal Studies bachelor's degree program, or the Bachelor of Science in Public Administration and Policy who are granted admission to the Master of Science in Criminal Justice program and meet the requirements for the accelerated option will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

#### Thesis or Comprehensive Exam Track

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 501: Criminological Theory
- CJ 502: Research Methodology
- CJ 526: Academic and Professional Communications in Public Safety

#### Applied Research Track

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 501: Criminological Theory
- CJ 503: Organizational Behavior
- CJ 526: Academic and Professional Communications in Public Safety

#### Accelerated Master of Science in Homeland Security and Emergency Management Option

**Effective November 9, 2011:** Graduates of a Kaplan University School of Criminal Justice bachelor's degree program, a School of Legal Studies bachelor's degree program, or the Bachelor of Science in Public Administration and Policy who are granted admission to the Master of Science in Homeland Security and Emergency Management program and meet the requirements for the accelerated option will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 526: Academic and Professional Communications in Public Safety
- HM 500: Crisis and Emergency Management Fundamentals
- HM 501: Homeland Security Policies, Principles, Procedures, and Plans

Effective May 16, 2012, the Master of Science in Fire and Emergency Services will be discontinued:

## Progression Requirements

In addition to the general graduate student progression requirements, the School of Criminal Justice stipulates that students enrolled in the Master of Science in Criminal Justice program or the Master of Science in Homeland Security and Emergency Management program can enroll in no more than one course per term for the first two terms without permission from the Dean of the School of Criminal Justice. Beginning with the third term, students can enroll in no more than three courses per term.

Students must follow the below sequence of courses for the first three terms. Students may request to test out CJ 526: Academic and Professional Communications in Public Safety by completing the Challenge Exam prior to the end of their first term of study.

### MASTER OF SCIENCE IN CRIMINAL JUSTICE

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 526: Academic and Professional Communications in Public Safety
- CJ 501: Criminological Theory

### MASTER OF SCIENCE IN HOMELAND SECURITY AND EMERGENCY MANAGEMENT

- CJ 500: Critical Legal Issues in Criminal Justice
- CJ 526: Academic and Professional Communications in Public Safety
- HM 500: Crisis and Emergency Management Fundamentals

The School of Criminal Justice also has specific requirements for the following program:

### MASTER OF SCIENCE IN CRIMINAL JUSTICE

1. Students enrolled in the Master of Science in Criminal Justice program may not use transfer credit to replace or substitute for core courses unless a waiver is granted by the Dean of the School of Criminal Justice. A waiver is issued based upon an evaluation of common learning outcomes. The following courses must be completed at Kaplan University:

- CJ 525: Applied Research in Criminal Justice
- CJ 598: Applied Research Project
- CJ 600: Research and Thesis I
- CJ 601: Research and Thesis II
- CJ 602: Comprehensive Examination

2. Students must declare their choice of thesis, applied research, or comprehensive exam track by the end of their second term.

### Comprehensive Exam Track

Students enrolled in the comprehensive exam track must successfully complete CJ 602: Comprehensive Examination, a written course covering the core curriculum and specialization courses. Students will take the examination after successful completion of all academic program requirements.

The examination is graded as “satisfactory” or “unsatisfactory” and shall be evaluated by a terminally degreed criminal justice instructor. If there is an unsatisfactory decision, a second terminally degreed criminal justice instructor will be asked to evaluate the examination, and this evaluation will serve as the final decision. Should a student fail the examination, he or she shall be given remediation by criminal justice graduate instructors in preparation for the final attempt at the examination. If a student fails the examination a second time, he or she will be academically dismissed from the program.

### **Thesis Track**

Students enrolled in the thesis track will be required to develop and submit, in writing, a formal proposal for research in criminal justice to their chosen thesis committee, which is made up of a chairperson and two additional members, all of whom must be terminally degreed criminal justice faculty members from Kaplan University. It is acceptable to have one terminally degreed faculty member from outside the University’s criminal justice program or from an outside, regionally accredited institution of higher learning with the approval of the Dean of the School of Criminal Justice.

Subsequent to the proposal, students enrolled in the thesis track of the Master of Science in Criminal Justice program will submit the final draft of their research project to the thesis committee for review and orally present their results during a scheduled thesis defense hearing. The research report shall be prepared according to the University’s guidelines and the final, approved product shall be submitted to appropriate personnel for binding and acquisition.

Students enrolled in the thesis track will take CJ 600: Research and Thesis I, a 10-week course designed to allow students to complete the first steps of their thesis design. Students who feel they will not be able to complete the prescribed requirements in 10 weeks must contact their Academic Advisor in order to gain an extension in the course. An extension is granted by students enrolling in CJ 600A, and enrollment in this course will only be granted at the discretion of the Dean of the School of Criminal Justice and the Chair of the student’s thesis committee.

Students enrolled in the thesis track will also take CJ 601: Research and Thesis II, a 10-week course designed to allow students to complete their theses. Students who feel they will not be able to complete the prescribed requirements in 10 weeks must contact their Academic Advisor in order to gain an extension in the course. An extension is granted by students enrolling in CJ 601A, and enrollment in this course will only be granted at the discretion of the Dean of the School of Criminal Justice and the Chair of the student’s thesis committee.

If an extension is granted, the University will not charge tuition for CJ 600A or CJ 601A, but the student will be required to pay the normal technology fee.

Students who are unable to complete CJ 600 or CJ 601 will be permitted to enter the Master of Science in Criminal Justice comprehensive exam track.

The following program changes are effective February 1, 2012:

## XXXI. Master of Science in Criminal Justice

### Curriculum

Courses	Credits
<b>THESIS TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
CJ 500: Critical Legal Issues in Criminal Justice	5
CJ 501: Criminological Theory	5
CJ 502: Research Methodology	5
CJ 503: Organizational Behavior	5
CJ 504: Data Analysis	5
CJ 526: Academic and Professional Communications in Public Safety	5
CJ 600: Research and Thesis I	5
CJ 601: Research and Thesis II	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>40</b>
<b>ELECTIVE REQUIREMENTS</b>	
Specialization Courses or General Electives*	15
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>15</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>55</b>
<b>COMPREHENSIVE EXAM TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
CJ 500: Critical Legal Issues in Criminal Justice	5
CJ 501: Criminological Theory	5
CJ 502: Research Methodology	5
CJ 503: Organizational Behavior	5
CJ 505: Critical Issues in Criminal Justice	5
CJ 526: Academic and Professional Communications in Public Safety	5
CJ 602: Comprehensive Examination	0
<b>TOTAL CORE REQUIREMENTS</b>	<b>30</b>
<b>ELECTIVE REQUIREMENTS</b>	
Specialization Courses or General Electives*	25
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>25</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>55</b>
<b>APPLIED RESEARCH TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
CJ 500: Critical Legal Issues in Criminal Justice	5
CJ 501: Criminological Theory	5
CJ 503: Organizational Behavior	5
CJ 525: Applied Research in Criminal Justice	5
CJ 526: Academic and Professional Communications in Public Safety	5
CJ 598: Applied Research Project	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>30</b>
<b>ELECTIVE REQUIREMENTS</b>	
Specialization Courses or General Electives*	25
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>25</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>55</b>

### SPECIALIZATIONS

#### Corrections

CJ 521: Critical Issues in Corrections	5
CJ 522: Comparative Correctional Systems	5
CJ 523: Critical Issues in Juvenile Justice	5
CJ 524: Community-Based Corrections	5

#### Global Issues in Criminal Justice

CJ 509: Comparative Criminal Justice Systems	5
CJ 512: Transnational Crime	5
CJ 513: Critical Issues in Terrorism	5
CJ 514: Seminar—Contemporary International Justice Issues	5

#### Law

Select four of the following courses:

CJ 506: Advanced Topics in Criminal Law	5
CJ 507: Criminal Procedure and the U.S. Supreme Court	5
CJ 508: Evidentiary Issues in Criminal Cases	5
CJ 509: Comparative Criminal Justice Systems	5
CJ 510: Specialized Criminal Statutes and Complex Investigations	5
CJ 511: Employment and Policy Law	5

#### Leadership and Executive Management

Select four of the following courses:

CJ 511: Employment and Policy Law	5
CJ 515: Theoretical Applications of Justice Management	5
CJ 516: Budgeting and Finance for Public Safety Administrators	5
CJ 517: Human Resource Development	5
PP 611: Grant Writing	5

#### Policing

CJ 511: Employment and Policy Law	5
CJ 516: Budgeting and Finance for Public Safety Administrators	5
CJ 518: Critical Issues in Policing	5
CJ 519: Ethics and Diversity in Policing	5

#### Electives

CJ 520: Issues in Private Security	5
CJ 533: Psychology and Law	5
CJ 590: Independent Study in Criminal Justice	1–5

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Students may not use more than 10 quarter credit hours of independent study to satisfy the elective requirement.



The following program changes are effective May 16, 2012:

## XXXII. Master of Science in Homeland Security and Emergency Management

### Curriculum

Courses	Credits
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
CJ 500: Critical Legal Issues in Criminal Justice	5
CJ 502: Research Methodology	5
CJ 509: Comparative Criminal Justice Systems	5
CJ 526: Academic and Professional Communications in Public Safety	5
HM 500: Crisis and Emergency Management Fundamentals	5
HM 501: Homeland Security Policies, Principles, Procedures, and Plans	5
PP 510: Leadership in the Public Sector	5
HM 598: Applied Research Project Capstone	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>40</b>
<b>ELECTIVE REQUIREMENTS</b>	
Select one of the following courses:	5
CJ 510: Specialized Criminal Statutes and Complex Investigations	
CJ 513: Critical Issues in Terrorism	
PP 500: Public Administration and Management	
PP 520: Finance and the Administration of Public Funds	
Select two of the following courses:	10
HM 502: Risk, Vulnerability, and Capability Assessment Methods	
HM 503: Planning and Operations in Crisis and Emergency Management	
HM 504: All-Hazards Readiness and Emergency Management Functions	
HM 505: Planning for WMD and Mass Casualty Crises	
HM 510: Mitigation and Preparedness Issues for Emergency Management	
HM 515: Public-Private Collaboration in Emergency Management	
HM 540: Crisis Intervention	
PP 612: Program Evaluation	
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>15</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>55</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

# School of Graduate Education

The effective dates for changes to the School of Graduate Education's progression requirements are noted below:

## Progression Requirements

In addition to the general graduate student progression requirements, the School of Graduate Education has specific requirements for the following programs:

### MASTER OF ARTS IN TEACHING

1. The grade of "C" is the minimum acceptable score for courses in the Master of Arts in Teaching program. Candidates who earn a grade of "F" in a course are required to immediately retake the course. Candidates may only take a course twice and must earn the required grade of "C" or higher. Failure to earn the required grade will result in dismissal from Kaplan University after the second attempt.
2. Any candidate whose cumulative GPA has fallen below 3.0 will be placed on immediate probation.

### Iowa Certification Track

1. Candidates enrolled in the Iowa certification track are required to complete a student teaching experience or a year-long internship at a local school district. The following requirements apply:

#### Interns

Candidates who choose to complete a year-long internship, which generally spans two semesters in a local school, will begin their experience by enrolling in ED 596: Student Teaching/Internship I. In this 10-week course, candidates will begin the first semester of their internship experience. The first semester of the internship will typically exceed the 10-week term. When this occurs, Kaplan University will automatically grant candidates an extension to complete the first semester of their internship by enrolling them in ED 596A: Student Teaching/Internship I, a noncredit course.

ED 596A will be followed by ED 597: Student Teaching/Internship II, a 10-week course designed to allow candidates to begin the second semester of their internship experience. Generally, the second semester will also exceed the 10-week term. The University will automatically grant interns an extension to complete the second semester of their internship by enrolling them in ED 597A: Student Teaching/Internship II, a noncredit course.

ED 596, ED 596A, ED 597, and ED 597A will be graded on a pass/fail basis. The University will not charge tuition for ED 596A or ED 597A, but the student will be required to pay the normal technology fee.

#### Student Teachers

Candidates who choose to complete a student teaching experience will enroll in ED 596: Student Teaching/Internship I, a 10-week course designed to allow candidates to complete the first half of their student teaching experience. This course will be followed by ED 597: Student Teaching/Internship II, a 10-week course in which candidates will complete the second half of their student teaching experience.

If, after completing ED 597, candidates are unable to meet the minimum number of student teaching hours required by the state of Iowa, candidates must contact the Iowa Supervising Director to gain an extension. An extension is granted by candidates enrolling in ED 597A: Student Teaching/Internship II, a noncredit course. Enrollment in this course will only be granted at the discretion of the Iowa Supervising Director of the program.

If an extension is granted, Kaplan University will not charge tuition for ED 597A, but the student will be required to pay the normal technology fee.

2. Candidates enrolled in the Iowa certification track who have secured an approved year-long internship at a local school district may be asked to enroll in only one course per term (ED 596, ED 596A, ED 597, or ED 597A) during their internship year to comply with the best practices of the Iowa Board of Educational Examiners.
3. Prior to student teaching, candidates enrolled in the Iowa certification track complete a minimum of 100 hours of fieldwork. The University prefers candidates spend at least 8 hours per week in the field. Therefore, candidates must have flexible work schedules to ensure the minimum number of required hours is met.
4. Candidates enrolled in the Iowa certification track must provide proof of immunization, if required, prior to the start of student teaching.

### Noncertification Track

*(Effective November 9, 2011)*

1. Applicants to the noncertification track who have completed the requirements of a Florida state-approved Educator Preparation Institutes (EPIs) program may have the following courses waived:
  - ED 503: Educational Psychology
  - ED 533: Perspectives on Diversity
  - ED 581: Secondary Classroom Management

For verification purposes, applicants must submit a completed CT 133 form (Verification of an Approved Educator Preparation Institute Teacher Preparation Program) signed by the EPIs coordinator prior to enrollment.

2. Applicants to the noncertification track who have completed the requirements of a state-approved alternative teacher certification program may apply to have the following courses waived:
  - ED 503: Educational Psychology
  - ED 533: Perspectives on Diversity
  - ED 581: Secondary Classroom Management

To apply for the course waiver, applicants must submit verification of completion of a state-approved alternative certification program signed by a dean or certification officer prior to enrollment.

### MASTER OF SCIENCE IN EDUCATION

1. The grade of "C" is the minimum acceptable score for courses in the Master of Science in Education program. Candidates who earn a grade of "F" in a course are required to immediately retake the course. Candidates may only take a course twice and must earn the required grade of "C" or higher. Failure to earn the required grade will result in dismissal from Kaplan University after the second attempt.
2. Any candidate whose cumulative GPA has fallen below 3.0 will be placed on immediate probation.
3. Candidates enrolled in the Master of Science in Education program can enroll in no more than three courses per term without written permission from the Dean of the School of Graduate Education.
4. Applicants who received National Board Certified Teacher (NBCT) status through the National Board for Professional Teaching Standards (NBPTS) prior to enrollment may receive transfer credit for ED 502: Transforming Teaching Practice, ED 532: Curriculum Design, and ED 562: Student Assessment.

In order to receive credit, candidates must submit, by the end of the fifth week of classes, an official transcript from the American Council on Education for review and verification by the Prior Learning Assessment Center. This transcript can be obtained by visiting [www.acenet.edu/transcripts](http://www.acenet.edu/transcripts). Transcripts received by the Prior Learning Assessment Center after the fifth week of classes may be denied eligibility for an official transfer credit evaluation.

### **MASTER OF SCIENCE IN EDUCATION IN INSTRUCTIONAL TECHNOLOGY**

Candidates enrolled in the Master of Science in Education in Instructional Technology program can enroll in no more than three courses per term without written permission from the Dean of the School of Graduate Education.

### **MASTER OF SCIENCE IN EDUCATIONAL PSYCHOLOGY**

Candidates enrolled in the Master of Science in Educational Psychology program can enroll in no more than three courses per term without written permission from the Dean of the School of Graduate Education.

### **MASTER OF SCIENCE IN HIGHER EDUCATION**

1. Candidates enrolled in the Master of Science in Higher Education program can enroll in no more than three courses per term without written permission from the Dean of the School of Graduate Education.
2. Candidates enrolled the college teaching and learning specialization or the online college teaching specialization will have all prerequisites for the concentration courses waived.
3. During the week prior to the conclusion of the fourth course in the program, candidates interested in pursuing the thesis track must submit a 1,000-word thesis plan that includes a rationale for completing the thesis track as well as a structured overview of the thesis. This proposal will then be subject to approval by the Chair and the Associate Dean of the program. In addition, candidates must have a minimum GPA of 3.6 for all courses completed in the program prior to this point.

Candidates who meet these requirements will be permitted to enter the thesis track of study; those who do not will continue on the nonthesis track.

As part of HE 601: Master's Thesis Proposal, candidates enrolled in the thesis track will be required to develop and submit, in writing, a formal, higher education research proposal to the HE 601 instructor for approval. Following approval of the proposal and completion of the course, candidates will move on to HE 602: Master's Thesis Defense. Candidates in HE 602 will complete and submit their full theses to a three-member committee made up of a committee chair and two additional faculty members. While the chair must be a member of the graduate education faculty, the other two committee members may include a faculty member from another program within Kaplan University who is appointed by the Dean of the School of Graduate Education and, upon approval by the Dean, a practitioner in the area of the student's specialization from an outside, regionally accredited institution of higher learning. Candidates enrolled in the thesis track will orally present their results to the committee during a scheduled thesis defense seminar. The final thesis shall be prepared according to the University's guidelines.

### **INTERNATIONAL APPLICANTS**

Candidates who have completed their university education abroad must have earned an equivalent, recognized baccalaureate degree. International transcripts submitted by candidates to the School of Graduate Education must be evaluated by one of the approved agencies listed by the National Association of Credential Evaluation Services on the following website: [www.naces.org/members.htm](http://www.naces.org/members.htm). Official evaluated transcripts must be received by Kaplan University prior to candidates enrolling in a program.

The effective dates for changes to the Certification, State Board, and National Board Exams section are noted below:

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

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Although certain programs are designed to prepare students to take various certification and licensing exams, Kaplan University cannot guarantee students will be eligible to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

**Alabama Students:** Kaplan University's programs do not lead to Alabama teacher certification or endorsements. Contact the Teacher Education and Certification Division of the Alabama State Department of Education at 334.242.0035, [www.alsde.edu](http://www.alsde.edu), or via local school district administrators to verify that the School of Graduate Education's programs qualify for license renewals and/or salary increases.

**Effective May 16, 2012: Tennessee Students:** The State of Tennessee does not recognize the following graduate certificate programs for initial teacher licensure in Tennessee; nor may the certificate awarded be used to add endorsement areas to a currently held Tennessee license:

- Graduate Certificate in Instructional Design for Organizations
- Graduate Certificate in K–12 Educational Leadership
- Graduate Certificate in Literacy and Language Teaching
- Graduate Certificate in Mathematics Teaching—Elementary Grades
- Graduate Certificate in Mathematics Teaching—Secondary Grades
- Graduate Certificate in Online College Teaching
- Graduate Certificate in Teaching With Technology

Tennessee educators may use the graduate courses completed through the above graduate certificate programs for salary rating purposes as well as for license renewal purposes, when applicable.

### **MASTER OF ARTS IN TEACHING**

Candidates who successfully complete the Iowa certification track will be recommended to the Iowa Board of Educational Examiners for Iowa licensure. Kaplan University cannot recommend candidates who complete the noncertification track for licensure.

Some states require teacher education programs to be accredited by the National Council for the Accreditation of Teacher Education (NCATE) or to have adopted NCATE standards for approving teacher education programs. Kaplan University's Master of Arts in Teaching program is not NCATE accredited. Accordingly, candidates should determine whether graduation from a NCATE-accredited program is required in the states in which they intend to seek licensure.

The Master of Arts in Teaching program and curriculum are designed to provide candidates with the background and practical experience that meet nationally recognized standards for such a degree. However, individual state licensing requirements vary and may change from time to time. Thus, the University makes no representations or warranties as to whether the program meets the specific licensing requirements for any individual state. Candidates enrolled in the noncertification track who are interested in state certification are encouraged to independently research the licensing requirements in any states in which they intend to seek licensure.

#### **MASTER OF SCIENCE IN EDUCATIONAL PSYCHOLOGY**

The Master of Science in Educational Psychology is not focused on the clinical practice of school psychologists and does not lead to licensure or certification.

The following program changes are effective May 16, 2012:

## XXXII. Master of Arts in Teaching

### Curriculum

Courses	Credits
<b>IOWA CERTIFICATION TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
ED 503: Educational Psychology	4
ED 511: Teaching Methods Through Differentiated Instruction	4
ED 513: Child and Adolescent Development	4
ED 521: Reading in the Content Areas	4
ED 523: Research on Effective Teaching	4
ED 531: Secondary Student Assessment	4
ED 533: Perspectives on Diversity	4
ED 543: Education and Psychology of Exceptional Children	4
ED 553: History and Philosophy of Education	4
ED 581: Secondary Classroom Management	4
Choose one of the following six Methods courses:	4
ED 541: Methods of Teaching Secondary English Language Arts	
ED 551: Methods of Teaching Secondary Mathematics	
ED 561: Methods of Teaching Secondary Science	
ED 571: Methods of Teaching Secondary Social Studies	
ED 586: Methods of Teaching a Foreign Language	
ED 591: Methods of Teaching Visual and Performing Arts	
ED 596: Student Teaching/Internship I	5
ED 597: Student Teaching/Internship II	5
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>54</b>

### NONCERTIFICATION TRACK

#### PROGRAM REQUIREMENTS

##### CORE REQUIREMENTS

ED 503: Educational Psychology	4
ED 511: Teaching Methods Through Differentiated Instruction	4
ED 513: Child and Adolescent Development	4
ED 521: Reading in the Content Areas	4
ED 523: Research on Effective Teaching	4
ED 531: Secondary Student Assessment	4
ED 533: Perspectives on Diversity	4
ED 543: Education and Psychology of Exceptional Children	4
ED 553: History and Philosophy of Education	4
ED 581: Secondary Classroom Management	4

**TOTAL PROGRAM REQUIREMENTS** **40**

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes are effective May 16, 2012:

## XXXII. Master of Science in Education

The Master of Science in Education program and its curriculum have been designed to provide practicing K–12 educators with the knowledge and practical experience that meet nationally recognized standards for such a degree. All coursework contains job-embedded assignments and, therefore, requires candidates to teach a consistent group of learners. Candidates are taught to consider how to most effectively promote student learning and development and school achievement, and demonstrate their understanding of the program’s four knowledge goals: diverse learners, academic content and pedagogy, assessment, and professional responsibilities and relationships. The program is also designed to help candidates become proficient in five program competencies (outcomes), which are based upon national and professional standards for practicing teachers.

Individual state and school system requirements vary and may change from time to time. Thus, Kaplan University makes no representations or warranties as to whether the program meets the specific requirements for any individual state or school system for certification or pay increase purposes. The University encourages candidates to independently research the requirements in any state or school system in which they intend to seek certification or a pay increase.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist candidates with job placement, finding a job is the individual responsibility of the candidate. The University does not guarantee that any candidate will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate- or doctorate-level education, the University cannot guarantee that graduates will be granted admission to any graduate or doctoral programs.

The Master of Science in Education program consists of a minimum of 46 or 54 quarter credit hours, depending on the candidate’s choice of emphasis area. Upon successful completion of the program, graduates will be awarded a master of science degree.

### EMPHASIS AREAS

Candidates will choose to focus their studies in one of ten emphasis areas: educational leadership; teaching literacy and language—grades K–6; teaching literacy and language; teaching mathematics—grades K–5; teaching mathematics—grades 6–8; teaching mathematics—middle and secondary; teaching science—grades K–6; teaching science—grades 6–12; teaching students with special needs; and teaching with technology.

### Program Outcomes

1. Graduates are committed to students and their learning.
2. Graduates know the subjects they teach and how to teach those subjects to students.
3. Graduates are responsible for managing and monitoring student learning.
4. Graduates think systematically about their practice and learn from experience.
5. Graduates are members of learning communities.

### Educational Leadership Outcomes

1. Evaluate school contexts with attention to relevant theory, philosophy, sociocultural perspectives, legal, and research-based best practices.
2. Design safe, efficient, and effective operating plans for school budget, operations, curriculum, and staff management.
3. Demonstrate an adaptability of strategic approach to leadership that respects cultural diversity and is informed by the needs of the school community.
4. Adhere to ethical standards in all school leadership activities.

## Curriculum

Courses	Credits
<b>STANDARD EMPHASIS AREA TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
ED 502: Transforming Teaching Practice	4
ED 512: Action Research I	5
ED 522: Classroom Management	5
ED 532: Curriculum Design	5
ED 552: Educational Leadership	5
ED 562: Student Assessment	5
ED 572: Action Research II (Capstone Course)	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>34</b>
<b>ELECTIVE REQUIREMENTS</b>	
Emphasis Area Courses	12
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>12</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>46</b>
<b>EMPHASIS AREAS</b>	
<b>Option I: Teaching Literacy and Language—Grades K–6*</b>	
LT 502: Teaching Reading Across the Curriculum (Grades K–6)	4
LT 503: Teaching Writing Across the Curriculum (Grades K–6)	4
LT 504: Reading Diagnosis and Remediation	4
<b>Option II: Teaching Literacy and Language</b>	
LT 504: Reading Diagnosis and Remediation	4
LT 516: Reading and Writing Across the Curriculum	4
LT 520: Approaches to Literacy	4
<b>Option III: Teaching With Technology</b>	
ET 501: Using Technology—Fundamentals of Integration	4
ET 502: Using Technology—Practical Applications	4
ET 503: Using Technology—Applications in the Content Areas	4
<b>Option IV: Teaching Students With Special Needs</b>	
SN 501: Teaching Exceptional Students in Inclusive Settings	4
SN 502: Teaching Students With Learning Disabilities	4
SN 503: Teaching Students With Behavior Disorders	4

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<b>Option V: Teaching Mathematics—Grades K–5*</b>		
MH 501:	Developing Mathematical Proficiency— Numbers and Operations (Elementary Grades)	4
MH 502:	Developing Mathematical Proficiency— Geometry and Measurement (Elementary Grades)	4
MH 503:	Developing Mathematical Proficiency— Algebra (Elementary Grades)	4
<b>Option VI: Teaching Mathematics—Grades 6–8*</b>		
MH 511:	Developing Mathematical Proficiency— Numbers and Operations (Grades 6–8)	4
MH 512:	Developing Mathematical Proficiency— Geometry and Measurement (Grades 6–8)	4
MH 513:	Developing Mathematical Proficiency— Algebra (Grades 6–8)	4
<b>Option VII: Teaching Mathematics—Middle and Secondary†</b>		
MH 521:	Principles, Pedagogy, and Standards for Mathematics	4
MH 530:	Number and Operations	4
MH 531:	Developing Mathematical Proficiency—Algebra	4
<b>Option VIII: Teaching Science—Grades K–6*</b>		
SE 511:	Planning and Teaching an Inquiry-Based Science Class (Grades K–6)	4
SE 512:	Physical and Life Science (Grades K–6)	4
SE 513:	Earth and Space Science (Grades K–6)	4
<b>Option IX: Teaching Science—Grades 6–12†</b>		
SE 521:	Planning and Teaching an Inquiry-Based Science Class (Grades 6–12)	4
SE 522:	Science as Inquiry (Grades 6–12)	4
SE 523:	Historical and Social Perspectives on Science and Technology (Grades 6–12)	4

\*Not currently accepting enrollments.

†Subject to minimum enrollments and approval of the Dean of the School of Graduate Education. Students interested in enrolling should consult their Admissions Advisor for details.

## Curriculum

Courses	Credits
<b>EDUCATIONAL LEADERSHIP EMPHASIS AREA TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
ED 502: Transforming Teaching Practice	4
ED 503: Educational Psychology	4
ED 512: Action Research I	5
ED 522: Classroom Management	5
ED 532: Curriculum Design	5
ED 533: Perspectives on Diversity	4
ED 552: Educational Leadership	5
ED 562: Student Assessment	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>37</b>
<b>ELECTIVE REQUIREMENTS</b>	
Emphasis Area Courses	17
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>17</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>54</b>
<b>EMPHASIS AREA</b>	
<b>Educational Leadership</b>	
ER 502: The Principalship	5
ER 504: Management of Resources	4
ER 506: Legal Issues in Education	4
ER 508: Supervision and Instructional Leadership	4

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes are effective May 16, 2012:

## XXXII. Master of Science in Education in Instructional Technology

### Curriculum

Courses	Credits
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
IX 500: Foundations of Instructional Technology	5
IX 510: Instructional Design	5
IX 520: Needs Assessment and Evaluation in Education and Training	5
IX 540: Research Methods for Education and Instructional Technology	5
IX 550: Project Management and Implementation in Education and Training	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>25</b>
<b>ELECTIVE REQUIREMENTS</b>	
Specialization Courses	25 or 26
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>25 OR 26</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>50 OR 51</b>

### SPECIALIZATIONS

#### K-12

ED 503: Educational Psychology	4
ET 503: Using Technology—Applications in the Content Areas	4
IX 560: Instructional Technologies Infrastructure	6
IX 562: Technology Enhanced Learning Environments—K-12	6
IX 570: Design of Online Instruction in K-12 Environments	5

#### Adult Learning—Higher Education

HE 521: Teaching Adult Learners	5
HE 547: Effective Online Instruction—Design and Practice	5
IX 536: Design and Development Tools	5
IX 542: Multimedia Development and Implementation	5
IX 564: Design of Learning Environments	6

#### Adult Learning—Organizations

HE 521: Teaching Adult Learners	5
IX 535: Developing Instructional Materials	5
IX 536: Design and Development Tools	5
IX 542: Multimedia Development and Implementation	5
IX 564: Design of Learning Environments	6

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.



The following program changes are effective May 16, 2012:

## XXXII. Master of Science in Higher Education

### Curriculum

Courses	Credits
<b>GENERAL NONTHESIS TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
HE 510: Foundations of Higher Education	5
HE 520: Higher Education Laws and Regulations	5
HE 530: Higher Education Organization and Governance	5
HE 540: Multiculturalism and Diversity in Higher Education	5
HE 550: Higher Education Finance	5
IX 540: Research Methods for Education and Instructional Technology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>30</b>
<b>ELECTIVE REQUIREMENTS</b>	
Specialization Courses	20 or 30
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>20 OR 30</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>50 OR 60*</b>

### THESIS TRACK<sup>†</sup>

<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
HE 510: Foundations of Higher Education	5
HE 520: Higher Education Laws and Regulations	5
HE 530: Higher Education Organization and Governance	5
HE 540: Multiculturalism and Diversity in Higher Education	5
HE 550: Higher Education Finance	5
IX 540: Research Methods for Education and Instructional Technology	5
HE 601: Master's Thesis Proposal	5
HE 602: Master's Thesis Defense	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>40</b>
<b>ELECTIVE REQUIREMENTS</b>	
Specialization Courses	10 or 25
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>10 OR 25</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>50 OR 65<sup>‡</sup></b>

### ACCOUNTING CONCENTRATION TRACK

<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
HE 510: Foundations of Higher Education	5
HE 530: Higher Education Organization and Governance	5
HE 550: Higher Education Finance	5
IX 540: Research Methods for Education and Instructional Technology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>20</b>
<b>ELECTIVE REQUIREMENTS</b>	
Choose one of the following specializations:	20
College Teaching and Learning	
Online College Teaching	
Designated Graduate-Level Accounting Courses	28
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>48</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>68</b>

### Curriculum

Courses	Credits
<b>ENVIRONMENTAL POLICY CONCENTRATION TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
HE 510: Foundations of Higher Education	5
HE 530: Higher Education Organization and Governance	5
HE 550: Higher Education Finance	5
IX 540: Research Methods for Education and Instructional Technology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>20</b>
<b>ELECTIVE REQUIREMENTS</b>	
Choose one of the following specializations:	20
College Teaching and Learning	
Online College Teaching	
Designated Graduate-Level Environmental Policy Courses	30
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>50</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>70</b>

### HEALTH CARE ADMINISTRATION CONCENTRATION TRACK

<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
HE 510: Foundations of Higher Education	5
HE 530: Higher Education Organization and Governance	5
HE 550: Higher Education Finance	5
IX 540: Research Methods for Education and Instructional Technology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>20</b>
<b>ELECTIVE REQUIREMENTS</b>	
Choose one of the following specializations:	20
College Teaching and Learning	
Online College Teaching	
Designated Graduate-Level Health Care Administration Courses	28
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>48</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>68</b>

### INFORMATION TECHNOLOGY CONCENTRATION TRACK

<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
HE 510: Foundations of Higher Education	5
HE 530: Higher Education Organization and Governance	5
HE 550: Higher Education Finance	5
IX 540: Research Methods for Education and Instructional Technology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>20</b>
<b>ELECTIVE REQUIREMENTS</b>	
Choose one of the following specializations:	20
College Teaching and Learning	
Online College Teaching	
Designated Graduate-Level Information Technology Courses	28
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>48</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>68</b>

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## Curriculum

Courses	Credits
<b>LEGAL STUDIES CONCENTRATION TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
HE 510: Foundations of Higher Education	5
HE 530: Higher Education Organization and Governance	5
HE 550: Higher Education Finance	5
IX 540: Research Methods for Education and Instructional Technology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>20</b>
<b>ELECTIVE REQUIREMENTS</b>	
Choose one of the following specializations:	20
College Teaching and Learning	
Online College Teaching	
Designated Graduate-Level Legal Studies Courses	30
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>50</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>70</b>

### MANAGEMENT CONCENTRATION TRACK

#### PROGRAM REQUIREMENTS

##### CORE REQUIREMENTS

HE 510: Foundations of Higher Education	5
HE 530: Higher Education Organization and Governance	5
HE 550: Higher Education Finance	5
IX 540: Research Methods for Education and Instructional Technology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>20</b>

##### ELECTIVE REQUIREMENTS

Choose one of the following specializations:	20
College Teaching and Learning	
Online College Teaching	
Designated Graduate-Level Management Courses	28
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>48</b>

**TOTAL PROGRAM REQUIREMENTS 68**

## Curriculum

Courses	Credits
<b>MARKETING CONCENTRATION TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
HE 510: Foundations of Higher Education	5
HE 530: Higher Education Organization and Governance	5
HE 550: Higher Education Finance	5
IX 540: Research Methods for Education and Instructional Technology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>20</b>
<b>ELECTIVE REQUIREMENTS</b>	
Choose one of the following specializations:	20
College Teaching and Learning	
Online College Teaching	
Designated Graduate-Level Marketing Courses	28
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>48</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>68</b>

### PSYCHOLOGY CONCENTRATION TRACK

#### PROGRAM REQUIREMENTS

##### CORE REQUIREMENTS

HE 510: Foundations of Higher Education	5
HE 530: Higher Education Organization and Governance	5
HE 550: Higher Education Finance	5
IX 540: Research Methods for Education and Instructional Technology	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>20</b>

##### ELECTIVE REQUIREMENTS

Choose one of the following specializations:	20
College Teaching and Learning	
Online College Teaching	
Designated Graduate-Level Psychology Courses	30
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>50</b>

**TOTAL PROGRAM REQUIREMENTS 70**

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## SPECIALIZATIONS

### Assessment and Evaluation<sup>§</sup>

HE 515:	Educational Program Assessment	5
HE 557:	Introduction to Assessment and Evaluation in Higher Education	5
HE 559:	Quantitative Methods and Instruments for Assessment	5
	Choose one of the following:	5
HE 525:	Student Learning Assessment Methods	
HE 527:	Assessing Student Learning Online	
HE 543:	Assessment of Online Learning	

### College Administration and Leadership<sup>§</sup>

HE 511:	Departmental and Divisional Leadership	5
HE 513:	Institutional Research and Strategic Planning	5
HE 515:	Educational Program Assessment	5
HE 543:	Assessment of Online Learning	5

### College Teaching and Learning<sup>§</sup>

HE 521:	Teaching Adult Learners	5
HE 523:	Curriculum Design and Implementation	5
HE 525:	Student Learning Assessment Methods	5
HE 545:	Teaching and Learning Online	5

### Online College Teaching<sup>§</sup>

HE 521:	Teaching Adult Learners	5
HE 527:	Assessing Student Learning Online	5
HE 545:	Teaching and Learning Online	5
HE 547:	Effective Online Instruction—Design and Practice	5

### Student Affairs<sup>#</sup>

HE 551:	Student Services Foundations and Philosophy	5
HE 553:	Current Issues in Student Affairs in Higher Education	5
HE 555:	Student Services Administration in Ground and Virtual Environments	5
HE 585:	Student Services Practicum I	5
HE 586:	Student Services Practicum II	5
	Choose one of the following:	5
HE 511:	Departmental and Divisional Leadership	
HE 513:	Institutional Research and Strategic Planning	
HE 515:	Educational Program Assessment	
HE 521:	Teaching Adult Learners	
HE 523:	Curriculum Design and Implementation	
HE 525:	Student Learning Assessment Methods	
HE 543:	Assessment of Online Learning	
HE 545:	Teaching and Learning Online	

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Nonthesis-track students choosing the assessment and evaluation specialization, college administration and leadership specialization, college teaching and learning specialization, or online college teaching specialization will complete 20 quarter credits of specialization courses. Nonthesis-track students choosing the student affairs specialization will complete 30 quarter credits of specialization courses.

<sup>†</sup>Not currently accepting enrollments.

<sup>‡</sup>Thesis-track students choosing the assessment and evaluation specialization, college administration and leadership specialization, college teaching and learning specialization, or online college teaching specialization will complete 10 quarter credits of specialization courses. Thesis-track students choosing the student affairs specialization will complete 25 quarter credits of specialization courses.

<sup>§</sup>Thesis-track students will choose two of the four specialization courses.

<sup>#</sup>Thesis-track students will take five of the six specialization courses, excluding the elective course.

The following program changes are effective May 16, 2012:

## XXXII. Graduate Certificate in Literacy and Language Teaching

The School of Graduate Education's certificate programs are designed for practicing educators who are interested in developing additional competencies in a specific field of education. The Graduate Certificate in Literacy and Language Teaching program helps candidates develop innovative approaches for teaching reading and writing to students in grades K-12 with varying ability levels and for teaching literacy across the curriculum. Diagnosing reading problems is an additional area of focus.

The certificate program includes four courses from Kaplan University's Master of Science in Education program. All candidates complete one course in student assessment, which provides a framework for the role of assessment in teaching literacy and language, and one course in the diagnosis and remediation of reading problems. Candidates also complete two courses that focus on literacy and teaching reading and writing across the curriculum.

Qualified credits earned in fulfillment of this certificate program may be transferable to the University's Master of Science in Education program. This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist candidates with job placement, finding a job is the individual responsibility of the candidate. The University does not guarantee that any candidate will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The Graduate Certificate in Literacy and Language Teaching program consists of a minimum of 17 quarter credit hours. Upon successful completion of the program, graduates will be awarded a certificate.

### Curriculum

Courses	Credits
<b>CERTIFICATE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
ED 562: Student Assessment	5
LT 504: Reading Diagnosis and Remediation	4
<b>TOTAL CORE REQUIREMENTS</b>	
	9
<b>MAJOR REQUIREMENTS</b>	
LT 516: Reading and Writing Across the Curriculum	4
LT 520: Approaches to Literacy	4
<b>TOTAL MAJOR REQUIREMENTS</b>	
	8
<b>TOTAL PROGRAM REQUIREMENTS</b>	
	<b>17</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes are effective May 16, 2012:

## XXXII. Graduate Certificate in Mathematics Teaching

### Curriculum

Courses	Credits
<b>CERTIFICATE REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
ED 562: Student Assessment	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>5</b>
<b>ELECTIVE REQUIREMENTS</b>	
Specialization Courses	12
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>12</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>17</b>

#### SPECIALIZATIONS

##### Elementary Grades\*

MH 501: Developing Mathematical Proficiency— Numbers and Operations (Elementary Grades)	4
MH 502: Developing Mathematical Proficiency— Geometry and Measurement (Elementary Grades)	4
MH 503: Developing Mathematical Proficiency— Algebra (Elementary Grades)	4

##### Secondary Grades

MH 521: Principles, Pedagogy, and Standards for Mathematics	4
MH 530: Number and Operations	4
MH 531: Developing Mathematical Proficiency—Algebra	4

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Not currently accepting enrollments.

# School of Health Sciences

The following changes to the School of Health Sciences' mission statement are effective February 1, 2012:

## Mission Statement

The School of Health Sciences is committed to preparing our students to become contributing members of the rapidly evolving health professions and the communities they serve. The knowledge, skills, and abilities gained through the health sciences programs prepare students to become effective and professional communicators, analytical problem solvers, and to embrace the challenges of a diverse community. The curriculum combines these skills with industry-specific standards that enable graduates to excel in this honorable field of service.

The effective dates for changes to the School of Health Sciences' admissions requirements are noted below:

## Admissions Requirements

**Effective February 1, 2012:** In addition to the general Kaplan University admissions requirements, the School of Health Sciences stipulates that international students cannot enroll in a School of Health Sciences program that requires a clinical placement.

The School of Health Sciences has specific requirements for the following programs:

### ACCELERATED MASTER'S DEGREE OPTIONS

Graduates of a School of Health Sciences bachelor's degree program who are granted admission to the Master of Health Care Administration program, the Master of Public Health program, or the Master of Science in Health Education program and meet the requirements for the associated accelerated option may transfer in up to five graduate-level courses completed as part of the undergraduate program and will matriculate into a shortened version of the master's degree program.

### ONLINE PROGRAMS WITH A REQUIRED CLINICAL, EXTERNSHIP, OR PRACTICUM EXPERIENCE

In the event that the University is unable to schedule a student into the required externship, practicum, or clinical experience, there may be a delay between the time the student ends classes and begins the externship, practicum, or clinical experience. In this case, the Dean of the School of Health Sciences may grant an administrative leave of absence.

At the discretion of the University, externship, practicum, or clinical sites may be secured outside of the student's immediate residential area. All costs associated with transportation to the externship, practicum, or clinical site are the responsibility of the student.

In the event that a student has not met preclinical placement requirements, a one-term clinical leave of absence may be granted. The School of Health Sciences Clinical Placement Team must approve the request for a clinical leave of absence.

The effective dates for changes to the School of Health Sciences' progression requirements are noted below:

## Progression Requirements

In addition to the general graduate student progression requirements, the School of Health Sciences has additional requirements for the following program:

### MASTER OF HEALTH CARE ADMINISTRATION

**Effective February 1, 2012:** Students enrolled in the Master of Health Care Administration program will be withdrawn from their program if unable to successfully complete HA 599: Master's Capstone in Health Care Administration on the second attempt.

The following program changes are effective February 1, 2012:

## XXXI. Master of Health Care Administration

The Master of Health Care Administration program helps prepare graduates to pursue a variety of career opportunities within the health care industry. The program's curriculum is designed to satisfy students' intellectual curiosity by building on their current knowledge and skills. In addition, students study overall concepts, values, research methods, and applications that could assist them as they prepare for leadership positions in health care administration within local, state, or federal government or in private industry. Core curriculum topics include: health care administration; organizational development; leadership; health care finance and economics, law, and statistics; human resources; health care operations and quality assessment; health policy, ethics, and marketing; health information management; and community health assessment.

Students are taught to apply principles of health care administration in order to develop administrative, ethical, and professional skills that may enable them to pursue leadership positions in the expanding field of health care administration. Students who already hold leadership positions may use this degree to refine, apply, and improve managerial and leadership skills.

The Master of Health Care Administration program also assesses students' acquisition of competencies at the conclusion of the program via the submission of a comprehensive project. The program is designed to help graduates better prepare to meet the dynamic challenges of the field today and in the future.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate- or doctorate-level education, the University cannot guarantee that students will be granted admission to any graduate or doctoral programs.

The Master of Health Care Administration program consists of a minimum of 52 quarter credit hours. Upon successful completion of the program, graduates will be awarded the Master of Health Care Administration degree.

## Curriculum

Courses	Credits
<b>PROGRAM REQUIREMENTS</b>	
HA 510: Organizational Development for Health Care	4
HA 515: Leadership in Health Care	4
HA 520: Health Care Financial Management	4
HA 525: Health Law	4
HA 530: Human Resources for Health Care Managers	4
HA 535: Health Care Statistics	4
HA 540: Health Care Operations and Quality Assessment	4
HA 545: Health Policy	4
HA 560: Community Health Assessment	4
HA 565: Health Information Management and Assessment	4
HA 570: Health Care Ethics	4
HA 575: Health Care Marketing	4
HA 599: Master's Capstone in Health Care Administration	4
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>52</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes are effective February 1, 2012:

## XXXI. Master of Public Health

### Curriculum

Courses	Credits
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
HA 510: Organizational Development for Health Care	4
HA 520: Health Care Financial Management	4
HA 565: Health Information Management and Assessment	4
PU 505: Health Behavior	4
PU 515: Applied Biostatistics for Health Professionals	4
PU 520: Applied Epidemiology for Health Professionals	4
PU 530: Occupational and Environmental Health	4
PU 535: Public Health Biology	4
PU 540: Health Policy and Ethics in Public Health	4
PU 545: Disaster Management for Public Health Professionals	4
PU 699: Master's Capstone in Public Health	4
<b>TOTAL CORE REQUIREMENTS</b>	<b>44</b>
<b>ELECTIVE REQUIREMENTS</b>	
Public Health Electives	16
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>16</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>60</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.



# School of Legal Studies

Unless otherwise noted below, changes to the School of Legal Studies' admissions requirements are effective November 9, 2011:

## Admissions Requirements

In addition to the general Kaplan University admissions requirements, the School of Legal Studies has specific requirements for the following programs:

### ACCELERATED MASTER'S DEGREE OPTIONS

#### **Accelerated Master of Science in Environmental Policy Option**

*Effective February 1, 2012:* Graduates of a Kaplan University School of Criminal Justice bachelor's degree program, a School of Legal Studies bachelor's degree program, or the Bachelor of Science in Public Administration and Policy who are granted admission to the Master of Science in Environmental Policy program and meet the requirements for the accelerated option will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

- EM 500: Environmental Foundations and Principles
- EM 520: Environmental Law and Policy
- EM 530: Environmental Risk Assessment II
- PP 510: Leadership in the Public Sector

#### **Accelerated Master of Science in Legal Studies Option**

Graduates of a Kaplan University School of Criminal Justice bachelor's degree program, a School of Legal Studies bachelor's degree program, or the Bachelor of Science in Public Administration and Policy who are granted admission to the Master of Science in Legal Studies program and meet the requirements for the accelerated option will have the following courses transferred in and will matriculate into a shortened version of the master's degree program:

- LS 500: Legal Methods and Process
- LS 501: Ethics and the Professional
- LS 502: Legal Research, Analysis, and Writing
- LS 503: Jurisprudence and Legal History

The following program changes are effective February 1, 2012:

## XXXI. Master of Science in Environmental Policy

### Curriculum

Courses	Credits
<b>APPLIED RESEARCH TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
EM 500: Environmental Foundations and Principles	5
EM 520: Environmental Law and Policy	5
EM 530: Environmental Risk Assessment II	5
EM 650: Environmental Policy Analysis	5
LS 504: Applied Research in Legal Studies	5
PP 510: Leadership in the Public Sector	5
EM 698: Applied Research	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>35</b>
<b>ELECTIVE REQUIREMENTS</b>	
Select three of the following courses:	15
EM 610: Sustainability—Policy and Practice	
EM 620: Environmental Project Management	
HM 500: Crisis and Emergency Management Fundamentals	
PP 630: Public and Private Partnerships*	
PP 640: Political and Economic Forces*	
SC 525: Environmental Risk Assessment I	
SC 540: Biology of Pollution	
SC 550: Conservation of Natural Resources	
SC 560: Energy and Our Global Climate	
SC 570: Ecology Interactions	
Legal Studies or Criminal Justice Elective	5
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>20</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>55</b>

### Curriculum

Courses	Credits
<b>COMPREHENSIVE EXAM TRACK</b>	
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
EM 500: Environmental Foundations and Principles	5
EM 520: Environmental Law and Policy	5
EM 530: Environmental Risk Assessment II	5
EM 650: Environmental Policy Analysis	5
PP 510: Leadership in the Public Sector	5
EM 602: Comprehensive Exam Capstone	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>30</b>
<b>ELECTIVE REQUIREMENTS</b>	
Select four of the following courses:	20
EM 610: Sustainability—Policy and Practice	
EM 620: Environmental Project Management	
HM 500: Crisis and Emergency Management Fundamentals	
PP 630: Public and Private Partnerships*	
PP 640: Political and Economic Forces*	
SC 525: Environmental Risk Assessment I	
SC 540: Biology of Pollution	
SC 550: Conservation of Natural Resources	
SC 560: Energy and Our Global Climate	
SC 570: Ecology Interactions	
Legal Studies or Criminal Justice Elective	5
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>25</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>55</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Students who do not possess prior learning credit comparable to PP 500: Public Administration and Management must take the course in place of an elective.

# School of Nursing

The effective dates for changes to the School of Nursing's admissions requirements are noted below:

## Admissions Requirements

**Effective May 16, 2012:** In addition to the general Kaplan University admissions requirements, the School of Nursing requires students to submit documentation of a current, unencumbered license to practice as a registered nurse in at least one U.S. state or provide evidence of a license comparable to a U.S. registered nurse license from the nation, province, or region where they are employed as a nurse. Proof of foreign licensure must be submitted at the time of enrollment. The University will verify the authenticity of all submitted foreign nursing licenses.

Due to clinical requirements, international applicants are not eligible for enrollment in the following programs: the Master of Science in Nursing program's adult-gerontology nurse practitioner and family nurse practitioner specializations, the Adult-Gerontology Nurse Practitioner Certificate program, and the Family Nurse Practitioner Certificate program.

At this time, the Master of Science in Nursing program's adult-gerontology nurse practitioner and family nurse practitioner specializations, the Adult-Gerontology Nurse Practitioner Certificate program, and the Family Nurse Practitioner Certificate program are available only in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Indiana, Iowa, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, and Vermont.

The School of Nursing also has specific requirements for the following programs:

### MASTER OF SCIENCE IN NURSING

Students applying for admission must submit the following:

1. An unofficial transcript, submitted prior to enrollment, indicating receipt of a bachelor's degree with an upper-level major in nursing from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the fifth week of classes, students must provide Kaplan University with an official copy of the transcript. If an official transcript is not submitted by the end of the fifth week of classes, the student will be blocked from classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.
2. A transcript indicating completion of a statistics course and a nursing research course with a grade of "C" or better. For students who have not completed these courses as part of their bachelor's degree in nursing, they may be taken concurrently with MN 501: Advanced Nursing Roles. However, the courses must be completed before enrollment in MN 502: Theoretical Foundations of Advanced Nursing.

Students who choose to take the required statistics course at the University will have all course-level prerequisites waived.

### Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Specializations

**Effective May 16, 2012:** Students who enroll in the adult-gerontology nurse practitioner specialization or the family nurse practitioner specialization must submit a current, professional resume that verifies the applicant has worked a minimum of 1,000 clinical hours as a registered nurse.

At this time, the Master of Science in Nursing program's adult-gerontology nurse practitioner and family nurse practitioner specializations are available only in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Indiana, Iowa, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, and Vermont.

### Graduates of Kaplan University's Bachelor of Science in Nursing

Graduates of the University's Bachelor of Science in Nursing program who enter the Master of Science in Nursing program will have already satisfied specific core requirements and will complete a condensed program of graduate study. The following guidelines apply:

1. Students who previously completed MN 502: Theoretical Foundations of Advanced Nursing and MN 506: Ethical and Legal Perspectives of the Health Care System will complete five additional core courses and the required specialization courses.
2. Students who previously completed MN 501: Advanced Nursing Roles, MN 502: Theoretical Foundations of Advanced Nursing, and MN 506: Ethical and Legal Perspectives of the Health Care System will complete four additional core courses and the required specialization courses.
3. Students who previously completed MN 501: Advanced Nursing Roles, MN 502: Theoretical Foundations of Advanced Nursing, MN 506: Ethical and Legal Perspectives of the Health Care System, and MN 507: Health Policy, Financing, and Organization of Health Care Delivery Systems will complete three additional core courses and the required specialization courses.

### CERTIFICATE PROGRAMS

#### Nurse Administrator Graduate Certificate, Nurse Educator Graduate Certificate, and Nurse Informatics Graduate Certificate

**Effective August 17, 2011:** Prior to enrollment, students applying for admission to a certificate program must submit an unofficial transcript indicating receipt of a master's degree with an upper-level major in nursing from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the fifth week of classes, students must provide Kaplan University with an official copy of the transcript. If an official transcript is not submitted by the end of the fifth week of classes, the student will be blocked from classes, and the student's academic credentials will be withheld until such documentation is provided.

If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

## Adult-Gerontology Nurse Practitioner Certificate and Family Nurse Practitioner Certificate

**Effective May 16, 2012:** Students applying for admission must submit the following:

1. An unofficial transcript, submitted prior to enrollment, indicating receipt of a master's degree with an upper-level major in nursing from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the fifth week of classes, students must provide Kaplan University with an official copy of the transcript.  
If an official transcript is not submitted by the end of the fifth week of classes, the student will be blocked from classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.
2. A current, professional resume that verifies the applicant has worked a minimum of 1,000 clinical hours as a registered nurse.

At this time, the Adult-Gerontology Nurse Practitioner Certificate program and the Family Nurse Practitioner Certificate program are available only in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Indiana, Iowa, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, and Vermont.

### REQUIREMENTS FOR GRADUATES OF FOREIGN NURSING PROGRAMS

Students who graduated from foreign nursing programs must submit an official course-by-course evaluation of their nursing program to a foreign credential evaluation service. The foreign credential evaluation must be received by the Prior Learning Assessment Center prior to enrollment. The evaluation must be completed by an approved agency listed by the National Association of Credential Evaluation Services at [www.naces.org/members.htm](http://www.naces.org/members.htm) or by another service approved by Kaplan University.

The effective dates for changes to the School of Nursing's progression requirements are noted below:

### Progression Requirements

In addition to the general graduate student progression requirements, the School of Nursing stipulates the following:

1. **Effective February 1, 2012:** Prior to registering for the practicum course, students are required to complete and submit all documentation, including:
  - a. Professional liability insurance coverage in the amount of at least \$1 million per incident/\$3 million per aggregate.
  - b. A criminal background check. See the Criminal Background Check Policy below.

Students must complete and submit all required documents to the Practicum Coordinator. Students will not be permitted to register for a practicum course without having submitted the required documents.

2. The grade of "C" is the minimum acceptable grade for graduate courses. Students must maintain a minimum cumulative GPA of 3.0. Any student whose cumulative GPA has fallen below 3.0 will be placed on immediate probation. Students who earn a grade lower than "C" in a course are required to immediately retake the course. Graduate students may only take a course twice and must attain the required grade of "C" or higher and a cumulative GPA of 3.0. Failure to achieve the required grade will result in dismissal from Kaplan University with the second attempt.
3. **Effective May 16, 2012:** Students enrolled in the Master of Science in Nursing's nurse educator, nurse informatics, or nurse administrator specializations, the Nurse Administrator Graduate Certificate, the Nurse Educator Graduate Certificate, or the Nurse Informatics Graduate Certificate will complete a practicum course and MN 600: Evidence-Based Practice Project. Required hours for the practicum course and MN 600 vary across specialties.

Students who are unable to complete the required hours for the practicum course within 20 weeks must contact their Academic Advisor to secure an extension. The purpose of the extension is to provide the student additional time to complete the required hours. Extensions are only granted for circumstances that bar a student from completing the required hours within the normal course schedule. If a student is granted an extension, he or she will be enrolled in MN 600A. MN 600A is taken after MN 600 and is for the specific purpose of providing a means for practicum hour completion. Approval of the Dean or the Department Chair is required for enrollment in MN 600A. If an extension is granted, the University will not charge tuition for the extension course; however, the student will be required to pay the normal technology fee.

The School of Nursing also has specific requirements for the following programs:

### MASTER OF SCIENCE IN NURSING

1. Students enrolled in the Master of Science in Nursing program can enroll in no more than three courses per term, unless approved by the Dean of the School of Nursing.
2. Students enrolled in the Master of Science in Nursing program may not use transfer credit to replace MN 501: Advanced Nursing Roles, unless they are graduates of Kaplan University's Bachelor of Science in Nursing program. In addition, students may not use transfer credit to replace any specialization courses, unless they are graduates of a Kaplan University School of Nursing graduate certificate program. If none of these exceptions apply, these courses must be completed at the University.
3. Successful completion of the practicum project is required to receive a passing grade for the capstone course.

### Adult-Gerontology Nurse Practitioner and Family Nurse Practitioner Specializations (Effective November 9, 2011)

1. Master of Science in Nursing students enrolled in the adult-gerontology nurse practitioner specialization or the family nurse practitioner specialization must achieve a minimum grade of "S" (satisfactory) for the clinical components of nursing courses. Failure to successfully complete a clinical portion of a course will result in failure of the entire course.

2. Students enrolled in the adult-gerontology nurse practitioner specialization or the family nurse practitioner specialization must complete their clinical practice experience in a setting that has been approved by the Academic Chair of the Master of Science in Nursing program. Students are responsible for locating an appropriate site for their clinical practice experience. Students are also responsible for arranging and paying for their own transportation, housing, and availability to attend the clinical practice experience.
3. Prior to the beginning of the first clinical course, students enrolled in the adult-gerontology nurse practitioner specialization or the family nurse practitioner specialization must submit the following:
  - a. Documentation of a health assessment/physical examination completed within the 6 months prior to admission including applicable immunization records and drug screening results.
  - b. A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify the student for practice as a nursing student under the requirements of the state of his or her clinical placements.

Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for nursing student candidates. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in dismissal from Kaplan University.

#### **CERTIFICATE PROGRAMS**

Students enrolled in a School of Nursing certificate program will have all course-level prerequisites waived.

#### **Adult-Gerontology Nurse Practitioner Certificate and Family Nurse Practitioner Certificate** (Effective November 9, 2011)

1. Students enrolled in the Adult-Gerontology Nurse Practitioner Certificate program or the Family Nurse Practitioner Certificate program must achieve a minimum grade of "S" (satisfactory) for the clinical components of nursing courses. Failure to successfully complete a clinical portion of a course will result in failure of the entire course.
2. Students enrolled in the Adult-Gerontology Nurse Practitioner Certificate program or the Family Nurse Practitioner Certificate program must complete their clinical practice experience in a setting that has been approved by the Academic Chair of the Master of Science in Nursing program. Students are responsible for locating an appropriate site for their clinical practice experience. Students are also responsible for arranging and paying for their own transportation, housing, and availability to attend the clinical practice experience.
3. Prior to the beginning of the first clinical course, students enrolled in the Adult-Gerontology Nurse Practitioner Certificate program or the Family Nurse Practitioner Certificate program must submit the following:
  - a. Documentation of a health assessment/physical examination completed within the 6 months prior to admission including applicable immunization records and drug screening results.
  - b. A criminal background check, as required by applicable federal and/or state regulatory agencies. The background check must be able to qualify the student for practice as a nursing student under the requirements of the state of his or her clinical placements.

Some facilities may require additional documentation, as necessary, to comply with specific federal and/or state requirements for nursing student candidates. Failure to submit appropriate documentation to participate in clinical experiences by the required date will result in dismissal from Kaplan University.

The effective dates for changes to the Criminal Background Check Policy are noted below:

### **Criminal Background Check Policy**

All prospective or new students enrolled in a master's degree or certificate program in the School of Nursing must complete a criminal background check through Kaplan University's designated provider. All expenses incurred for the criminal background check will be paid by prospective or new students directly to the provider. Costs for the background check will vary based on the student's domicile history for the past 7 years. International applicants to a master's degree or certificate program in the School of Nursing must provide evidence of an official background check conducted in the country in which they are licensed to practice and submit it to the University for review.

Additional criminal background check information may be required for students based on their state and/or clinical setting requirements. The state of Iowa requires that criminal background checks include information from the Iowa Department of Human Services relating to child abuse and dependent adult abuse. Prospective or new students residing in Iowa must authorize the University to obtain this information.

In the event that a criminal background check reveals a conviction or other issue, the Office of the Dean of the School of Nursing will notify prospective or new students of one of the following:

1. Denial of admission to the program
2. Dismissal from the program
3. Admitted to or continuation of the program

Prospective or new students will not be admitted to or permitted to continue in a School of Nursing program if information reveals a felony conviction or other issue that the School of Nursing deems unacceptable, or that would prevent a student from being accepted into a clinical setting.

Students seeking readmission to a nursing program will be required to complete a criminal background check prior to readmission into the program.

The Office of the Dean of the School of Nursing will maintain confidentiality of all information related to criminal background checks.

#### **CRIMINAL BACKGROUND CHECK PROCEDURE**

1. If additional criminal background check information or authorizations are necessary, the prospective or new student will be notified by the Office of the Dean of the School of Nursing. The Practicum Coordinator will contact the Dean.
2. **Effective November 9, 2011:** Students admitted into the Master of Science in Nursing program or a School of Nursing certificate program must complete the criminal background check prior to beginning MN 519: Nurse Educator Practicum/MN 520: Nurse Administrator Practicum/MN 534: Nurse Informatics Specialist Practicum. Students enrolled in the adult-gerontology nurse practitioner or the family nurse practitioner specialization or certificate program must complete the criminal background check prior to the first day of the first clinical course.
3. The Office of the Dean of the School of Nursing will monitor criminal background checks and review the results for each prospective or new student as they become available.
4. Prospective or new students with offenses reported on their background check will be notified by the Office of the Dean of the School of Nursing. Students who pass the background check will not be notified.

The following changes to the School of Nursing's graduation requirements are effective November 9, 2011:

## Graduation Requirements

In addition to the general graduation requirements for graduate students, all students enrolled in the Master of Science in Nursing program or a School of Nursing certificate program must successfully complete the practicum requirements for their selected specialization.

Students enrolled in the adult-gerontology nurse practitioner or the family nurse practitioner specialization or certificate program must successfully complete all clinical nursing courses with a minimum grade of "C" for the didactic portion of the courses and a grade of "S" (satisfactory) for the clinical portion of the courses. In addition, they must comply with all applicable policies and requirements related to the clinical educational experiences.

The effective dates for changes to the Certificate, State Board, and National Board Exams section are noted below:

## Certification, State Board, and National Board Exams

Understanding the requirements of certification, state board, or national board licensing exams is the individual student's responsibility. Such requirements may change during the course of the program. No student is automatically certified in any way upon program completion. Although certain programs are designed to prepare students to take various certification and licensing exams, Kaplan University cannot guarantee students will be eligible to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure.

### MASTER OF SCIENCE IN NURSING

Students who complete the nurse educator specialization may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

Students who complete the nurse administrator specialization may be prepared to sit for the Nurse Executive or Nurse Executive, Advanced certification examination (depending on the level of leadership with their organization) provided by the American Nurses Credentialing Center.

Students who complete the informatics specialization may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification exam.

**Effective November 9, 2011:** The online Master of Science in Nursing program, which offers nurse educator, nurse administrator, informatics, adult-gerontology nurse practitioner, and family nurse practitioner specializations, is accredited by the Commission on Collegiate Nursing Education (CCNE). Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. Students are responsible for determining whether they will be eligible for state Board of Nursing approval and certification as a nurse practitioner or advanced practice nurse in their state. Students can obtain additional information from their state's Board of Nursing, the American Nurses Credentialing Center (AACN), and the American Academy of Nurse Practitioners (AANP).

### ADULT-GERONTOLOGY NURSE PRACTITIONER CERTIFICATE AND FAMILY NURSE PRACTITIONER CERTIFICATE

**Effective November 9, 2011:** The Adult-Gerontology Nurse Practitioner Certificate program and the Family Nurse Practitioner Certificate program, which were initiated in January 2011, are not accredited by the Commission on Collegiate Nursing Education (CCNE). At this time, the CCNE does not accredit certificate programs. Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. Students graduating from unaccredited programs are not eligible to sit for the national certification exams provided by the American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP). Students are responsible for determining whether they will be eligible for state Board of Nursing approval and certification as a nurse practitioner in their state.

### NURSE ADMINISTRATOR GRADUATE CERTIFICATE

Students who complete the certificate program may be prepared to sit for the Nurse Executive or Nurse Executive, Advanced certification examination (depending on the level of leadership with their organization) provided by the American Nurses Credentialing Center.

### NURSE EDUCATOR GRADUATE CERTIFICATE

Students who complete the certificate program may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

### NURSE INFORMATICS GRADUATE CERTIFICATE

Students who complete the certificate program may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification exam.

The following program changes are effective May 16, 2012:

## XXXII. Master of Science in Nursing

The Master of Science in Nursing program is designed to build on previous nursing education and clinical experience, prepare students to pursue advanced practice in a variety of health care settings, and lay a foundation to pursue doctoral education. The overall purpose of the master's degree program is to provide graduate education for advanced nursing roles that respond to the needs of individuals, families, and communities.

The program of study includes completion of the core curriculum, specialization courses, and an evidence-based project proposal.

The core courses focus on the acquisition of a theoretical base in nursing, evidence-based decision making, health policy, financing and organization of the health care delivery system, advanced practice issues, ethics, health promotion and disease prevention, and biostatistics.

All students will complete a culminating experience that is designed to serve as evidence of successful integration of the curriculum's diverse content areas via the submission of an evidence-based project proposal.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

While the program is designed to prepare graduates to pursue continued graduate- or doctorate-level education, the University cannot guarantee that students will be granted admission to any graduate or doctoral programs.

The Master of Science in Nursing program consists of a minimum of 65, 90, or 100 quarter credit hours, depending on the student's choice of specialization. Upon successful completion of the program, graduates will be awarded a master of science degree.

### SPECIALIZATIONS

Students will choose from five specializations designed to provide further knowledge in their chosen specialty and their specific advanced role: nurse educator, nurse administrator, informatics, family nurse practitioner, or adult-gerontology nurse practitioner.

The nurse educator specialization is designed to prepare nurses to teach in schools of nursing and continuing education, staff development, clinical education, and patient and community education programs. The graduate may be prepared to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination.

The nurse administrator specialization is designed to prepare nurses to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems. The graduate may be prepared to sit for the Nurse Executive or Nurse Executive, Advanced certification examination (depending on the level of leadership with their organization) provided by the American Nurses Credentialing Center.

The informatics specialization is designed to prepare nurses to meet the clinical, educational, research, and administrative challenges associated with working in a technology-rich environment. This specialization

focuses on content and the representation of data and information, and incorporates computer, information literacy, and management competencies. The graduate may be prepared to use technology and information systems to advance evidence-based research and to pursue informatics leadership roles in health care, industry, and education settings. In addition, the graduate may be eligible to sit for the American Nurses Credentialing Center's Informatics Nursing certification exam.

While the courses in the program may provide the knowledge necessary to sit for these exams, Kaplan University cannot guarantee a student's eligibility either to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of the Catalog for further guidance.

The family and adult-gerontology nurse practitioner specializations are designed to educate health care professionals on the topics of how to best provide primary care as a member of an interdisciplinary team and improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps students develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver primary and preventive care, and to participate in the development of appropriate policy and evidence-based practice.

At this time, the Master of Science in Nursing program's adult-gerontology nurse practitioner and family nurse practitioner specializations are available only in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Indiana, Iowa, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, and Vermont.

The online Master of Science in Nursing program, which offers nurse educator, nurse administrator, informatics, adult-gerontology nurse practitioner, and family nurse practitioner specializations, is accredited by the Commission on Collegiate Nursing Education (CCNE). Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. Students are responsible for determining whether they will be eligible for state Board of Nursing approval and certification as a nurse practitioner or advanced practice nurse in their state. Students can obtain additional information from their state's Board of Nursing, the American Nurses Credentialing Center (AACN), and the American Academy of Nurse Practitioners (AANP).

### PRACTICUM AND CLINICAL PRACTICE EXPERIENCES

Students who choose the nurse administrator, nurse educator, or informatics specialization will complete a practicum experience designed to provide the opportunity for application of theoretical knowledge while working with a mentor. The practicum experience occurs in a facility selected by the student, in consultation with the Practicum Coordinator. Students are responsible for locating an appropriate site for their practicum experience. Students will be graded for both the didactic and practicum components of this course. Failure of either the didactic or practicum components will result in failure of the course.

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Students who choose the adult-gerontology nurse practitioner or the family nurse practitioner specialization will complete a series of clinical practice sessions designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice experience occurs in a facility or clinical site selected by the student, in consultation with the faculty and the Practicum Coordinator. Students are responsible for locating an appropriate site for their clinical practice experience. Students will be graded for the clinical, didactic, and practicum components of a course. Failure of the clinical, didactic, or practicum component will result in failure of a course.

Prior to beginning the practicum or clinical practice experience, students will be required to complete a criminal background check, as required by applicable federal and/or state regulatory agencies. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Graduate section of the Catalog.

In addition, prior to beginning the first clinical practice experience, students enrolled in the adult-gerontology nurse practitioner or the family nurse practitioner specialization will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the specializations. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

### **Program Outcomes**

1. **Theoretical Foundations:** Synthesize theories and concepts from nursing and other disciplines for application in advanced nursing roles.
2. **Evidence-Based Practice:** Critique current scientific research for application of findings to initiate change and to improve practice.
3. **Health Promotion, Disease Prevention, and Human Diversity:** Create comprehensive plans of action that address the health promotion and disease prevention needs of individual, family, and community populations.
4. **Health Care Policy, Organization, and Finance:** Formulate a plan for ongoing contributions to improvement of health care delivery and development of health policy in a cost-effective manner.
5. **Ethics:** Apply an ethical decision-making process in professional practice and in analysis of systems of health care.
6. **Professional Role Development:** Exert a professional leadership role that fosters improvement of health care and advocates scholarly activities to advance self and the profession.
7. **Informatics and Technology:** Employ informatics and technology in various aspects of the advanced nursing leadership role.

### **Adult-Gerontology Nurse Practitioner Outcomes**

1. Demonstrate through synthesis of theoretical and scientific knowledge the safe, effective practice of primary care through management of both health and illness states.
2. Collaborate with the individual and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.
3. Demonstrate the role of a nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.
4. Demonstrate commitment to the implementation, preservation, and evolution of the adult-gerontology nurse practitioner role.
5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.
6. Serve as an advocate for the client as he or she interfaces with the health care system.
7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.
8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

### **Family Nurse Practitioner Outcomes**

1. Demonstrate through synthesis of theoretical and scientific knowledge the safe, effective practice of primary care through management of both health and illness states.
2. Collaborate with the individual, family, and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.
3. Demonstrate the role of the nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.
4. Demonstrate commitment to the implementation, preservation, and evolution of the family nurse practitioner role.
5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.
6. Serve as an advocate for the client as he or she interfaces with the health care system.
7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.
8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

### **Informatics Outcomes**

1. **Clinical:** Assess current patient care technologies and information systems to enhance decision making in health care settings.
2. **Education:** Appraise emerging and converging technologies to enhance nursing and patient education.
3. **Research:** Evaluate information systems in support of evidence-based practice and clinical applications.
4. **Administrative:** Critique leadership roles and competencies in the planning, implementation, and evaluation of information systems and patient care technologies.

### **Nurse Administrator Outcomes**

1. **Fiscal Responsibility and Human Resource Management:** Encompass concepts of fiscal and human resources in designing quality care measures.
2. **Collaborative Practice:** Develop collaborative relationships and partnerships that are interdisciplinary and aggregate-focused to improve the health care of populations.
3. **Creating and Managing Nursing Care Systems:** Provide leadership in conceptualization, design, implementation, and evaluation of health care delivery systems across the health care continuum.

### **Nurse Educator Outcomes**

1. **Instructional Method Design:** Create a variety of successful instructional methods to meet the needs of targeted learner populations.
2. **Curriculum, Pedagogy, and Evaluation Strategies:** Develop plans of study in nursing education based on appropriate curricular principles, pedagogy, and learning assessment strategies.
3. **Clinical Expertise:** Apply clinical expertise when conducting educational experiences.

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## Curriculum

Courses	Credits
<b>PROGRAM REQUIREMENTS</b>	
<b>CORE REQUIREMENTS</b>	
MN 501: Advanced Nursing Roles	5
MN 502: Theoretical Foundations of Advanced Nursing	5
MN 503: Advanced Statistics for the Health Sciences	5
MN 504: Inquiry and Evidence-Based Practice	5
MN 505: Health Promotion and Disease Prevention in a Diverse Community	5
MN 506: Ethical and Legal Perspectives of the Health Care System	5
MN 507: Health Policy, Financing, and Organization of Health Care Delivery Systems	5
<b>TOTAL CORE REQUIREMENTS</b>	<b>35</b>
<b>ELECTIVE REQUIREMENTS</b>	
Specialization Courses	30, 55, or 65*
<b>TOTAL ELECTIVE REQUIREMENTS</b>	<b>30, 55, OR 65</b>
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>65, 90, OR 100</b>

## SPECIALIZATIONS

### Adult-Gerontology Nurse Practitioner

MN 550: Role of the Nurse Practitioner in Primary Care	5
MN 551: Advanced Pathophysiology Across the Life Span	5
MN 552: Advanced Health Assessment	5
MN 553: Advanced Pharmacology Across the Life Span	5
MN 554: Primary Care Across the Adult Age Continuum I	5
MN 555: Primary Care Across the Adult Age Continuum II	5
MN 556: Primary Care Across the Adult Age Continuum III	5
MN 560: Advanced Practice Nurse Clinical I	5
MN 561: Advanced Practice Nurse Clinical II	5
MN 599: Advanced Practice Nurse Clinical III	5
MN 600: Evidence-Based Practice Project	5

### Family Nurse Practitioner

MN 550: Role of the Nurse Practitioner in Primary Care	5
MN 551: Advanced Pathophysiology Across the Life Span	5
MN 552: Advanced Health Assessment	5
MN 553: Advanced Pharmacology Across the Life Span	5
MN 554: Primary Care Across the Adult Age Continuum I	5
MN 555: Primary Care Across the Adult Age Continuum II	5
MN 556: Primary Care Across the Adult Age Continuum III	5
MN 557: Primary Care of the Pediatric Client	5
MN 560: Advanced Practice Nurse Clinical I	5
MN 561: Advanced Practice Nurse Clinical II	5
MN 562: Advanced Practice Nurse Clinical—Pediatrics	5
MN 599: Advanced Practice Nurse Clinical III	5
MN 600: Evidence-Based Practice Project	5

### Informatics

MN 530: Critical Concepts and Competencies for the Informatics Nurse Specialist	5
MN 531: Innovations in Educational and Research Technologies	5
MN 532: Integration of Informatics into the Health Care Environment	5
MN 533: Health Systems Project Management	5
MN 534: Nurse Informatics Specialist Practicum	5
MN 600: Evidence-Based Practice Project	5

### Nurse Administrator

MN 512: Organizational Theory and Behavior	5
MN 513: Health Care Finance, Strategic Planning, and Budgeting	5
MN 514: Human Resources Management	5
MN 515: Information and Health Care Technologies	5
MN 520: Nurse Administrator Practicum	5
MN 600: Evidence-Based Practice Project	5

### Nurse Educator

MN 508: Teaching and Learning Strategies	5
MN 509: Curriculum Design	5
MN 510: Instructional Technology Integration	5
MN 511: Assessment and Evaluation	5
MN 519: Nurse Educator Practicum	5
MN 600: Evidence-Based Practice Project	5

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

\*Students who choose to complete the family nurse practitioner will complete 65 quarter credit hours of specialization courses for a program total of 100 credits. Students who choose to complete the adult-gerontology nurse practitioner specialization will complete 55 quarter credit hours of specialization courses for a program total of 90 quarter credit hours.

The following changes to the program description are effective May 16, 2012; degree plan changes are effective November 9, 2011:

## XXXI. Adult-Gerontology Nurse Practitioner Certificate

At this time, the Adult-Gerontology Nurse Practitioner Certificate program is available only in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Indiana, Iowa, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, and Vermont.

The Adult-Gerontology Nurse Practitioner Certificate program is designed for nurses who are interested in expanding their knowledge as it relates to the role of the adult-gerontology nurse practitioner. This certificate program is designed to educate health care professionals on the topics of how to promote and provide primary care as a member of an interdisciplinary team and how to improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps students develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver preventive care, and to participate in the development of appropriate policy and evidence based practice.

All students will complete a culminating experience that is designed to serve as evidence of successful integration of the curriculum's diverse content areas via the submission of an evidence-based project proposal.

The Adult-Gerontology Nurse Practitioner Certificate program, which was initiated in January 2011, is not accredited by the Commission on Collegiate Nursing Education (CCNE). At this time, the CCNE does not accredit certificate programs. Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. Students graduating from unaccredited programs are not eligible to sit for the national certification exams provided by the American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP). Students are responsible for determining whether they will be eligible for state Board of Nursing approval and certification as a nurse practitioner in their state.

Due to the number of different certification organizations and the individual state requirements related to nurse practitioner responsibilities, completion of the Adult-Gerontology Nurse Practitioner Certificate program does not imply or guarantee certification or licensure. Students are responsible for the investigation of the qualifications and requirements for certification and/or licensure in their specific location.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The Adult-Gerontology Nurse Practitioner Certificate program consists of a minimum of 55 quarter credit hours. Upon successful completion of this program, graduates will be awarded a certificate.

### CLINICAL PRACTICE EXPERIENCE

Students will complete a series of clinical practice sessions designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice sessions occur in a facility or clinical site selected by the student, in

consultation with the faculty and the Practicum Coordinator. Students are responsible for locating an appropriate site for their clinical practice experience.

Prior to beginning the first clinical practice experience, students will be required to complete a criminal background check, as required by applicable federal and/or state regulatory agencies. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Graduate section of the Catalog. In addition, students will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the Adult-Gerontology Nurse Practitioner Certificate program. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

### Program Outcomes

1. Demonstrate through synthesis of theoretical and scientific knowledge the safe, effective practice of primary care through management of both health and illness states.
2. Collaborate with the individual and community as well as other health care professionals for the purpose of ensuring high-quality, holistic primary care services.
3. Demonstrate the role of a nurse practitioner as a health educator and coach to individuals, families, and communities using a wide range of skills.
4. Demonstrate commitment to the implementation, preservation, and evolution of the adult-gerontology nurse practitioner role.
5. Incorporate critical thinking, collaboration, and interdisciplinary relationships into client care to achieve optimal outcomes.
6. Serve as an advocate for the client as he or she interfaces with the health care system.
7. Demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection.
8. Provide culturally sensitive care in a holistic manner that is responsive to the client's cultural and spiritual beliefs.

## Curriculum

### Courses Credits

#### CERTIFICATE REQUIREMENTS

MN 550:	Role of the Nurse Practitioner in Primary Care	5
MN 551:	Advanced Pathophysiology Across the Life Span	5
MN 552:	Advanced Health Assessment	5
MN 553:	Advanced Pharmacology Across the Life Span	5
MN 554:	Primary Care Across the Adult Age Continuum I	5
MN 555:	Primary Care Across the Adult Age Continuum II	5
MN 556:	Primary Care Across the Adult Age Continuum III	5
MN 560:	Advanced Practice Nurse Clinical I	5
MN 561:	Advanced Practice Nurse Clinical II	5
MN 599:	Advanced Practice Nurse Clinical III	5
MN 600:	Evidence-Based Practice Project	5

#### TOTAL PROGRAM REQUIREMENTS

**55**

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following changes to the program description are effective May 16, 2012; degree plan changes are effective November 9, 2011:

## XXXI. Family Nurse Practitioner Certificate

At this time, the Family Nurse Practitioner Certificate program is available only in the following states: Alabama, Alaska, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Idaho, Indiana, Iowa, Michigan, Minnesota, Mississippi, Montana, Nebraska, Nevada, Ohio, Oklahoma, Rhode Island, South Carolina, South Dakota, and Vermont.

The Family Nurse Practitioner Certificate program is designed for nurses who are interested in expanding their knowledge as it relates to the role of the family nurse practitioner. This certificate program is designed to educate health care professionals on the topics of how to best deliver care as a member of an interdisciplinary team and how to improve the availability of evidence-based, culturally relevant health care in diverse communities. The curriculum helps students develop the skills to evaluate the health and wellness of individuals, families, and their communities. The nurse practitioner is expected to possess skills in diagnosing, treating, and managing acute and chronic health conditions, to deliver preventive care, and to participate in the development of appropriate policy and evidence-based practice.

All students will complete a culminating experience that is designed to serve as evidence of successful integration of the curriculum's diverse content areas via the submission of an evidence-based project proposal.

The Family Nurse Practitioner Certificate program, which was initiated in January 2011, is not accredited by the Commission on Collegiate Nursing Education (CCNE). At this time, the CCNE does not accredit certificate programs. Please note that most states require nurses to be nationally certified in order to obtain licensure as a nurse practitioner. Students graduating from unaccredited programs are not eligible to sit for the national certification exams provided by the American Nurses Credentialing Center (ANCC) or American Academy of Nurse Practitioners (AANP). Students are responsible for determining whether they will be eligible for state Board of Nursing approval and certification as a nurse practitioner in their state.

Due to the number of different certification organizations and the individual state requirements related to nurse practitioner responsibilities, completion of the Family Nurse Practitioner Certificate program does not imply or guarantee certification or licensure. Students are responsible for the investigation of the qualifications and requirements for certification and/or licensure in their specific location.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The Family Nurse Practitioner Certificate program consists of a minimum of 65 quarter credit hours. Upon successful completion of this program, graduates will be awarded a certificate.

### CLINICAL PRACTICE EXPERIENCE

Students will complete a clinical practice experience designed to provide the opportunity for application of theoretical knowledge while working with a designated, qualified preceptor. The clinical practice experience occurs in a facility or clinical site selected by the student, in consultation with the faculty and the Practicum Coordinator. Students are responsible for locating an appropriate site for their clinical practice experience.

Prior to beginning the clinical practice experience, students will be required to complete a criminal background check, as required by applicable federal and/or state regulatory agencies. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Graduate section of this Catalog. In addition, students will be required to provide documentation of compliance with all federal, state, and/or local regulatory requirements related to the activities that are required elements of the Family Nurse Practitioner Certificate program. These will include, but are not limited to, immunization status, drug screening, physical history, and examination records, and evidence of an unencumbered registered nurse license.

## Curriculum

### Courses Credits

#### CERTIFICATE REQUIREMENTS

MN 550:	Role of the Nurse Practitioner in Primary Care	5
MN 551:	Advanced Pathophysiology Across the Life Span	5
MN 552:	Advanced Health Assessment	5
MN 553:	Advanced Pharmacology Across the Life Span	5
MN 554:	Primary Care Across the Adult Age Continuum I	5
MN 555:	Primary Care Across the Adult Age Continuum II	5
MN 556:	Primary Care Across the Adult Age Continuum III	5
MN 557:	Primary Care of the Pediatric Client	5
MN 560:	Advanced Practice Nurse Clinical I	5
MN 561:	Advanced Practice Nurse Clinical II	5
MN 562:	Advanced Practice Nurse Clinical—Pediatrics	5
MN 599:	Advanced Practice Nurse Clinical III	5
MN 600:	Evidence-Based Practice Project	5

**TOTAL PROGRAM REQUIREMENTS** 65

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes are effective May 16, 2012:

## XXXII. Nurse Administrator Graduate Certificate

The Nurse Administrator Graduate Certificate program is designed for nurses who are interested in expanding their knowledge of nursing administration in order to better meet the challenges within the health care environment and to pursue their professional goals. This certificate program allows nurses with a bachelor's or master's degree in nursing to complete six courses focused on nursing administration including practicum and capstone courses.

The Nurse Administrator Graduate Certificate program is designed to prepare nurses to pursue managerial positions and leadership roles in hospitals, community health, long-term care facilities, and other health care systems. This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The certificate program's curriculum is designed to provide specialized knowledge in the area of nursing administration and could help students prepare to sit for the Nurse Executive or Nurse Executive, Advanced certification examination (depending on the level of leadership with their organization) provided by the American Nurses Credentialing Center. While the courses in the program may provide the knowledge necessary to sit for these exams, Kaplan University cannot guarantee a student's eligibility either to take these exams or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of this Catalog for further guidance.

Qualified credits earned in fulfillment of this certificate program may be eligible for transfer toward future graduate studies.

The Nurse Administrator Graduate Certificate program consists of a minimum of 30 quarter credit hours. Upon successful completion of this program, graduates will be awarded a certificate.

### PRACTICUM EXPERIENCE

Prior to beginning the practicum experience, students will be required to complete a criminal background check, as required by applicable federal and/or state regulatory agencies. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Graduate section of this Catalog.

## Curriculum

Courses	Credits
<b>CERTIFICATE REQUIREMENTS</b>	
MN 512: Organizational Theory and Behavior	5
MN 513: Health Care Finance, Strategic Planning, and Budgeting	5
MN 514: Human Resource Management	5
MN 515: Information and Health Care Technologies	5
MN 520: Nurse Administrator Practicum	5
MN 600: Evidence-Based Project Proposal	5
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>30</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes are effective May 16, 2012:

## XXXII. Nurse Educator Graduate Certificate

The Nurse Educator Graduate Certificate program is designed for nurses who are interested in expanding their knowledge of nursing education. This certificate program offers nurses with a bachelor's or master's degree in nursing the opportunity to complete six courses focused on nursing education including practicum and capstone courses.

The Nurse Educator Graduate Certificate program is designed to prepare nurses to pursue teaching positions in schools of nursing and continuing education, staff development, clinical education, and patient and community education programs. This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

The certificate program's curriculum is designed to provide specialized knowledge in the area of nursing education and could help students prepare to sit for the National League for Nursing's Certified Nurse Educator (CNE) examination. While the courses in the program may provide the knowledge necessary to sit for this exam, Kaplan University cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of this Catalog for further guidance.

Qualified credits earned in fulfillment of this certificate program may be eligible for transfer toward future graduate studies.

The Nurse Educator Graduate Certificate program consists of a minimum of 30 quarter credit hours. Upon successful completion of this program, graduates will be awarded a certificate.

### PRACTICUM EXPERIENCE

Prior to beginning the practicum experience, students will be required to complete a criminal background check, as required by applicable federal and/or state regulatory agencies. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Graduate section of this Catalog.

## Curriculum

Courses	Credits
<b>CERTIFICATE REQUIREMENTS</b>	
MN 508: Teaching and Learning	5
MN 509: Curriculum Design	5
MN 510: Instructional Technology Integration	5
MN 511: Assessment and Evaluation	5
MN 519: Nurse Educator Practicum	5
MN 600: Evidence-Based Project Proposal	5
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>30</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

The following program changes are effective May 16, 2012:

## XXXII. Nurse Informatics Graduate Certificate

The Nurse Informatics Graduate Certificate program is designed for nurses who are interested in expanding their knowledge of informatics to better meet the challenges within the health care environment and to pursue their professional goals. This certificate program allows nurses with a bachelor's or master's degree in nursing to complete six courses focused on nursing informatics including practicum and capstone courses.

The certificate program's curriculum is designed to provide specialized knowledge in the area of nursing informatics and could help students prepare to sit for the American Nurses Credentialing Center's Informatics Nursing certification exam. While the courses in the program may provide the knowledge necessary to sit for this exam, Kaplan University cannot guarantee a student's eligibility either to take this exam or become certified. A student's eligibility may depend on his or her work experience, completion of education and/or degree requirements, not having a criminal record, meeting other licensure or certification requirements, or the program or the University itself having appropriate accreditation or licensure. Please refer to the Certification, State Board, and National Board Exams section of this Catalog for further guidance.

This program is designed to prepare graduates to pursue employment in the field, or for jobs in related fields, the specific job titles of which may not be represented in the program title. Although Kaplan University will assist students with job placement, finding a job is the individual responsibility of the student. The University does not guarantee that any student will be placed in any particular job, eligible for job advancement opportunities, or employed at all.

Qualified credits earned in fulfillment of this certificate program may be eligible for transfer toward future graduate studies.

The Nurse Informatics Graduate Certificate program consists of a minimum of 30 quarter credit hours. Upon successful completion of this program, graduates will be awarded a certificate.

### PRACTICUM EXPERIENCE

Prior to beginning the practicum experience, students will be required to complete a criminal background check, as required by applicable federal and/or state regulatory agencies. Please refer to the Criminal Background Check Policy listed in the School of Nursing—Graduate section of this Catalog.

## Curriculum

Courses	Credits
<b>CERTIFICATE REQUIREMENTS</b>	
MN 530: Critical Concepts and Competencies for the Informatics Nurse Specialist	5
MN 531: Innovations in Educational and Research Technologies	5
MN 532: Integration of Informatics into the Health Care Environment	5
MN 533: Health Systems Project Management	5
MN 534: Nurse Informatics Specialist Practicum	5
MN 600: Evidence-Based Project Proposal	5
<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>30</b>

Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

# Discontinued Programs

Effective May 16, 2012, the following programs will be discontinued:

Graduate Certificate in Literacy and Language Teaching, Grades K-6  
Specialization

Graduate Certificate in Literacy and Language Teaching, Grades 6-12  
Specialization

Master of Science in Fire and Emergency Services



# Graduate Course Descriptions

## DISCONTINUED COURSES

**FS 597: PORTFOLIO CAPSTONE—MASTER OF SCIENCE IN FIRE AND EMERGENCY SERVICES<sup>‡</sup>**

**FS 598: APPLIED RESEARCH IN FIRE AND EMERGENCY SERVICES MANAGEMENT<sup>‡</sup>**

**FS 598A: APPLIED RESEARCH PROJECT CONTINUATION COURSE<sup>‡</sup>**

**HM 597: PORTFOLIO CAPSTONE IN HOMELAND SECURITY AND EMERGENCY MANAGEMENT<sup>‡</sup>**

**MN 558: FAMILY NP—INTEGRATED EXPERIENCES FOR THE ADVANCED PRACTICE NURSE: APPLICATION, DECISIONS, AND METHODS\***

**MN 563: ADULT NP—CARE OF THE ADOLESCENT AND YOUNG ADULT\***

**MN 564: ADULT NP—CARE OF THE FAMILY ACROSS THE LIFE SPAN\***

**MN 565: ADULT NP—INTEGRATED EXPERIENCES FOR THE ADVANCED PRACTICE NURSE: APPLICATION, DECISIONS, AND METHODS\***

**PP 698A: APPLIED RESEARCH PROJECT CAPSTONE CONTINUATION<sup>‡</sup>**

**PS 503: APPLIED STATISTICS FOR PSYCHOLOGY RESEARCH<sup>‡</sup>**

## REVISED COURSE CREDITS

**MN 510: INSTRUCTIONAL TECHNOLOGY INTEGRATION** will be revised from 3 quarter credit hours to 5 quarter credit hours<sup>‡</sup>

**MN 515: INFORMATION AND HEALTH CARE TECHNOLOGIES** will be revised from 3 quarter credit hours to 5 quarter credit hours<sup>‡</sup>

**MN 532: INTEGRATION OF INFORMATICS INTO THE HEALTH CARE ENVIRONMENT** will be revised from 3 quarter credit hours to 5 quarter credit hours<sup>‡</sup>

## REVISED COURSE TITLES

**EM 530: ENVIRONMENTAL RISK ASSESSMENT II** will replace  
**EM 530: ENVIRONMENTAL RISK ASSESSMENT<sup>†</sup>**

**GB 590: ETHICS IN BUSINESS AND SOCIETY** will replace **GB 590: CORPORATE SOCIAL RESPONSIBILITY\***

**GM 500: MANAGEMENT THEORIES AND PRACTICES I** will replace  
**GM 500: MANAGERS AS LEADERS\***

**GM 501: MANAGEMENT THEORIES AND PRACTICES II** will replace  
**GM 501: MANAGEMENT THEORIES AND PRACTICES—PAST, CURRENT, AND FUTURE\***

**GM 502: LEADERSHIP THEORY AND PRACTICE I** will replace **GM 502: SKILLS FOR PROFESSIONAL IMPACT\***

**GM 503: LEADERSHIP THEORY AND PRACTICE II** will replace **GM 503: FOUNDATIONS FOR EFFECTIVE MANAGEMENT PRACTICE\***

**HA 520: HEALTH CARE FINANCIAL MANAGEMENT** will replace **HA 520: HEALTH CARE FINANCE AND ECONOMICS<sup>†</sup>**

**MH 521: PRINCIPLES, PEDAGOGY, AND STANDARDS FOR MATHEMATICS** will replace  
**MH 521: PRINCIPLES, PEDAGOGY, AND STANDARDS FOR MATHEMATICS (GRADES 9-12)<sup>†</sup>**

**MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE** will replace **MN 550: ADVANCED HEALTH ASSESSMENT\***

**MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN** will replace  
**MN 551: PATHOPHARMACOLOGY I\***

**MN 552: ADVANCED HEALTH ASSESSMENT** will replace  
**MN 552: PATHOPHARMACOLOGY II\***

**MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN** will replace  
**MN 553: INTRODUCTION TO FAMILY NP PRACTICE—HEALTH ASSESSMENT AND CLINICAL REASONING\***

**MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I** will replace  
**MN 554: INTRODUCTION TO FAMILY NP PRACTICE II—HEALTH ASSESSMENT AND CLINICAL REASONING\***

**MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II** will replace  
**MN 555: FAMILY NP—COMPREHENSIVE CARE OF OLDER ADULTS\***

**MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III** will replace  
**MN 556: FAMILY NP—PRIMARY CARE FOR WOMEN AND CHILDREN\***

**MN 557: PRIMARY CARE OF THE PEDIATRIC CLIENT** will replace **MN 557: FAMILY AND COMMUNITIES—APPLICATIONS IN FAMILY NP PRACTICE\***

**MN 560: ADVANCED PRACTICE NURSE CLINICAL I** will replace  
**MN 560: INTRODUCTION TO ADULT NP PRACTICE—HEALTH ASSESSMENT AND CLINICAL REASONING\***

**MN 561: ADVANCED PRACTICE NURSE CLINICAL II** will replace  
**MN 561: INTRODUCTION TO ADULT NP PRACTICE II—HEALTH ASSESSMENT AND CLINICAL REASONING\***

**MN 562: ADVANCED PRACTICE NURSE CLINICAL—PEDIATRICS** will replace  
**MN 562: ADULT NP—COMPREHENSIVE CARE OF OLDER ADULTS\***

**MN 599: ADVANCED PRACTICE NURSE CLINICAL III** will replace  
**MN 599: PROFESSIONAL SEMINAR\***

**MN 600: EVIDENCE-BASED PRACTICE PROJECT** will replace **MN 600: EVIDENCE-BASED PROJECT PROPOSAL\***



**PP 693: PUBLIC POLICY AND ADMINISTRATION INTERNSHIP** will replace **PP 693: INTERNSHIP CAPSTONE†**

**SC 525: ENVIRONMENTAL RISK ASSESSMENT I** will replace **SC 525: ENVIRONMENTAL RISK ASSESSMENT†**

## COURSE PREREQUISITE CHANGES

**CJ 501: CRIMINOLOGICAL THEORY†**  
*Prerequisites: CJ 500 and CJ 526*

**GM 501: MANAGEMENT THEORIES AND PRACTICES II\***  
*Prerequisites: GB 512 and GM 500*

**GM 502: LEADERSHIP THEORY AND PRACTICE I\***  
*Prerequisites: GM 500 and GM 501*

**HM 500: CRISIS AND EMERGENCY MANAGEMENT FUNDAMENTALS†**  
*Prerequisites: CJ 500 and CJ 526*

**HM 502: RISK VULNERABILITY AND CAPABILITY ASSESSMENT METHODS\***  
*Prerequisites: HM 500 and HM 501 or FS 500 for students enrolled in the Master of Public Administration fire science and emergency services intensive study area*

**HM 503: PLANNING AND OPERATIONS IN CRISIS AND EMERGENCY MANAGEMENT\***  
*Prerequisites: HM 500 and HM 501 or FS 500 for students enrolled in the Master of Public Administration fire science and emergency services intensive study area*

**HM 510: MITIGATION AND PREPAREDNESS ISSUES FOR EMERGENCY MANAGEMENT\***  
*Prerequisites: HM 500 and HM 501 or FS 500 for students enrolled in the Master of Public Administration fire science and emergency services intensive study area*

**HM 540: CRISIS INTERVENTION\***  
*Prerequisites: HM 500 and HM 501 or FS 500 for students enrolled in the Master of Public Administration fire science and emergency services intensive study area*

**MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE\***  
*Prerequisite: Completion of all core courses*

**MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN\***  
*Prerequisite: Completion of all core courses*

**MN 552: ADVANCED HEALTH ASSESSMENT\***  
*Prerequisites: MN 550 and MN 551*

**MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN\***  
*Prerequisites: MN 550 and MN 551*

**MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I\***  
*Prerequisites: MN 552 and MN 553*

**MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II\***  
*Prerequisites: MN 552 and MN 553*

**MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III\***  
*Prerequisites: MN 554 and MN 555*

**MN 557: PRIMARY CARE OF THE PEDIATRIC CLIENT\***  
*Prerequisite: MN 556*

**MN 560: ADVANCED PRACTICE NURSE CLINICAL I\***  
*Prerequisites: MN 554 and MN 555  
Corequisite: MN 556*

**MN 561: ADVANCED PRACTICE NURSE CLINICAL II\***  
*Prerequisite: MN 560*

**MN 562: ADVANCED PRACTICE NURSE CLINICAL—PEDIATRICS\***  
*Prerequisite: MN 557*

**MN 599: ADVANCED PRACTICE NURSE CLINICAL III\***  
*Prerequisite: MN 561*

**MN 600: EVIDENCE-BASED PRACTICE PROJECT\***  
*Prerequisite: Completion of all core and specialization courses*

**PP 510: LEADERSHIP IN THE PUBLIC SECTOR†**  
*Prerequisite: PP 500, CJ 526 for students enrolled in the Master of Science in Fire and Emergency Services, or enrollment in the Master of Science in Homeland Security and Emergency Management or Master of Science in Environmental Policy*

**PP 611: GRANT WRITING†**  
*Prerequisite: PP 520; CJ 500 for students enrolled in the Master of Science in Criminal Justice; EM 500 for students enrolled in the Master of Science in Environmental Policy*

## COURSE DESCRIPTIONS

**CJ 525: APPLIED RESEARCH IN CRIMINAL JUSTICE†**  
Students will be introduced to applied research, which encourages adoption of the role of a reflective practitioner who seeks to simultaneously understand and change a professional setting. Students will examine the history of applied research and the connection between applied research and experimental research. Students will determine the focus of their research project, conduct a review of the literature, determine methods and tools for data collection, and draft a research plan. This course of study allows participants to develop an understanding of the processes and how they can impact their own professional setting. The research plan developed in CJ 525 will set the foundation for conducting the applied research project in the capstone course, CJ 598: Applied Research Project.  
*5 Quarter Credit Hours  
Prerequisite: CJ 503*

**CJ 590–594: INDEPENDENT STUDY IN CRIMINAL JUSTICE†**  
This course is designed to engage students in developing a position paper of relevance to their professional field of study and the criminal justice graduate curriculum. Students decide on a suitable topic under the direction and supervision of a designated faculty member. No more than 10 quarter credit hours of independent study may apply toward the degree.  
*CJ 590: 1 Quarter Credit Hour  
CJ 591: 2 Quarter Credit Hours  
CJ 592: 3 Quarter Credit Hours  
CJ 593: 4 Quarter Credit Hours  
CJ 594: 5 Quarter Credit Hours  
Prerequisite: Permission from the Dean*

**ED 502: TRANSFORMING TEACHING PRACTICE†**  
This course explores the knowledge, skills, and dispositions associated with the highest standards of teaching practice and guides students in the transformation of their classroom performance through research and reflection on best practices, assessment strategies, and teacher skills that lead to improved student achievement.  
*4 Quarter Credit Hours  
Prerequisite: None*

**ED 503: EDUCATIONAL PSYCHOLOGY\***

This course introduces students to prominent research-based theories of learning and examines the impact of these theories on students, learning and motivation, teaching, and assessment. Students critically evaluate opposing sides of current issues in educational psychology and articulate and defend personal positions on these issues.

*4 Quarter Credit Hours*

*Prerequisite: None*

**ED 522: CLASSROOM MANAGEMENT\***

Educators will examine several classroom management theorists in order to provide a comprehensive overview of models and ideas on which to base their own philosophy and practice. Through a case-based approach, students will gain a clear understanding of the philosophical underpinnings of classroom management and its effect on student behavior and achievement. Students will examine classroom management and discipline in contemporary schools, the effects of classroom management problems, and the need to consider student diversity.

*5 Quarter Credit Hours*

*Prerequisite: None*

**ED 552: EDUCATIONAL LEADERSHIP\***

In this course, students are introduced to the concept of instructional leaders and explore strategies for managing change in educational settings, including best practices for collaborative decision-making in schools. Students critically examine their current knowledge base, skill sets, and leadership abilities with the goal of improvement and increased self-awareness and reflection. Students explore the importance of the instructional leader in school cultures, the instructional leader's impact on student learning, and how they can help facilitate effective change in school culture and student achievement.

*5 Quarter Credit Hours*

*Prerequisite: None*

**ED 561: METHODS OF TEACHING SECONDARY SCIENCE\***

This course surveys a broad range of concepts related to teaching various scientific disciplines (e.g., biology, chemistry, physics) to diverse learners. The course emphasizes a standards approach that illuminates the connections among the various bodies of knowledge in natural science and phenomena in the real world.

*4 Quarter Credit Hours*

*Prerequisite: None*

**ED 586: METHODS OF TEACHING A FOREIGN LANGUAGE\***

This course focuses on principles, concrete strategies, practical instruction, and assessment applications of foreign language pedagogy and andragogy. The course will guide foreign

language teachers through the theoretical and research-based foundations of language acquisition. Teachers will be empowered to translate some of these theoretical principles into classroom practice. The course will highlight the teacher's role as facilitator and enable teachers to harness technology so that language instruction can be presented as authentic, functional communication that fully engages students.

*4 Quarter Credit Hours*

*Prerequisite: None*

**ED 591: METHODS OF TEACHING VISUAL AND PERFORMING ARTS\***

This course will focus on theories, methods, and practices in visual and performing arts education through the use of seminars, discussions, readings, web field trips, and media. Activities and projects in the course will be customized to meet the specific demands of teachers and their specialty areas. Differentiating instruction, cooperative learning, collaboration with peers, and authentic assessment activities will be embedded in the learning activities in this class.

*4 Quarter Credit Hours*

*Prerequisite: None*

**GB 590: ETHICS IN BUSINESS AND SOCIETY\***

The purpose of this course is to build ethical leadership skills by providing an analysis of orientations and models for ethical decision making with an emphasis on application to current issues in today's global business and society. Students have the opportunity to reflect on their own values and ethos and analyze models of ethical leadership and moral principles to which they can commit and apply within their professions.

*4 Quarter Credit Hours*

*Prerequisite: GB 580*

**GB 601: MBA CAPSTONE\***

This course provides the culmination for the MBA program, enabling students to demonstrate leadership competencies and apply their knowledge of business systems. Through individual research, team assignments, and completion of a business simulation, students will apply their problem-solving and analytical skills in dynamic environments to develop a business plan for an international venture. Students will evaluate global business problems integrating ethical considerations for a response that considers multiple stakeholders. They will continue to plan for their post-MBA professional development by incorporating the results of their work into their portfolio.

*4 Quarter Credit Hours*

*Prerequisite: GB 600*

**GM 500: MANAGEMENT THEORIES AND PRACTICES I\***

This course is the first in a series of two courses that provide a foundation for understanding key management principles in the Master of Science in Management program. Students will analyze and evaluate key management principles and learn how managers use resources to attain organizational goals through the functions of planning, organizing, leading, and controlling. In this course, students concentrate on the management functions of planning and organizing. Planning involves defining goals for future performance and devising ways to attain these goals, whereas organizing involves assigning and grouping tasks and allocating resources. It is worthy to note that the second course in this series, GM 501: Management Theories and Practices II, will concentrate on the managerial functions of leading and controlling.

*4 Quarter Credit Hours*

*Prerequisite: GB 512*

**GM 501: MANAGEMENT THEORIES AND PRACTICES II\***

This course is the second of two that focus on key management principles. In this course, students concentrate on the management functions of leading and controlling. Leadership involves influencing and motivating employees to achieve organizational objectives, whereas controlling involves monitoring employee activities and performance that affect standards and performance. GM 501 offers specific learning activities to strengthen critical thinking and professional writing skills that students can apply to real-world problems in the workplace.

*4 Quarter Credit Hours*

*Prerequisites: GB 512 and GM 500*

**GM 502: LEADERSHIP THEORY AND PRACTICE I\***

This course emphasizes the assessment and development of critical leadership theories and practices, and explores how each theoretical approach can be applied in real-world organizations and scenarios. The theories and practices studied will enhance students' understanding of motivational theories and developing teams, both traditional and virtual based, and development of their hidden leadership potential.

*4 Quarter Credit Hours*

*Prerequisites: GM 500 and GM 501*

**GM 503: LEADERSHIP THEORY AND PRACTICE II\***

This course builds upon the foundation set in GM 502: Leadership Theory and Practice I, by continuing to examine both classical and contemporary leadership theories and practices. Special emphasis will be placed on understanding transformational leadership, team leadership, leadership ethics, and leading

in culturally diverse environments.

*4 Quarter Credit Hours*

*Prerequisites: GM 500, GM 501, and GM 502*

#### **HA 520: HEALTH CARE FINANCIAL MANAGEMENT<sup>†</sup>**

This course introduces the terminology, theory, concepts, and techniques used in the finance functions in health care organizations. Students gain an understanding of the important role of finance in health care organizations and learn various techniques to develop, manage, and control finances. Students interpret financial statements, prepare analyses of financial data necessary to make decisions, describe the different third-party payment methods, experiment with cost finding and price setting, and conduct break-even analyses. The course provides students with experience in capital and operating budgets, financial forecasts, and business plan preparation. Students will be expected to expand their utilization of spreadsheet applications.

*4 Quarter Credit Hours*

*Prerequisite: None*

#### **HA 599: MASTER'S CAPSTONE IN HEALTH CARE ADMINISTRATION<sup>†</sup>**

The capstone course is the culminating experience for the Master of Health Care Administration. This course builds on the concepts of all the courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired through their coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in health care administration.

*4 Quarter Credit Hours*

*Prerequisite: Completion of all courses in the program*

#### **HE 540: MULTICULTURALISM AND DIVERSITY IN HIGHER EDUCATION\***

This course explores the educational participation of diverse groups in higher education. Students will gain a further understanding of issues of race, ethnicity, gender, sexual orientation, class, age, and disability affecting students in colleges and universities, including how these issues impact curriculum. Students will evaluate how institutions address issues of multiculturalism and diversity as well as their own attitudes, beliefs, and practices.

*5 Quarter Credit Hours*

*Prerequisite: None*

#### **HE 586A: STUDENT SERVICES PRACTICUM II<sup>‡</sup>**

This course is intended to provide students with the opportunity to apply theory to practice. This mutually acceptable internship agreement between Kaplan University higher education students and an educational institution will offer students the opportunity

to gain hands-on experience in their specific area of specialization. This experience assists students in integrating and synthesizing their academic experiences into professional practice. This course has the same learning outcomes at HE 585: Student Services Practicum I; the split signifies that the students will take part in two distinct practicum experiences. The synthesis paper completed in this course is a capstone project designed to allow students to demonstrate the learning that they have gained throughout the program.

*0 Quarter Credit Hours*

*Prerequisite: Approval from the Dean or the Dean's Designee*

#### **HE 602A: MASTER'S THESIS DEFENSE<sup>‡</sup>**

The student will submit the completed thesis to his/her committee members for review and revision and oral defense. After final revisions, the student's thesis is submitted to all committee members and a defense seminar is scheduled, at which time the student orally presents his/her statement of the problem, research design and methods, findings, conclusions, and recommendations. The thesis must be prepared according to APA guidelines. Upon approval, the thesis shall be submitted for binding and acquisition. The thesis must conform to the standards and procedures of Kaplan University's Institutional Review Board (IRB).

*0 Quarter Credit Hours*

*Prerequisite: Approval from the Dean or the Dean's Designee*

#### **IT 501: PRINCIPLES OF INFORMATION TECHNOLOGY\***

This is an introductory course for students entering the Master of Science in Information Technology program who do not have an undergraduate degree in information technology. Students will learn the foundational principles of information technology as the field relates to business and will examine the changing roles of various information technology specialties. The course also provides an introduction to the relationship of information technology courses to other parts of the Master of Science in Information Technology curriculum. Students will analyze case studies, engage in focused discussions on subjects relevant to information technology, and complete research and written assignments that address information technology support of various business scenarios.

*4 Quarter Credit Hours*

*Prerequisite: None*

#### **LT 516: READING AND WRITING ACROSS THE CURRICULUM<sup>†</sup>**

This course covers methods of teaching reading and writing across the K-12 curriculum. The focus is project-based teaching that incorporates strategies for prewriting; developing writing skills; developing reading skills, which include analysis, problem solving, and critical

thinking; and integrating technology into instruction. Students will align lessons with National Council of Teachers of English (NCTE) and state standards. Teachers will learn the process of designing and implementing instruction that develops their students' growth in functional and digital literacy.

*4 Quarter Credit Hours*

*Prerequisite: None*

#### **LT 520: APPROACHES TO LITERACY<sup>†</sup>**

This course provides an overview of literacy instruction for the English/language arts classroom. The course covers historical trends and theoretical models for literacy instruction; the alignment of instruction with state and national standards and assessment; new digital literacies and the use of technology; and best practices in comprehensive literacy instruction. The course culminates in a comprehensive final research project that investigates an aspect of literacy instruction.

*4 Quarter Credit Hours*

*Prerequisite: None*

#### **MH 521: PRINCIPLES, PEDAGOGY, AND STANDARDS FOR MATHEMATICS<sup>†</sup>**

This course focuses on the development of teachers prepared to offer mathematics instruction for middle and high school students. The focus is on instructional strategies that help students gain the mathematics skills they will need for personal, academic, and professional life. The course gives teachers the opportunity to explore emerging knowledge and tools and new ways for communicating and teaching mathematics. Teachers will study foundational principles for school mathematics: equity, curriculum, teaching, learning, assessment, and technology. The course emphasizes congruence with national and state standards for mathematics teaching and student achievement.

*4 Quarter Credit Hours*

*Prerequisite: None*

#### **MH 530: NUMBER AND OPERATIONS<sup>†</sup>**

This course is a study and application of strategies, techniques, materials, technology, and current research used in the teaching of mathematics at the middle school and high school levels. Learners will review and apply the National Council of Teachers of Mathematics (NCTM) standards and principles involved in teaching mathematics at the middle school and high school levels. Learners will develop an awareness of the constructivist theory, professional resources, materials, technology, and information available for educators, and prepare unit and lesson plans with related assessment procedures on a mathematical topic.

*4 Quarter Credit Hours*

*Prerequisite: None*

### **MH 531: DEVELOPING MATHEMATICAL PROFICIENCY—ALGEBRA†**

This course will provide students enrolled in the Master of Science in Education program's teaching mathematics—grades 6–12 specialization with principles and techniques for teaching algebra at the secondary level. The study of algebra is an integral part of today's secondary classroom. Teachers must know the content and how to teach it to their grade 6-12 students. This course will provide teachers with the knowledge and skills to teach their students in such a way that their students meet the state and national standards in algebra. The focus is on the range of research approaches typically applied to teaching algebra. The competencies students should develop upon completion of this course should allow them to design and implement effective strategies and techniques for teaching math at the secondary level.

*4 Quarter Credit Hours*

*Prerequisite: None*

### **MN 519: NURSE EDUCATOR PRACTICUM\***

This course is the first of two practicum courses. This course will provide the student with a mentored learning experience in the content area and site selected by the student and approved by the Practicum Coordinator. The student will also begin an evidence-based project proposal that is to be completed in MN 600: Evidence-Based Practice Project.

*5 Quarter Credit Hours*

*Prerequisites: Completion of all core and specialization courses, or permission from the Dean*

### **MN 520: NURSE ADMINISTRATOR PRACTICUM\***

This course is the first of two practicum courses. This course will provide the student with a mentored learning experience in the content area and site selected by the student and approved by the Practicum Coordinator. The student will also begin an evidence-based project proposal that is to be completed in MN 600: Evidence-Based Practice Project.

*5 Quarter Credit Hours*

*Prerequisites: Completion of all core and specialization courses, or permission from the Dean*

### **MN 534: NURSE INFORMATICS SPECIALIST PRACTICUM\***

This practicum (200 hours), which will take place between this course and the evidence-based proposal course, allows students the opportunity to apply concepts of nursing informatics in a health care setting selected by the student and approved by course faculty. Students will work closely with a mentor and contract to work on agency-designated projects. Students begin an evidence-based project proposal that is to be completed in MN

600: Evidence-Based Practice Project.

*5 Quarter Credit Hours*

*Prerequisite: Completion of all core and specialization courses, or permission from the Dean*

### **MN 550: ROLE OF THE NURSE PRACTITIONER IN PRIMARY CARE\***

This course prepares the registered nurse to transition into advanced nursing practice by examining the role of the advanced practice nurse within the context of the United States health care delivery system. Students will discuss the scope and standard of practice for advanced practice nurses. Students will investigate the regulatory, legal, and legislative issues affecting the advanced practice nurse role.

*5 Quarter Credit Hours*

*Prerequisite: Completion of all core courses*

### **MN 551: ADVANCED PATHOPHYSIOLOGY ACROSS THE LIFE SPAN\***

This course integrates knowledge of advanced physiology and pathophysiology across the life span and the clinical implications for the advanced practice nurse. Function and dysfunction of organ systems are analyzed from the cellular level through the integrated organ level. Students will examine the pathophysiological factors that influence the incidence and manifestations of acute, episodic, and chronic diseases in populations across the life span. Disease processes and symptom management approaches are investigated utilizing an evidence-based approach.

*5 Quarter Credit Hours*

*Prerequisite: Completion of all core courses*

### **MN 552: ADVANCED HEALTH ASSESSMENT\***

This course provides the student with the skills and knowledge to conduct a focused and comprehensive health history, and a functional, physical, and psychosocial assessment. Relationships between assessment findings and underlying physiology and pathophysiology to the healthy and unhealthy client are investigated. Clinical judgment and clinical reasoning skills are used in establishing differential diagnoses. Students will learn to address variables such as age, culture, ethnicity, and developmental stages into their differential diagnosis and evaluation and management plans.

*5 Quarter Credit Hours*

*Prerequisites: MN 550 and MN 551*

### **MN 553: ADVANCED PHARMACOLOGY ACROSS THE LIFE SPAN\***

This course integrates advanced knowledge of pharmacology, pharmacokinetics, pharmacodynamics, and genomics across the life span and prepares the advanced practice nurse to prescribe pharmacotherapeutics safely and effectively. Students will apply client history and physical examination findings, together with laboratory and imaging studies, in the evidence-based selection of the correct

prescriptive and nonprescriptive medications for therapy. Students will examine ethical, legal, regulatory, and cost-effective prescribing practices of the advanced practice nurse. Communication plans for the interdisciplinary team, clients, and/or families for both prescriptive and nonprescriptive drug therapies will be created.

*5 Quarter Credit Hours*

*Prerequisites: MN 550 and MN 551*

### **MN 554: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM I\***

This first course in a series of three examines the range of illnesses and conditions experienced by clients and presented to the advanced practice nurse in primary care settings. Students will develop a consistent approach to the evaluation and management of illnesses and conditions frequently encountered. Content builds upon previous diagnostic knowledge and clinical reasoning skills in the development of differential diagnosis and appropriate diagnostic workups. Age-appropriate, culturally sensitive, and evidence-based plans of care are created. The course explores health promotion and health maintenance approaches and strategies that incorporate individual health beliefs and practices intended to encourage the client's participation and adherence.

*5 Quarter Credit Hours*

*Prerequisites: MN 552 and MN 553*

### **MN 555: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM II\***

This second course in a series of three examines the range of illnesses and conditions experienced by clients and presented to the advanced practice nurse in primary care settings. Illustration of a consistent approach to the evaluation and management of these illnesses and conditions are emphasized. Students expand their diagnostic and clinical reasoning and differential diagnoses abilities through continued application of new and previously acquired knowledge and skills in caring for clients who present acute, episodic, and chronic illness and conditions. Students can determine the diagnostic workup with greater ease based on the differential diagnoses formulated. Students formulate evidence-based management plans that address clients' health beliefs, developmental and family life cycle stages, health promotion, and health maintenance behaviors.

*5 Quarter Credit Hours*

*Prerequisites: MN 552 and MN 553*

### **MN 556: PRIMARY CARE ACROSS THE ADULT AGE CONTINUUM III\***

This final course in a series of three integrates the evaluation and management plans of clients who present an acute, episodic, or chronic state of illness to the advanced practice nurse. Generating an inclusive differential diagnosis reflecting clinical reasoning from a cost-effective diagnostic workup is highlighted.

Designing age-appropriate, culturally sensitive, and evidence-based plans of care based on sound diagnostic reasoning and clinical judgment is emphasized. Conditions considered to be office emergencies and the evaluation and management strategies specifically designed to treat or stabilize them are evaluated. Strategies used to support and promote individual, family, and community health promotion and health maintenance activities are explored.

*5 Quarter Credit Hours*

*Prerequisites: MN 554 and MN 555*

#### **MN 557: PRIMARY CARE OF THE PEDIATRIC CLIENT\***

This course uses a developmental framework to explore the evaluation and management of the most common health problems encountered by children from birth through early adolescence. Building on previously obtained knowledge and skills, the student develops new knowledge and applies concepts to assist children and families in managing acute episodic illness as well as stable chronic disease. Concepts of health promotion and health maintenance are integrated throughout the course.

*5 Quarter Credit Hours*

*Prerequisite: MN 556*

#### **MN 560: ADVANCED PRACTICE NURSE CLINICAL I\***

This clinical course focuses on the student applying interviewing and physical examination techniques to obtain accurate historical and physical data. Students apply clinical reasoning to the formulation of differential diagnoses and evaluation and management of acute episodic and chronic diseases across the adult age continuum. Students will have the opportunity to implement the role of the nurse practitioner with adults in a family and community context. Students are expected to assess and manage common acute episodic and chronic health illnesses and conditions in consultation with their clinical preceptor. Initiation of health promotion and health maintenance activities with individuals and groups is stressed.

*5 Quarter Credit Hours*

*Prerequisites: MN 554 and MN 555*

*Corequisite: MN 556*

#### **MN 561: ADVANCED PRACTICE NURSE CLINICAL II\***

This course provides the student with opportunities to refine interview and physical examination techniques. Students will develop a comprehensive list of differential diagnoses and order cost-effective diagnostic and laboratory tests for the client's symptoms and diseases. Applying diagnostic reasoning and clinical judgment, students will develop and evaluate individualized management plans that consider the numerous factors affecting client adherence to prescribed treatment plans such as health beliefs and cultural practices.

*5 Quarter Credit Hours*

*Prerequisite: MN 560*

#### **MN 562: ADVANCED PRACTICE NURSE CLINICAL—PEDIATRICS\***

This course provides the student with opportunities to apply advanced interviewing and examination techniques and utilize clinical judgment and diagnostic reasoning when evaluating and managing primary care health issues for children (0 to 12 years of age). Implementation of the role of the nurse practitioner with children and their families in the community occurs under the guidance of an experienced preceptor. The student initiates health promotion and health maintenance activities with pediatric clients and their families and/or caregivers. Collaborative, interdisciplinary practice is emphasized as students evaluate and manage the range of common illnesses and conditions in pediatric patients.

*5 Quarter Credit Hours*

*Prerequisite: MN 557*

#### **MN 599: ADVANCED PRACTICE NURSE CLINICAL III\***

This final clinical course provides students with the opportunity to immerse themselves in the role of the primary care nurse practitioner. Applying the principles of clinical judgment and diagnostic reasoning to the evaluation and management of clients with acute episodic and chronic illness, the nurse practitioner student will practice more independent decision-making skills while using the preceptor as a clinical resource. Students will explore the impact of regulatory, legislative, and legal factors on the implementation of the nurse practitioner role in primary care. Students will develop a stronger identity as an advanced practice nurse as they implement all aspects of the role, such as provider and educator, and demonstrate a commitment to ensuring quality of care through consultation, collaboration, continuing education, certification, and self-reflection. The student may also begin an evidence-based project proposal that is to be completed in MN 600: Evidence-Based Practice Project.

*5 Quarter Credit Hours*

*Prerequisite: MN 561*

#### **MN 600: EVIDENCE-BASED PRACTICE PROJECT\***

Students who have successfully completed the core and specialization courses have a theoretical base in nursing, evidence-based decision making, health policy, finance, and organization of the health care delivery system. Students also have a theoretical base in advanced practice issues, ethics, health promotion and disease prevention, and biostatistics. In this capstone course, students demonstrate their depth of knowledge by working with a mentor to identify a problem in the student's concentration area amenable to an evidence-based solution showing mastery of the program outcomes. Students integrate diverse content areas and submit an evidence-based practice project proposal that addresses the identified problem.

*5 Quarter Credit Hours*

*Prerequisite: Completion of all core and specialization courses; the specialization residency requirement may be taken concurrently*

#### **MN 600A: MSN PRACTICUM EXTENSION COURSE†**

This course will provide the student with a mentored learning experience in the content area and site selected by the student and approved by the Clinical Coordinator. This course may be taken after MN 600: Evidence-Based Practice Project for the specific purpose of practicum hour completion.

*0 Quarter Credit Hours*

*Prerequisite: Completion, submission, and presentation of the evidence-based project proposal assignment in MN 600 with a passing grade; and approval of the Dean*

# School of Professional and Continuing Education

## SCHOOL OF PROFESSIONAL AND CONTINUING EDUCATION INFORMATION

The following changes to the Overview section are effective February 1, 2012:

### Overview

The School of Professional and Continuing Education provides license preparation, professional development, and continuing education programs to businesses and individuals in the accounting, insurance, securities, real estate, financial planning, health care, and information technology industries. Through classroom instruction and online courses, the School of Professional and Continuing Education serves individuals who must comply with regulatory and continuing education requirements and who want to earn advanced professional designations to help them progress in their careers.

The School of Professional and Continuing Education is composed of the following divisions:

- Dearborn Real Estate Education
- Kaplan Construction Education
- Kaplan CPA Review
- Kaplan Financial Education
- Kaplan IT Learning
- Kaplan Real Estate Education
- Kaplan Schweser

The effective dates for changes to the School of Professional and Continuing Education's offerings are noted below:

### Offerings

#### CERTIFICATION AND LICENSING EXAM PREPARATION

The School of Professional and Continuing Education offers Web-based study solutions that feature interactive instruction and supportive learning tools. These offerings are designed to help individuals prepare to take various certification and licensing exams.

##### Architecture and Engineering

- Architect Registration Examination® (ARE®)
- Fundamentals of Engineering (FE)
- Principles and Practice of Engineering (PE)
- LEED Version 3

##### Finance

*(Effective February 1, 2012)*

- Certified Financial Planner™ (CFP®)
- Certified Public Accountant (CPA)
- Chartered Alternative Investment Analyst (CAIA®)

- Chartered Financial Analyst® (CFA®)
- Financial Risk Manager (FRM®)
- Securities Licensing

##### Insurance

- Insurance Licensing

##### Real Estate

- Real Estate Agent
- Real Estate Appraiser
- Real Estate Broker
- Mortgage Loan Originator

Although certain offerings are designed to prepare individuals to take various certification and licensing exams, the School cannot guarantee students will be eligible to sit for or pass these exams.

#### KAPLAN PROFESSIONAL SCHOOLS

With more than 50 locations, Kaplan Professional Schools offer both classroom and distance education, including online and textbook courses.

##### Construction

- Contractor Licensing Exam Preparation Courses
- Contractor Continuing Education Courses
- Home Inspection Courses
- Lead-Based Paint Renovation, Repair, and Painting (RRP) Program

##### Information Technology

- Computer Training Courses

##### Insurance

- Insurance Continuing Education Courses

##### Real Estate

- Appraisal Courses
- Appraisal Continuing Education Courses
- Mortgage Loan Originator Licensing Exam Courses
- Mortgage Loan Originator Continuing Education Courses
- Real Estate Licensing Exam Preparation Courses
- Real Estate Continuing Education Courses

#### PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION COURSES

The School of Professional and Continuing Education offers a variety of online courses designed to help individuals remain current in their industry and meet mandatory continuing education requirements in their field.

**Construction**

- Home Inspection Continuing Education Courses

**Emergency Medical Services**

- 12 Lead EKG
- Advanced Cardiac Life Support (eACLS)
- Assessment and Treatment of Trauma (ATT)
- Automated External Defibrillation (AED)
- Dr. Bryan Bledsoe Corner Courses
- Medic Monthly
- Paramedic Interactive
- Pediatric Education for Pre-hospital Professionals (PEPP)
- Professional Rescuer CPR Recertification

**Fire**

- Fire Officer: Principles and Practice Interactive
- Fundamentals of Firefighter Skills Interactive (Firefighter 1 and 2)
- Hazardous Materials Awareness and Operations Interactive

**Insurance**

- Insurance Continuing Education Courses

**Real Estate**

- Appraisal Continuing Education Courses
- Real Estate Continuing Education Courses
- Mortgage Loan Originator Continuing Education Courses

**PROFESSIONAL CERTIFICATES**

*Effective May 16, 2012:* The School of Professional and Continuing Education offers online certificate programs designed to offer advanced training, professional development opportunities, and certification exam preparation.

**Business and Finance**

- Finance for Nonfinancial Managers Certificate (to be offered later in 2012)
- Project Management Certificate (to be offered later in 2012)

**CORPORATE TRAINING**

The School of Professional and Continuing Education provides training solutions specifically designed for individual and business needs.

In-house professional development programs, team-building simulations, and online course offerings are designed to provide specialized business training for individuals seeking career advancement and employers who want to enhance their employees' business acumen.

- Business Challenge Workshops
- In-House Programs
- Firm Element Courses

# Concord Law School

## CONCORD LAW SCHOOL INFORMATION

The effective dates for changes to Concord Law School's program objectives are noted below:

### Program Objectives

Concord delivers a sound program of legal education that compares favorably to programs offered by traditional, fixed-facility schools. While these Concord programs are designed to prepare graduates to pursue employment in their field of study, or in related fields, Concord does not guarantee that graduates will be placed in any particular job or employed at all.

#### JD PROGRAM

Students seeking to practice law and develop a wide range of career opportunities should enroll in the Juris Doctor program. The JD program focuses on the knowledge and skills necessary to be a responsible and effective member of the legal profession. Law study and the JD degree have also been widely recognized as providing a foundation for individuals working in business, government, education, and public interest positions. The JD program at Concord strives to develop students' abilities, skills, and perspective in legal fundamentals, professional and practical skills, and critical thinking skills.

#### EJD PROGRAM

**Effective May 16, 2012:** The EJD is a program pioneered by Concord to provide a law-based degree for those individuals who do not intend to become practicing attorneys. It is designed for individuals who are seeking an understanding of the U.S. legal system to enhance their current career, to open up employment opportunities, or for their personal growth. In addition to obtaining a thorough legal background, graduates will have sharpened their analytical reasoning and communication skills.

Students in the EJD program will not be certified as meeting the requirements of the State Bar of California to sit for the California Bar Examination. The EJD offers more flexibility than the JD program without sacrificing a rigorous education in core legal subjects. In addition to general law studies, EJD students may opt to participate in an area of concentration or "track." There are currently two "tracks" in the specialty areas of law and technology and criminal justice.

#### LLM PROGRAM

The LLM (Master of Laws) program is designed for practitioners with experience in a particular field of law who wish to increase their understanding of that field through additional practice-oriented education, or for practitioners looking to move into a specialty field.

#### Small Business Practice LLM

The Small Business Practice LLM is designed for practicing attorneys and recent law school graduates who want an in-depth, practical knowledge of the legal issues unique to small business, an increasingly important segment of the economy. These issues include, but are not limited to, taxation and succession planning, leasing commercial real estate, regulation and finance, protecting and selling intellectual property, and a wide range of employment law issues. Students enrolled in the Concord Small Business Practice LLM will cover each of these subsets of law and others in a curriculum structured for and carefully tuned to small business, unlike many traditional law school courses.

The Small Business Practice LLM is a 24-unit program. Courses are held in 15-week trimesters. The program could be completed in a minimum of 6 trimesters (2 years), and students may not exceed 4 years of study.

Admission to the LLM program is limited to those students who have obtained a JD or equivalent degree from a law school in the United States. Applicants who have earned a first (basic) law degree from a law school outside the United States must be approved for admission by the Concord LLM Program Director. An applicant whose native language is not English must demonstrate language proficiency by having earned a TOEFL score of 550/213/80 or higher.

No academic credit will be granted for prior experience or coursework including, but not limited to, coursework completed in other LLM programs. An exception will be made for graduates of Concord Law School's JD program who, as JD students, successfully completed LLM courses with a grade of "B" or better. These students may receive credit for up to 6 units toward the LLM degree.

The effective dates for changes to Concord Law School's curriculum are noted below:

### The Curriculum

Concord Law School provides comprehensive, rigorous, and dynamic instruction leading to the Juris Doctor, Executive JD, and LLM degrees. Unlike most of its fixed-facility counterparts, Concord utilizes technology and the Internet to communicate its instructional material and enhance and streamline the learning process.

Concord's course of study is presented in a variety of formats. The casebooks and other textbooks required in the Concord programs are those regularly used at law schools nationwide. Lectures are presented over the Internet while assignments are researched and prepared using electronic research engines. Students may access lectures, curriculum, and the law library virtually 24 hours a day, 7 days a week. In addition, Concord professors conduct classes over the Internet. Students are required to complete online course modules that include multiple-choice tests and essays.

#### JD PROGRAM

**Effective May 16, 2012:** The JD program at Concord is a 92-unit, 4-year program. Students are required to successfully complete at least 22 to 24 units of coursework between 48 to 52 consecutive weeks each year. The program consists of required courses and electives. Graduates of this program will have met the legal education requirement of the Committee of Bar Examiners of the State Bar of California and may apply for admission to the State Bar of California.



	FIRST YEAR	SECOND YEAR	THIRD YEAR	FOURTH YEAR
REQUIRED	Contracts	Civil Procedure	Corporations	Community Property
	Torts	Constitutional Law	Evidence	Wills and Trusts
	Criminal Law	Real Property	Professional Responsibility	Remedies
	Legal Writing and Test Taking	Criminal Procedure	Legal Analysis and Writing	Capstone
			Legal Research	
ELECTIVES	No Electives	No Electives	2–4 units	6–8 units

### EJD PROGRAM

**Effective May 16, 2012:** The EJD program is a 72-unit, 3-year program. Students who complete the EJD program will not be eligible to sit for the California State Bar Examination. To graduate, students enrolled in the EJD general program are required to complete 38 units in specific core classes indicated below and an additional 34 units of electives.

All EJD students start with the same classes that the first-year JD students take (Contracts, Torts, Criminal Law, and Legal Writing and Test Taking), and all tracks must also complete Constitutional Law, Legal Research, Legal Analysis and Writing, and Cross Profession Ethics. In addition to these required courses, some courses require students to take another course, either previously or concurrently. For example, a student taking Bioethics should have previously taken Health Law.

#### Law and Technology

This track is designed for individuals with a technology background who seek to enhance their current position or who seek new employment opportunities. While the program is designed to prepare graduates to pursue employment in their field of study, or in related fields, Concord does not guarantee that graduates will be placed in any particular job, eligible for job advancement opportunities, or employed at all. EJD students on this track are required to take Civil Procedure, Real Property, Intellectual Property, and Cyberlaw plus a combination of eight units of selected upper-division technology electives through Kaplan University and/or patent law elective courses.

#### Criminal Justice

This track is designed for individuals with a background in criminal justice who seek to enhance their current position or who seek new employment opportunities. While the program is designed to prepare graduates to pursue employment in their field of study, or in related fields, Concord does not guarantee that graduates will be placed in any particular job, eligible for job advancement opportunities, or employed at all. EJD students on this track are required to take Criminal Procedure and Evidence plus eight units of selected upper-division criminal justice electives through Kaplan University.

	EJD	EJD LAW AND TECHNOLOGY	EJD CRIMINAL JUSTICE
FIRST YEAR	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Torts</li> <li>• Criminal Law</li> <li>• Legal Writing and Test Taking</li> </ul>	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Torts</li> <li>• Criminal Law</li> <li>• Legal Writing and Test Taking</li> </ul>	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• Torts</li> <li>• Criminal Law</li> <li>• Legal Writing and Test Taking</li> </ul>
SECOND YEAR	<ul style="list-style-type: none"> <li>• Constitutional Law</li> <li>• 18 units of electives</li> </ul>	<ul style="list-style-type: none"> <li>• Constitutional Law</li> <li>• Civil Procedure</li> <li>• Real Property</li> <li>• Either Cyberlaw or Intellectual Property</li> </ul>	<ul style="list-style-type: none"> <li>• Constitutional Law</li> <li>• Criminal Procedure</li> <li>• 14 units of electives*</li> </ul>
THIRD YEAR	<ul style="list-style-type: none"> <li>• Legal Analysis and Writing</li> <li>• Legal Research</li> <li>• Cross Profession Ethics</li> <li>• 16 units of electives</li> </ul>	<ul style="list-style-type: none"> <li>• Legal Analysis and Writing</li> <li>• Legal Research</li> <li>• Cross Profession Ethics</li> <li>• Either Cyberlaw or Intellectual Property</li> <li>• 12 units of electives*</li> </ul> <p>*Of the 12 units of elective courses, at least 8 units must be in patent law courses, Kaplan University technology courses, or a combination of the two.</p>	<ul style="list-style-type: none"> <li>• Legal Analysis and Writing</li> <li>• Legal Research</li> <li>• Cross Profession Ethics</li> <li>• Evidence</li> <li>• 10 units of electives*</li> </ul> <p>*Of the 24 units of elective courses, at least 8 units must be in Kaplan University criminal justice courses.</p>

### SMALL BUSINESS PRACTICE LLM

**Effective February 1, 2012:** The Small Business Practice LLM is a 24-unit, 2-year program. Students enrolled in the Small Business Practice LLM are required to complete the specific core classes indicated below; however, students are not required to follow the suggested sequencing.

FIRST YEAR		
Employee Management and Benefits I Leasing Commercial Real Estate	Employee Management and Benefits II Structure and Governance of Small Firms and Other Closely Held Business Organizations	Electronic Contracting, Business on the Web, and E-Commerce Protecting and Selling Intellectual Property
SECOND YEAR		
Regulation and Finance in Starting and Growing a Small Business Taxation and Succession Planning	Creditor and Bankruptcy Rights of Sole Proprietors and Small Firms Law Practice Management	Business Torts

### Program Outcomes

**Technology:** Apply technology to provide client services to operate and market small businesses ethically, efficiently, and effectively.

**Risk Management:** Analyze legal risks in small business settings to better anticipate new circumstances affecting these risks and to more quickly and opportunistically avoid them.

**Marketing and Office Management:** Evaluate the challenges of managing a law office practice to provide services to small business clients consistent with best practices and professional ethics.

**Organizational Forms and Finance:** Demonstrate an understanding of the unique situational and strategic business concerns and special situations inherent in sole proprietorships and other closely held business forms.

**Human Relations:** Develop skills to deal with the close client interactions inherent in representing small business.

## SCHOOL POLICIES

The effective dates for changes to Concord Law School's definition of an academic year and enrollment status are noted below:

### Academic Year and Enrollment Status

The academic year for JD students is 51 weeks. The academic year for EJD and LLM students is 52 weeks, which may be extended for EJD students to a nonstandard 78 weeks.

Concord is required on different occasions to report the number of students in full-time or part-time status. A student's enrollment status can impact financial aid eligibility.

The Veterans Administration may have different definitions for full-time and part-time status. Students receiving veterans benefits should talk to the School's Certifying Official.

### JD AND EJD PROGRAMS

**Effective May 16, 2012:** The reference to "term" is for the 51-week term for JD students and the 52-week term for EJD students. Concord measures its programs in semester credit hours.

- Full-time = 22 credit hours per term
- Three-quarter-time = 16 credit hours per term
- Half-time = 11 credit hours per term

### LLM PROGRAM

The reference to "term" is for the 15-week term for LLM students.

- Full-time = 8 credit hours per term
- Three-quarter-time = 6 credit hours per term
- Half-time = 4 credit hours per term

The effective dates for changes to Concord Law School's policy regarding grading and examination are noted below:

## Grading and Examination

### GRADING SCALE

Concord grades all examinations using standards similar to those employed by the Committee of Bar Examiners of the State Bar of California. All exams, written assignments, and other assessments are governed by the Concord Honor Code.

LETTER GRADE	NUMBER GRADE	GRADE POINT VALUE	DEFINITION
A	83 and Above	4.0	Superior
A-	80-82	3.7	Superior
B+	78-79	3.3	Excellent
B	73-77	3.0	Excellent
B-	70-72	2.7	Excellent
C+	68, 69	2.3	Proficient
C	63-67	2.0	Proficient
C-	60-62	1.7	<b>First-Year JD Students:</b> Below Standard Proficiency  <b>Upper-Division JD Students:</b> Proficient
D+	58, 59	1.3	Below Standard Proficiency
D	53-57	1.0	Below Standard Proficiency
D-	50-52	0.7	Below Standard Proficiency
F	Below 50	0.0	Unsatisfactory
AU			Audit
IP			Class in Progress
NG			No Grade
P			Pass
W			Withdrawal

Any first-year JD student who achieves a grade of “C-” or any “D” grade (which includes “D+”, “D”, and “D-”) earns credit for only half of the total number of hours possible for that course.

Any upper-division JD student who achieves any “D” grade (which includes “D+”, “D”, and “D-”) earns credit for only half of the total number of hours possible for that course. Any student who achieves a grade of “F” earns no credit for that course.

GPA is determined by multiplying the point value of the grade received by the number of units in that course. This is done for each course completed. These numbers are then added together and divided by the total number of units completed. Any course with an incomplete (“I”) grade will affect GPA as a failure (“F”) until completed. Any course with a pass (“P”) grade will have no effect on GPA.

## EXAMS

### JD Program

**Effective May 16, 2012:** Exams are administered in a variety of forms, including:

- **Modular quizzes:** Administered asynchronously on the School site.
- **Essay writing assignments:** Administered asynchronously on the School site.
- **Final exams and first-year midterm exams:** Administered at fixed dates and times to be determined by the School administration. Unless otherwise noted in the specific course syllabus, all final exams and first-year midterm exams are taken under timed and closed-book conditions.

Each course may include any or all forms of these assessments. The specific grading policy and required examinations are listed on the syllabus of the individual course.

### EJD Program

**Effective May 16, 2012:** In the EJD program, modular quizzes, essay writing assignments, and final exams are administered under the policies stated above.

### LLM Program

In the LLM program, the format of the assessments is unique to each course. Courses may require modular quizzes and writing assignments, which typically are administered asynchronously on the School site. In addition, courses may require final projects or exams, which may be administered through the School site at fixed dates and times with specific deadlines for completion.

All assessments are administered under the Concord Honor Code. Assessment administration requirements are specific to each course. Additional information may be found under the Grading Policy for each course on the Concord site.

## FINAL EXAM QUALIFICATION POLICY

### JD Program

Students are required to attend regularly and punctually to their studies. To sit for final exams, students must comply with the Attendance and Satisfactory Academic Progress policies and be in good academic standing. Good academic standing for exams requires that students complete a minimum of 80 percent of their modules in each course.

If a student has not advanced to module 25 in any 30-module course or to module 13 in any 15-module course at least 1 week prior to the regularly scheduled date for the final examination in that course, that student cannot take the final examination. This requirement can only be satisfied from the progress tracker device available on the School site, which is reflected on the student homepage. The School site must show that the student has completed through module 24 of a 30-module course

or through module 12 of a 15-module course to be eligible for the final examination in that course. First-year JD students must advance to module 25 in all their courses to sit for the first-year final exam.

Failure to take the final examination in any required course will result in academic dismissal from the JD program. Students who have advanced to at least module 25, but have not completed module 30, will not be deemed to have maintained the good faith effort necessary to benefit from grading policies allowing dropped grades and will receive a zero for any essays or quizzes not taken or incomplete on the date of the final examination.

### Module Progress

If a student has not advanced to the appropriate module in any course at least 1 week prior to the regularly scheduled date for the final examination in that course, that student cannot take the final examination. This requirement can only be satisfied from the progress tracker device available on the School site, which is reflected on the student homepage. The School site must show that the student has completed through the appropriate module to be eligible for the final examination in that course. First-year JD students must advance to module 25 in all their courses to sit for the first-year final exam.

### Class Attendance

If a student has not attended at least 80 percent of the required classes in any course at least 1 week prior to the regularly scheduled date for the final examination in that course, that student cannot take the final examination. This requirement can only be satisfied from the class attendance tracker available on the School site, which is reflected on the student homepage. The School site must show that the student has attended 80 percent of the required classes to be eligible for the final examination in that course. First-year JD students must attend 80 percent of the required classes in all their courses to sit for the first-year final exam.

### EJD Program

A student who has advanced to module 25 in any 30-module course or to module 13 in any 15-module course may take the final examination for that course. Students who have advanced to at least module 25, but have not completed module 30, will not be deemed to have maintained the good faith effort necessary to benefit from grading policies allowing dropped grades and will receive a zero for any essays or quizzes not taken or incomplete on the date of the final examination.

### LLM Program

A student who has advanced to module 13 in any 15-module course may take the final examination for that course.

The effective dates for changes to Concord Law School’s report/complaint procedures are noted below:

## Report/Complaint Procedures

### GENERAL REPORT/COMPLAINT PROCEDURES

The following are the School’s standard procedures that govern reports of alleged violations of the Student Conduct Code, Honor Code, Privacy policy, Acceptable Use policy, Grievance policy, and any other matter deemed appropriate for these procedures by the Associate Dean.

1. A student who wishes to report an alleged violation or incident that may merit action by the School shall submit an email message requesting a reporting form to: [associatedean@concord.kaplan.edu](mailto:associatedean@concord.kaplan.edu). Only reports and complaints made using this form shall be considered by the School.

2. Upon receipt of a completed reporting form, the Associate Dean may choose to resolve the matter based upon the facts alleged in the report or the Associate Dean may appoint a committee of one to three faculty members and/or administrators to investigate and recommend to the Associate Dean the appropriate resolution. Any committee so appointed by the Associate Dean shall conduct itself as follows:

- a. If the committee concludes upon preliminary investigation that no further action is warranted, the committee shall provide the Associate Dean with written findings of fact and conclusions. Should the Associate Dean agree with the committee, no further action need be taken unless the Associate Dean deems additional action, such as a notice to the School, is appropriate.
  - b. If the committee concludes that there are reasonable grounds to believe a possible violation has occurred, the committee shall give notice to the student(s) that there is an investigation pending, the factual basis for the investigation, and an opportunity to respond. Each committee may adopt specific procedures as it deems necessary for the proper conduct of its proceedings, as long as the procedures provide notice and an opportunity to respond.
  - c. Upon the completion of any additional investigation, including review of any responses submitted by the student(s) in question, the committee shall make written findings of fact and conclusions and recommend a course of action to the Associate Dean. Upon the Associate Dean's approval, the committee shall notify all appropriate parties of its findings of fact and conclusions as well as the discipline to be imposed or the consequent action, whichever is appropriate.
3. Students do not have the right to be represented by counsel in any School investigation, hearing, or other proceeding.
4. There is no appeal of the decisions resulting from any of these proceedings. However, allegations by a student that any committee proceedings were tainted by serious misconduct or conducted arbitrarily and capriciously, resulting in abuse of discretion, may be raised under the procedures for Review by the Dean. A request for Review by the Dean must be filed within 30 days of the date of the decision. The burden is on the student to establish by clear and convincing evidence that misconduct by the committee, or any member thereof, occurred and that only as a result of such misconduct was the sanction imposed or consequent action taken.
5. All General Report/Complaint forms, findings of fact, and final decisions of the Associate Dean and/or committee shall be maintained at the administrative offices for a period of no less than 5 years.

#### REVIEW BY THE DEAN

A student requesting a Review by the Dean pursuant to paragraph four of the School's General Report/Complaint Procedures shall submit an email to administration using the link through the student's personal homepage with the first line of the message being "Request for Review by the Dean." The request must clearly identify the proceeding and decision the student is requesting to have reviewed, provide a summary of supporting facts, and provide a list of supporting evidence (e.g., email messages, copies of bulletin board postings, letters, names of potential witnesses), if any, the student has in his or her possession and/or directions where supporting evidence may be found.

The Dean will conduct a timely review of the matter. This review will be on the written record and shall give appropriate regard to the outcome of the prior proceedings on the matter. The Dean may affirm those proceedings or, in exceptional circumstances and for good cause shown, may overrule the prior outcome and enter a different result.

#### GRIEVANCE POLICY

Students may address grievances or complaints not covered under any other specific school code or policy to the Associate Dean by requesting a reporting form as set forth in the School's General Report/Complaint Procedures.

**For Arizona residents only:** If the complaint cannot be resolved after exhausting the School's grievance procedures, 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's address is:

1400 West Washington Street, Room 260  
Phoenix, AZ 85007  
Tel: 602.542.5709  
Website: [www.ppse.az.gov](http://www.ppse.az.gov)

**For Missouri residents only:** The Missouri Department of Higher Education (MDHE) serves as a clearinghouse for postsecondary student complaints. The MDHE complaint policy can be found at [www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf](http://www.dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION.pdf). This web page contains information about the complaint process and includes instructions for how to file a formal complaint. Note that the policy provides that a student who wishes to file a complaint with the Department must first exhaust all formal and informal avenues provided by the institution to resolve disputes.

**Effective November 9, 2011: For New Mexico residents only:** If the complaint cannot be resolved after exhausting the School's grievance procedures, the student may file a complaint with the New Mexico Higher Education Department. Students may obtain the required forms and information to file the complaint at [www.hed.state.nm.us](http://www.hed.state.nm.us).

**For Wisconsin residents only:** Any questions or concerns about Concord Law School that have not been satisfactorily answered or resolved by the School should be directed to the Wisconsin Educational Approval Board. Their address is:

20 West Mifflin Street, 9th Floor  
P.O. Box 8696  
Madison, WI 53708-8696  
Tel: 608.266.1996  
Email: [EABmail@eab.state.wi.us](mailto:EABmail@eab.state.wi.us)

The following changes to Concord Law School's tuition and fees are effective February 1, 2012:

#### Tuition and Fees

A \$100 nonrefundable application fee is required to be considered for admission to the JD or EJD program. Effective June 1, 2010, the annual tuition is \$9,984. For renewing students there is a \$100 registration fee. Any units taken above 24 units annually are charged at the rate of \$416 per unit. Tuition increases will typically occur at the beginning of June.

Some upper-division electives offered in partnership with other law schools require a one-time program fee in addition to the Concord tuition rate or alternatively the tuition rate of the partner school.

Tuition for the LLM program is charged per unit of credit. Effective June 1, 2010, the per-unit rate is \$900, for a total program cost of \$21,600. Students who enroll in terms that start in 2012 will receive a \$300 per credit tuition discount for a total program cost of \$14,400. Students must be continuously enrolled to be eligible for the discount for their entire program.

Access to the Internet curriculum begins at a prescribed time when all tuition and orientation obligations are met. The above tuition and fees do not include the student's own cost of textbooks, computer equipment, Personal Digital Certificate, an online provider to access the curriculum, and certain student services fees. These costs are estimated to be:

- Textbooks: \$1,000 per year
- Computer equipment: \$1,000
- Online provider: \$239 per year
- Personal Digital Certificate: \$19.95 per year
- MS Word or other .doc/.docx-compatible word processing program (market price)

#### MISCELLANEOUS FEES

Returned check fee	\$10
Official transcripts (unofficial transcripts are available through the student homepage)/good standing letter	No charge for the first copy; subsequent copies are \$5 each
Deferment request—within 2 weeks after acceptance	\$75
Deferment request—more than 2 weeks after acceptance but before start of term	\$150
Deferment request—after start of term	\$250
Petition for special treatment	Petitions to be exempted from School policies set forth in this Catalog may have, as a condition of approval, the payment of fees up to \$250 to offset administrative costs
Degree audit/diploma order	\$100
Graduation ceremony tickets	\$135 to participate in the ceremony; this fee includes up to four tickets
Late registration fee	\$150 after the close of registration but more than 14 days before the designated start date of the term; \$250 within 14 days of the designated start date of the term

## COURSE DESCRIPTIONS

The following changes are effective May 16, 2012:

### CL 9170: VIRTUAL LAW PRACTICE

The delivery of legal services online is now accepted as a part of the future of the legal profession. In the next 5 to 10 years, many law practices will offer clients some form of virtual delivery in order to remain competitive.

Operating a virtual law office requires knowledge of the unique ethics issues and best practices for use of the technology to deliver legal services online to clients. This course will cover the topics to prepare the student to responsibly practice law using a virtual law office. Topics will include structures of a virtual law practice (VLP), technology, unbundling of legal services, launching and marketing a VLP, working with virtual assistants/paralegals, and ethical issues.

*2 Units*

The following changes are effective November 9, 2011:

### CL 9140: BUSINESS TORTS

This course focuses on torts arising out of competition between businesses. Also covered are high-risk areas of liability including important bases of tort and tort-like business liability to consumers, such as premises and products liability claims, and consumer liability for false and deceptive trade practices under state and “baby” FTC laws that give individual consumers the right to sue. Finally, students examine criminal liability imposed on business owners and managers for tort-like, business-related conduct.

*4 units*

# Policies for Nondegree-Seeking Students

Unless otherwise noted below, the following changes to the General Nondegree-Seeking Option courses are effective September 23, 2011:

## Appendix B: General Nondegree-Seeking Option Courses

### ARTS AND SCIENCES

#### Communication and Composition

CM 312: Communication and Organizational Change

CM 313: Tools for the Digital Age

#### Psychology

PS 124: Introduction to Psychology

PS 512: Research Design in Applied Behavior Analysis

PS 517: Advanced Principles of Applied Behavior Analysis

PS 522: Behavioral Measures and Interpretation of Data

PS 527: Implementing Behavioral Change

PS 532: Clinical Applications of Applied Behavior Analysis

### BUSINESS

#### Accounting

AC 501: Financial Accounting and Reporting\*§

AC 502: Regulation\*§

AC 503: Advanced Auditing\*§

AC 504: Ethical Issues in Business and Accounting\*§

AC 505: Advanced Managerial/Cost Accounting\*§

AC 507: Corporate Tax Decisions and Strategies\*§

AC 550: Accounting Information Systems\*§

AC 551: Accounting Research\*§

AC 554: Enterprise Risk Analysis and Planning\*§

AC 555: Fraud Examination\*§

AC 556: Governmental and Not-for-Profit Accounting\*§

AC 557: Internal Control Assessment and Design\*§

AC 558: International Accounting Standards and Global Financial Reporting\*§

AC 559: International Tax Planning and Issues\*§

AC 560: Tax Research and the IRS\*§

AC 561: Taxation of Estates and Trusts\*§

#### General Business

AB 104: Personal Financial Management§

GB 500: Business Perspectives\*§

GB 512: Business Communications\*§

GB 513: Business Analytics\*§

GB 514: Foundations of Entrepreneurship—FastTrac® NewVenture™ \*§

GB 515: FastTrac® NewVenture™ Lab\*§

GB 516: Managing a Growing Business—FastTrac® GrowthVenture™ \*§

GB 517: FastTrac® GrowthVenture™ Lab\*§

GB 518: Financial Accounting Principles and Analysis\*§

GB 519: Measurement and Decision Making\*§

GB 520: Strategic Human Resource Management\*§

GB 530: Marketing Management\*§

GB 531: Advertising\*§

GB 532: Marketing Research\*§

GB 533: Salesforce Management\*§

GB 534: Marketing Psychology\*§

GB 540: Economics for Global Decision Makers\*§

GB 541: Employment Law\*§

GB 542: Training and Development\*§

GB 543: Managing Change\*§

GB 545: Strategic Reward Systems\*§

GB 546: Recruitment and Selection\*§

GB 550: Financial Management\*†

GB 560: Designing, Improving, and Implementing Processes\*§

GB 562: Small Business Administration\*§

GB 564: Corporate Venturing\*§

GB 565: The Entrepreneurial Lab\*§

GB 570: Managing the Value Chain\*§

GB 580: Strategic Management\*§

GB 590: Ethics in Business and Society\*§

GB 600: Leadership Strategies for a Changing World\*†

GB 601: MBA Capstone\*§

#### Finance

GF 500: Financial Institutions and Markets\*§

GF 510: Risk Analysis and Management\*§

GF 520: Corporate Finance\*§

GF 530: Financial Statement Analysis\*§

GF 540: Investment and Securities Analysis\*§

GF 550: Retirement Planning and Employee Benefits\*§

GF 560: Fixed-Income and Futures Investing\*§

GF 570: Portfolio Management\*§

GF 580: Ethics for Financial Professionals\*§

GF 581: Financial Strategies for a Global Environment\*§

GF 582: Statistical Methods of Decision Making\*§

GF 590: Personal Financial Planning\*§

GF 591: Individual Insurance Planning\*§

GF 592: Income Tax Planning and Strategies\*§

GF 593: Estate Planning\*§

#### Management

GM 500: Management Theories and Practices I\*†

GM 501: Management Theories and Practices II\*§

GM 502: Leadership Theory and Practice I\*§

GM 503: Leadership Theory and Practice II\*§

GM 504: Organizational Excellence and Change\*§

GM 505: Action Research and Consulting Skills\*§

GM 506: Strategic Financial Analysis\*§

GM 541: Foundations of Organization Development\*§

GM 543: Organization Diagnosis and Design\*<sup>§</sup>  
 GM 585: Mentoring and Coaching\*<sup>§</sup>  
 GM 586: Transformational Leadership\*<sup>†</sup>  
 GM 591: Strategic Project Management\*  
 GM 592: Project Initiation, Planning, and Execution\*  
 GM 593: Project Cost and Schedule Monitoring and Controlling\*  
 GM 594: Project Risk, Quality, and Procurement Monitoring and Controlling\*  
 GM 599: Applied Research Project\*<sup>§</sup>  
 MT 140: Introduction to Management\*<sup>†</sup>  
 MT 302: Organizational Behavior\*<sup>†</sup>  
 MT 340: Conflict Management and Team Dynamics\*<sup>†</sup>  
 MT 400: Business Process Management\*  
 MT 425: Managerial Finance and Accounting\*<sup>†</sup>  
 MT 455: Sales Force Management\*<sup>†</sup>  
 MT 475: Outcomes Assessment and Quality Management\*

## EDUCATION

### (Subject to Minimum Enrollments)

ED 502: Transforming Teaching Practice\*<sup>‡</sup>  
 ED 503: Educational Psychology  
 ED 511: Teaching Methods Through Differentiated Instruction\*<sup>‡</sup>  
 ED 512: Action Research I\*<sup>‡</sup>  
 ED 513: Child and Adolescent Development\*<sup>‡</sup>  
 ED 521: Reading in the Content Areas\*<sup>‡</sup>  
 ED 522: Classroom Management\*<sup>‡</sup>  
 ED 523: Research on Effective Teaching\*<sup>‡</sup>  
 ED 531: Secondary Student Assessment\*<sup>‡</sup>  
 ED 532: Curriculum Design  
 ED 533: Perspectives on Diversity  
 ED 543: Education and Psychology of Exceptional Children\*<sup>‡</sup>  
 ED 552: Educational Leadership  
 ED 553: History and Philosophy of Education  
 ED 555: Learning Theories\*<sup>‡</sup>  
 ED 562: Student Assessment  
 ED 581: Secondary Classroom Management\*<sup>‡</sup>

### Educational Leadership

ER 502: The Principalship\*<sup>‡</sup>  
 ER 504: Management of Resources\*<sup>‡</sup>  
 ER 506: Legal Issues in Education\*<sup>‡</sup>  
 ER 508: Supervision and Instructional Leadership\*<sup>‡</sup>

### Educational Technology

ET 501: Using Technology—Fundamentals of Integration\*<sup>‡</sup>  
 ET 502: Using Technology—Practical Applications\*<sup>‡</sup>  
 ET 503: Using Technology—Applications in the Content Areas\*<sup>‡</sup>

### Higher Education

HE 543: Assessment of Online Learning  
 HE 547: Effective Online Instruction—Design and Practice  
 HE 557: Introduction to Assessment and Evaluation in Higher Education  
 HE 559: Quantitative Methods and Instruments for Assessment\*<sup>‡</sup>

## Instructional Technology

IX 500: Foundations of Instructional Technology  
 IX 510: Instructional Design\*<sup>‡</sup>  
 IX 520: Needs Assessment and Evaluation in Education and Training\*<sup>‡</sup>  
 IX 540: Research Methods for Education and Instructional Technology\*<sup>‡</sup>  
 IX 550: Project Management and Implementation in Education and Training\*<sup>‡</sup>  
 IX 560: Instructional Technologies Infrastructure\*<sup>‡</sup>  
 IX 562: Technology Enhanced Learning Environments—K–12\*<sup>‡</sup>  
 IX 570: Design of Online Instruction in K–12 Environments\*<sup>‡</sup>

## Teaching Literacy

LT 502: Teaching Reading Across the Curriculum (Grades K–5)\*<sup>‡</sup>  
 LT 503: Teaching Writing Across the Curriculum (Grades K–6)\*<sup>‡</sup>  
 LT 504: Reading Diagnosis and Remediation\*<sup>‡</sup>  
 LT 511: Teaching Writing Across the Curriculum (Grades 6–12)\*<sup>‡</sup>  
 LT 512: Reading in the Content Areas (Grades 6–12)\*<sup>‡</sup>

## Teaching Mathematics

MH 501: Developing Mathematical Proficiency—Numbers and Operations (Elementary Grades)\*<sup>‡</sup>  
 MH 502: Developing Mathematical Proficiency—Geometry and Measurement (Elementary Grades)\*<sup>‡</sup>  
 MH 503: Developing Mathematical Proficiency—Algebra (Elementary Grades)\*<sup>‡</sup>  
 MH 511: Developing Mathematical Proficiency—Numbers and Operations (Grades 6–8)\*<sup>‡</sup>  
 MH 512: Developing Mathematical Proficiency—Geometry and Measurement (Grades 6–8)\*<sup>‡</sup>  
 MH 513: Developing Mathematical Proficiency—Algebra (Grades 6–8)\*<sup>‡</sup>  
 MH 521: Principles, Pedagogy, and Standards Mathematics\*<sup>‡</sup>

## Teaching Science

SE 511: Planning and Teaching an Inquiry-Based Science Class (Grades K–6)\*<sup>§</sup>  
 SE 512: Physical and Life Science (Grades K–6)\*<sup>§</sup>  
 SE 521: Planning and Teaching an Inquiry-Based Science Class (Grades 6–12)\*<sup>#</sup>

## GENERAL EDUCATION

CM 107: College Composition I  
 MM 150: Survey of Mathematics  
 MM 212: College Algebra<sup>†</sup>

## HEALTH SCIENCES

### Exercise and Fitness

EF 310: Current Trends in Exercise/Fitness—Aging Well Across the Life Span

### Health Care Administration

HA 515: Leadership in Health Care  
 HA 540: Health Care Operations and Quality Assessment\*<sup>§</sup>  
 HA 545: Health Policy\*<sup>§</sup>  
 HA 575: Health Care Marketing\*<sup>§</sup>

### Health Science

HS 111: Medical Terminology\*  
 HS 120: Anatomy and Physiology I\*

- HS 130: Anatomy and Physiology II\*
- HS 200: Diseases of the Human Body\*
- HS 220: Medical Coding and Insurance\*
- HS 225: Medical Coding I\*
- HS 255: Medical Coding II\*
- HS 420: Advanced Health Informatics

**Health and Wellness**

- HW 205: Vitamins, Herbs, and Nutritional Supplements
- HW 410: Stress—Critical Issues in Management and Prevention

**Medical Records**

- MR 160: Pharmacology and Laboratory Medicine\*
- MR 250: Medical Records Transcription I\*
- MR 260: Medical Records Transcription II\*
- MR 270: Medical Records Transcription III\*

**Nutrition Science**

- NS 435: Ecological and Environmental Perspectives on Food

**Public Health**

- PU 615: Grant and Contract Writing
- PU 660: International Epidemiology and Global Health\*§

**INFORMATION SYSTEMS AND TECHNOLOGY**

- IT 301: Project Management I\*
- IT 401: Project Management II\*
- IT 500: Critical Concepts and Competencies for the IT Professional\*§
- IT 501: Principles of Information Technology\*§
- IT 510: System Analysis and Design\*§
- IT 560: Managing Technology in a Business Environment\*§

**NURSING**

- MN 501: Advanced Nursing Roles\*
- MN 502: Theoretical Foundations of Advanced Nursing\*
- MN 506: Ethical and Legal Perspectives of the Health Care System\*

Note: Students should be aware that, depending on the course(s) chosen and unless otherwise noted in the Catalog, additional prerequisites may apply. Please reference the full course description for a complete listing of these requirements.

\*Enrollment in this course is limited to members of preselected organizations engaged in an educational alliance with the University.

†Effective November 9, 2011

‡Effective December 5, 2011

§Effective February 1, 2012

#Effective April 27, 2012

The addition of the General Education Management (GEM) Program is effective September 23, 2011:

**General Education Mobile (GEM) Program**

Certain courses offered by Kaplan University are available to approved GEM Program participants. Participants may enroll in a maximum of five courses. Upon successful completion of a course, the GEM Program participant can transfer coursework for which a student received a grade of "C" or better toward a degree at the Community College of the Air Force if the course for which the student is seeking to transfer the credits earned is part of the Kaplan University-approved GEM Program course offerings. GEM Program participants are under no obligation to enroll at Kaplan University upon completion.

GEM Program participants may take a maximum of two courses per term.

**COURSES**

See Appendix F for a listing of courses in which GEM Program participants may enroll.

**Appendix F: GEM Program Courses**

- CM 107: College Composition I
- CM 214: Public Speaking for the Professional
- CM 220: College Composition II
- HU 245: Ethics
- HU 250: Humanities and Culture
- MM 150: Survey of Mathematics
- SS 144: Sociology
- SS 230: Making History—the Founding Fathers
- SS 270: Social Problems



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As of May 16, 2012, Kaplan Higher Education Corp., 6301 Kaplan University Avenue, Fort Lauderdale, FL 33309, owns the schools listed below. Kaplan Higher Education Corp. is a subsidiary of Kaplan, Inc. Kaplan, Inc., is a subsidiary of The Washington Post Company (a publicly traded company).

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384 Northyards Boulevard, NW  
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Atlanta, GA 30313

### **HESSER COLLEGE, CONCORD CAMPUS**

16 Foundry Street, Suite 201  
Concord, NH 03301

### **HESSER COLLEGE, MANCHESTER CAMPUS**

3 Sundial Avenue  
Manchester, NH 03103

### **HESSER COLLEGE, NASHUA CAMPUS**

410 Amherst Street  
Nashua, NH 03063

### **HESSER COLLEGE, PORTSMOUTH CAMPUS**

170 Commerce Way  
Portsmouth, NH 03801

### **HESSER COLLEGE, SALEM CAMPUS**

11 Manor Parkway  
Salem, NH 03079

### **KAPLAN CAREER INSTITUTE, BROOMALL CAMPUS**

1991 Sproul Road, Suite 42  
Broomall, PA 19008

### **KAPLAN CAREER INSTITUTE, CHARLESTOWN CAMPUS**

570 Rutherford Avenue  
Charlestown, MA 02129

### **KAPLAN CAREER INSTITUTE, CLEVELAND CAMPUS**

8720 Brookpark Road  
Brooklyn, OH 44129

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18440 Ford Road  
Detroit, MI 48228

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3031 West Grand Boulevard,  
Suite 236  
Detroit, MI 48202

### **KAPLAN CAREER INSTITUTE, FRANKLIN MILLS CAMPUS**

177 Franklin Mills Boulevard  
Philadelphia, PA 19154

### **KAPLAN CAREER INSTITUTE, HARRISBURG CAMPUS**

5650 Derry Street  
Harrisburg, PA 17111

### **KAPLAN CAREER INSTITUTE, ICM CAMPUS**

10 Wood Street  
Pittsburgh, PA 15222

### **KAPLAN CAREER INSTITUTE, KENMORE SQUARE CAMPUS**

540 Commonwealth Avenue  
Boston, MA 02215

### **KAPLAN CAREER INSTITUTE, NASHVILLE CAMPUS**

750 Envious Lane  
Nashville, TN 37217

### **KAPLAN CAREER INSTITUTE, PHILADELPHIA CAMPUS**

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Philadelphia, PA 19104

### **KAPLAN COLLEGE, ARLINGTON CAMPUS**

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Arlington, TX 76010

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Chula Vista Center  
555 Broadway, Suite 144  
Chula Vista, CA 91910

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El Paso, TX 79907

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Midland, TX 79703

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14355 Roscoe Boulevard  
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10131 Pines Boulevard  
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13610 North Black Canyon Highway,  
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Phoenix, AZ 85029

**KAPLAN COLLEGE,  
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4200 South East Street  
Indianapolis, IN 46227

**KAPLAN COLLEGE,  
STOCKTON CAMPUS**

722 West March Lane  
Stockton, CA 95207

**KAPLAN COLLEGE,  
VISTA CAMPUS**

2022 University Drive  
Vista, CA 92083

**KAPLAN UNIVERSITY,  
CEDAR FALLS CAMPUS**

7009 Nordic Drive  
Cedar Falls, IA 50613

**KAPLAN UNIVERSITY,  
CEDAR RAPIDS CAMPUS**

3165 Edgewood Parkway, SW  
Cedar Rapids, IA 52404

**KAPLAN UNIVERSITY,  
COUNCIL BLUFFS CAMPUS**

1751 Madison Avenue, Suite 750  
Council Bluffs, IA 51503

**KAPLAN UNIVERSITY,  
DAVENPORT CAMPUS**

1801 East Kimberly Road, Suite 1  
Davenport, IA 52807

**KAPLAN UNIVERSITY,  
DES MOINES CAMPUS**

4655 121st Street  
Urbandale, IA 50323

**KAPLAN UNIVERSITY,  
HAGERSTOWN CAMPUS**

18618 Crestwood Drive  
Hagerstown, MD 21742

**KAPLAN UNIVERSITY,  
LEWISTON CAMPUS**

475 Lisbon Street  
Lewiston, ME 04240

**KAPLAN UNIVERSITY,  
LINCOLN CAMPUS**

1821 K Street  
Lincoln, NE 68508

**KAPLAN UNIVERSITY,  
MASON CITY CAMPUS**

Plaza West  
2570 4th Street, SW  
Mason City, IA 50401

**KAPLAN UNIVERSITY,  
OMAHA CAMPUS**

5425 North 103rd Street  
Omaha, NE 68134

**KAPLAN UNIVERSITY,  
SOUTH PORTLAND CAMPUS**

265 Western Avenue  
South Portland, ME 04106

**KAPLAN UNIVERSITY LEARNING  
CENTER, AUGUSTA**

14 Marketplace Drive,  
Augusta, ME 04330

**KAPLAN UNIVERSITY LEARNING  
CENTER, DELRAY BEACH**

3333 South Congress Avenue  
Delray Beach, FL 33445

**KAPLAN UNIVERSITY LEARNING  
CENTER, INDIANAPOLIS**

9000 Keystone Crossing, Suite 800  
Indianapolis, IN 46240

**KAPLAN UNIVERSITY LEARNING  
CENTER, MILWAUKEE**

201 West Wisconsin Avenue  
Milwaukee, WI 53203

**KAPLAN UNIVERSITY LEARNING  
CENTER, PLANTATION**

1601 SW 80th Terrace  
Plantation, FL 33324

**KAPLAN UNIVERSITY LEARNING  
CENTER, ROCKVILLE**

1390 Picard Drive, Suite 100,  
Rockville, MD 20850

**KAPLAN UNIVERSITY LEARNING  
CENTER, ST. LOUIS**

1807 Park 270 Drive  
St. Louis, MO 63146

**TESST COLLEGE OF TECHNOLOGY,  
BALTIMORE CAMPUS**

1520 South Caton Avenue  
Baltimore, MD 21227

**TESST COLLEGE OF TECHNOLOGY,  
BELTSVILLE CAMPUS**

4600 Powder Mill Road  
Beltsville, MD 20705

**TESST COLLEGE OF TECHNOLOGY,  
TOWSON CAMPUS**

803 Glen Eagles Court  
Towson, MD 21286

**TEXAS SCHOOL OF BUSINESS,  
EAST CAMPUS**

12030 East Freeway  
Houston, TX 77029

**TEXAS SCHOOL OF BUSINESS,  
FRIENDSWOOD CAMPUS**

3208 FM 528  
Friendswood, TX 77546

**TEXAS SCHOOL OF BUSINESS,  
NORTH CAMPUS**

711 East Airtex Drive  
Houston, TX 77073

**TEXAS SCHOOL OF BUSINESS,  
SOUTHWEST CAMPUS**

6363 Richmond Avenue,  
Suite 300  
Houston, TX 77057