



# Academic Programs

**Catalog 2013–14**

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## **ABOUT THE CATALOG**

This catalog is the official announcement of the academic programs, requirements, and regulations of Graduate School USA, and students enrolling in the School are subject to the provisions as stated or as modified by official institutional action. The School reserves the right to cancel any class or section for insufficient enrollment or other good reason. Although the School has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by honest mistake. All information contained in this catalog is subject to change by appropriate officials of Graduate School USA without prior notice.

The statements in the catalog are for informational purposes only and should not be considered the basis of a contract between the institution and the student. Though the School catalog is produced as a reference guide, each student is responsible for keeping apprised of current requirements for graduation for a particular degree program. Graduate School USA does not guarantee that courses will transfer to other institutions or that students will gain employment upon completion of their programs of study.

## **CATALOG CHANGES**

The Board of Trustees and/or administration of Graduate School USA reserves the right to change at any time, without notice, graduation requirements; fees and other charges; curriculum, course structure, and content; and other such matters as may be within its control, notwithstanding any information set forth in this catalog.

A Catalog Addendum may be published online by July 1 of each year, depending on the number of changes incurred since the online catalog was published. Availability of a Catalog Addendum (if published) would be on the School's website only.

## **DISABILITY SUPPORT**

Graduate School USA does not discriminate on the basis of disability in the admissions or employment processes or in access to programs, facilities, or activities. The following persons, whose offices are at the 600 Maryland Avenue location, have been designated to coordinate compliance with the nondiscrimination requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended:

### **Disability Services/Access for Students**

Carolyn Nelson  
600 Maryland Avenue SW, Suite 330  
Washington, DC 20024  
(202) 314-3349  
carolyn.nelson@graduateschool.edu

### **Employment Access**

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Washington, DC 20024  
(202) 314-3351  
andrea.hill@graduateschool.edu

**Facilities Access**

Orlando Davis  
600 Maryland Avenue SW, Suite 180  
Washington, DC 20024  
(202) 314-3367  
orlando.davis@graduateschool.edu

If an alternate format of this catalog (such as a CD) is needed, please contact:

Carolyn Nelson  
600 Maryland Avenue SW, Suite 330  
Washington, DC 20024  
(202) 314-3349  
carolyn.nelson@graduateschool.edu

**EQUAL ACCESS/NONDISCRIMINATION**

Graduate School USA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and, where applicable, on the basis of sex or gender, marital status, familial status, parental status, religion, creed, sexual orientation, genetic information, political beliefs, veteran status, or on the basis that all or part of an individual's income is derived from any public assistance program or in reprisal for pursuing rights under any of the above.

Persons with disabilities who require alternative means for communication of program information (interpreters, Braille, large print, audiotape, etc.) should contact Carolyn Nelson, special accommodations coordinator, at (202) 314-3349.

Graduate School USA is an equal opportunity provider and employer.

Questions regarding this policy or complaints of discrimination should be addressed to:

Andrea Hill  
600 Maryland Avenue SW, Suite 180  
Washington, DC 20024  
(202) 314-3351  
andrea.hill@graduateschool.edu

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

Graduate School USA offers equal employment and educational opportunities to all employees, students, prospective employees, and prospective students. Affirmative action, equal educational opportunities, and compliance with the Americans with Disabilities Act are viewed by the Board of Trustees as an integral part of the mission and purpose of Graduate School USA.

Questions concerning this policy should be addressed to:

Andrea Hill  
Director of Human Capital Management, EEO Officer  
(202) 314-3351

## TITLE IX

Each college or university receiving federal financial assistance must designate at least one professional employee as the Title IX Coordinator to oversee compliance efforts and investigate any complaint of sex discrimination. The Title IX Coordinator is responsible for monitoring the overall implementation of Title IX for the School. Major duties include, but are not limited to, monitoring the following areas:

- Admissions and Recruitment
- Educational Programs and Activities
- Comparable facilities
  - o Participation in extracurricular activities
  - o Financial assistance
  - o Student employment assistance

Adoption of procedures to provide prompt and equitable resolution of complaints is a critical function of the Title IX Coordinator. The Coordinator can assist persons alleging sexual harassment or discrimination in filing their grievance(s). In carrying out this responsibility, the Coordinator may work in concert with other School officials.

The Title IX Coordinator at Graduate School USA is Andrea Hill, who also serves as the director of human capital management. She can be reached in person at 600 Maryland Avenue SW, Suite 180, Washington, DC 20024.

**Telephone:** (202) 314-3351

**Email:** andrea.hill@graduateschool.edu

## CRIMES PREVENTION ACT

The Federal Campus Sex Crimes Prevention Act requires registered sex offenders/predators to provide to the District of Columbia Metropolitan Police Department notice of each institution of higher education in the state at which the offender/predator is employed, carries on a vocation, or is a student. Any member of the Graduate School USA community who wishes to obtain further information regarding sex offenders/predators in his or her area may refer to the following website:

### **National/State Sex Offender Registry**

<http://www.fbi.gov/hq/cid/cac/registry.htm>

## OFFICIAL COMMUNICATION TO STUDENTS

New policies and policy changes will be communicated to students on the official Updates Web page of Academic Programs located at [graduateschool.edu/sub/AcademicProgram.php](http://graduateschool.edu/sub/AcademicProgram.php). Every admitted student is provided with an official Graduate School USA email account. Students will be able to log into their student email accounts approximately 24 hours after notification is received from the School.

This Graduate School USA–issued email account is to be used for all email correspondence with instructors and other School officials. Official correspondence from the School (communications from instructors, information about registration or financial aid, etc.) will be sent to a student’s Graduate School USA email address ONLY. Instructors and college officials may refuse to accept emails sent by students using other email addresses.



**ACCREDITATION**

Effective November 2012, Graduate School USA is a Candidate for Accreditation by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267) 284-5000.

Candidate for Accreditation is a status of affiliation with a regional accrediting commission which indicates that an institution has achieved recognition and is progressing toward, but is not assured of, accreditation. It has provided evidence of sound planning, seems to have the resources to implement the plans, and appears to have the potential for obtaining its goals within a reasonable time.

Graduate School USA is licensed by the DC Education Licensure Commission.

**CHANGES IN STUDENT DATA**

Changes of name, address, telephone numbers, or email address must be reported, in writing, to Carolyn Nelson, Registrar, 600 Maryland Avenue SW, Suite 330, Washington, DC 20024 (carolyn.nelson@graduateschool.edu), immediately upon change.

## **GRADUATE SCHOOL USA BOARD OF TRUSTEES**

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# GRADUATE SCHOOL USA HISTORY

## The Beginning

Graduate School USA was founded in 1921 by the secretary of agriculture to provide continuing education to the employees of the Department of Agriculture. When the first classes were offered, 176 students gathered after work in the Agriculture Building on the Mall in Washington, DC. These students could choose from six science courses, an economics course, and a statistics course. Classes met two evenings a week, and the cost for a course per semester was \$15. The primary purpose was to offer graduate-level and post-graduation training. From the beginning, the School's focus was on developing individuals and making government more efficient and effective.

## The Evolution

Almost 90 years later, Graduate School USA is a vibrant learning community of adult learners in academic programs, continuing education, and professional development. Providing services to government, the private sector, and individuals, the School offers a variety of training solutions, including a diverse curriculum that now includes selected degree and credit certificate programs. A number of significant changes have occurred through the years, including:

- During World War II years, with the vast influx of new government employees, Graduate School USA expanded its daytime education offerings to meet the continuing education demands of the growing workforce in DC, in both the Department of Agriculture and other government agencies.
- Graduate School USA first offered study by correspondence late in 1939, with a single course in biological statistics. A small program of courses was inaugurated in 1943. The Independent Study Program allowed students to study at their own rate, at the time and place of their choice. In 1976, more than 1,200 students were enrolled annually in the Independent Study Program. From these beginnings evolved our current self-paced distance education program.
- In 1961, the global arm of Graduate School USA was formalized with the creation of our International Institute at the behest of Robert Kennedy. The International Institute provides tailored programs in the area of capacity building, professional and educational exchanges, and governance to meet the needs of governmental institutions worldwide.
- In 1971, Graduate School USA recognized the value added of having courses evaluated for transfer credit and submitted 29 courses in accounting, government, mathematics, management, personnel, and statistics for approval by the American Council on Education.
- In 1979, the Government Audit Training Institute joined Graduate School USA, further enhancing the curriculum and meeting the professional education requirements of the diverse audit community through all levels of government.
- In 1995, Graduate School USA became a nationwide training and education delivery system, with regional offices added in Atlanta, Chicago, Dallas, Philadelphia, and San Francisco, to manage a greatly expanded daytime curriculum. With a new focus on developing leaders through long-term development programs, the School established the Center for Leadership Development.
- In 2003, Graduate School USA merged the National Independent Study Center with the correspondence study program to form a nationwide delivery system of self-paced education. Beyond traditional instructor-led classroom and correspondence programs, we provide condensed seminars; on-site workshops; distance learning; online training; and satellite, video, and computer-enhanced learning using the Blackboard platform. Our use of Adobe® Connect™ creates a

simulated virtual classroom and enables Graduate School USA to create synchronous, asynchronous, or blended learning solutions.

- In 2007, the School was accredited by the Commission of the Council on Occupational Education. This recognition allowed us to move from our parent U.S. Department of Agriculture to become an independent educational institution.
- In 2009, Graduate School USA acquired most of the assets and liabilities of Southeastern University, a longstanding Washington, DC, educational institution. The School has also enhanced its portfolio through the creation of academic programs leading to degrees and certificates. Since 1921, Graduate School USA has helped more than two million students create their own success stories.

## **The Future**

Our priorities remain the same — career success and personal growth — whether we're helping government workers to do their jobs more effectively or helping members of the community better position themselves to enter the workforce or move ahead in their careers.

While Graduate School USA has been best known as the leading authority on government training and workforce development, we're expanding our enterprise to include academic program offerings. These new programs are designed to help working adults develop essential competencies for careers in government, as well as in private business and not-for-profit organizations.

## **GRADUATE SCHOOL USA MISSION**

Graduate School USA is an independent, educational, not-for-profit institution headquartered in the nation's capital with additional sites strategically located throughout the U.S. The School engages a diverse student population through innovative, as well as proven, approaches to teaching and learning that take advantage of its locations, its network of public and corporate leaders and practitioners, state-of-the-art technologies, and its connections with major employers. The School provides a broad array of learning opportunities in formats accessible to adult learners everywhere through affordable training programs, continuing education courses, executive and leadership development programs, and credit offerings at the certificate and associate degree levels.

By providing challenging education and training opportunities to aspiring and seasoned professionals, Graduate School USA prepares individuals to enter and advance in careers in government, as well as in related pursuits with private and not-for-profit organizations. Working adults enhance career skills and abilities, develop new competencies and qualifications, and expand their understanding of the ideals of a democratic society. Education, training, and consulting services position governments and organizations to operate more effectively and efficiently in reaching mission-critical goals.

The School fosters individual and organizational success through a supportive, practitioner-centered environment where public service is revered and learners become leaders. With unparalleled access to developments in the workplace, Graduate School USA maintains up-to-date curricula, allowing learners to remain current at every stage of their career and personal development, be successful in meeting employment requirements, and contribute to organizational effectiveness.

## **GRADUATE SCHOOL USA VISION**

Graduate School USA is a worldwide leader in affordable public sector education, training, and personal development. Our comprehensive programs are recognized by the educational community as well as our customers for high standards and making a difference in learners' success. Our future embraces the delivery of education and training through the expanded use of technology to reach our students anytime, anywhere.

## GRADUATE SCHOOL USA ORGANIZATIONAL VALUES

**Learning:** We are committed to providing relevant and challenging learning opportunities for our students, faculty, and staff, with an emphasis on learning outcomes and the application of knowledge to meet employers' and learners' needs.

**Public Service:** We revere public service, and support all who strive to make a positive difference in the lives of people, communities, and the nation.

**Excellence:** We are focused on academic excellence, and continually assess and improve all programs, as well as instruction and customer support services.

**Diversity:** We are committed to achieving and sustaining an inclusive community where our students, faculty, and staff are enriched through an open exchange of diverse ideas and learning from multiple perspectives.

**Ethics:** We practice openness, ethical behavior, and adherence to the highest professional standards.

## GRADUATE SCHOOL USA GOALS

- Develop and deliver high-quality curricula, programs, and support services that prepare learners for lifelong professional and personal success, particularly in government careers.
- Provide broad and varied learning experiences that develop career leadership potential in government organizations and other related entities that serve Washington, DC, the nation, and the world.
- Deliver to organizations training, education, and consulting services which build a knowledgeable, skilled workforce to more effectively and efficiently meet mission-critical goals.
- Teach public servants and other public-sector-related professionals the ethics and values appropriate to responsible governments serving the public good.
- Continually innovate to enhance the quality of the learning environment and the diversity of learning approaches to meet the needs of adult learners.
- Ensure that programs and services remain relevant to the communities, organizations, and markets we serve.
- Continually and consistently assess and improve programs and services to ensure desired learning outcomes.
- Provide and sustain a culture of exceptional customer service and responsiveness that meets the educational and business needs of those we serve.
- Ensure a sound fiscal environment and make strategic investments for a strong future.
- Attract, develop, and retain highly qualified, diverse faculty and staff committed to our mission and who create a learning environment which is supportive, challenging, and rigorous — and who value service to others.

## GRADUATE SCHOOL USA DEGREE PROGRAM LOCATION

600 Maryland Avenue SW  
Washington, DC 20024-2520

**ACADEMIC CALENDAR**

<b>Fall 2013 Semester (15 Weeks)</b>	
Preliminary Schedule of Classes Available	June 3, 2013
Last Day to Request a Course Substitution or Waiver	August 9, 2013
Registration	August 12 - 24, 2013
New Student Orientation	August 17, 2013
Fall Semester Classes Begin	August 24, 2013
Late Registration/Schedule Adjustment	August 26 - 31, 2013
School Closed - Labor Day Holiday	September 2, 2013
Last Day to Withdraw with a Refund	One business day BEFORE the third class meeting
Last Day to Apply for Fall Graduation	October 8, 2013
School Closed - Columbus Day Holiday	October 14, 2013
Mid-Term Week	October 15 - 21, 2013
Last Day to Change Grades of Incomplete for Spring and Summer 2013	October 21, 2013
Last Day to Change from Credit to Audit	October 28, 2013
Last Day to Officially Withdraw	October 28, 2013
School Closed - Veteran's Day Holiday	November 11, 2013
No Classes	November 27, 2013
School Closed - Thanksgiving Holiday	November 28 - 30, 2013
Final Week	December 9 - 14, 2013
Classes End	December 14, 2013
Final Grades Due to Registrar	December 17, 2013
School Closed - Christmas Day Holiday	December 25, 2013
<b>Spring 2014 Semester (15 Weeks)</b>	
Preliminary Schedule of Classes Available	November 4, 2013
School Closed - New Year's Day	January 1, 2014
Last Day to Request a Course Substitution or Waiver	January 10, 2014
Registration	January 13 - 25, 2014
School Closed - Martin Luther King's Birthday Holiday	January 20, 2014
New Student Orientation	January 18, 2014
Spring Semester Classes Begin	January 25, 2014
Late Registration/Schedule Adjustment	January 27 - February 1, 2014
Last Day to Withdraw with a Refund	One business day BEFORE the third class Meeting
No Classes - President's Day Holiday	February 17, 2014
Last Day to Apply for Spring Graduation	March 3, 2014
Mid-Term Week	March 18 - 24, 2014
Last Day to Change Grades of Incomplete for Fall 2013	March 24, 2014
Last Day to Change from Credit to Audit	March 31, 2014
Last Day to Officially Withdraw	March 31, 2014
Final Week	May 6 - 12, 2014
Classes End	May 12, 2014
Final Grades Due to Registrar	May 15, 2014
Last Day to Apply to Participate in Commencement	May 19, 2014
School Closed - Memorial Holiday	May 24 - 26, 2014
Commencement	<b>TBD</b>

<b>Summer 2014 Term (10 Weeks)</b>	
Preliminary Schedule of Classes Available	March 10, 2014
Last Day to Request a Course Substitution or Waiver	May 23, 2014
School Closed - Memorial Day Holiday	May 24 - 26, 2014
Registration	May 19 - May 30, 2014
New Student Orientation	May 31, 2013
Last Day to Apply for Summer Graduation	June 2, 2014
Summer Term Classes Begin	June 2, 2014
Late Registration/Schedule Adjustment	June 2 - 6, 2014
Last Day to Withdraw with a Refund	One business day BEFORE the third class meeting
School Closed - Independence Day Holiday	July 4 - July 5, 2014
Mid-Term Week	June 30 - July 7, 2014
Last Day to Change from Credit to Audit	July 14, 2014
Last Day to Officially Withdraw	July 14, 2014
Final Week	August 4 - 9, 2014
Classes End	August 9, 2014
Final Grades Due to Registrar	August 12, 2014

\* The Graduate School USA has one commencement ceremony each year in June. Students who graduate in the summer term, fall or spring semesters are encouraged to participate.

# ADMISSION AND REGISTRATION

## ADMISSION

The following admission requirements apply to the admission of students who intend to enroll in courses for academic credit:

Undergraduate students are required to be twenty-one (21) years of age or older and meet at least one of the following admission standards:

- Earned a high school diploma with a grade point average (GPA) of 2.0 or above on a 4.0 scale
- Possess a General Equivalency Diploma (GED) or state-approved high school equivalency diploma.

All applicants must submit an admission application with the required nonrefundable application fee.

## Home-Schooled Students

Graduate School USA welcomes home-schooled students to apply for undergraduate admission. Home-schooled applicants with an official GED or state-approved high school equivalency diploma must submit the following:

- 1) Undergraduate application with required nonrefundable application fee;
- 2) Official GED or state approved high school diploma equivalency test scores; and
- 3) Official transcripts if the applicant has taken courses through a secondary or postsecondary institution.

If a home-schooled student does not have an official GED or state-approved high school equivalency test scores, then (under the student eligibility provisions of the Higher Education Opportunity Act) the applicant must provide verification of completion of high school, and may do so through:

- 1) Home-school transcripts with letter of completion;
- 2) Transcripts from a regionally accredited home-school program with certification of completion and proof that the home-school program is registered or recognized by its own state department of education; or
- 3) Written verification from appropriate school district that the student has met requirements for a high school diploma in his or her home state.

Home-schooled students who earn diplomas through regionally accredited schools are considered for admission under the School's standard admissions policies based on grade point average.

## Probationary Admission

At the discretion of the Provost or his or her designee, students who do not meet the admission requirements for minimum age or grade point average may be admitted on a probationary basis and must meet the conditions placed on their admission within the established time frame or else be administratively withdrawn from Graduate School USA.



## Selective Admission Programs

The Provost may, for sound academic reasons, impose additional restrictions on admission to specific academic programs, or may cap enrollment to any program if the number of applicants exceeds the number that can reasonably be accommodated by the program at any specific time.

## International Students

International students are required to demonstrate proficiency in English and must meet all Graduate School USA regulations and the U.S. Department of Homeland Security/U.S. Citizenship and Immigration Services' requirements regarding their immigration status. Students should contact the Admissions Office for further information.

*Graduate School USA's application to issue student visas is pending approval from the Student and Exchange Visitor Program.*

On December 4, 2012, Graduate School USA received approval from the Student and Exchange Visitor Program (SEVP) to enroll non-immigrant students under F-1 visas in academic programs. International students are required to demonstrate proficiency in English and must meet all Graduate School USA regulations and the U.S. Department of Homeland Security/U.S. Citizenship and Immigration Services' (USCIS) requirements regarding their immigration status.

The deadline for submission of international student applications with accompanying documentation is:

June 1 for the fall semester

October 1 for the spring semester

March 1 for the summer term

Students applying for admission under an F-1 visa should contact the International Student Advisor at [internationalstudents@graduateschool.edu](mailto:internationalstudents@graduateschool.edu) or (202) 314-3651 to obtain additional information and instructions for filing an I-20 Certificate of Eligibility form.

## Readmitted Students

Any student who voluntarily withdraws from the School can be considered for readmission in any subsequent semester. Students who have not attended for one year or more must submit a new application and pay a nonrefundable application fee.

Students whose requests for withdrawal for military service or withdrawal for medical reasons are approved by Graduate School USA will not need to complete an application for readmission, nor pay an application fee, provided their cumulative approved absence does not exceed five years. A dependent of a service member who withdraws from the School during the course of enrollment as a result of the service member's service with the United States Armed Forces may re-enroll as a continuing student.

Students who are administratively withdrawn or who are dismissed for insufficient academic performance or conduct violations must comply with the conditions established for their particular case once any appeal rights have been exhausted. Requests for re-enrollment must be in writing and addressed to the Admissions Office. The decision as to whether a former student will be allowed readmission to the School and any conditions or restrictions attached to such readmission are discretionary on the part of the School.

Allied health curricula may have readmission policies that are different from the general policies of the School. These policies will be given to each student enrolled in allied health curricula in the Student Policy Handbook for each program.

## **DISABILITY SERVICES**

The School will not impose or apply admission or eligibility criteria that screen out or tend to screen out individuals on the basis of their disability, unless such criteria are necessary for the provision of the program, service, or activity being offered. Students with disabilities must be able to meet the minimum standards of the particular program, service, or activity to which admission is sought.

In order to receive services, students must be admitted to and/or enrolled in Graduate School USA. Auxiliary aids, academic adjustments, or other special services determined to be necessary are provided at no cost to the student. Services deemed appropriate in order to provide program access to disabled students are provided at no cost to the student. The School requires a minimum of thirty (30) days and a maximum of ninety (90) days for review and provision of services requiring special funding.

Documentation regarding a disability is kept confidential, and only information necessary for the provision of appropriate support services is released.

Students or applicants who believe they have experienced discrimination on the basis of a disability may seek resolution through the School's grievance procedures.

## **ADMISSION AND REGISTRATION STEPS**

- Submit application, copy of government-issued photo identification, and application fee
- Submit all official high school and college transcripts
- Once an acceptance letter is received, contact the Admissions Office to schedule an appointment for skills assessment testing (unless waived)
- Take skills assessment test(s)
- Contact assigned academic advisor for course selections
- Register on assigned date
- Pay bill
- Attend New Student Orientation
- Attend class(es)

## **APPLICATION FOR ADMISSION**

Individuals wishing to apply to Graduate School USA must complete an application form, available from the Admissions Office or via the School website. Applications, along with the application fee, may be mailed to Graduate School USA, Admissions Office, 600 Maryland Avenue SW, Suite 330, Washington, DC 20024, or faxed to (202) 479-2501.

### **Required Transcripts**

Each applicant must have official copies of transcripts of all previous high school and college (if any) work submitted directly to Graduate School USA. Transcripts become the property of the School upon receipt and may not be copied for student use. Opened transcripts and faxed copies are NOT considered official transcripts. Acceptance by Graduate School USA is conditional based upon receipt of final official transcripts.

## **GED or State-Approved High School Equivalency Diploma Recipients**

Applicants who have a high school equivalency certificate should request that an official copy be sent directly to Graduate School USA, Admissions Office.

## **SKILLS ASSESSMENT**

All Graduate School USA courses have the prerequisite that students place at least at the pre-college English and mathematics level and that their reading skills allow them to be successful; many courses have higher-level prerequisites. Placement into these courses is determined by performance on the assessment tests. Students who are identified as possessing skills below college level in reading, writing, and/or mathematics will be required to successfully complete skill-building courses in those subject area(s) prior to enrolling in college-level courses at Graduate School USA. Students who need to complete skill-building course work may be referred to one of the School's partnering adult education programs. Skill-building courses are nontransferable and do not count toward college credits required for graduation.

Students whose native language is not English and who did not attend an institution where instruction is conducted in English must take the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exam to demonstrate English proficiency.

Students pursuing a degree or certificate in the allied health program will also need to demonstrate proficiency in science and may be required to take a specialized assessment test in this area.

Academic advisors work closely with students to develop plans for completing the required skill-building courses to meet college-readiness standards. For further information, contact the Office of Academic Advising at (202) 314-3651.

### **Students must have applied for admission to Graduate School USA prior to taking assessment tests.**

Results of the assessment tests will be utilized by academic advisors to determine where the student will begin course work and in what courses the student may enroll. Students who are not prepared at the pre-college level (as determined by the School) may be prohibited from taking any courses at Graduate School USA until their skills meet the established test score benchmark(s).

Assessment test scores are valid for a period of one (1) year.

Students with properly documented disabilities may receive appropriate testing accommodations.

## **Placement into College-Level English, Math, Science Courses**

Department Deans and the Office of Academic Advising are responsible for establishing benchmark scores by which students shall be placed in skill-building and college-level courses. Students who demonstrate knowledge beyond the college algebra level may receive credit for the required college algebra course. Students who do not demonstrate proficiency in science may be required to enroll in a general science course prior to enrolling in biology or chemistry.

## **Courses, Skill-Building Writing and Mathematics**

Graduate School USA offers skill-building courses at the pre-college level in writing and mathematics. Students whose assessment test results indicate a need for pre-college development in writing or mathematics must enroll in the skill-building course(s) and pass with a grade of "P" (Pass). The courses carry variable credit equivalency and are conducted in a computer lab and online with material in English or mathematics adapted to the individual learner. Academic advisors assist students in registering for the appropriate level of classes and may limit the courses, as well as the number of credits, in which these students may enroll.

Students whose skills are below the pre-college level or who, after two attempts, do not successfully complete a skill-building course(s) will be referred to an outside education partner for skill-building instruction. After successful completion of the outside education program, the student must also meet one of the following requirements before enrolling in academic courses:

- 1) Pass the skill-building course(s) with a grade of “P” (Pass); or
- 2) Retake the assessment test and place into college-level English and/or mathematics.

### **Academic Skills Assessment Retesting Criteria**

Students may not take an assessment test in the same subject matter more than once in a four-month period. Exceptions to this rule are made with permission of the academic advisor for a retest or recommendation of the instructor of a currently enrolled student in an English or math skill-building course.

#### **Note:**

- a) Students who retest and place at the college level while enrolled in a skill-building course are considered to have passed the skill-building course and may continue to attend or may stop attending. (These students are not eligible for a tuition refund.)
- b) Students who are non-speakers of English should see the section of this catalog titled English for Speakers of Other Languages (ESOL).

### **Academic Skills Assessment Waiver**

Students may qualify for a test waiver if they meet one (1) of the following criteria:

- a. Complete an assessment test recognized by the School in reading comprehension, writing, and/or math, and meet the School's placement benchmark scores.
- b. Hold an associate (or higher) degree from an institution of higher education where English is the language of instruction.
- c. For the English assessment test:
  - Complete a course equivalent to college composition from an institution of higher education where English is the language of instruction with a grade of “C” or better, with a minimum GPA of 2.0;
  - Have earned an Advanced Placement test score of 4 or higher in English;
  - Have a minimum SAT writing score of 500 and critical reading score of 520 within the last three (3) years; or
  - Have a minimum ACT English score of 18 and reading score of 21 within the last three (3) years.

Concerning proficiency for students whose first language is not English, refer to the policy on English for Speakers of Other Languages (ACA-317).

- d. For the math assessment test:
  - Complete a math course equivalent to college algebra from an institution of higher education where English is the language of instruction with a grade of “C” or better within the last three (3) years, with a minimum GPA of 2.0;

- Have earned an Advanced Placement test score of 4 or higher in calculus;
- Have an SAT math score of 530 or higher within the last three (3) years; or
- Have an ACT math score of 22 or higher within the last three (3) years.

e. For the science assessment test:

- Complete a science course equivalent to general biology from an institution of higher education where English is the language of instruction with a grade of “B” or better, with a minimum GPA of 2.5;
- Have earned an Advanced Placement test score of 3 or higher in biology; or
- Have an ACT science reasoning score of 24 or higher within the last three (3) years.

### **Important:**

- When requesting a waiver from any portion of the assessment test, students are required to submit all documentation with the Test Waiver Request form to the Admissions Office.
- Students submitting official college transcripts to the Admissions Office for evaluation during the admission process are not required to submit an Test Waiver Request form.
- Students who change their academic program will be reevaluated for assessment testing requirements.

## **ACADEMIC ADVISING**

Currently enrolled students are notified of upcoming registration periods through the academic calendar and the schedule of classes. The student is responsible for scheduling an appointment with an academic advisor prior to registration. Meeting with an academic advisor is required for registration.

## **CLASS SCHEDULE**

The published class schedule for any given term will be available at least two weeks before registration for that term begins. Changes to the schedule after publication are kept to a minimum to provide certainty to students. Normally, changes to the days and/or times when a course is offered will not be permitted.

## **REGISTRATION AND SCHEDULE ADJUSTMENT**

Admitted students will receive course planning and registration information from an admissions advisor. Based on the student’s program of study, course planning and registration information after the initial enrollment is obtained from an academic advisor.

### **Early Registration Period**

Students who are within 15 credits of graduation may register during the early registration period. The dates for the early registration period are published in the academic calendar of each term’s *Course Schedule*. Students may register during the early registration period only if they have met all financial obligations to the School.

Students with disabilities who are receiving services from the special accommodations coordinator are also encouraged to register early.

### Registration Period

Registration dates for each term are published in the catalog and in the *Course Schedule*. The full registration process involves developing the student's course schedule, approval of course selections by an academic advisor, processing the registration form by the Registrar's Office, and payment of tuition and fees. Students are allowed to register for the upcoming term only after all charges for the previous term have been paid in full.

It is each student's responsibility to consult with an academic advisor every term to determine that he or she is enrolled in the classes necessary to complete the requirements for graduation. **It is ultimately the student's responsibility to ensure that all requirements are met.** Students will receive a grade for each course for which they register unless they adjust their schedules (during the schedule adjustment or withdrawal period) to reflect the fact that they no longer wish to be enrolled in the course.

After students complete the registration process, they are obligated to pay tuition and fees by the date stated in the *Course Schedule* and on the student's bill. Unless other arrangements have been approved by the Bursar's Office, students will be dropped from classes if bills are not paid by the date specified.

### Late Registration Period and Schedule Adjustment Period

Students may register during the late registration period listed in the current *Course Schedule* and are required to pay a late registration fee for each course. Students who enroll in a course after the first class meeting are required to contact the instructor and to make up any work missed prior to joining the class.

Students may also add and/or drop courses upon approval of an academic advisor during the late registration period and are required to pay a schedule adjustment fee. Schedule adjustments made as a result of course cancellations by the School are not subject to the schedule adjustment fee. Students who are on a standby list for a course are not charged a schedule adjustment fee for adding the course.

In order to add or drop a course, students must meet with an academic advisor. Students receiving financial aid may be required to meet with a financial aid advisor to ensure that their schedule adjustment will not adversely affect their financial aid eligibility. International students on F-1 visas are required to meet with an International Student Advisor to ensure that their schedule adjustments will not adversely affect their visa status.

### COURSE WITHDRAWAL

Course withdrawal is the official process for ceasing participation in a course. Tuition is refunded according to the policy detailed in this catalog; fees are nonrefundable. Before withdrawing from a course, students are required to confer with an academic advisor. After the schedule adjustment period has passed, a student may withdraw from a course at any time up to and including one week after the midpoint of any term. The deadline for course withdrawal is stated in this catalog and each term's *Course Schedule*. A student may not withdraw from a course after the deadline for course withdrawal. Students receive a grade of "W" for courses from which they officially withdraw. Students who do not complete a course and do not officially withdraw receive the grade earned according to the instructor's grading scale as outlined in the course syllabus.

Students are strongly encouraged to discuss their plans to withdraw from a course with the instructor, the Department Dean, or an academic advisor, and, if applicable, the Office of Financial Aid or International Student Advising.

## **Change of Duty Assignment Withdrawal or Change of Work Schedule Withdrawal**

Students may apply for a course withdrawal after the established deadline due to a temporary or permanent change of duty assignment by their employers. Such requests require credible documentation and are granted only if a Contract for a Grade of “Incomplete” or other accommodation is not feasible. All courses for which a student is registered at the time of withdrawal receive a grade of “W.” All such withdrawals must have the approval of the Provost and, if appropriate, the Office of Financial Aid or International Student Advising. In most cases, students who withdraw due to change of duty assignment or change of work schedule receive a tuition credit and may re-register for courses at a later date for no additional charge.

## **Medical Withdrawal**

A student may apply for a medical withdrawal in extraordinary cases in which serious illness, injury, or mental health difficulties prevent him or her from continuing in all classes for the term, and if Contracts for a Grade of “Incomplete” or other arrangements with instructors are not feasible. All requests for a medical withdrawal require thorough and credible documentation. All courses for which a student is registered at the time of withdrawal receive a grade of “MW.” A medical withdrawal must have the approval of the Provost and, if appropriate, the Office of Financial Aid or International Student Advising. In most cases, students who withdraw for medical reasons receive a tuition credit and may re-register for courses at a later date for no additional charge. Such students will not need to complete an application for readmission nor pay an application fee, provided their cumulative absence does not exceed five (5) years.

## **Military Service Withdrawal**

An enrolled student who withdraws from the School for service with the United States Armed Forces during the course of enrollment as well as dependents on service members who are called to active duty may re-enroll upon return from service as a continuing student. Students must provide a certified copy of military orders. In most cases, students who withdraw for military service during a term receive a tuition credit for the term and may re-register for courses at a later date for no additional charge. Courses for which a student is registered at the time of withdrawal receive a grade of “SW.” Such students will not need to complete an application for readmission nor pay an application fee, provided their cumulative absence for such service does not exceed five (5) years.

## **SCHEDULE CHANGES**

From time to time, the School may have to change instructors, times, and/or meeting days. Graduate School USA reserves the right to make schedule changes as necessary and will make every effort to notify students in a timely manner.

## **CANCELED COURSES**

The School announces course cancellations prior to the beginning of the late registration period. If, for any reason, the School cancels a course for which a student has enrolled, the student will be automatically dropped from the course and notified via the student’s Graduate School USA email address. Students are responsible for checking the list of canceled courses each term. Students experiencing course cancellations are responsible for contacting the Academic Advising Office before the end of the schedule adjustment period to make course changes. In order to maintain their various student statuses, this process is particularly important for recipients of financial aid and international students. Tuition for canceled course(s) will be refunded or reassigned, as appropriate. Students will not be charged the schedule adjustment fee for courses added to replace canceled courses.

## **Standby List**

Students may be added to a standby list for courses that are fully enrolled. As space becomes available, students are notified in sequence of the opportunity to register for the course and must do so within 24 hours, or the opportunity passes to the next student on the standby list.

## **COURSE AUDIT**

Students who wish to attend a class without earning credit may register for the course as an auditor. A student may not change from credit to audit status after the end of the withdrawal period. Audits do not count as part of the student's credit load for purposes of loan deferments, financial aid, or F-1 immigration status. Tuition and fees are assessed as though the course is taken for credit.

Students may not change from audit to credit status after the schedule adjustment period.

## **COURSE LOAD**

Course load means the number of credit hours taken in a given term. A full-time course load is usually 15 credit hours per semester.

Students wishing to register for a course load of more than 18 credits during a fall or spring semester or more than 10 credits during a summer term must have a cumulative grade point average of 3.0 or better, have completed at least two terms of full-time study at Graduate School USA, and have approval from an academic advisor.

Students who are admitted on a probationary status or who are on academic probation may have their course load restricted. The notification of probation will indicate any such restrictions. Probationary students who have already registered for the following term may be required to reduce their credit loads. If students fail to reduce their credit loads, the academic advisor will reduce the students' loads.

## **STUDENTS WITH DISABILITIES**

The special accommodations coordinator provides a variety of support services for students with disabilities and/or special requirements. New students are encouraged to contact the special accommodations coordinator at least one month prior to registration. Services are coordinated to fit the individual needs of the student and may include sign language interpreters, computer-aided real-time translation (CART) services, note-taking services, tutoring referral, textbook taping, testing accommodations, and use of assistive technology. Academic advising, priority registration, and referral information are also available.

Students requesting services are responsible for providing current documentation from a qualified professional verifying the disability and its impact on academic performance. The verification must reflect the student's present level of functioning of the major life activity affected by the impairment; generally, the verification must not be more than three (3) years old. The cost of obtaining the professional verification shall be borne by the student. If the initial verification is incomplete or inadequate to determine the present extent of the disability and necessary accommodations, the School has the discretion to require a supplemental assessment of the disability. The cost of the supplemental assessment shall be borne by the student. Required documentation shall be provided in advance of requesting support services unless doing so would cause an undue hardship for the student. Documentation regarding a disability shall be kept confidential, and only information necessary for the provision of appropriate support services is released or where disclosure is otherwise required by federal or District of Columbia law, rule, or regulation.

The School requires a minimum of thirty (30) days and a maximum of ninety (90) days for review and provision of services requiring special funding. Students who believe they have experienced discrimination on the basis



of a disability may seek resolution through the School's grievance procedures as set forth in the Student Issues and Complaints Policy.

## INTERNATIONAL STUDENTS

The Office of Academic Advising assists international student applicants who wish to apply for a student (F-1) visa or other non-immigrant visa holders who want to convert to F-1 status. The office also provides ongoing assistance for F-1 visa students in their communication with Citizenship and Immigration Services (CIS), including but not limited to application for appropriate employment authorization, extension of I-20 expiration date, transferring an I-20 to another college or university, travel outside the United States, and re-entry procedures and documentation of F-1 status. In addition, international students may seek advice and referral information on all aspects of living and studying in the United States. All international (F-1) students are required by CIS regulations to have a current record of their local and foreign addresses on file with the School. International applicants whose native language is not English and who did not attend an English-speaking educational institution must take the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exam, unless the applicant has received a baccalaureate or graduate degree from an accredited institution in the United States or other English-speaking country, in which case he or she may be excepted from this requirement.

On December 4, 2012, Graduate School USA received approval from the Student and Exchange Visitor Program (SEVP) to enroll nonimmigrant students under F-1 visas in academic programs. The deadline for submission of international student applications with accompanying documentation is:

June 1 for the fall semester  
 October 1 for the spring semester  
 March 1 for the summer term

See the *Student Handbook* for detailed information regarding international student admissions and services.

## CREDIT FOR PRIOR LEARNING AND TRANSFER OF CREDIT

Graduate School USA will **not** provide a credit evaluation to any applicant prior to an offer of admission being extended to that student. Credit is granted only for courses applicable to the student's program of study as determined by the Admissions Office in consultation with the appropriate Dean.

### Credit for Prior Learning

Graduate School USA will consider granting credits for prior learning gained through means other than college-level course work for courses successfully completed through the following:

- Formal learning experiences and non-standard postsecondary school education that have been evaluated and recommended by the American Council on Education (ACE) Program on Noncollegiate Sponsored Instruction's (PONSI) *The National Guide to Credit Recommendations for Noncollegiate Courses*.
- Credit awarded for any single course will not exceed the credit value of the comparable course at Graduate School USA. (Course work completed at a college or university, while in any of the branches of the Armed Services, will be considered as a transfer of credit from that college or university.)
- Credit for courses appearing on the student's Army/ACE Registry Transcript (AART) and Sailor/Marine ACE Registry (SMART) Systems. (The AART and SMART Systems transcript is an American Council on Education–approved method of presenting military experience for academic credit. Students possessing an AART or SMART transcript for military educational experience after

1981 may submit the transcript for credit evaluation. In order to obtain a copy of their AART or SMART transcript, students should access one of the following websites: <https://aarts.army.mil> or <https://smart.navy.mil>.)

- Credit for courses appearing on the student's Community College of the Air Force Transcript. (In order to obtain a copy of the transcript, students should access the following website: [www.au.af.mil/au/ccaf/transcript.asp](http://www.au.af.mil/au/ccaf/transcript.asp).)
- Credit for courses appearing on the student's Coast Guard transcript. (In order to obtain a copy of the transcript, students should access the following website: [http://www.uscg.mil/hq/cgi/active\\_duty/go\\_to\\_college/official\\_transcript.asp](http://www.uscg.mil/hq/cgi/active_duty/go_to_college/official_transcript.asp).)
- Credit for courses for which the student has passed a Graduate School USA challenge examination (see the policy on Challenge Examinations in this catalog).
- Courses earned through the following American and foreign standardized examinations:

#### The Advanced Placement Examination of the College Board (AP)

- AP gives students an opportunity to take college-level courses and external exams while still in high school.
- Credit is considered for all exams administered. Scores of 5 (extremely well qualified "A") earn credits in all areas.
- Credits for scores below 5 are granted for specific Graduate School USA courses as determined by the Dean of the discipline governing the subject content of the Advanced Placement Examination.

#### The College Level Examination Program of the College Board (CLEP)

- Only CLEP scores of 50 or above will be accepted for credit.

#### The Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Tests (DSST)

- A specific DANTES exam must carry a standard score equal to or above the ACE credit minimum score recommendation.
- DANTES Subject Standardized Tests which are comparable in the nature and scope of material examined to courses offered at Graduate School USA will be considered for transfer credit.

#### The International Baccalaureate higher-level examinations (IB)

- Students must have received the full International Baccalaureate diploma.
- Credit is considered for grades of 5, 6, or 7 in higher-level subject exams as determined by the appropriate Department Dean.
- Credit is awarded on a course-by-course basis.

- Credit for courses earned through the Council for Adult and Experiential Learning (CAEL) portfolio assessment (see [LearningCounts.org](http://LearningCounts.org)).

Credit will be considered for Graduate School USA course(s) in the student's program of study. Credits may not be identified as "transferred elective."

- Credit for certain licensing or certification examinations (for a complete list of licensing and certification examinations, contact an academic advisor).

The above list is not exhaustive and does not preclude the addition of appropriate examinations which may be presented in the future.

Credits granted through prior learning assessment (other than through an approved examination program) may be accepted if the student has successfully completed more advanced course work in the same discipline(s) at another institution of higher education.

### **Transfer of Credit**

Graduate School USA will consider credits in transfer of courses successfully completed through the following:

- Postsecondary institutions holding regional accreditation or holding official candidacy status for regional accreditation.
- Postsecondary institutions holding national or specialized accreditation from an association recognized by Graduate School USA.

Credits earned at non-U.S. institutions that do not hold regional accreditation may be considered on a case-by-case basis. All academic work accepted for transfer will be converted into semester hours of credit by the Admissions Office. Quarter hours will be converted to semester hours using a 2/3 (.666) conversion factor. Since only whole hours of credit may be awarded, should fractional hours result from the conversion, then the credit awarded will be rounded.

Developmental courses, English as a Second Language courses, and courses taken for audit are **not** considered for transfer. Continuing Education Units (CEUs), Professional Development Units (PDUs), and Continuing Professional Education (CPE) units are measures used only for non-credit continuing education programs. Therefore, course work assigned those values is **not** eligible for evaluation in the transfer process, and Graduate School USA will not assign transfer credit to those courses.

Course work will be considered for transfer when it can be shown that each course has been satisfactorily completed with a grade of "C" or better, that the course was comparable in content, nature, level, and rigor to course(s) offered at Graduate School USA, and that the course is applicable to the student's academic program. In most cases, if a course contains two-thirds of the content of a similar course at Graduate School USA and the learning outcomes are similar, the courses will be judged to be comparable. The Department Dean may, however, deviate from the two-thirds guideline.

### **Granting of Credit**

Unless the student is transferring under an articulation agreement, all credit for prior learning and transfer credits is provisional. The provisional credits are fully granted once the student successfully completes one semester of course work as a degree-seeking student at Graduate School USA.

The Admissions Office evaluates all education and prior learning assessments presented from outside Graduate School USA. The Admissions Office may consult with the Department Dean to determine the appropriateness and applicability of courses to a specific degree program.

Unless an articulation agreement has been executed between Graduate School USA and another institution allowing for the transfer of blocks of credits, credit is transferred on a course-by-course basis. It is possible for a combination of courses from another institution or from prior learning assessment to represent the same

material as a single course at Graduate School USA. Upon appeal of an original course-by-course denial of transfer credit, a review of the originating institution's course syllabi and sequencing will be made by the Dean of the appropriate program in conjunction with the Office of Academic Advising.

Where there is a match with a Graduate School USA course, the Graduate School USA course number will appear on the student transcript with the assigned credits. Where no match is identified, the credits may be identified as "Transferred Elective," and a course number is assigned at the appropriate level (e.g., 100-level for a freshman-level course). Grades attained at another college or university are **not** used in the computation of the grade point average (GPA) at Graduate School USA and do not appear on the student's transcript. Credits awarded based on examination programs (e.g., AP, CLEP, DANTES, et al.) will generally not transfer. Rather, Graduate School USA may grant credit based on its policies governing these testing programs (see above).

### **Determination of successful completion of each course**

The level of achievement for any course must be equal to or better than a grade of "C." Required scores for examination credit are stated above. Graduate School USA will generally accept grades of "P" (Pass), "C" (Credit), or "S" (Satisfactory), but may require additional documentation. Institutions which do not utilize an A–F grading scale may be asked to equate the grade to a "C" or better. It is the responsibility of the Admissions Office in concert with the appropriate academic personnel to determine that the level of achievement of all course work is equal to or above a "C." It is the student's responsibility to provide all required materials.

### **Required documentation for credit for prior learning and transfer credit considerations**

Verifiable documentation of course completion from testing, portfolio review, and licensing and certification agencies and organizations must be presented to the Admissions Office for review of prior learning credit. For military service members, credit transfer requires presentation of form DD-214 for discharged personnel or form DD-295 for active duty personnel. Military course numbers must appear on the service record. All course work presented for transfer must appear on an official transcript sent directly from the original teaching institution to the Admissions Office. Copies, facsimiles, student-carried transcripts, or other documentation will not be accepted. Students may also be asked to provide course descriptions, syllabi, catalogs, etc.

All foreign transcripts not issued in English must have an accompanying translation certified by the original teaching institution, a government education agency of the host country, the American Embassy of the host country, or a professional translation service approved by Graduate School USA (e.g., World Education Services, New York, NY). Foreign institutions which provide only one original document certifying attendance, course of instruction, and achievement should be asked to mail the certifying documents directly to Graduate School USA. The originals will be retained until credit transfer has been completed. Certified copies will be retained for the student's record, and the originals will be returned to the student.

### **Appeal of credit transfer decisions**

Upon presentation of a written appeal of a credit transfer decision, the Office of Academic Advising, in conjunction with the Department Dean for the specific degree program, will assess the comparability of the course materials, past practices, and the student's specific circumstances and courses. A written analysis will be provided to the Provost who will render a final decision. A written response will be delivered to the student.

### **Residency requirement**

To receive a Graduate School USA degree, the student must complete at least 50 percent of credit hours required in the degree program with Graduate School USA. Active duty service members must complete 25 percent of the degree program with Graduate School USA.

**Students receiving federal financial aid**

Students receiving financial aid should contact the Office of Financial Aid regarding the impact of any credit for prior learning or transfer of credit on their financial aid status.

**CHALLENGE EXAMINATIONS**

Students seeking credit for learning experiences that do not qualify for transfer credit for a course may request a challenge examination. A challenge examination option is not available for every course. (Courses for which a CLEP or DANTES exam is available may not be challenged; rather, the student must take the appropriate examination.) Challenge examination requests will not be approved for courses which the student has already failed or for which the student received a grade of "Incomplete." Requests must be made with full justification to the Department Dean, and the decision to allow a challenge examination rests with the Department Dean.

Students must register and pay tuition for courses to be challenged and must submit requests for challenge examinations after registering for the course(s) to be challenged. If the student fails to perform at a passing level on the examination, the student must attend the course and complete the course requirements. (If the student passes the examination, it is necessary to remain registered for the class for the duration of the term in order for the credits to appear on the student's transcript.) Students should contact the Registrar's Office for information on challenge exam processes.

Students who successfully challenge a course will receive credit for the course with a grade of "P." The course will not enter into grade point average computations, but it will count toward the total credits earned.

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

In addition to satisfying Graduate School USA's general admission criteria, students whose primary language is not English are required to demonstrate proficiency in English for enrollment consideration. International students' test scores from the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) exam must be submitted with their application for admission to demonstrate English proficiency. Students must also demonstrate proficiency in math, unless waived.

A student may request a waiver of the requirement for the TOEFL or IELTS test scores for purposes of admission to Graduate School USA if he or she is a naturalized citizen or an eligible non-citizen, or has a high school diploma, a bachelor's degree, or an advanced degree in a U.S. institution of higher education. Waiver from the TOEFL or IELTS is not a waiver from math or science assessment testing (see Assessment Testing policy).

Students whose English language skills are not at college level will be required to enroll in the appropriate ESOL course(s).

Students with properly documented disabilities may receive appropriate testing accommodations.

**ESOL Courses**

Students whose assessment test results indicate a need for ESOL must enroll in and pass the appropriate course. Academic advisors assist students in registering for the ESOL course. After successfully completing the ESOL course, students are eligible to enroll in college-level courses.

Graduate School USA does not offer an extensive array of ESOL courses for students whose English language proficiency is insufficient for admission. The School does, however, offer a single term of ESOL for students who already have some English fluency and who otherwise would be prepared to pursue

postsecondary education. For students who require more than a single semester of ESOL, study at a partner institution is advised.

### **ESOL Retesting Criteria**

Students may not take the assessment test more than once in a four-month period. Exceptions to this rule are made with permission of the academic advisor or recommendation of the instructor of a currently enrolled student in ESOL. Students who retest and place at the college level while enrolled in an ESOL course are considered to have passed the ESOL course and may continue to attend if they so desire, or may stop attending. (These students are not eligible for a refund.)

### **Waiver of ESOL Assessment Testing**

Students may qualify for a test waiver if they meet one of the following criteria:

- a. Hold an associate (or higher) degree from an accredited U.S. institution of higher education.
- b. Have completed a course equivalent to college English from an institution of higher education with a grade of "C" or better with a minimum GPA of 2.0.
- c. Have earned an Advanced Placement test score of 4 or higher in English.
- d. Earned the following scores on the TOEFL test:
  - PBT: 550
  - CBT: 213
  - iBT: 80
- e. Earned a total score of 6.5 on the IELTS test.

#### **NOTE:**

- When requesting a waiver from the English assessment test, students are required to submit all documentation with the Test Waiver Request form to the Admissions Office.

Students who, during the admission process, submit to the Admissions Office official college transcripts or TOEFL/IELTS test scores demonstrating college level English proficiency are not required to submit a Test Waiver request.

### **TEXTBOOKS**

Only the books on the final authorized booklist are to be used for classes. Supplementary textbooks or recommended works are clearly identified as such in the course syllabus and textbook list. Students will not be required to purchase textbooks that are not identified on the final approved booklist for that term. Students should check the course syllabus before purchasing optional or supplemental materials.

The Graduate School USA bookstore is online. Information regarding purchasing and returning textbooks is available in the *Student Handbook*.

# CLASS TUITION AND FEES

## TUITION RATE

(Amounts in U.S. Dollars)

\$270 per credit

The School participates in the Yellow Ribbon Program; active duty military personnel should contact the Registrar regarding tuition payments under this program.

## FEES

Fees are established by the Board of Trustees of the School and are subject to change without notice.

Technology fee	\$35/term*
Late registration fee/change of schedule fee	\$25*
Course fees (consumables) per course	See Course Descriptions section of this catalog for individual course fees
Returned check fee	\$25*
Graduation fee**	\$150*
Degree replacement	\$80
Identification card replacement	\$10
ProctorU Fees	

An exam scheduled for up to a 60 minute duration is charged at \$17.50.

An exam scheduled for more than 60 minutes but equal to or less than 120 minutes is charged at \$25.00.

An exam scheduled for more than 120 minutes duration but equal to or less than 180 is charged at \$33.75.

An exam scheduled for more than 180 minutes duration is charged at \$42.50.

Reservations made within 72 hours of your exam are subject to a \$5 late reservation fee. Students without an appointment can take their exam on demand within 15, 30 or 45 minutes utilizing "Take it Now". This premiere feature is designed to give test takers added convenience and only costs \$8.75. Late registrations and "Take it Now" are subject to availability.

\*Not refundable

\*\*No charge for certificate programs

## AUDITED CLASSES

Registration and tuition charges are the same for courses taken as audits as for classes taken for credit. Audited classes earn neither credit hours nor quality points. Requests to audit must be submitted to the Office of the Registrar by the last day of registration, and a student may not change from credit to audit after the end of the withdrawal period.

## RETURNED CHECKS/UNPAID ACCOUNTS

Any student who has a returned check shall be notified by certified letter. If the returned check is not cleared within the specified time, all academic records will be frozen until the account is cleared. Students who develop a pattern of payment by returned checks will have this payment option revoked. Once identified, these

individuals will be required to pay by cash, money order, certified check, or credit/debit card. The bank is authorized to present NSF checks for payment a second time, which may result in additional fees being assessed.

Unpaid student accounts, including returned checks, will prevent graduation, issuing of grades, or release of transcripts.

## STUDENT BILLING, PAYMENT, AND REFUNDS

At least monthly, Graduate School USA provides official billing statements or letters to all students who have an outstanding balance due, reminding them of payments due. The statement totals the amount due on a student's account for any unpaid tuition and fee charges, and previously unpaid account balances, as well as the date the bill was created, account transactions such as payments received, and exact charges and credits to a student's account as of the date the bill was created.

Students have three payment options: (1) pay in full at the time of registration, (2) use a voucher or purchase order from a sponsor or employer, or (3) participate in the deferred payment plan.

Students who do not pay the total tuition and fees at the time of registration are allowed to register and attend classes only if they possess a valid purchase order from their sponsor or employer, an original letter indicating that they have a tuition credit covering the costs of the course(s), or a signed Deferred Payment Plan Agreement.

**Payment in full** at the time of registration can be done by mail (in the form of a check, money order, cashier's check, or third-party vendor purchase order) or in person at the Bursar's Office or at the Registration Desk (in the form of a check, money order, certified or cashier's check drawn on a U.S. bank, credit card [Visa, MasterCard, American Express, Discover], or third-party vendor purchase order). Electronic transfers/wired payments from overseas banks are accepted only for the amount of tuition and fees for the current term.

**Payment by third-party sponsors** may be made via check, credit card, electronic funds transfer, voucher, or contract. Credit card payments may be done by phone and voucher; contracts can be faxed to the Bursar's Office. Third-party sponsors and employers paying with a purchase order are subject to the following conditions:

- The purchase order must clearly state the student's name, Social Security number, semester(s)/term(s) covered, items covered and not covered, contact person's name, phone number, fax number, and billing address.
- Payment is due before a student can register for classes.
- If the student withdraws during the refund period, refunds are made to the third-party sponsor.
- Graduate School USA must be notified immediately of changes to the purchase order.

The following conditions apply to students when using a **purchase order**:

- Purchase orders shall be presented to the Academic Programs Bursar's Office on or before registration every semester.
- Purchase orders may be faxed, mailed, emailed from a student's sponsor, or presented in person.



- A student is responsible for payment of tuition and fees if the purchase order is not received on or before the official deadline; if the purchase order is subsequently received, a refund will be generated for those students who previously paid with personal funds.
- Account adjustments (corrections, sponsor disallowances, etc.) can create a balance in a student's account at any time. A student must pay any balance that is not covered by a sponsor.
- Students shall keep addresses and phone numbers current.

The following conditions apply when accepting a **purchase order**:

- Once a purchase order has been received by the Academic Programs Bursar's Office, it will be applied to a student's account within three (3) business days.
- If adjustments are made that create a balance in a student's account, Graduate School USA will send the student a bill or will bill a student's sponsor according to the purchase order. If the adjustment creates a credit balance, a refund will be sent to the sponsor.

The following conditions apply to students participating in the **deferred payment plan**:

- The student must have been accepted into the Graduate School USA Academic Program and have a current registration.
- The student must be at least eighteen (18) years of age to elect a deferred payment plan. If the student is under 18, a parent or other adult must make the election.
- The student must be in good academic standing with the School.
- All prior balances must be paid in full in order to be eligible. The minimum amount to be paid in
- installments must be \$400 or greater.
- Students must follow the established guidelines for participation and payments.

**Nonpayment of outstanding balances** results in the following:

- Students may not begin a new registration process unless and until previous term financial obligations are met.
- Students who are delinquent in their payments are responsible for the cost of collection, including court costs and attorneys' fees, with 1% interest per month charged from the day of registration.
- Graduate School USA may withhold the student's grades, diploma, and official transcript.

**Refunds** are made as follows:

- Students are entitled to 100% of their tuition if they officially drop a course at least one business day before the first class meeting.
- Students are entitled to 90% of their tuition if they officially drop a course at least one business day before the second class meeting.

- Students are entitled to 80% of their tuition if they officially drop a course at least one business day before the third class meeting.
- Students are entitled to no refund if they drop after the third class meeting.
- Students will be entitled to a full refund and applicable fees if a class is canceled by Graduate School USA.
- In the case of an enrolled student's death, tuition for the current term is refunded to the student's estate.

**Note:** Military students and their dependents receiving educational benefits who completely withdraw from classes are required to have earned aid evaluated through the federal formula (refund calculation). If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned to the educational benefit program that distributed the funding. If the amount disbursed was less than amount the student earned, and for which the student is otherwise eligible, he/she is eligible to receive a post- withdrawal disbursement of the earned aid that was not received. Students not receiving veterans/educational benefits, who paid all expenses out -of -pocket, will receive a refund based upon the institution's policy. The amount of educational funding returned to the military benefit programs will be determined based on the date the withdrawal process begins or the last date of attendance. Return of all military educational funds will not be completed after the sixty (60) percent point of the semester. After the sixty percent point of enrollment, a student has earned 100 percent of the educational funds he/she was scheduled to receive during the period.

# STUDENT PERSISTENCE AND COMPLETION INFORMATION (STUDENT RIGHT TO KNOW)

Information about student completion and persistence in each of the academic programs is available to students online at [graduateschool.edu/right2know](http://graduateschool.edu/right2know). The availability of this information satisfies the federal requirement regarding dissemination of student consumer information.

## WE ARE HERE TO HELP!

### ADMISSIONS

Should assistance be needed, please feel free to contact the Admissions Office at (202) 314-3643 or by email at [admissions@graduateschool.edu](mailto:admissions@graduateschool.edu).

### RECORDS

Location: 600 Maryland Avenue SW, Suite 330, Washington, DC 20024  
Phone: (202) 314-3368

### ADVISING

Should assistance be needed, please feel free to contact the Office of Academic Advising at (202) 314-3651 or by email at [advising@graduateschool.edu](mailto:advising@graduateschool.edu).

# ACADEMIC POLICIES

## POLICY CHANGES

Any statement in the Graduate School USA *Academic Programs Catalog* is subject to change by the School.

New policies and upcoming policy changes will be communicated to students on the official Updates Web page, located at [graduateschool.edu/sub/AcademicProgram.php](http://graduateschool.edu/sub/AcademicProgram.php). Every admitted student is provided with an official Graduate School USA email account. The Admissions Office will send students their email address and login instructions.

## ACADEMIC FREEDOM

Academic freedom is defined as the freedom of teachers and students to teach, study, and pursue knowledge and research without unreasonable interference or restriction from institutional regulations or public pressure.

Academic freedom, intellectual freedom, and freedom of expression are central to the academic enterprise and are extended to Graduate School USA faculty members and students. Students and faculty members are to be evaluated on their performance without reference to religious, social, or political views.

Students are guaranteed the freedom to study and discuss in an open, accepting academic setting while conforming to the standards of conduct operating within Graduate School USA. Faculty members are entitled to academic freedom in the exercise of their various instructional responsibilities, such as teaching courses, mentoring students, conducting seminars and workshops, etc. Academic freedom obliges faculty members to present all information objectively because students have the right to know all pertinent facts and information. The Board of Trustees does not endorse the introduction of personal opinions unsupported by scholarship and controversial views that have no relation to the subject into any aspect of the teacher-student relationship. Graduate School USA respects the rights of its members to hold, vigorously defend, and express their ideas and opinions in an atmosphere of mutual respect, understanding, and sensitivity. Speech that results in harassment and/or a hostile environment will not be tolerated.

## CLASSIFICATION OF STUDENTS

Students are classified on the basis of the number of credit hours completed, as follows:

- 1) **Freshman** – fewer than 30 credit hours completed.
- 2) **Sophomore** – 30 or more credit hours completed.

Students who are classified as sophomores and are candidates for an associate degree are also classified as graduating students during the year of probable graduation, but they remain members of the sophomore class.

Students enrolled in 12 or more credits during a term are considered full-time enrollees. Students enrolled in fewer than 12 credits are considered part-time enrollees.

For financial aid purposes, students are classified as follows:

- Those enrolled in 9-11 credits are classified as three-quarter time;
- Those enrolled in 6-8 credits are classified as half-time; and
- Those enrolled in fewer than 6 credits are classified as less than half-time.

## DECLARING AN ACADEMIC PROGRAM OF STUDY

Upon admission, degree-seeking applicants should declare their desired program of study and select courses which meet the requirements listed for that program. Candidates for the associate of applied science degrees must declare a major prior to completing twelve (12) credit hours.

Continuously enrolled students may elect to meet the graduation requirements as stated in the catalog in effect when they began their program of study or any subsequent catalog, so long as the catalog is not more than four (4) years old.

Students are considered to be continuously enrolled if they enroll in at least one course in each 12-month period. Unless they are on an approved educational absence (see Registration and Schedule Adjustment Policy), students who are not continuously enrolled must elect to meet graduation requirements as stated in the catalog in effect at the time of readmission or any subsequent catalog, so long as the catalog is not more than four (4) years old. Significant changes to courses and degree requirements are approved effective with the next published catalog, unless circumstances warrant earlier implementation. (Changes to degree requirements may necessitate the Department Dean's approval of course substitutions for continuously enrolled students.)

Students enrolled in programs which are discontinued by Graduate School USA are subject to the policy on Program Discontinuation.

### **Changing a Program of Study**

Students may change their declared degree program after obtaining the approval of an academic advisor and the Admissions Office. Students must meet all admission requirements and complete all prerequisites for the new degree program. In some cases, students may forfeit completed credits due to the change of program. A completed Change of Academic Program of Study form must be submitted to the Registrar's Office to have this change officially recognized.

If such students subsequently change their program of study, they must meet the graduation requirements as stated in the catalog in effect at the time they began their new program of study or any subsequent catalog, so long as the catalog is not more than four (4) years old.

Students receiving financial aid should contact the Office of Financial Aid regarding any possible effect of program change on their financial aid status. Students receiving veterans' benefits must file a Request for Change of Program form (VA form 22-1995) with the VA certifying official.

### **SKILL BUILDING/ACADEMIC SKILLS PROGRAM**

The Skill Building Program is designed to help students achieve a level of academic competence that will enable them to successfully complete college-level courses. Students who do not demonstrate college-level proficiency in reading, writing, and/or mathematics through assessment testing may be required to enroll in skill-building courses at Graduate School USA, where courses in English or mathematics are adapted to the individual learner and are conducted in a computer lab and online in modules of 5, 10, or 15 weeks. These courses carry varying credit equivalency, depending on placement. Alternatively, students may be referred to an adult education partner to take skill-building instruction. Non-native speakers of English whose English language skills are not at college level will be required to enroll in English for Speakers of Other Languages (ESOL) classes at Graduate School USA or at one of Graduate School USA's adult education partner institutions. The Office of Academic Advising is responsible for assisting students in registering for the appropriate level of classes; academic advisors may limit the courses, as well as the number of credits, in which these students may enroll.

### **Students must have applied for admission to Graduate School USA prior to taking assessment tests.**

Results of the skills assessments will be utilized by academic advisors to determine where the student will begin course work and in what courses the student may enroll. Students who are not prepared at the pre-

college level (as determined by the School) may be prohibited from taking any courses at Graduate School USA until their skills meet the established test score benchmark(s).

The Academic Skills Program allows a student who places into the skill-building course at the pre-college writing level to complete a variable amount of credit equivalency in a skill-building writing course in conjunction with the college-level writing course.

A student taking required review courses must earn a grade of "P" (Pass) to progress to the curriculum program. Otherwise, the student must repeat the course.

**Skill-building courses include the following:**

ENG099

MAT099

ESL099

SCI099

**PREREQUISITES AND CO-REQUISITES**

Prerequisites and co-requisites are intended to ensure that students have the skills and knowledge necessary for success in a course or program. A prerequisite is an academic requirement a student must fulfill before being given permission to enroll in a specific course or major. A co-requisite is an academic requirement that must be fulfilled before or during the same term as a specific course. Prerequisites and co-requisites for each course are listed in the catalog following the course description. Students are responsible for meeting all course requirements as specified under each course and/or program.

**STANDARDS OF SATISFACTORY ACADEMIC STANDING**

Students are considered to be in good academic standing when they have a cumulative grade point average of 2.0 or higher.

**Academic Evaluation and Grades**

Approximately one week after the end of each term, grade reports are mailed to students who have met their financial obligations to the School.

The following grading system is used:

A = Excellent

B = Good

C = Satisfactory

D = Poor

P = Pass

F = Fail

Symbols that may appear on the grade report include:

AU = Audit

I = Incomplete

AW = Administrative Withdrawal

W = Withdrawal

MW = Medical Withdrawal

SW = Military Service Withdrawal

RP = Repeat

IP = In Progress

The symbol of "AW" (Administrative Withdrawal) is assigned when a student is registered for a course that he or she has not attended for the first week of class and for which he or she has not completed any graded work. Financial aid recipients should be aware that being administratively withdrawn from a course affects their financial aid eligibility. International students on F-1 visas should be aware that being administratively withdrawn from a course may affect their visa status.

### **Grade Point Average Calculation**

Graduate School USA calculates grade point averages (GPA) by dividing the number of quality points by the number of credit hours for which the student has registered, both based on his or her record in this School. Quality points are computed as follows:

A = 4 points

B = 3 points

C = 2 points

D = 1 point

F = 0 points

Although credit value for a course in which a grade of "F" is earned appears on the transcript for the purpose of calculating the grade point average, no academic credit is awarded.

Incomplete ("I"), Pass ("P"), and Withdrawal ("W," "MW," and "SW") grades are not calculated as part of the GPA. After the terms of the Contract for a Grade of "Incomplete" have been met and the grade is changed, the new grade is calculated as part of the GPA. When an "Incomplete" is not changed by the end of the term subsequent to when it was issued, the grade automatically becomes the grade submitted, or an "F."

When a course is repeated, only the last grade is calculated into the GPA.

Grades from courses taken at other institutions are not considered in computing the grade point average.

Academic dishonesty or other violation of the Student Code of Conduct may affect a student's grade(s).

## GRADE CHANGES AND GRADE DISPUTES

Instructors may change the original grades submitted to the Registrar only under the following conditions:

- 1) The original grade was an “I” (Incomplete) and the grade is changed after the student has completed the work (see policy on Incomplete Grades);
- 2) An error was made in calculating or reporting the grade; or
- 3) A grade is found through the grade dispute process to have been improperly assigned.

For students who believe they are being graded improperly, or that a grade is based on some standard other than academic performance, the grade dispute process provides protection through orderly procedures against prejudice or capricious academic evaluation. The burden of proof to substantiate the existence of an improper grade rests with the student. Students should pursue the grade dispute process outlined in the *Student Handbook*.

All grade changes must be submitted prior to the end of the term subsequent to the one in which the grade was earned.

## UNSATISFACTORY ACADEMIC STANDING

Unsatisfactory academic standing indicates that a student has not earned at least a 2.0 grade point average. A student’s academic records are reviewed regularly to determine whether or not the student has maintained satisfactory academic standing.

### Academic Monitoring

Throughout the term, an instructor may provide notice to students who have less than satisfactory performance in a course. Students are expected to meet with the instructor or an academic advisor to develop a plan to address the problems.

### Midterm Deficiencies

Once midterm grades are submitted to the Office of the Registrar, students who have not achieved a grade of “C” or better are notified by mail. This warning serves as the notice to the student that the final course grade is in jeopardy, and the student should act immediately to rectify the situation. Students are expected to meet with an academic advisor to explore possible solutions.

At the end of any term, students may be placed on warning, probation, or dismissal based upon the review of current academic standing. In an effort to encourage improvement in student performance, the following sanctions apply to students who do not maintain satisfactory academic standing:

### Academic Warning

At the conclusion of a term, if the student’s cumulative grade point average falls below 2.0, the student is placed on Academic Warning for the following term. While on Academic Warning, each student will work with an academic advisor to plan and engage in academic improvement strategies. (To remain in status, international students must register as full-time students during the Academic Warning period. International students are also required to seek assistance from the International Student Advisor to discuss academic improvement options and visa status issues.) During the Academic Warning period, students are prohibited from holding any class office or officer-level positions in any student organization. Students on Academic Warning are not permitted to serve as representatives on any institutional committees or student groups that organize extracurricular activities.



## Academic Probation

If a student's cumulative grade point average remains below 2.0 at the end of the Academic Warning period, the student is placed on Academic Probation for the following term. While on Academic Probation, students are required to register for no more than six (6) credit hours and are expected to participate in structured intervention programs designed with the Office of Academic Advising. (International students on Academic Probation are required to work directly with an International Student Advisor to address specific visa status issues.) During the Academic Probation period, students are restricted from holding any class offices or other student leadership positions.

## Academic Dismissal

At the end of the Academic Probation period, students with cumulative grade point averages below 2.0 will be dismissed from the School for two (2) terms. After two (2) terms of Academic Dismissal, students may be eligible for reinstatement.

## Reinstatement Following Academic Dismissal

At least 30 days prior to the beginning of the term in which the student intends to re-enroll, the student must submit a statement requesting readmission and describing the student's goals and plan for attaining those goals to the Student Appeals Committee. (If one [1] year elapses between a student's dismissal and re-enrollment date, the student must apply for readmission.) The Student Appeals Committee will notify the student of its decision within two (2) weeks. Generally, reinstated students are placed on Academic Probation and are limited to six (6) credits until achieving a 2.0 grade point average.

## GRADES OF "INCOMPLETE"

The grade of "I" (Incomplete) will be awarded in *bona fide* emergency situations, at the request of the student (with credible supporting documentation) and at the discretion of the instructor. (A student's desire to avoid a low grade is not a legitimate reason to award a grade of "Incomplete.") The grade of "I" is granted only to students who have completed at least 75% of the course work.

At the time the student requests that the instructor consider granting a grade of "Incomplete," the student must have earned a minimum of a "C" in the course. If the instructor agrees to give a grade of "I," the student must submit the Contract for a Grade of "Incomplete" (signed by the student, instructor, and appropriate Department Dean) to the Office of the Registrar before the last day of classes of the term. The contract specifies the work to be completed and the deadline for completion; the deadline may not be later than the midterm of the following semester (fall or spring) and should be as early as possible if circumstances warrant (e.g., in the case of a final exam or few assignments remaining due). Upon completion of the work within the specified time frame, the instructor submits a grade to the Registrar, who will notify the student of the grade assignment.

A student who does not complete the work required in the Contract for a Grade of "Incomplete" by the deadline imposed by the instructor will receive the grade of "F" for the course. The grade of "F" will automatically be assigned by the Registrar; the student and instructor will be notified of the grade assignment.

In extreme circumstances, the Provost may initiate an "Incomplete" grade on behalf of a student, especially when the student is incapable of doing so prior to the last day of classes for the term.

## REPEATING COURSES

A student must repeat a failed course and receive a passing grade if the course is required for the degree sought or if it is a prerequisite to other required courses. Students may repeat courses if they wish to improve their grades.

Repeated courses must have the identical course number and must be repeated at Graduate School USA the next semester the course is offered.

When a course is repeated, the student does not earn additional credit; both grades appear on the transcript, but only the most recent grade is calculated in the grade point average.

Because proficiency exam results are not used in the calculation of the student's grade point average, proficiency exams may not be used the student is repeating a course.

No student may attempt a course more than three times. If a student does not earn a satisfactory grade after three attempts of a course required for the degree or certificate, the student will not be able to complete the program.

Students receiving financial aid should consult with a financial aid advisor regarding the effect of repeated courses on financial aid eligibility.

Exceptions to this policy are rare and must be approved by the Provost.

## **COURSE SUBSTITUTIONS AND COURSE WAIVERS**

Having a course waived means that a student is not required to enroll in a specified course and is not required to take a course substitution. Petitions for course substitutions and waivers are not considered except in unusual circumstances, and not without approval of the Department Dean, whose decision is final. Generally, substitutions are not allowed in the general education core requirement. No more than two courses will be waived or substituted in any degree program. Course substitutions may, in very limited circumstances, constitute reasonable accommodations for students with properly documented disabilities. The Course Substitution or Waiver Request form must be submitted to the Registrar's Office at least two weeks prior to the start of the term in which the substituted course would be taken.

In order to petition for a course waiver, the student is responsible for providing to Graduate School USA, at least 30 days prior to the start of the term in which the student would otherwise enroll in the course, documented evidence that he or she possesses the skills and knowledge required of those who complete the course in question.

(Courses which were evaluated and not accepted for transfer credit at Graduate School USA may not be submitted as evidence.) Generally, if a proficiency examination is available, students are required to pass the examination in order to receive a course waiver.

## **ACADEMIC HONESTY**

Upholding the principles of honesty and integrity in an academic setting is of paramount importance. Since an institution of higher education authenticates the learning that its students and graduates achieve, it is essential that credit on academic transcripts and the certificates and degrees that the institution awards be based on bona fide student performance. Behavior that undermines integrity and honesty damages the credibility of the School, its students and graduates, and the credentials that they earn. Cheating and plagiarism are fundamentally deceitful and contrary to the values of honesty and taking responsibility for one's own work. Grades and credentials (i.e., certificate or degree) must reflect the work honestly done by each student.

Students are required to sign an Academic Honesty Pledge upon entry into Graduate School USA and are required to sign an Attestation of Honesty in all major course work. Dishonesty including cheating and plagiarism is considered a violation of the Student Code of Conduct and is handled through disciplinary procedures outlined in the *Student Handbook*.

## ATTENDANCE

At the beginning of the term, each instructor provides each student with a syllabus (a course outline that includes intended learning outcomes, assignments, due dates, test dates, grading procedures, and attendance policies). It is the responsibility of students to be aware of and comply with attendance requirements outlined in the syllabus. It is the responsibility of each faculty member to determine and administer the attendance policy in each of his or her respective courses; to excuse absences; to determine how missed work will be made up; and to assess grade penalties. A student may be advised by a faculty member to withdraw from his or her course for excessive tardiness or absences.

Students should be aware that the Graduate School USA must provide verification of their attendance to the federal government if they are receiving any form of federal financial aid, including Veterans Administration or military benefits. Thus, faculty members are required to keep attendance records for each student in each class and to submit attendance records to the Registrar at mid-term and the end of each term.

Online courses, at a minimum, have weekly mechanisms for student participation; participation is documented in the learning management system. **Students who do not log on to the course within the drop/add period for the course will be dropped from the course.** (Drop/add and withdrawal dates are listed in the published calendar and the course syllabus.) Students who fail to maintain active participation in an online course as specified in the course syllabus will be processed in accordance with the current attendance policy. Student participation is defined as physically attending in-person sessions of face-to-face or hybrid courses, submitting an academic assignment, taking an exam, substantively participating in a course online discussion, study group, or other synchronous or asynchronous activity, or by initiating contact with the instructor in matters related to the course.

Students who anticipate being absent because of a religious observance should notify faculty at the beginning of the term. Upon request and timely notice, students shall be provided reasonable accommodation if an examination or assignment deadline conflicts with a religious observance. Making accommodations requires faculty and students to find suitable adjustments to cover the material and complete all required work, including exams. It is not an appropriate accommodation to permit a student to not complete a portion of course material or to miss an exam. If, after discussion, the instructor and student cannot agree on a reasonable accommodation, either or both should refer the matter to the Department Dean for resolution.

## GRADUATION REQUIREMENTS AND COMMENCEMENT

Approved degrees are awarded to students who have met the School's requirements in approved programs, been recommended by the faculty, and been approved by the president. Students must earn a grade of "C" or better in all courses to qualify for a certificate. Students must earn a grade of "C" or better in each required course in a degree program and must have a minimum of a "C" average for the program. (Remedial/developmental studies courses may not be counted toward meeting degree requirements.)

In order to graduate, students must complete an Application for Graduation form, submit it to the Registrar, and pay the graduation fee. Applications for Graduation must be filed at least two weeks prior to the beginning of the semester in which the student expects to complete the requirements for the degree. Students who do not submit applications and fees within the prescribed periods may not have their applications reviewed for the upcoming graduation and/or be able to participate in commencement. In order to graduate, students must be in good academic and financial standing with Graduate School USA. The Registrar will advise applicants for graduation in writing of any additional requirements they must fulfill before graduating. Students who have been cleared for graduation by the Registrar are classified as graduating students.

## **Participation in the Commencement (Graduation) Ceremony**

Graduate School USA hosts one commencement ceremony each year in June. In order to participate in the commencement ceremony, students must be in good financial standing with Graduate School USA. Certificate candidates must have completed all requirements prior to the ceremony in order to participate. Associate degree candidates who are within six credits of completion may participate in commencement if they have submitted an application for graduation at least two months prior to the commencement ceremony. (The diploma will not be issued to the student until all remaining requirements are met.)

## **Diploma Release**

Diplomas are distributed in June, September, and December to students who have completed their requirements and are in good financial standing. Students who do not wish to take part in the commencement ceremony should arrange with the Registrar's Office to have their diplomas mailed to them.

## **Honors**

Honors for graduating students are determined as follows:

Honors = 3.50 to 3.69;

High Honors = 3.70 to 3.89; and

Highest Honors = 3.90 to 4.0

# INTERNATIONAL STUDENTS POLICY

## POLICY STATEMENT

Graduate School USA is authorized by federal law to enroll non-immigrant students and exchange visitors. The School must comply fully with federal law and regulations regarding admission of non-immigrant students and exchange visitors, and issuance of the I-20 form (Certificate of Eligibility for Non-Immigrant Student [F-1] Status) or the DS-2019 form (Certificate of Eligibility for Exchange Visitor [J-1] Status). Except as restricted by federal law or regulation, School policies apply equally to all students regardless of immigration status.

## International Student (F-1 Visa Status) Admission

All students must meet the School's admissions requirements. Students who are eligible for the associate degree programs are admitted for the fall and spring semesters. International students must also meet the following requirements:

- Submit official original language and official English translations of all high school/secondary or college/university academic records. All applicants must be high school graduates and provide an official transcript that indicates the graduation date. All international transcripts must be evaluated at the applicant's expense by an accredited credentialing service. Diplomas alone cannot be used for admissions evaluation and clearance.
- International applicants whose native language is not English and who did not attend an English-speaking institution must take the Test of English as a Foreign Language (TOEFL) exam or International English Language Testing System (IELTS) exam, unless the applicant has received a baccalaureate or graduate degree from an accredited institution in the United States or another English-speaking country.
  - A minimum TOEFL score of 70 iBT; 500 paper; 175 computer or better is considered evidence of English proficiency and will qualify students to enroll in regular undergraduate courses.
  - A minimum IELTS score of 6.0 or better is considered evidence of English proficiency and will qualify students to enroll in regular undergraduate courses.
  - Students with TOEFL scores below the required scores must enroll in the School's developmental English as a second language (ESOL) refresher course and cannot take regular courses until they have successfully completed the course.
- An International Student Supplemental Information form must be completed.
- One of the following forms of proof of adequate financial support must be provided:
- Every international student sponsor must sign Graduate School USA's Statement of Financial Support and have it notarized.
- Evidence of current financial documents: proof of liquid assets (such as savings and/or checking accounts, letter from employer stating annual salary, etc.) sufficient to pay for the entire first year of education and living expenses as well as proof of readily available funds to cover the remaining year(s) of study. Investments with fluctuating values are generally not recommended as viable proof of funds.
- If the student is supporting him- or herself, an affidavit of support with a notary public seal and a current original bank statement showing the account balance in U.S. dollars are required.

The I-20 form is issued by the School only after all admissions requirements are satisfied.

Applicants who currently reside in the U.S. and are eligible to change from a valid USCIS status will be required to submit additional documents (and, in some cases, additional fees to USCIS). F-1 students transferring from other U.S. colleges must have completed an entire semester at the initial college. In order to maintain valid F-1 status, international students who enroll at the School agree to comply with all immigration requirements as explained on their I-20 form, including full-time enrollment each semester.

The International Student Advisor will provide complete information upon the student's arrival at the School.

### **Transfer Applicants**

In addition to complying with the admissions requirements stated above, transfer applicants must show evidence of being in good immigration status by submitting:

- the I-20 form issued by their previous school(s); and
- the Graduate School USA Transfer Form completed by their previous school.

An immigration transfer must be completed **within 15 days** of the beginning of classes during the student's first term at Graduate School USA.

### **Documentation Requirements for All F-1 Student Files**

In order to monitor compliance with all USCIS regulations, the International Student Advisor must maintain a file for all F-1 students containing the following information:

- Copies of the student's passport pages showing:
  - Passport biography page
  - Passport extension page (if available)
  - Visa page
- I-94 Departure Record
- Copy of I-20 form
- Current address
- Date of commencement of studies
- Degree program and field of study
- Dates of previous practical training periods (copies of Employment Authorization Documents [I-766], if available)
- Financial certification documents
- Termination date and reason(s), if known
- Number of credits completed each term
- Transfer in/out documents

### **Maintaining F-1 Status**

All F-1 students are required to participate in International Student Orientation before the beginning of their first term at Graduate School USA.

U.S. Citizenship and Immigration Services (USCIS) regulations 8 CFR 214.2(f)(5) require that international students holding F-1 visas pursue a full course of study except during official school breaks and annual vacations. Compliance with this regulation means that undergraduate students must register for at least twelve (12) credit hours per term.

There are limited exceptions to the full course of study requirement. In the situations below, F-1 students are considered to be maintaining status even if they are not registered in a full course of study.

The International Student Advisor may authorize a reduced course load for one of the following reasons:

- Initial difficulties with the English language
- Initial difficulties with reading requirements

- Unfamiliarity with American teaching methods
- Improper course level placement
- Illness or medical condition

The International Student Advisor must authorize a reduced course load. A student who drops below a full course of study without the prior approval of the International Student Advisor will be considered out-of-status.

### **Travel and Reentry Policy**

The regulation 8 CFR 214.2(f)(4) states that an F-1 student returning to the United States after a temporary absence of five (5) months or less may be readmitted if the student presents the following:

- A passport that is valid for at least six (6) more months after the student's reentry into the United States
- A valid student visa in the passport or a new F-1 visa at a U.S. consulate while outside the United States
- Original SEVIS I-20 form(s) endorsed for travel by the Designated School Official/International Student Advisor. This endorsement is needed even if the student will be out of the U.S. for only a few hours.

### **Change of Status**

Non-immigrants in the United States who have maintained lawful status may change to an F-1 status if their primary purpose for being in the United States changes. At Graduate School USA, the most common of these situations involve people who enter the U.S. on a tourist visa or as dependents of current F-1 students (F-2 visa holders); these independents cannot start a program unless they are approved by USCIS.

### **Out-of-Status Students – Reinstatement**

If any of the rules to remain in-status are broken, the individual's visa status will become out-of-status, and he or she is considered no longer legally in the U.S., even if the visa in the passport and/or I-20 has not expired. A student who has failed to maintain F-1 student status and wishes to continue studying in the U.S. must regain valid status by applying for reinstatement or reentry to the U.S. with a new I-20.

An International Student Advisor assists students with a reinstatement petition only if the student is eligible for reinstatement according to federal USCIS regulation 8 CFR 214.2(f)(16). An F-1 student is eligible for reinstatement if all of the following conditions apply to the student:

- Has not been out-of-status for more than five (5) months at the time of filing the request for reinstatement, or the failure to file within the five (5) month period was the result of exceptional circumstances and the student filed the request for reinstatement as promptly as possible under these exceptional circumstances;
- Does not have a record of repeated or willful violations of USCIS regulations;
- Is currently pursuing, or intending to pursue, a full-time course of study in the immediate future at the School;
- Has not engaged in unauthorized employment;
- Is not deportable on any ground other than section 237(a)(1)(B) or (C)(i) of the Immigration Act;
- Establishes to the satisfaction of the USCIS, in detail, showing either that:
  - The violation of status resulted from circumstances beyond the student's control. Such circumstances might include serious injury or illness, closure of the institution, a natural

- disaster, or inadvertence, oversight, or neglect on the part of the Designated School Official (DSO), but they do not include instances where a pattern of violations or where a willful failure on the part of the student resulted in the need for reinstatement; or
- The violation relates to a reduction in the student's course load that would have been within a DSO's power to authorize, and that failure to approve reinstatement would result in extreme hardship to the student.

Students who do not meet the above eligibility requirements will need to consult with a U.S. immigration attorney. If counsel is required, it is highly recommended that the student seek advice from a lawyer who is a member of the American Immigration Lawyers Association (AILA).

### **Completion Date**

F-1 students have sixty (60) days to remain in the U.S. beyond completion of studies to either prepare for departure or begin authorized practical training. The completion date is the date the student completes his or her studies, not the date of graduation. If the student does not complete his or her studies and withdraws from Graduate School USA before the end of the semester, the U.S. Citizenship and Immigration Services expects the student to leave the U.S. no later than fifteen (15) days after withdrawing from the School.

### **Program Extension 8 CFR 214.2(f)(7)(iii)**

If a student must remain in an educational program beyond the date originally estimated for completion of the program, the student must apply for an extension with the USCIS through the International Student Advisor. The application must be filed within a thirty (30) day period before the expiration date on the I-20. A student is eligible for an extension if:

- he or she has continually maintained status; or
- the delay in completing the program was caused by compelling academic or medical reasons such as changes of major or research topics, unexpected research problems, or documented illnesses.

*Delays caused by academic probation or suspension are not acceptable reasons for program extension. In these cases, the applicant must apply for reinstatement.*

### **Work Authorization Options**

*Curricular Practical Training [8 CFR 214.2(f)(10)(i)]:* Curricular Practical Training (CPT) is an employment option for F-1 students who are engaged in an academic program and for whom work is considered an integral part of their studies. For a student to obtain this work authorization, the employment must be instrumental to achieving a written course objective.

- Part-Time Training: employment for 20 hours or fewer per week while also enrolled for a full course load is considered —part-time|| CPT.
- Full-Time Training: employment for more than 20 hours per week is considered —full-time|| CPT. While in —full-time|| training, the student does not need to be enrolled for classes in order to maintain F-1 status. There is no limitation upon the length of time the student may participate in CPT, but if the student is in full-time CPT for twelve (12) months, he or she will not be eligible for Optional Practical Training (OPT).

A student may be authorized for twelve (12) months of practical training either on campus or off campus. He or she becomes eligible for another twelve (12) months of practical training upon progressing to the next higher-educational level.



*Optional Practical Training [8 CFR 214.2(f)(10)(ii)]:* Optional Practical Training (OPT) is temporary employment that is directly related to an F-1 student's major area of study. Its purpose is to complement academic work.

- Pre-completion OPT: An F-1 student may be authorized to participate in pre-completion OPT after he or she has been enrolled for one (1) full academic year. The pre-completion OPT must be directly related to the student's major area of study. Students authorized to participate in pre-completion OPT must work part time while school is in session. They may work full time when school is not in session.
- Post-completion OPT: An F-1 student may be authorized to participate in post-completion OPT upon completion of studies. The post-completion OPT must be directly related to the student's major area of study.

*H-1B Cap-Gap Extension of Duration of Status and Work Authorization:* Duration of visa status and work authorization will be extended for a student on OPT who is the beneficiary of a H-1B petition filed in a timely manner requesting an employment start date of October 1 of the following fiscal year. This would apply to all students on OPT. The extension of duration of status and work authorization would automatically terminate upon rejection, denial, or revocation of the H-1B petition filed on the student's behalf.

*Travel Outside the United States while on OPT:* Reentry provisions of regulations require students on OPT to present the following:

- I-20 endorsed for travel by the International Student Advisor —within the last five (5) months||
- Current Employment Authorization Document (EAD)
- Current F-1 visa
- Valid passport
- Letter from prospective or current employer (highly recommended)

*Economic Hardship Employment for Students in F-1 Status:* The United States Citizenship and Immigration Services (USCIS) considers severe economic hardship to be a situation that is unforeseen and beyond the student's control. These situations may include loss of financial aid or on-campus employment, a significant devaluation of the homeland currency, inordinate increases in tuition, or the unexpected loss of a sponsor.

# NOTICE TO STUDENTS OF THEIR RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Annually, Graduate School USA informs students through the publication of the *Student Handbook* of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the School intends to comply fully, protects the privacy of education records, establishes the rights of students to inspect and review their education records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. To the extent consistent with the Act, students who seek the correction of inaccurate or misleading data or who otherwise have complaints should follow the grievance procedure contained in the *Student Handbook*. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the School to comply with the Act.

Graduate School USA's policy establishing its intent to comply with the Act is published in this catalog; procedures implementing the provisions of the Act are published in the *Student Handbook*. Questions concerning the Act and Graduate School USA's policy should be referred to the Registrar's Office.

## TRANSCRIPT REQUESTS

A *transcript* is the chronological record of the student's enrollment and academic performance. An *official transcript* is Graduate School USA's certified statement of a student's academic record. The official transcript is printed on security sensitive paper and contains the Graduate School USA seal and signature of the Registrar.

A student's transcript will be released by the School only at the request of the student or in accordance with state or federal statutes. All requests for transcripts must be signed and dated by the student and must be sent to the Registrar's Office via mail or fax, or may be hand-delivered. Transcript requests are processed within one workweek. Rush transcript requests are processed within two workdays. Current fees for all types of transcripts are listed in the fee schedule published in this catalog and on the School's website.

When requesting a transcript, students must indicate whether they are requesting an official or unofficial copy and must provide name, student identification number, dates of attendance, date of conferred degree or certificate (if applicable), name and address of recipient, and any other information required by the Office of the Registrar. Transcripts are sent via mail or may be picked up by the student with valid identification.

The transcripts of students who have not fulfilled their financial obligations to Graduate School USA will be withheld until all obligations have been met.

## OWNERSHIP OF DOCUMENTS

All materials (academic transcripts, financial support documents, official test scores, reference letters, certified translations, etc.) submitted in support of an application become the property of Graduate School USA and cannot be returned or forwarded elsewhere. Applicants who fail to complete the admissions process within twelve (12) months will be required to submit a new application and to submit new documents for admissions clearance.

## VERIFICATION OF ENROLLMENT

Students seeking verification of enrollment at Graduate School USA should contact the Registrar's Office and complete the Verification of Enrollment Request form.

# STUDENT SUPPORT SERVICES

The purpose of Student Support Services is to assist students in achieving their educational goals and to provide opportunities for them to enhance their career and personal development. Graduate School USA recognizes that students may need assistance in clarifying or establishing goals, as well as help in eliminating the barriers which may hinder their academic progress.

## ACADEMIC ADVISING

Academic advising at Graduate School USA facilitates the intellectual and personal development of students; enhances their academic performance; ensures their progression toward graduation; and assists them in identifying and fulfilling academic and career goals. Through skillful academic advising, students develop educational and career plans compatible with their goals; meet institutional and degree requirements; and prepare for a life of change, challenge, and individual fulfillment.

As a result of academic advising, students will be able to:

- Explore academic options to make meaningful short- and long-term decisions;
- Address educational concerns;
- Evaluate the suitability of a chosen program of study;
- Review requirements for an academic program and outline an education and career plan;
- Receive degree audits to ensure timely graduation;
- Understand academic policies and procedures;
- Increase awareness of campus programs and services;
- Select and register for courses; and
- Connect to resources that address non-academic problems.

## CAREER SERVICES

Graduate School USA recognizes that career services are an important component of students' success during and after their formal education. The Office of Career Services is dedicated to providing services and strategies that assist adult learners in preparing for the workforce through exploring, developing, setting, and pursuing goals.

Services include career advising, occupational information, employment resources, resume and cover letter preparation and review, career seminars, mock interviews, job fair coordination, and career assessment utilizing a variety of resources. Additional information is available in the *Student Handbook*.

## MATH AND WRITING LABS

There are two support labs for students who need extra help in math and writing. These labs meet twice a week in the evening so that students can receive either group help or individual help in areas they are having problems. The schedule for the labs is posted each semester. For any questions, please contact the Office of Student Services.

## NEW STUDENT ORIENTATION

New Student Orientation is designed to ensure that students begin their educational studies with the necessary information to be successful. It provides an in-depth overview of the School's policies and procedures, campus resources and services, academic programs, and policies and regulations. Students also have the opportunity to tour the campus and meet faculty and staff. New Student Orientations are offered before each semester/term.

## ONLINE LIBRARY

The online library serves as an important research tool for students and faculty. There are a variety of online services available that students and faculty can choose when conducting research. Academic OneFile is the premier source for peer-reviewed, full-text articles from the world's leading journals and reference sources. General OneFile is a one-stop source for news and periodical articles on a wide range of topics. CINAHL<sup>®</sup> provides indexing for more than 3,000 journals from the fields of nursing and allied health. All sources are updated daily to ensure that students and faculty have access to the most current and up-to-date research.

Students who are enrolled at Graduate School USA can access the online resources without restriction from within any of the School's locations nationwide. To access the online resources while off campus, contact Information Technology Services at (202) 314-3389. See the *Student Handbook* for additional online services.

## ONLINE LEARNING

Online classes are designed to accommodate the busy lifestyles and various learning styles of students. To take classes online, students must have experience using a Web browser, access to a computer with an Internet connection, and an email address.

Students take online courses for many reasons, including:

- Convenience of taking classes in the comfort of home or office
- Flexible scheduling; students do course work anytime instead of specific times and days, as with campus-based classes
- Students often find that they communicate more with faculty and classmates in online environments
- Reduced commute time, by eliminating the need to drive to campus on a weekly basis
- Students often find that online learning suits their learning style

Characteristics of a successful student in online courses include the following:

- Willing and able to commit adequate time to each course
- Self-motivated and self-disciplined
- Able to communicate well through writing
- Has ready access to a computer and the Internet
- Willing and able to actively participate in a virtual class environment
- Adaptable to change and new ways of doing things
- Asks for help when needed

Students who enroll in online courses are subject to the exam proctoring policies and procedures. See the *Student Handbook* for information on exam proctoring.

## COMPUTER ACCESS

The School provides an Internet center called The GS Connection in the headquarters facility. The GS Connection is open to students and instructors, offering Internet access and office resources to support their personal and business needs through the duration of the course offering. The center is equipped with computers, printer, copier, and Internet access ports for personal laptops. The hours of the center are 7:30 a.m. to 6:30 p.m., Monday through Friday.

## CAREER SUCCESS STRATEGIES

In addition to the New Student Orientation, a one-credit course, Strategies for Career Success (CAR101), helps students succeed in their education and career. It is required for first-time college students. The course covers topics related to academic success, responsible decision making, career goals, resume writing, and portfolio development. For a fuller description, please refer to the Course Descriptions section of this catalog.

## VETERAN SERVICES AND MILITARY SERVICES

Graduate School USA is approved by the U.S. Department of Veterans Affairs (VA) and the District of Columbia Educational Licensure Commission, so veterans, servicepersons, and certain dependents of veterans are eligible to receive VA educational benefits.

Graduate School USA is committed to providing a one-stop resource for all of your veteran education benefit needs. The Registrar serves as the Designated School Official (DSO) responsible for certifying your enrollment status with the VA and as coordinator of the Graduate School USA Vet Advising Team:

- Designated School Official: (202) 314-3349 or **registrar@graduateschool.edu**
- Admission and Career Services Specialist: (202) 314-3643 or **admissions@graduateschool.edu**
- Director of Academic Advising: (202) 314-3651 or **advising@graduateschool.edu**
- Certificate Advisor: (202) 314-3314 or **VetAffairs@graduateschool.edu**

In order to provide the VA with complete information, students must complete the Graduate School USA Veteran Enrollment form to request benefits along with a copy of their DD214 and VA Certificate of Eligibility form and submit the three documents to the Office of the Registrar or email it to registrar.graduateschool.edu. Graduate School USA tuition and fees are due at the time for registration. Before registration is complete, veterans are required to pay a \$250.00 good faith deposit and sign the Deferred Payment Agreement for the tuition and fees of the courses in the program. Once the benefits are received by the veteran, the veteran pays the School for the tuition and fees on the Deferred Payment Agreement. If the School receives the veteran's tuition and fees benefits, the School will reimburse the veteran the \$250.00 deposit paid.

## STUDENT HANDBOOK

The Graduate School USA *Student Handbook* serves as a source of information about the procedures and services of the School and contains information that will assist students in achieving educational goals. Additionally, the handbook discusses opportunities that will enable students to explore interests that will complement their academic endeavors and enrich their lives.

For the most accurate and up-to-date information, please refer to the Graduate School USA website.

## STUDENT GRIEVANCES

Students who believe their rights and freedoms have been violated or that a violation, misinterpretation, or inequitable application of any of the regulations or policies of Graduate School USA has taken place should take timely action to resolve the concern. If possible, the student should address the issue with the faculty or staff member involved. For grievance procedures, refer to the *Student Handbook*. Students who have complaints regarding grades are expected to follow the grade dispute policy.

For cases where the grievance is not settled at the institutional level, students wishing to file a complaint should address it to the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 (267) 284-5000.

# FACILITIES

Headquarters and classrooms for Graduate School USA are located at 600 Maryland Avenue SW, Washington, DC 20024; (888) 744-4723. The School occupies 86,000 square feet in the Capital Gallery office complex. The entire complex is monitored by security guard staff 24 hours a day, 365 days a year. Underground parking is available for a fee to the general public on a space-available basis. Metrobus, Metrorail, and Virginia Railway Express access are conveniently located immediately outside the complex.

The Capital Gallery facilities house classrooms, computer laboratories, science laboratories, student lounges, and Student Support Services. The GS Connection, an Internet center, is open to currently enrolled students to provide them with Internet access and office resources to support their educational, personal, and business needs. The center is equipped with computers, printer, copier, and Internet access ports for personal laptops.

Graduate School USA also has administrative offices and training facilities in

900 Fort Street  
Pioneer Plaza  
Suite 1540  
Honolulu, HI 96813.

# GENERAL EDUCATION CORE

## PRINCIPLES OF THE GENERAL EDUCATION CORE CURRICULUM

Graduate School USA recognizes the importance of a student's major for developing focused skills and knowledge in a specific field; the School also understands that students come here to gain a breadth of experiences, ideas, and skills. Our general education requirements provide educational foundations and essential knowledge and skills in the liberal arts and sciences. The suite of courses reflects the knowledge, understanding, judgment, and skills that a person needs to make meaningful contributions to a diverse and global society, assume tasks of leadership, and possess an appreciation of and capacity for lifelong learning. Specifically, the general education core is designed to develop knowledge and skills in critical thinking, information literacy, communication, technological and scientific effectiveness, civic and community responsibility, quantitative literacy, and arts appreciation.

The general education core is a requirement for all students in an associate degree program and serves as a foundation for all major programs of study and lifelong learning. (Students enrolled in an allied health program have different requirements which are intended to achieve the same set of learning outcomes.) The general education skills and knowledge are used and reinforced in courses in the student's major field of study.

Many general education core courses are offered online.

## GENERAL EDUCATION LEARNING OUTCOMES

Upon completion of the associate degree, students are able to demonstrate the following:

### Critical Thinking

- 1) Recognize and examine a problem or issue and raise vital questions.
- 2) Draw logical, well-supported conclusions and solutions, testing them against relevant criteria.
- 3) Evaluate the validity, soundness, and cogency of an argument.
- 4) Challenge assumptions, including one's own, and develop alternative solutions or strategies.

### Information Literacy

- 1) Identify and access credible sources of information by applying appropriate tools and technology.
- 2) Critically analyze and synthesize various forms of information, determining its usefulness, relevance, and accuracy.
- 3) Distinguish and classify information as fact, feelings, judgments, and inferences.
- 4) Integrate one's own ideas with those of others.
- 5) Confidently communicate information clearly with purpose, using traditional and contemporary technologies.
- 6) Acquire and use information legally and ethically.



**Communication****Written**

- 1) Use Standard English with correct grammar, punctuation, and spelling.
- 2) Effectively write logically organized documents, such as research papers, reports, and compositions, appropriate to the audience.

**Oral**

- 1) Effectively apply respectful listening, interpersonal, small group/collaborative, and public communication skills among diverse populations.
- 2) Analyze and evaluate the oral communication skills of others as well as self-evaluate and modify one's own communication skills.
- 3) Effectively prepare an oral presentation using visual aids and technology.

**Technological and Scientific Effectiveness**

- 1) Apply the scientific method to investigate problems and acquire knowledge.
- 2) Distinguish between scientific and non-scientific observations and explanations.
- 3) Apply technology competently, selecting and using tools appropriate to the tasks, including word-processing, database, and presentation software packages.
- 4) Integrate appropriate use of technology into one's vocation or discipline.

**Civic, Personal, and Community Responsibility**

- 1) Demonstrate a working knowledge of the history and structure of the federal government including bureaus, agencies, and departments; recognize the relationships among the federal, state, and local governments.
- 2) Analyze the problems inherent in balancing the responsibility of individual rights with societal needs.
- 3) Recognize ethical decision making in a contemporary society.
- 4) Appreciate individual differences.

**Quantitative Literacy**

- 1) Accurately perform basic arithmetic and algebraic computations.
- 2) Use logic to accurately translate quantitative problems into mathematical formulas.
- 3) Efficiently use, analyze, explain, and communicate quantitative information expressed in graphs, charts, tables, symbols, and Standard English.
- 4) Interpret and draw inferences from quantitative information, and assess the reasonableness and validity.

**Arts Appreciation**

- 1) Appreciate artistic expression and human creativity.
- 2) Based upon aesthetic standards, discuss examples of artwork and cultural artifacts in the nation's capital.

## REQUIRED COURSES

To achieve these learning outcomes, students in Graduate School USA's associate degree programs\* must complete the following course requirements:

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>NUMBER OF CREDITS</b>
ART101	Arts Appreciation	3
SCI101	General Science	3
CAR101	Strategies for Career Success**	1
ENG101	English Composition	3
ENG110	Introduction to Oral Communication	3
ENG220	Technical Writing	3
	<b>OR</b>	
ENG230	World Literature	3
GOV101	American Government	3
INF101	Introduction to Computer Information Systems	3
MAT101	College Algebra	3
		<b>TOTAL 25</b>

\* Students enrolled in allied health programs have different requirements which are intended to meet the same set of learning outcomes.

\*\* Students are required to enroll in this course in their first semester of enrollment.

# PROGRAMS OF STUDY

## ACCOUNTING

### *Associate of Applied Science Degree Program*

Graduate School USA offers an Associate of Applied Science Degree in Accounting designed to prepare students who plan to seek immediate employment in entry-level accounting positions, or who are presently employed in accounting and allied fields and desire advancement. Students are given a strong academic grounding and practical experience in many different areas of study, including accounting principles, income tax, cost accounting, governmental accounting, business principles, computer technology, communication, and broad general education.

In addition to demonstrating that they meet the general education learning outcomes (see the General Education section of this catalog), students are expected to be able to do the following upon completion of the program:

Apply a comprehensive knowledge of generally accepted accounting principles that is appropriate in the recording and reporting of financial and auditing information

Use analysis, synthesis, and evaluation skills to solve general accounting problems or problems in areas of accounting specialization

Communicate effectively both orally and in writing in professional accounting situations

Use library and computer resources both to gather and present accounting information

Interact appropriately and effectively with others in accounting settings

Demonstrate proficiency in utilizing accounting computer software programs

Analyze and use financial reports for decision-making

Describe standards of professional conduct and ethical issues related to accounting and to their areas of specialization

### **General Education Core (25 credits)**

ART101	Arts Appreciation	3 credits*
CAR101	Strategies for Career Success	1 credit**
ENG101	English Composition	3 credits*
ENG110	Introduction to Oral Communication	3 credits*
ENG220	Technical Writing	3 credits*
	<b>OR</b>	
ENG230	World Literature	3 credits
GOV101	American Government	3 credits*
INF101	Introduction to Computer Information Systems	3 credits
MAT101	College Algebra	3 credits*

SCI101	General Science	3 credits
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**Major Core (39 credits)**

ACC110	Financial Accounting	3 credits
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ACC115	Managerial Accounting	3 credits*
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ACC210	Intermediate Accounting I	3 credits*
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ACC215	Intermediate Accounting II	3 credits*
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ACC220	Accounting Computer Applications	3 credits*
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ACC225	Cost Accounting	3 credits*
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ACC240	Auditing	3 credits*
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ACQ110	Government Contracting Fundamentals	3 credits
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ECO210	Principles of Macroeconomics	3 credits*
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MGT110	Introduction to Management	3 credits
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FIN210	Fundamentals of Business Finance	3 credits*
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LAW110	Legal Environment of Business	3 credits
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	Elective	3 credits
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## Elective courses

ACC120	Federal Tax Accounting	3 credits
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ACC230	Government and Not-for-Profit Accounting	3 credits
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ACC235	Federal Accountancy	3 credits
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LAW220	Commercial Law	3 credits
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MGT210	Federal Government Policy Development	3 credits
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## ***Auditing Concentration***

The Auditing Concentration within the Associate of Applied Science Degree in Accounting serves to prepare students who plan to seek immediate employment in entry-level auditing positions, or who are presently employed in the auditing field and desire advancement.

In addition to demonstrating that they meet the general education learning outcomes (see the General Education section of this catalog), students are expected to be able to do the following upon completion of the program:

Apply a comprehensive knowledge of generally accepted accounting principles that is appropriate in the recording and reporting of financial and auditing information

Identify exposure to fraud, employ preventative internal control measures while applying correct auditing standards and accepted practice

Use analysis, synthesis, and evaluation skills to solve general accounting problems or problems in areas of accounting specialization

Communicate effectively both orally and in writing in professional accounting situations

Use library and computer resources both to gather and present accounting information

Interact appropriately and effectively with others in accounting settings

Demonstrate proficiency in utilizing accounting computer software programs

Analyze and use financial reports for decision-making

Describe standards of professional conduct and ethical issues related to accounting and to their areas of specialization

### **General Education Core (25 credits—see above)**

### **Auditing Concentration Core (39 credits)**

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC120	Federal Income Tax Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
ACC220	Accounting Computer Applications	3 credits*
ACC225	Cost Accounting	3 credits*
ECO210	Principles of Macroeconomics	3 credits*

ACC240	Auditing	3 credits*
ACC245	Forensic Accounting	3 credits*
ACC295	Detection of Fraudulent Financial Reporting	3 credits*
LAW110	Legal Environment of Business	3 credits
	Elective	3 credits

### **Electives**

ACC230	Governmental and Not-for-Profit Accounting	3 credits*
ACC235	Federal Accountancy	3 credits*
ACQ110	Government Contracting Fundamentals	3 credits
FIN210	Fundamentals of Business Finance	3 credits*
LAW220	Commercial Law	3 credits*
MGT110	Introduction to Management	3 credits
MGT210	Federal Government Policy Development	3 credits*

\* Prerequisite required – see course description.

### **Cost Estimate for Accounting Program**

Technology Fees – \$35 per semester/term	\$210
Tuition is \$270 per credit (64 credits program total)	\$7,280
Student Lab Fee	\$63
Professional Association Membership Fee	\$78
Estimated Textbook Costs	\$3,750
<b>Estimated Total Cost</b>	<b>\$,21,681</b>

### ***Federal Accounting Concentration***

The Federal Accounting Concentration within the Associate of Applied Science Degree in Accounting serves to prepare students who plan to seek immediate employment in entry-level government accounting positions, or who are presently employed in government accounting and allied fields and desire advancement.

In addition to demonstrating that they meet the general education learning outcomes (see the General Education section of this catalog), students are expected to be able to do the following upon completion of the program:

Apply a comprehensive knowledge of generally accepted accounting principles that is appropriate in the recording and reporting of financial and auditing information

Analyze and record federal governmental agency budgetary accounting transactions

Prepare and evaluate appropriate agency financial statements; demonstrate general knowledge of government policy

Use analysis, synthesis, and evaluation skills to solve general accounting problems or problems in areas of accounting specialization

Communicate effectively both orally and in writing in professional government accounting situations

Use library and computer resources both to gather and present accounting information

Interact appropriately and effectively with others in accounting settings

Demonstrate proficiency in utilizing accounting computer software programs

Analyze and use financial reports for decision-making

Describe standards of professional conduct and ethical issues related to accounting and to their areas of specialization

### **General Education Core (25 credits—see above)**

### **Federal Accounting Concentration Core (39 credits)**

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC120	Federal Income Tax Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
ACC220	Accounting Computer Applications	3 credits*
ACC225	Cost Accounting	3 credits*
ACC240	Auditing	3 credits*

ECO210	Principles of Macroeconomics	3 credits*
ACC230	Governmental and Not-for-	3 credits*
ACC235	Federal Accountancy Profit Accounting	3 credits*
MGT220	Federal Government Policy Development	3 credits*
	Elective	3 credits
Elective courses		
ACQ110	Government Contracting Fundamentals	3 credits
FIN210	Fundamentals of Business Finance	3 credits*
LAW110	Legal Environment of Business	3 credits
MGT110	Introduction to Management	3 credits



## ACCOUNTING CERTIFICATE

The Accounting Certificate serves those students who desire to upgrade their professional competence, but do not necessarily wish to complete the entire Associate of Applied Science Accounting Degree. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree, should a student later opt to do so. Students will learn broad range of accounting skills and principles, including accounting and business principles, computer technology, communication skills. This certificate responds to the U.S. District of Columbia's Board of Accountancy's education standard for Certified Public Accountant, which requires a four year bachelor's degree in accounting or a bachelor's degree acceptable to the Board supplemented with 24 semester hours in accounting and 3 hours in commercial law.

The certificate program is suited for individuals who want to upgrade their professional competencies and qualify for the U.S. Office of Personnel Management individual occupational minimum education standard for Federal Accounting positions above the GS-5 level. Additionally, this program is well suited for individuals who would like to sit for the Certified Public Accountant certification in Washington, DC.

Students may be currently employed with the field of accounting or they may have an interest in entering a related career.

Students are expected to do the following upon completion of the program:

- Apply a comprehensive knowledge of generally accepted accounting principles that is appropriate in the recording and reporting of financial and auditing information
- Use analysis, synthesis, and evaluation skills to solve general accounting problems or problems in areas of accounting specialization
- Demonstrate proficiency in utilizing accounting computer software programs
- Analyze and use financial reports for decision-making
- Describe standards of professional conduct and ethical issues related to accounting and to their areas of specialization

Other outcomes of the instructional program:

- Increased employment opportunities.
- Career advancement.

Program Courses (30 credits)

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC120	Federal Income Tax Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
ACC220	Accounting Computer Applications	3 credits*

ACC225	Cost Accounting	3 credits*
ACC230	Government and Not-for-Profit Accounting	3 credits*
ACC240	Auditing	3 credits*
LAW110	Legal Environment of Business	3 credits*

\*Prerequisite required – see course description.

### Cost Estimate for Auditing Certificate Programs

Technology Fees – \$35 per semester/term	\$140
Tuition is \$270 per credit (30 credits program total)	\$8,100
Professional Association Membership Fee	\$78
Estimated Textbook Costs	\$1,750
<b>Estimated Total Cost</b>	<b>\$10,068</b>

### AUDITING CERTIFICATE

The Auditing Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Applied Science Accounting Degree Audit Concentration. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree, should a student later opt to do so. Students will learn a broad range of auditing principles, including current auditing standards and acceptable practices, risk management, and fraud detection. This certificate responds to the U.S. Office of Personnel Management's individual occupational minimum educational standard for the Federal Accounting and Budgeting Job Series 0511, which requires a four-year bachelor's degree in accounting or a related field, such as business administration, finance, or public administration, that included or was supplemented by at least 24 semester hours in accounting, which may include up to 6 hours of credit in business law **OR** a combination of education and experience—at least four years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge, which includes 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law. These standards and additional background requirements may be found at the following URL:

<http://www.opm.gov/qualifications/Standards/IORs/gs0500/0511.htm>

It is important to note that obtaining this certificate satisfies OPM's minimum educational standard and qualifies a student to **apply** for open positions.

Students are expected to be able to do the following upon completion of the program:

Apply a comprehensive knowledge of generally accepted accounting principles that is appropriate in the recording and reporting of financial and auditing information

Identify exposure to fraud, employ preventative internal control measures while applying correct auditing standards and accepted practice

Use analysis, synthesis, and evaluation skills to solve general accounting problems or problems in areas of accounting specialization

Analyze and use financial reports for decision-making

### Program Courses (24 credits)

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
<b>OR</b>		
ACC220	Accounting Computer Applications	3 credits*
ACC240	Auditing	3 credits*
ACC245	Forensic Accounting	3 credits*
ACC295	Detection of Fraudulent Financial Reporting	3 credits*
LAW110	Legal Environment of Business	3 credits

\* Prerequisite required – see course description.

### Cost Estimate for Auditing Certificate Programs

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (24 credits program total)	\$6,480
Professional Association Membership Fee	\$39
Estimated Textbook Costs	\$1,450
<b>Estimated Total Cost</b>	<b>\$8,074</b>

## CONTRACTING CERTIFICATE PROGRAM

The Contracting Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Applied Science Accounting Degree. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree, should a student later opt to do so. Students will learn a broad range of principles and skills in diverse management topics, including accounting, business, contracting fundamentals, and law. This certificate responds to the U.S. Office of Personnel Management's individual occupational minimum educational standard for the 1102 Federal Contracting Series (GS-5 through GS-12), which requires a four-year bachelor's degree in any subject **OR** at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. These standards and additional background requirements may be found at the following URL: <http://www.opm.gov/qualifications/standards/IORs/gs1100/1102.htm>

It is important to note that obtaining this certificate satisfies OPM's minimum educational standard and qualifies a student to **apply** for open positions.

Students are expected to be able to do the following upon completion of the program:  
Describe the federal appropriations cycle

Discuss accounting systems requirements for contractors

Describe the major components of the Federal Acquisition Regulation (FAR) and Cost Accounting Standards (CAS), and other, supplemental research materials.

Analyze business and accounting problems, determine appropriate calculations and perform the computations necessary for solving problems.

Communicate effectively in professional accounting situations

### Program Courses (24 credits)

ACQ110	Government Contracting Fundamentals	3 credits
LAW110	Legal Environment of Business	3 credits
LAW220	Commercial Law	3 credits
	Electives	15 credits

Elective courses:

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
ACC220	Accounting Computer Applications	3 credits*
ACC225	Cost Accounting	3 credits*
ACC240	Auditing	3 credits*
MGT101	Introduction to Management	3 credits

### Cost Estimate for Contracting Certificate Program

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (24 credits program total)	\$6,480
Professional Association Membership Fee	\$39
Estimated Textbook Costs	\$1,450
<b>Estimated Total Cost</b>	<b>\$8,074</b>

### FEDERAL ACCOUNTING CERTIFICATE

The Federal Accounting Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Applied Science Accounting Degree. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree, should a student later opt to do so. Students will learn a broad range of federal accounting principles, including governmental and not-for-profit accounting. This certificate responds to the U.S. Office of Personnel Management's individual occupational minimum educational standard for the Federal Accounting and Budgeting Job Series 0510, which requires a four-year bachelor's degree in accounting or a related field, such as business administration, finance, or public administration, that included or was supplemented by at least 24 semester hours in accounting, which may include up to 6 hours of credit in business law **OR** a combination of education and experience—at least four years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge, which includes 24 semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law. These standards and additional background requirements may be found at the following URL:

<http://www.opm.gov/qualifications/Standards/IORs/g0500/0510.htm>

It is important to note that obtaining this certificate satisfies OPM's minimum educational standard and qualifies a student to **apply** for open positions.

Students are expected to be able to do the following upon completion of the program:

Apply a comprehensive knowledge of generally accepted accounting principles that is appropriate in the recording and reporting of financial and auditing information

Analyze and record federal governmental agency budgetary accounting transactions

Prepare and evaluate appropriate agency financial statements; demonstrate general knowledge of government policy

Use analysis, synthesis, and evaluation skills to solve general accounting problems or problems in areas of accounting specialization

Analyze and use financial reports for decision-making.

### Program Courses (24 credits)

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
	<b>OR</b>	
ACC120	Federal Income Tax Accounting	3 credits*
ACC225	Cost Accounting	3 credits*
ACC230	Governmental and Not-for-Profit Accounting	3 credits*
ACC235	Federal Accountancy	3 credits*
LAW110	Legal Environment of Business	3 credits

\* Prerequisite required – see course description.

### Cost Estimate for Federal Accounting Certificate Programs

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (24 credits program total)	\$6,480
Professional Association Membership Fee	\$39
Estimated Textbook Costs	\$1,450
<b>Estimated Total Cost</b>	<b>\$8,074</b>

## INTERNAL REVENUE AGENT CERTIFICATE

The Internal Revenue Agent Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Applied Science Accounting Degree Federal Accounting Concentration. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree, should a student later opt to do so. Students will learn the broad range of skills necessary to become an entry-level Internal Revenue Agent, including accounting and business principles, computer technology, communication skills, income tax, cost accounting, and governmental and not-for-profit accounting programs. This certificate responds to the U.S. Office of Personnel Management's individual occupational minimum educational standard for the Federal Accounting and Budgeting Job Series 0512, which requires a four-year bachelor's degree in accounting or 24 semester hours in accounting and an additional 6 semester hours in related subjects such as business law, economics, statistical/quantitative methods, computerized accounting or financial systems, financial management, or finance. These standards and additional background requirements may be found at the following URL: <http://www.opm.gov/qualifications/Standards/IORs/g0500/0512.htm>

It is important to note that obtaining this certificate satisfies OPM's minimum educational standard and qualifies a student to **apply** for open positions.

This program assumes a level of math proficiency at least equivalent to college algebra. Students who do not possess that level of math proficiency (as measured by the placement test) will be required to enroll in and pass College Algebra (MAT101) prior to entering the program or within their first semester of enrollment in the program.

Students are expected to be able to do the following upon completion of the program:

Apply a comprehensive knowledge of generally accepted accounting principles that is appropriate in the recording and reporting of financial and auditing information

Use analysis, synthesis, and evaluation skills to solve general accounting problems or problems in areas of accounting specialization

Analyze and use financial reports for decision-making

Describe standards of professional conduct and ethical issues related to accounting and to their areas of specialization

### Program Courses (30 credits)

ACC110	Financial Accounting	3 credits
ACC115	Managerial Accounting	3 credits*
ACC120	Federal Income Tax Accounting	3 credits*
ACC210	Intermediate Accounting I	3 credits*
ACC215	Intermediate Accounting II	3 credits*
<b>OR</b>		
LAW110	Legal Environment of Business	3 credits
ACC220	Accounting Computer Applications	3 credits*
ACC225	Cost Accounting	3 credits*

ACC230	Governmental and Not-for-Profit Accounting	3 credits*
ACC235	Federal Accountancy	3 credits*
ACC240	Auditing	3 credits

\* Prerequisite required – see course description.

### **Cost Estimate for Internal Revenue Agent Certificate Program**

Technology Fees – \$35 per semester/term	\$140
Tuition is \$270 per credit (30 credits program total)	\$8,100
Professional Association Membership Fee	\$78
Estimated Textbook Costs	\$1,750
<b>Estimated Total Cost</b>	<b>\$10,068</b>

## LEGAL STUDIES

### *Associate of Science Degree Program*

Graduate School USA offers an Associate of Science Degree in Legal Studies designed to prepare students who plan to seek immediate employment in the legal field, or who are presently employed in the legal field and desire advancement. Students are given a strong academic grounding and practical experience in applicable areas of study, including legal research, legal writing, and broad general education. Students also develop competency in substantive areas of law.

In addition to demonstrating that they meet the general education learning outcomes (see the General Education section of this catalog), students are expected to be able to do the following upon completion of the program:

- Demonstrate proficiency in oral and written communication skills, the use of legal terminology, and the creation of legal documents.
- Identify ethical dilemmas and identify rules and laws governing the conduct of paralegals.
- Demonstrate proficiency in research skills utilized by paralegals.
- Analyze and apply the law to the facts; demonstrate an awareness of and ability to identify legal issues in a broad range of areas.
- Employ software applications and technology commonly used in the legal environment.
- Identify the primary stages of civil and criminal litigation.
- Perform satisfactory entry level paralegal work in a law office, corporate counsel office, governmental agency, judicial setting, or other legal setting where paralegal skills are utilized.

### **General Education Core (25 credits)**

ART101	Arts Appreciation	3 credits*
CAR101	Strategies for Career Success	1 credit**
ENG101	English Composition	3 credits*
ENG110	Introduction to Oral Communication	3 credits*
ENG220	Technical Writing	3 credits*
<b>OR</b>		
ENG230	World Literature	3 credits
GOV101	American Government	3 credits*
INF101	Introduction to Computer Information Systems	3 credits
MAT101	College Algebra	3 credits*
SCI101	General Science	3 credits

### **Major Core (36 credits)**

LAW101	Introduction to Paralegal Studies	3 credits
<b><u>OR</u></b>		
LAW105	Introduction to Law	3 credits



LAW110	Legal Environment of Business	3 credits*
LAW115	Computer Applications in Law	3 credits*
LAW125	Legal Research & Writing	3 credits*
LAW130	Professional Standards in Ethics	3 credits*
LAW210	Civil Litigation	3 credits*
LAW225	Criminal Litigation	3 credits*
LAW245	Internship	3 credits*
	<b><u>OR</u></b>	
LAW265	Paralegal Law Clinic	3 credits
	Elective-LAW and/or MGT courses	12 credits

\* Prerequisite required – see course description.

\*\*Students are required to enroll in this course in their first semester of enrollment.

### ***Law and Government Concentration***

The Law and Government Concentration within the Associate of Science Degree in Legal Studies serves to prepare students who plan to seek immediate employment in entry-level government positions, or who are presently employed in the government and allied fields and desire advancement. This program studies the operation of the federal government and its agencies. Students will learn a broad range of legal principles, including government policy and legislative research, interpretation, and writing.

In addition to demonstrating that they meet the general education learning outcomes (see the General Education section of this catalog), students are expected to be able to do the following upon completion of the program:

- Describe the American legal system including sources of American law, the judicial system, civil and criminal procedure, and substantive areas of law such as contracts, torts, constitutional law, administrative law and other areas.
- Describe the policy making and legislative processes of government.
- Demonstrate proficiency in oral and written communication skills, the use of legal terminology, and the creation of legal documents.
- Identify ethical dilemmas and identify rules and laws governing the conduct of paralegals.
- Demonstrate proficiency in research skills utilized by paralegals.
- Analyze and apply the law to the facts; demonstrate an awareness of and ability to identify legal issues in a broad range of areas.
- Employ software applications and technology commonly used in the legal environment.
- Identify the primary stages of civil and criminal litigation.

### **General Education Core (25 credits—see above)**

### **Law and Government Concentration Core (36 credits)**

LAW101	Introduction to Paralegal Studies	3 credits
	<b><u>OR</u></b>	
LAW105	Introduction to Law	3 credits
LAW110	Legal Environment of Business	3 credits*
LAW115	Computer Applications in Law	3 credits*
LAW125	Legal Research & Writing	3 credits*
LAW130	Professional Standards in Ethics	3 credits*
LAW210	Civil Litigation	3 credits*
LAW225	Criminal Litigation	3 credits*
MGT210	Federal Government Policy Development	3 credits
	<b><u>OR</u></b>	
LAW220	Commercial Law	3 credits*
LAW215	Introduction to Legislation & Statutory Interpretation	3 credits
LAW201	Administrative Law	3 credits*
	Elective	3 credits

### ***Mediation Concentration***

The Mediation Concentration within the Associate of Science Degree in Legal Studies serves to prepare students who plan to seek immediate employment in entry-level mediation or conflict management positions, or who are presently employed in the mediation field and desire advancement.

In addition to demonstrating that they meet the general education learning outcomes (see the General Education section of this catalog), students are expected to be able to do the following upon completion of the program:

- Demonstrate proficiency in oral and written communication skills, the use of legal terminology, and the creation of legal documents.
- Identify ethical dilemmas and identify rules and laws governing the conduct of paralegals.
- Demonstrate proficiency in research skills utilized by paralegals.
- Analyze and apply the law to the facts; demonstrate an awareness of and ability to identify legal issues in a broad range of areas.
- Employ software applications and technology commonly used in the legal environment.
- Identify the primary stages of civil and criminal litigation.
- Describe the nature of conflict; apply methods and techniques for resolving conflicts through negotiation, mediation and intervention.

### **General Education Core (25 credits—see above)**

### **Mediation Concentration Core (33 credits)**

LAW101	Introduction to Paralegal Studies	3 credits
	<b><u>OR</u></b>	
LAW105	Introduction to Law	3 credits

LAW110	Legal Environment of Business	3 credits*
LAW115	Computer Applications in Law	3 credits*
LAW125	Legal Research & Writing	3 credits*
LAW130	Professional Standards in Ethics	3 credits*
LAW210	Civil Litigation	3 credits*
LAW225	Criminal Litigation	3 credits*
LAW120	Introduction to Negotiation	3 credits
LAW260	Mediation and Alternative Dispute Resolution	3 credits*
LAW280	Transformative Mediation	3 credits*

### Electives

LAW and/or MGT courses and/or ACQ110 6 credits

\* Prerequisite required – see course description.

### Cost Estimate for Legal Studies Program

Technology Fees – \$35 per semester/term	\$210
Tuition is \$270 per credit (61 credits program total)	\$16,470
Student Lab Fee	\$263
Professional Association Membership Fee	\$78
Estimated Textbook Costs	\$3,750
<b>Estimated Total Cost</b>	<b>\$20,771</b>

### PARALEGAL CERTIFICATE

The Paralegal Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Applied Science Accounting Degree. All courses in the certificate program can be applied to the Associate of Science Degree in Legal Studies, should a student later opt to do so. Students are given a strong academic grounding and practical experience in many different areas of study, including legal research, legal writing, and legal interviewing. Students will also develop competency in substantive areas of law.

Students are expected to be able to do the following upon completion of the program:

- Demonstrate proficiency in oral and written communication skills, the use of legal terminology, and the creation of legal documents.
- Identify ethical dilemmas and identify rules and laws governing the conduct of paralegals.
- Demonstrate proficiency in research skills utilized by paralegals.
- Analyze and apply the law to the facts; demonstrate an awareness of and ability to identify legal issues in a broad range of areas.

- Employ software applications and technology commonly used in the legal environment.
- Identify the primary stages of civil and criminal litigation.
- Perform satisfactory entry level paralegal work in a law office, corporate counsel office, governmental agency, judicial setting, or other legal setting where paralegal skills are utilized.

### Program Courses (30 credits)

LAW105	Introduction to Law	3 credits
	<b><u>OR</u></b>	
LAW101	Introduction to Paralegal Studies	3 credits
LAW125	Legal Research & Writing	3 credits*
LAW215	Computer Applications in Law	3 credits*
LAW130	Professional Standards in Ethics	3 credits*
LAW210	Civil Litigation	3 credits*
LAW225	Criminal Litigation	3 credits*
LAW110	Legal Environment of Business	3 credits*
LAW245	Internship	3 credits*
	<b><u>OR</u></b>	
LAW265	Paralegal Law Clinic	3 credits
LAW250	Law Office Management	3 credits*
	Elective ( LAW course)	3 credits

\* Prerequisite required – see course description.

### Cost Estimate for Paralegal Certificate Program

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (30 credits program total)	\$8,100
Student Lab Fee	\$180
Professional Association Membership Fee	\$78
Estimated Textbook Costs	\$1,450
<b>Estimated Total Cost</b>	<b>\$9,913</b>

### LAW AND GOVERNMENT CERTIFICATE

The Law and Government Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Science Legal Studies Degree. All courses in the certificate program can be applied to the Associate of Science Degree in Legal Studies, should a student later opt to do so. Students will learn a broad range of legal principles, including government policy and legislative research, interpretation, and writing.

Students are expected to be able to do the following upon completion of the program:

- Describe the American legal system including sources of American law, the judicial system, civil and criminal procedure, and substantive areas of law such as contracts, torts, constitutional law, administrative law and other areas.
- Describe the policy making and legislative processes of government.
- Demonstrate proficiency in oral and written communication skills, the use of legal terminology, and the creation of legal documents.
- Identify ethical dilemmas and identify rules and laws governing the conduct of paralegals.
- Demonstrate proficiency in research skills utilized by paralegals.
- Analyze and apply the law to the facts; demonstrate an awareness of and ability to identify legal issues in a broad range of areas.
- Employ software applications and technology commonly used in the legal environment.
- Identify the primary stages of civil and criminal litigation.

#### **Program Courses (24 credits)**

ACQ110	Government Contracting Fundamentals	3 credits
GOV101	American Government	3 credits
LAW105	Introduction to Law	3 credits
LAW120	Legal Research & Writing	3 credits*
LAW201	Administrative Law	3 credits*
LAW215	Introduction to Legislation & Statutory Interpretation	3 credits
MGT120	Fundamentals of Project Management	3 credits
LAW110	Legal Environment of Business	3 credits*
MGT210	Federal Government Policy Development	3 credits*

\* Prerequisite required – see course description.

#### **Cost Estimate for Law and Government Certificate Program**

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (27 credits program total)	\$7,290
Student Lab Fee	\$180
Professional Association Membership Fee	\$78
Estimated Textbook Costs	\$1,450
<b>Estimated Total Cost</b>	<b>\$9,103</b>

## MEDIATION CERTIFICATE

The Mediation Certificate serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire Associate of Science Degree in Legal Studies. All courses in the certificate program can be applied to the Associate of Science Legal Studies Degree, should a student later opt to do so. Students will learn a broad range of mediation and conflict management principles.

Students are expected to be able to do the following upon completion of the program:

- Demonstrate proficiency in oral and written communication skills, the use of legal terminology, and the creation of legal documents.
- Identify ethical dilemmas and identify rules and laws governing the conduct of paralegals.
- Demonstrate proficiency in research skills utilized by paralegals.
- Analyze and apply the law to the facts; demonstrate an awareness of and ability to identify legal issues in a broad range of areas.
- Employ software applications and technology commonly used in the legal environment.
- Identify the primary stages of civil and criminal litigation.
- Describe the nature of conflict; apply methods and techniques for resolving conflicts through negotiation, mediation and intervention.

### Program Courses (24 credits)

LAW101	Introduction to Law	3 credits
LAW120	Legal Research & Writing	3 credits*
LAW270	Professional Standards in Ethics	3 credits*
LAW210	Civil Litigation	3 credits*
LAW110	Introduction to Negotiation	3 credits
LAW260	Mediation and Alternative Dispute Resolution	3 credits*
LAW280	Transformative Mediation	3 credits*
LAW215	Introduction to Legislation & Statutory Interpretation	3 credits

\* Prerequisite required – see course description.

### Cost Estimate for Mediation Certificate Programs

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (24 credits program total)	\$6,480
Student Lab Fee	\$180
Professional Association Membership Fee	\$78
Estimated Textbook Costs	\$1,450
<b>Estimated Total Cost</b>	<b>\$8,293</b>

## MANAGEMENT PROGRAMS

### *Associate of Science Degree Program*

The Graduate School offers an Associate of Science Degree in Management designed to prepare students who plan to seek immediate employment in entry-level Management positions, or who are presently employed in Management and allied fields and desire advancement. Students are given a strong academic grounding and practical experience in many different areas of study, including management principles, entrepreneurship, human and organizational relationships, communication and broad general education.

In addition to demonstrating that they meet the general education learning outcomes (see the General Education section of this catalog), students are expected to be able to do the following upon completion of the program:

- Explain basic legal concepts within the environment in which business is conducted
- Demonstrate basic financial literacy and an understanding of the principles of accounting
- Communicate business concepts effectively both in writing and orally in clear concise language appropriate to the audience
- Demonstrate an understanding of contemporary human relations/ organizational behavior
- Explain the marketing process, including, market segmentation, target market identification, promotions and sales.
- Define management problems and examine alternatives
- Explain the external forces that affect business.
- Define basic economic principles that may affect business.

### **General Education Core (25 credits)**

ART101	Arts Appreciation	3 credits*
CAR101	Strategies for Career Success	1 credit**
ENG101	English Composition	3 credits*
ENG110	Introduction to Oral Communication	3 credits*
ENG220	Technical Writing	3 credits*
<b>OR</b>		
ENG230	World Literature	3 credits
GOV101	American Government	3 credits*
INF101	Introduction to Computer Information Systems	3 credits
MAT101	College Algebra	3 credits*
SCI101	General Science	3 credits

### **Major Core (36 credits)**

MGT110	Introduction to Management	3 credits
MGT115	Principles of Human Resources	3 credits*
MGT125	Principles of Marketing	3 credits*
ACC110	Financial Accounting	3 credits

ACC115	Managerial Accounting	3 credits*
MGT220	Organizational Behavior	3 credits*
LAW110	Legal Environment of Business	3 credits
ECO210	Principles of Macroeconomics	3 credits*
FIN210	Fundamentals of Business Finance	3 credits*
STA101	Introduction to Statistics	3 credits*
	Elective :	6 credits

### **Electives**

MGT130	Management and Governance of Non-Profits	3 credits
MGT235	Grants Management	3 credits
STA235	Introduction to Statistics	3 credits

\* Prerequisite required – see course description.

\*\*Students are required to enroll in this course in their first semester of enrollment

### ***Government Program Management Concentration***

The Government Program Management Concentration within the Associate of Science Degree in Management serves to prepare students who plan to seek immediate employment in entry-level government Management positions, or who are presently employed in government management and allied fields and desire advancement.

In addition to demonstrating that they meet the general education learning outcomes (see the General Education section of this catalog), students are expected to be able to do the following upon completion of the program:

- Explain basic legal concepts within the environment in which the business of government is conducted
- Demonstrate basic financial literacy and an understanding of the principles of governmental accounting
- Communicate business concepts effectively both in writing and orally in clear concise language appropriate to the audience
- Demonstrate an understanding of contemporary human relations/ organizational behavior
- Explain the marketing process, including, market segmentation, target market identification, promotions and sales.
- Define management problems and examine alternatives
- Explain the external forces that affect business.
- Define basic economic principles that may affect business and government.

### **General Education Core (25 credits—see above)**

### **Government Program Management Concentration Core (36 credits)**

MGT110	Introduction to Management	3 credits
MGT115	Principles of Human Resources	3 credits*
MGT120	Fundamentals of Project Management	3 credits
MGT125	Principles of Marketing	3 credits*



MGT210	Federal Government Policy Development	3 credits
MGT220	Organizational Behavior	3 credits*
ACC110	Financial Accounting	3 credits
ACC230	Government and Not for Profit Accounting	3 credits*
LAW110	Legal Environment of Business	3 credits
LAW201	Administrative Law	3 credits*
	Elective:	3 credits

### **Electives**

MGT130	Management and Governance of Non-Profits	3 credits
MGT235	Grants Management	3 credits
STA235	Introduction to Statistics	3 credits

### ***Non-Profit Management Concentration***

The Non-Profit Management Concentration within the Associate of Science Degree in Management serves to prepare students who plan to seek immediate employment in entry-level non-profit positions, or who are presently employed in the public sector and desire advancement.

In addition to demonstrating that they meet the general education learning outcomes (see the General Education section of this catalog), students are expected to be able to do the following upon completion of the program:

- Explain basic legal concepts within the environment in which non-profit business is conducted
- Demonstrate basic financial literacy and an understanding of the principles of non-profit accounting
- Communicate business concepts effectively both in writing and orally in clear concise language appropriate to the audience
- Demonstrate an understanding of contemporary human relations/ organizational behavior
- Explain the marketing process, including, market segmentation, target market identification, promotions and sales.
- Define management problems and examine alternatives
- Explain the external forces that affect non-profit businesses.
- Define basic economic principles that may affect business, government and non—profits
- Explain not-for-profit revenue generation processes.
- Describe the elements of effective non-profit governance and management.

### **General Education Core (25 credits—see above)**

### **Non-Profit Management Concentration Core (36 credits)**

MGT110	Introduction to Management	3 credits
MGT115	Principles of Human Resources	3 credits*
MGT125	Principles of Marketing	3 credits*
MGT220	Organizational Behavior	3 credits*

MGT130	Management and Governance of Non-Profits	3 credits
MGT235	Grants Management	3 credits*
MGT205	Generating Revenue for Non-Profits	3 credits*
ACC110	Financial Accounting	3 credits
ACC230	Government and Not for Profit Accounting	3 credits*
LAW110	Legal Environment of Business	3 credits
	Elective	6 credits

### Electives

MGT120	Fundamentals of Project Management	3 credits
MGT210	Federal Government Policy Development	3 credits
STA235	Introduction to Statistics	3 credits*

\* Prerequisite required – see course description.

\*\* Students are required to enroll in this course in their first semester of enrollment.

### Cost Estimate for Management Program

Technology Fees – \$35 per semester/term	\$210
Tuition is \$270 per credit (61 credits program total)	\$16,470
Student Lab Fee	\$63
Professional Association Membership Fee	\$78
Estimated Textbook Costs	\$3,750
<b>Estimated Total Cost</b>	<b>\$20,571</b>

### GOVERNMENT PROGRAM MANAGEMENT CERTIFICATE

The Government Program Management Certificate serves those students who desire to upgrade their professional competence, but do not necessarily wish to complete the entire Associate of Applied Science Management Degree. All courses in the certificate program can be applied to the Associate of Science Management Degree, should a student later opt to do so. Students will learn broad range of management principles, within the context of federal government program management.

Students are expected to be able to do the following upon completion of the program:

- Explain basic legal concepts within the environment in which the business of government is conducted
- Demonstrate basic financial literacy and an understanding of the principles of governmental accounting
- Communicate business concepts effectively both in writing and orally in clear concise language appropriate to the audience
- Demonstrate an understanding of contemporary human relations/ organizational behavior

- Explain the marketing process, including, market segmentation, target market identification, promotions and sales.
- Define management problems and examine alternatives
- Explain the external forces that affect business.
- Define basic economic principles that may affect business and government.

### Program Courses (27 credits)

MGT110	Introduction to Management	3 credits
MGT115	Principles of Human Resources	3 credits*
ACC110	Financial Accounting	3 credits
ACC230	Government and Not for Profit Accounting	3 credits*
MGT120	Fundamentals of Project Management	3 credits
MGT220	Federal Government Policy Development	3 credits
LAW110	Legal Environment of Business	3 credits
LAW201	Administrative Law	3 credits*
GOV101	American Government	3 credits*

\* Prerequisite required – see course description.

### Cost Estimate for Government Program Management Certificate Program

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (27 credits program total)	\$7,290
Professional Association Membership Fee	\$39
Estimated Textbook Costs	\$1,450
<b>Estimated Total Cost</b>	<b>\$\$8.884</b>

## NON-PROFIT MANAGEMENT CERTIFICATE

The Non-Profit Management Certificate serves those students who desire to upgrade their professional competence, but do not necessarily wish to complete the entire Associate of Science Management Degree. All courses in the certificate program can be applied to the Associate of Science Management Degree, should a student later opt to do so. Students will learn broad range of management principles, within the context of non-profit program management.

Students are expected to be able to do the following upon completion of the program:

- Explain basic legal concepts within the environment in which non-profit business is conducted
- Demonstrate basic financial literacy and an understanding of the principles of non-profit accounting
- Communicate business concepts effectively both in writing and orally in clear concise language appropriate to the audience
- Demonstrate an understanding of contemporary human relations/ organizational behavior
- Explain the marketing process, including, market segmentation, target market identification, promotions and sales.
- Define management problems and examine alternatives
- Explain the external forces that affect non-profit businesses.
- Define basic economic principles that may affect business, government and non—profits
- Explain not-for-profit revenue generation processes.
- Describe the elements of effective non-profit governance and management.

### Program Courses (24 credits)

MGT110	Introduction to Management	3 credits
MGT115	Principles of Human Resources	3 credits*
MGT125	Principles of Marketing	3 credits*
MGT130	Management and Governance of Non-Profits	3 credits
MGT205	Generating Revenue for Non-Profits	3 credits*
MGT235	Grants Management	3 credits*
ACC110	Financial Accounting	3 credits
ACC230	Government and Not for Profit Accounting	3 credits*

\* Prerequisite required – see course description.

### Cost Estimate for Non-Profit Management Certificate Program

Technology Fees – \$35 per semester/term	\$105
Tuition is \$270 per credit (24 credits program total)	\$6,480
Professional Association Membership Fee	\$39
Estimated Textbook Costs	\$1,450
<b>Estimated Total Cost</b>	<b>\$8,074</b>

## MEDICAL LABORATORY TECHNICIAN

### *Associate of Applied Science Degree Program*

***No new students are being admitted to this program.***

The Graduate School USA Medical Laboratory Technician (MLT) associate degree program prepares students for entry-level laboratory positions. As a part of the laboratory team, MLTs, also known as Clinical Laboratory Technicians (CLTs), work under supervision to collect, prepare, and conduct analysis on specimens. The results of their work are used to detect, diagnose, and treat diseases and conditions, which is an integral part of quality patient care.

The program features a rigorous curriculum, emphasizing industry standards, scientific knowledge, technical skill, and professional conduct. Students are provided with practical experience in each major area of the laboratory. Additionally, we focus on developing competencies for our students' lifelong success, including critical thinking, problem solving, information literacy, and technology proficiency. To assist students during the program, faculty advisors provide academic support and education planning, while career services staff assist students with employment opportunities and preparing for the workplace.

### **General Education Core (23 credits)**

BIO101	General Biology	3 credits*
BIO101L	General Biology Lab	1 credit*
CAR101	Strategies for Career Success	1 credit**
ENG101	English Composition	3 credits*
ENG110	Introduction to Oral Communication	3 credits*
INF101	Introduction to Computer Information Systems	3 credits
MAT101	College Algebra	3 credits*
MED101	Medical Law and Ethics	3 credits
PSY101	Introduction to Psychology	3 credits*

### **Required Courses (55 credits)**

BIO201	Introduction to Physiology	3 credits*
BIO201L	Introduction to Physiology Lab	1 credit*
BIO210	Human Anatomy	3 credits*
BIO210L	Human Anatomy Lab	1 credit*
BIO220	Pathology	3 credits*
BIO230	General Microbiology	3 credits*
BIO230L	General Microbiology Lab	1 credit*

CHE101	General Chemistry	3 credits*
CHE101L	General Chemistry Lab	1 credit*
MED110	Medical Terminology	3 credits
MED120	Introduction to Clinical Laboratory Science	2 credits*
MED150	Phlebotomy	2 credits*
MED150P	Phlebotomy Practicum	3 credits*
MIT230	Clinical Microbiology	3 credits*
MIT230P	Clinical Microbiology Practicum	3 credits*
MT210	Clinical Chemistry	3 credits*
MIT210P	Clinical Chemistry Practicum	3 credits*
MIT240	Hematology/Coagulation	2 credits*
MIT240P	Hematology/Coagulation Practicum	3 credits*
MIT201	Blood Banking	2 credits*
MIT201P	Blood Banking Practicum	3 credits*
MIT250	Immunology	2 credits*
MIT250L	Immunology Lab	1 credit*
MIT290	MLT Senior Seminar	1 credit*

\* Prerequisite required – see course description.

\*\* Students are required to enroll in this course in their first semester of enrollment.

### Cost Estimate for Medical Laboratory Technician Program

Technology Fees – \$35 per semester/term	\$210
Tuition is \$270 per credit (78 credits program total)	\$21,060
Student Lab Fees (includes lab coat)	\$2,197
Estimated Liability Insurance – \$18 annual premium	\$36
Estimated Drug Test and Criminal Background Check	\$97
Membership to Professional Society	Complimentary
Estimated Textbook Costs	\$3,750
<b>Estimated Total Cost</b>	<b>\$27,350</b>

## PHLEBOTOMY TECHNICIAN CERTIFICATE PROGRAM

***No new students are being admitted to this program.***

Phlebotomists are allied health professionals trained to collect specimens for laboratory testing used to diagnose and treat diseases. Specimen collection, handling, and processing in accordance with industry standards are important in the overall patient care system. Also referred to as phlebotomy technicians or venipuncturists, phlebotomists are employed in inpatient, ambulatory, and research settings. They must adhere to infection control and patient safety procedures, and demonstrate professional conduct.

Graduate School USA's Phlebotomy Technician Certificate program is robust, emphasizing industry protocols and proper technique for specimen collection. Student knowledge and skills are cultivated by a combination of classroom and practicum experience. Like those in the degree programs, phlebotomy students are assigned faculty advisors that provide academic support and education planning, and students also have access to career services to assist with employment opportunities and job readiness.

### **Program Courses (15 credits, 144 clinical hours)**

CAR101	Strategies for Career Success	1 credit**
INF101	Introduction to Computer Information Systems	3 credits
MED101	Medical Law and Ethics	3 credits
MED150	Phlebotomy	2 credits*
MED150P	Phlebotomy Practicum	3 credits*
MED110	Medical Terminology	3 credits

\* Prerequisite required – see course description.

\*\* Students are required to enroll in this course in their first semester of enrollment.

**Course Sequence Full-Time Schedule:** All courses taken during one semester.

### **Cost Estimate for Phlebotomy Program**

Technology Fees – \$35 per semester/term	\$70
Tuition is \$270 per credit (15 credits program total)	\$4,050
Student Lab Fees (includes lab coat)	\$409
Estimated Liability Insurance (annual premium)	\$18
Estimated Drug Test and Criminal Background Check	\$97
Membership to Professional Society	Complimentary
Estimated Textbook Costs	\$400
<b>Estimated Total Cost</b>	<b>\$5,044</b>

## **MEDICAL LABORATORY TECHNICIAN AND PHLEBOTOMY NATIONAL AND/OR STATE LEGAL REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE**

***No new students are being admitted to this program.***

Qualifications for clinical laboratory personnel who perform testing (Medical Laboratory Technicians and Technologists) are defined by section 493.1423 of the Clinical Laboratory Improvement Act (CLIA), which does not require licensure unless prescribed by the state in which the laboratory is located. There are no national, state, or local licensure requirements in the District of Columbia, Maryland, or Virginia to enter the allied health professions of either Phlebotomist or Medical Laboratory Technician.

Currently, 12 states require laboratory personnel licensure (California, Hawaii, Florida, New York, North Dakota, Rhode Island, Tennessee, Louisiana, Nevada, West Virginia, Montana, and Georgia). Puerto Rico also has licensure. The components of the law vary from state to state but usually include an annual licensing fee (some are biannual), a provision for continuing education, a minimum education, and professional competency requirements.<sup>1</sup>

There are voluntary certification exams and maintenance programs offered by numerous organizations, with the American Society for Clinical Pathology Board of Certification and American Medical Technologists as the primary agencies.

Other organizations offering certifications in Phlebotomy Technician and/or Medical Laboratory Technician are:

- National Healthcare Association
- National Center for Competency Testing
- National Phlebotomy Association

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<sup>1</sup> American Society for Clinical Laboratory Science (ASCLS) Personnel Licensure. Retrieved from [http://www.ascls.org/?page=Grad\\_PL](http://www.ascls.org/?page=Grad_PL).  
Academic Programs: 2013–14 Catalog graduateschool.edu



# COURSE DESCRIPTIONS

**Note:** All Graduate School USA courses have the prerequisite that students place at least at the pre-college English and mathematics level and that their reading skills allow them to be successful; many courses have higher-level prerequisites.

## ACC110 Financial Accounting 3 credits

### Course Description

Survey business transactions and the recordation of business data, taught from the perspective of theoretical and practical issues in measurement of income, assets, liabilities, and owner's equity. Annual reports are used to perform financial statement analysis. Alternative accounting methodologies permitted under generally accepted accounting principles (GAAP) are explored.

**Prerequisite:** None

## ACC115 Managerial Accounting 3 credits

### Course Description

Focus on the uses of accounting information by managers. Discuss full cost accounting and responsibility accounting, using data collection and analysis, for short- and long-range decisions. Topics include cost behavior, activity-based costing, contribution margin analysis, measurement of cost of goods manufactured, capital budgeting, and management control systems.

**Prerequisite:** ACC110

## ACC120 Federal Income Tax Accounting 3 credits

### Course Description

Gain an understanding of federal tax theory and practice as applied to business entities, including gross income, deductions, accounting periods and methods, and property transactions.

**Prerequisite:** ACC110

## ACC210 Intermediate Accounting 3 credits

### Course Description

Focus on comprehensive analysis of generally accepted accounting principles (GAAP), accounting theory and concepts, financial reporting principles for public corporations, and preparation and analysis of business information relevant and useful to external users of financial reports. This is the first of a two-course sequence in financial accounting and is designed primarily for accounting majors. The course explores theories, principles, and practices, and critically examines real-world financial analysis and reporting issues. The course relies extensively on the case method of instruction.

**Prerequisite:** ACC115

**ACC215 Intermediate Accounting II 3 credits****Course Description**

Focus on the theoretical and practical aspects of accounting for long-term liabilities, stockholders' equity, investments, pensions, and leases. Included are income tax allocation, financial statement analysis, cash flow statements, and accounting method changes. The course relies extensively on the case method of instruction.

**Prerequisite:** ACC210

**ACC220 Accounting Computer Applications 3 credits****Course Description**

Survey business computer applications, with an emphasis on microcomputers, applications, and software packages used in business. Included are applications with word-processing, spreadsheet, file, and database management systems, and other software packages used in business.

**Prerequisite:** ACC110

**ACC225 Cost Accounting 3 credits****Course Description**

Learn the theory and practice of cost accumulation methods and reporting with emphasis on their use for planning and control. The concepts of budgeting, standards, and profitability analysis are introduced.

**Prerequisite:** ACC115

**ACC230 Governmental and Not-For-Profit Accounting 3 credits****Course Description**

Address concepts of budgetary control as a matter of law and public administration theory. Accounting principles and procedures necessary to implement budgetary controls for governmental units and other not-for-profit institutions and organizations are presented.

**Prerequisite:** ACC110

**ACC235 Federal Accountancy 3 credits****Course Description**

Examine contemporary financial accounting and management tools and techniques used by agencies of the federal government in accounting, budgeting, estimating, performance measurement, auditing, decision support, and reporting. The Government's Financial Position and Condition is examined using accrual-based, consolidated financial statements including the Statement of Net Cost, Statement of Operations and Changes in Net Position, Reconciliation of Net Cost and the Unified Budget Deficit, Statement of Changes in Cash Balance from the Unified Budget and Other Activity, Statement of Social Insurance, and Balance Sheet. The major phases and timing of the federal budget process, principal participants and their roles, current issues affecting congressional actions, and how the budget is reviewed and audited are also examined.

**Prerequisite:** ACC110

**ACC240      Auditing      3 credits**

**Course Description**

Study the practical application of accounting knowledge to the problems of auditing. In addition to focusing on auditing theory, the course is designed to assist the student in the verification of records, the valuation and analysis of accounts, and the presentation of conclusions. The responsibility of the auditor and the audit program are also examined utilizing simulation exercises.

**Prerequisite:** ACC110

**ACC245      Forensic Accounting      3 credits**

**Course Description**

Survey the field of forensic accounting, including the use of accounting techniques to discover fraud and malfeasance, obtain evidence for legal action, and prevent future illegal activities within various types of organizations. The course uses case studies to simulate real-life situations. These activities are studied in light of recent accounting malfeasance in major corporations and of government investigations into illegal and improper activities in all types of organizations.

**Prerequisite:** ACC240

**ACC295      Detection of Fraudulent Financial Reporting      3 credits**

**Course Description**

Examine the various types of fraud involving accounting information. Study financial fraud related to major business processes as well as the common techniques used to assess the risk of financial statement fraud. Specific topics may include off-balance sheet liabilities, fraudulent sales, asset valuations, —big bath accounting, conditional sales, understatement of liabilities, income-smoothing special purpose entries, improper expense capitalization, and improper use of percentage of completion.

**Prerequisite:** ACC240

**ACQ110      Government Contracting Fundamentals      3 credits**

**Course Description**

Learn the characteristics of government contracts as well as information on the essentials of government contracting, a description of its unique characteristics, the terminology of government contracting, and the various roles of government personnel. Students learn about case treatment concepts, the theory of indirect rates, how to read the FAR and CAS, major regulatory compliance requirements, and the audits that arise out of them. This course provides participants with an overview of the procurement cycle, how to read a government contract, and the current regulatory environment.

**Prerequisite:** None

**ART101      Arts Appreciation      3 credits**

**Course Description**

Develop an appreciation for art as a visual aesthetic expression of creativity and communication. Elements and principles of design, methods, materials, style, and influences in art history are emphasized. This course integrates instructor-guided learning units, assignments, peer discussion, and research to engage students in the creative process and to heighten their appreciation for the arts. An independent site visit to a local museum is required. This course fulfills a General Education requirement.

**Prerequisite:** Placement at college-level English

<b>BIO101</b>	<b>General Biology</b>	<b>3 credits</b>
<b>BIO101L</b>	<b>General Biology Lab</b>	<b>1 credit</b>

**Course Description**

An introductory lecture/laboratory course, General Biology explores the biological principles of living organisms using an investigative and problem-based approach. Key topics covered include organization of life, biological chemistry, cell structure and function, microbes, evolution, and organ systems. The accompanying laboratory uses experiments and dissection to teach students to examine problems using the scientific method, with an emphasis on laboratory safety. This course fulfills a General Education requirement.

**Prerequisites:** Admissions criteria, acceptable scores on placement test, or successful completion of developmental course

**Lab Fee:** \$169

<b>BIO201</b>	<b>Introduction to Physiology</b>	<b>3 credits</b>
<b>BIO201L</b>	<b>Introduction to Physiology Lab</b>	<b>1 credit</b>

**Course Description**

Introduction to Physiology focuses on the core concepts of the body's functions and processes at the cellular, tissue, and organ level. Course content highlights the integration of the organ systems to maintain homeostasis and clinical correlations. The laboratory work consists of performing exercises and measurements used in medical practice, such as vital signs, reflexes, spirometry, and ECG.

**Prerequisites:** BIO101/BIO101L, CHE101/CHE101L

**Co-requisite:** BIO210/BIO210L

**Lab Fee:** \$60

<b>BIO210</b>	<b>Human Anatomy</b>	<b>3 credits</b>
<b>BIO210L</b>	<b>Human Anatomy Lab</b>	<b>1 credit</b>

**Course Description**

Human Anatomy presents the fundamental principles of the human body's structure. Details of the gross anatomical features and histology of each major organ system are covered. The relationship between anatomical form and function is highlighted throughout the course. The laboratory work consists of studying interactive software, models, microscope slides, and dissection of preserved specimens.

**Prerequisites:** BIO101/BIO101L, CHE101/CHE101L

**Co-requisite:** BIO201/BIO201L

**Lab Fee:** \$92

<b>BIO220</b>	<b>Pathology</b>	<b>3 credits</b>
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**Course Description**

Pathology offers a comprehensive approach to the disease and injury process, and its impact on the body's form (anatomy) and function (physiology). Attention is given to clinical signs and symptoms, diagnostic techniques, laboratory procedures, and treatment modalities.

**Prerequisites:** BIO201/BIO201L, BIO210/BIO210L

<b>BIO230</b>	<b>General Microbiology</b>	<b>3 credits</b>
<b>BIO230L</b>	<b>General Microbiology Lab</b>	<b>1 credit</b>

#### **Course Description**

A thorough introduction to the world of microorganisms, General Microbiology delves into microbial cell biology, genetics, evolution and diversity, and interaction between humans and the environment. The complementary lab develops laboratory skills such as the use of bright field microscopes, slide preparation, aseptic techniques, and cell culture and identification. Attention is given to universal precautions, teamwork, communication, and critical-thinking skills used in a laboratory.

**Prerequisite:** BIO101/BIO101L

**Lab Fee:** \$298

<b>CAR101</b>	<b>Strategies for Career Success</b>	<b>1 credit</b>
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#### **Course Description**

Strategies for Career Success provides a comprehensive approach to developing a student's ability to identify and articulate the skills necessary to be successful academically and professionally. Instruction includes applying critical reading (including study and note-taking techniques), problem solving, effective communication, planning, and financial management to workplace performance as well as to practical, everyday scenarios. Job readiness and professional development, such as resume writing, interview techniques, and developing a portfolio, are emphasized. This course fulfills a General Education requirement.

Students are required to enroll in this course in their first semester of enrollment.

**Prerequisite:** None

<b>CHE101</b>	<b>General Chemistry</b>	<b>3 credits</b>
<b>CHE101L</b>	<b>General Chemistry Lab</b>	<b>1 credit</b>

#### **Course Description**

General Chemistry is an investigative journey into the fundamental chemistry principles of stoichiometry, states of matter, atomic structure, molecular structure and bonding, thermodynamics, equilibria, and kinetics. The laboratory portion of the course provides an opportunity to develop basic laboratory skills such as safe laboratory practices, use of common laboratory equipment, preparation of solutions, chemical measurements, data analysis, and report writing. This course fulfills a General Education requirement.

**Prerequisites:** Admissions criteria, scores on placement tests, or successful completion of developmental course

**Lab Fee:** \$122

**ECO210 Principles of Macroeconomics 3 credits****Course Description**

Analyze overall economic activity, including income, production, employment, and prices. Alternative theories of, and policies toward, economic stabilization and growth are examined.

**Prerequisite:** MAT101

**ENG099 Pre-College Writing 1 to 3 credit equivalents****Course Description**

An upper-level, variable credit equivalency, developmental course taken concurrently with ENG101. Instruction is individualized based on placement testing and includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure; reviewing assignments and draft compositions for ENG101; and substantial reading to develop language and critical-thinking skills within the context of students' writing. Course is conducted in a computer laboratory and online in modules of 5, 10, or 15 weeks.

*(Credit is not awarded for developmental studies. Credit equivalents indicate amount of class time and count toward enrollment for purposes of federal financial aid.)*

**Prerequisite:** Placement results of assessment test; to enroll in this course, students must place at high-level developmental English.

**Co-requisite:** ENG101

**ENG101 English Composition 3 credits****Course Description**

Learn to apply the standards, priorities, and process of college-level writing appropriate for today's high-tech, globally oriented, and diverse society. Specifically, develop skills in applying traditional techniques and current technology when planning, researching, organizing, drafting, revising, and proofreading college essays and research papers. In developing these skills, this course emphasizes planning and research through critical thinking and reading, logically organizing by applying effective patterns for content development, and use of Standard English for clear and correct expression. This course fulfills a General Education requirement.

**Prerequisite:** Placement results of assessment test; to enroll in this course, students must place at the college level or have approval to waive assessment testing.

**ENG110 Introduction to Oral Communication 3 credits****Course Description**

Gain an appreciation for the importance of oral communication and learn to effectively apply respectful listening, interpersonal, small group/collaborative, and public communication skills to a variety of diverse settings. Develop the skills to analyze and evaluate the oral communication skills of others as well as self-evaluate and modify your own communication skills. Learn to prepare an oral presentation using visual aids and technology. This course fulfills a General Education requirement.

**Prerequisite:** Placement at college-level English

**ENG220 Technical Writing 3 credits**

## Course Description

Master proven techniques for writing clear and concise technical documents by applying specific strategies and techniques to enhance understanding, readability, and utility. Learn how to write in professional settings and provide clear and concise information for different audiences and purposes. Develop or refine the knowledge, skills, and competencies needed to write effectively in rapidly changing and expanding technological and professional worlds. This course fulfills a General Education requirement.

**Prerequisite:** ENG101

## **ENG230      World Literature      3 credits**

### Course Description

Reading an assortment of works from a variety of authors, students examine a selection of novels, stories, poems, and other literatures of the world. Beyond understanding matters of plot, students ask more substantive questions, often stressing “Why?” instead of simply “What?”, in order to think, read, and write critically. Thematically, the readings for this course address such issues as the crossings of different cultures in the Americas, the Caribbean, Europe, Africa, and Asia; relationships of race, ethnicity, gender, class, and religion; the relationship between literary form and meaning; and the social, historical, and cultural contexts in which the works are set and written. This course fulfills a General Education requirement.

**Prerequisite:** ENG101

## **ESL099      College Preparatory English for Non-Native Speakers      3 credit equivalents**

### Course Description

A college preparatory course for non-native speakers of English who would be college-ready in their native language setting but who require additional preparation to undertake college-level study in English. Develop listening, speaking, reading, and writing skills needed for academic success. Additionally, grammar study is included that specifically addresses problem areas in academic English for Speakers of Other Languages (ESOL).

**Prerequisite:** Placement results of assessment test

## **FIN210      Fundamentals of Business Finance      3 credits**

### Course Description

Discover the field of business and the methods used by private businesses and corporations in securing and using capital. Course topics of interest include capital budgeting, cost of capital, capital structure, and characteristics of alternative forms of capital.

**Prerequisite:** MAT101

## **GOV101      American Government      3 credits**

### Course Description

Understand the history and structure of the federal government, and the relationships among federal, state, and local governments. Learn about key foundational documents of the United States government including

Thomas Paine's *Common Sense*, the Declaration of Independence, and the Articles of Confederation. Examine the Federalist and Anti-Federalist Papers, and the U.S. Constitution and its amendments. Review the current structure of the federal government including bureaus, agencies, and departments; analyze the problems inherent in balancing the responsibility of individual rights with societal needs; and recognize ethical decision making in a contemporary society. This course fulfills a General Education requirement.

**Prerequisite:** Placement at college-level English

**INF101 Introduction to Computer Information Systems 3 credits**

**Course Description**

Learn basic through advanced computer concepts with an emphasis on both current and future technology. Topics include hardware and software, the Internet and World Wide Web, communications and networks, computer security, personal technology, database systems, systems analysis and design, programming languages, and innovations in information technology. This course fulfills a General Education requirement.

**Prerequisite:** None

**LAW101 Introduction to Paralegal Studies 3 credits**

**Course Description**

Learn the substantive skills required of a paralegal. This course focuses on the necessary skills of an individual who will function under the supervision of an attorney. Course topics include interviewing, investigation, research, legal writing, preparing for litigation, law office management systems, and legal ethics and unauthorized practice of law.

**Prerequisite:** None

**LAW105 Introduction to Law 3 credits**

**Course Description**

Learn legal terminology and legal principles. Course topics include constitutional principles, judicial decision-making, and the state and federal legal systems, as well as a survey of the law of torts, contracts, criminal law, property, and procedural law.

**Prerequisite:** None

**LAW110 Legal Environment of Business 3 credits**

**Course Description**

Learn about the legal system within which business organizations operate, as well as ethical considerations and social and political influences that affect such organizations.

**Prerequisite:** None

**LAW120 Introduction to Negotiation 3 credits**

**Course Description**

Learn the theoretical knowledge and practical skills essential to become an effective negotiator. Students will learn successful strategies and tactics for negotiation, as well as have opportunities to practice their skills in role play scenarios.

**Prerequisite:** LAW101 or LAW105



**LAW125      Legal Research & Writing      3 credits****Course Description**

Discover the basic techniques and skills necessary to conduct legal research and summarize the results of that research in appropriate written form. Students learn to use legal research tools (both online and print) and develop legal reasoning skills to craft written documents such as legal correspondence, legal memoranda, and legal briefs.

**Prerequisite:** LAW101 or LAW105

**LAW130      Professional Standards in Ethics      3 credits****Course Description**

Learn an overview of the Model Rules of Professional Conduct, which govern the practice of law. Course topics include ethics in the law office, unauthorized practice of law, advertising of legal services, contact with parties who are represented by counsel, impaired, lawyers, competency, professionalism, and fees for paralegal work. Complaints, disciplinary proceedings, and possible sanctions will be covered.

**Prerequisite:** LAW101 or LAW105

**LAW201      Administrative Law      3 credits****Course Description**

Examine the nature and function of administrative agencies at the local, state and federal levels. Students will explore the body of laws created by administrative agencies in the form of rules, regulations, orders and decisions and learn about the administrative hearing processes at all levels of government.

**Prerequisite** LAW101 or LAW105 or LAW110

**LAW210      Civil Litigation      3 credits****Course Description**

Examine general legal concepts and practical applications of civil litigation. Course topics include pre-trial procedures, preparation of documents used in lawsuits, and pre- and post-trial matters evidentiary problems.

**Prerequisite:** LAW101 or LAW105

**LAW215      Introduction to Legislation & Statutory Interpretation      3 credits****Course Description**

Explore basic principles of legislation, including modes of interpreting statutes, the legal and policy implications of the legislative process, and other jurisprudential principles that are important in understanding and working with legislation.

**Prerequisite:** None.

**LAW220 Commercial Law 3 credits****Course Description**

Survey legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Course topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers.

**Prerequisite:** LAW110

**LAW225 Criminal Litigation 3 credits****Course Description**

Examine substantive criminal law and criminal procedure for paralegals. Course topics include elements of crimes against persons and property; burden of proof; defenses and constitutional protection

**Prerequisite:** LAW101 or LAW105

**LAW245 Internship 3 credits****Course Description**

Gain valuable work experience under direction of supervising faculty member in the following entities: private law firms, legal service/legal aid offices, law departments or corporations, and government agencies. Students must coordinate their internships with the Department Dean.

**Prerequisite:** LAW125, LAW210, LAW225

**LAW250 Law Office Management 3 credits****Course Description**

Learn the fundamentals of law office management and organization including basic principles and structure of management, administration and substantive systems in the law office, and law practice technology.

**Prerequisite:** LAW101 or LAW105

**LAW260 Mediation and Alternative Dispute Resolution (ADR) 3 credits****Course Description**

Focus on the application of negotiation, mediation and arbitration as methods of resolving conflicts outside the courtroom. Students will learn the nature of conflict and the specific methods and techniques for resolving conflict. Students will examine the processes and skills involved, the training required and the employment opportunities available in the fast-growing field of alternative dispute resolution (ADR).

**Prerequisite:**LAW120

**LAW265 Paralegal Law Clinic 3 credits****Course Description**

Integrate the classroom experience with practice as a paralegal. Clinic paralegal students participate in a wide range of clinical activities under the close and supportive supervision of a faculty attorney. Students learn what it means to be a paralegal by working with the economically disadvantaged and under-represented persons in the community and by analyzing this experience. While working with clients in various areas of law, students will explore the substantive areas of law and its processes. Students will meet periodically with other clinic students and the faculty attorney to discuss the areas of substantive law, the paralegal skills they developed, and any ethical issues they encountered. Students must coordinate their law clinic experience with the Department Dean.

**Prerequisite:** LAW125, LAW210, LAW225

**LAW280      Transformative Mediation      3 credits**  
**Course Description**

Study the approach to conflict intervention that is used in a wide range of settings including the courts, the community and the governmental arena. This technique has been adapted for interventions that address team development and multi-party disputes. This course provides an understanding of the core purpose and foundational principles of transformative practice as well as teaches mediators how to guide disputants in taking sole responsibility for all outcomes.

**Prerequisite:** LAW260

**MAT099      Pre-College Algebra      1 to 3 credit equivalents**  
**Course Description**

Prepare for college-level mathematics. Topics include operations with algebraic expressions, factoring, systems of first-degree equations in two variables solved by graphical and algebraic means, slope and distance formulas, integer and rational exponents, radicals, and an introduction to quadratic equations and stated problems. Course is conducted in a computer laboratory and online in modules of 5, 10, or 15 weeks, carrying variable credit equivalence depending on placement testing.

*(Credit is not awarded for developmental studies. Credit equivalents indicate amount of class time and count toward enrollment for purposes of federal financial aid.)*

**Prerequisite:** Placement at high-level developmental mathematics

**Co-requisite:** None

**MAT101      College Algebra      3 credits**  
**Course Description**

Review basic concepts necessary for success in algebra. Topics include equations, inequalities, and modeling; functions and graphs; polynomial and rational functions; exponential and logarithmic functions; and systems of equations and inequalities. This course fulfills a General Education requirement.

**Prerequisite:** Placement results of assessment test

**MED101      Medical Law and Ethics      3 credits**  
**Course Description**

A detailed course, Medical Law and Ethics teaches the legalities and ethical responsibilities surrounding patient care, contact, and management. The course places strong emphasis on patient rights, safety,

confidentiality, codes of ethics, and professional conduct. The U.S. healthcare and judicial systems and critical legal regulations, including HIPAA, are also covered. Students are exposed to current ethical challenges in healthcare.

**Prerequisite:** None

**MED110      Medical Terminology      3 credits**

**Course Description**

Medical Terminology provides the framework necessary for proper usage and comprehension of language used by healthcare professionals. The components of medical terms, i.e., root, prefix, suffix, and combining forms, are emphasized in conjunction with proper pronunciation and spelling. An introduction to basic human anatomy and physiology is also provided.

**Prerequisite:** None

**MED120      Introduction to Clinical Laboratory  
Science      2 credits**

**Course Description**

Introduction to Clinical Laboratory Science provides exposure to laboratory operations and the scope of practice, particularly legal issues, affecting clinical laboratory practitioners. Students learn about laboratory accreditation and regulatory agencies, credentials (certification, licensure, etc.), universal precautions, laboratory safety, and laboratory instrumentation. Course participants perform CLIA-waived testing and develop skills related to manual procedures and microscopic examinations.

**Prerequisite:** BIO101/BIO101L

**Lab Fee:** \$375

**MED150      Phlebotomy      2 credits  
Phlebotomy Practicum      3 credits**

**Course Description**

This is an introduction to the science of phlebotomy where students acquire and apply basic medical terminology, anatomy, and physiology skills, with a concentration on the circulatory, lymphatic, and immune systems and their relationship to phlebotomy. Topics presented are specimen collection, venipuncture complications, special and non-blood collection procedures, and specimen handling. Professional and legal issues in phlebotomy, as well as point-of-care testing, are also discussed. The practicum provides the clinical opportunity to develop skills and technical abilities, incorporate infection control and safety procedures, and experience the healthcare system while interacting with other team members. Effective communication with physicians, patients, and other healthcare professionals is emphasized.

**Prerequisites:** Admissions criteria, scores on placement tests, or successful completion of developmental course

**Co-requisites:** MED101, MED110

**Lab Fee:** \$409

**Liability insurance, drug test, criminal background check, and membership to professional society are required — see program cost estimate.**

**MGT110 Introduction to Management 3 credits****Course Description**

Discover the complex and dynamic nature of management and to various perspectives that provide insight into how the business world functions.

**Prerequisite:** None

**MGT115 Principles of Human Resources 3 credits****Course Description**

Discover, from a general organization perspective, the roles of the human resource function, social and legal environment, human resource strategy, human resource planning, recruiting, selection, training, evaluation, compensation, performance management, employee relations, and organization policies.

**Prerequisite:** MGT110

**MGT120 Fundamentals of Project Management 3 credits****Course Description**

Examine the concepts and applied techniques for cost-effective management of projects. Project management principles and methodology are introduced. Course topics include developing a project plan and scheduling resources, work breakdown structures, and project networks.

**Prerequisite:** None.

**MGT125 Principles of Marketing 3 credits****Course Description**

Study the marketing process as it relates to the operation of various organization types. Special attention is given to the role and significance of evaluating customer needs, target markets, pricing, distribution, and promotion of market-demanded products and services.

**Prerequisite:** MGT110

**MGT130 Management and Governance of Non-Profits 3 credits****Course Description**

Examine the elements of effective nonprofit governance and management, the relationship of the board to the staff, and the respective roles and responsibilities in leading the organization. Course topics include the historical, legal, and social foundations of the nonprofit sector; developing organizational strategy and capacity; managing staff, boards, and volunteers; financial management; fundraising, marketing, communications, and advocacy; accountability and performance; and policy issues affecting the nonprofit sector.

**Prerequisite:** MGT110

**MGT205      Generating Revenue for Non-Profits      3 credits****Course Description**

Examine the development of resources for nonprofit organizations. Course topics include positioning the organization for fundraising; characteristics of donors; corporate-nonprofit partnerships; roles of staff and volunteers; strategies and techniques for identifying, cultivating, and soliciting donors; ethical principles; managing complex fundraising programs; emerging trends in fundraising and philanthropy, and relevant policy issues.

**Prerequisite:** MGT130

**MGT210      Federal Government Policy Development      3 credits****Course Description**

Analyze the politics, institutions, norms, and participants involved in determining and legitimizing the public policy agenda in the U.S. Application of contemporary theory to critical issues in the public and private sectors is stressed through the use of seminars, case studies, field trips, guest speakers, and projects. Students learn how to use analytical frameworks that explain how the policymaking process works, relates to the substance of policy, and applies to real-world issues. Since the Annual Federal Budget significantly influences federal public policy, students learn to fully grasp the complexity, breadth, and enormity of the budget. A Federal Appropriations Law Seminar is incorporated into the course. Students analyze the interrelationship between budget authority and public policy.

**Prerequisite:** None

**MGT220      Organizational Behavior      3 credits****Course Description**

Learn about the functions of management, with an emphasis on the psychology of leading and managing people. The course focuses on the effective use of human resources through understanding human motivation and behavior patterns, conflict management and resolution, group functioning and process, the psychology of decision-making, and the importance of recognizing and managing change.

**Prerequisite** MGT110

**MGT235      Grants Management      3 credits****Course Description**

Focus on the key grant management responsibilities, such as budgeting, finance and investment decision-making in nonprofit organizations. Course topics include acquisition, reporting, taxation, risk management and regulatory issues. This course emphasizes the unique problems of nonprofits in capital formation, generating earned income, managing endowments, gifts and tax planning.

**Prerequisite:** MGT130

**MLT201      Blood Banking      2 credits****MLT201P      Blood Banking Practicum      3 credits****Course Description**

Blood Banking is an exploration of current immunohematology techniques related to ABO and Rh determinations, antibody screening and identification, donor processes and testing, and other blood systems. Characteristics and clinical significance of antibodies/antigens and transfusion-related interactions are studied, along with the testing procedures and preventative actions related to hemolytic diseases of the newborn. The practicum develops proficiency in skills and techniques used in the Blood Bank through clinical exposure and simulations that require the use of critical-thinking and problem-resolution skills presented in the lecture.

**Prerequisites:** MED101, MED120, BIO220, INF101, ENG101, ENG110, MAT101

**Lab Fee:** \$142

**Liability insurance, drug test, criminal background check, and membership to professional society are required — see program cost estimate.**

**MLT210 Clinical Chemistry 3 credits**

**MLT210P Clinical Chemistry Practicum 3 credits**

**Course Description**

An in-depth exploration of the laboratory testing of the various body systems with a focus on carbohydrates, lipids, enzymatic assays, acid-base balance, proteins, endocrine functions, and toxicology. Also provided is an examination of clinical significance of the test results, disease/test results correlations, laboratory safety, reference ranges, and the practical application of laboratory methods. Attention is given to quality assurance and quality control methods. The practicum provides exposure to the clinical chemistry section of the laboratory, including instrumentation, testing principles and procedures, and test documentation.

**Prerequisites:** MED101, MED120, BIO220, INF101, ENG101, ENG110, MAT101

**Liability insurance, drug test, criminal background check, and membership to professional society are required — see program cost estimate.**

**MLT230 Clinical Microbiology 3 credits**

**MLT230P Clinical Microbiology Practicum 3 credits**

**Course Description**

An advanced course, Clinical Microbiology is a learning excursion into the characteristics of microbiological organisms that constitute normal human flora and opportunistic pathogens including viruses, fungi, parasites, and mycobacteria. While reinforcing testing principles and procedures, clinical significance of the test results, and pathogenesis of the disease, participants acquire an understanding of the microbiological influences in the human body. The practicum provides practical experience in the culturing of microorganisms for isolation; identification of organisms via growth patterns, colony morphology, and biochemical test media; and practicing proper growth media selection, aseptic transfer techniques, antibiotic susceptibility testing, and staining techniques applicable to the microbiology laboratory.

**Prerequisites:** BIO220, BIO230/BIO230L, MED101, MED120, INF101, ENG101, ENG110, MAT101

**Liability insurance, drug test, criminal background check, and membership to professional society are required — see program cost estimate.**

**MLT240 Hematology/Coagulation 2 credits**

**MLT240P Hematology/Coagulation Practicum 3 credits**

**Course Description**

Hematology/Coagulation is an advanced course on the theory and practical applications of hematology and coagulation. The hematology portion of the course probes the hematopoietic process of erythrocytes and leukocytes, normal and abnormal morphology, and its correlation to the disease states such as leukemias, anemias, and hemoglobinopathies. The focus of coagulation shifts to hemostasis, vascular and platelet functions, coagulation factors, coagulation disorders and treatments, and corresponding testing methods and principles. The practicum taken in conjunction provides skill development in cellular recognition, discerning cellular morphology, and testing methods discussed in the lectures.

**Prerequisites:** MED101, MED120, BIO220, INF101, ENG101, ENG110, MAT101

**Lab Fee:** \$350

**Liability insurance, drug test, criminal background check, and membership to professional society are required — see program cost estimate.**

<b>MLT250</b>	<b>Immunology</b>	<b>2 credits</b>
<b>MLT250L</b>	<b>Immunology Lab</b>	<b>1 credit</b>

**Course Description**

Immunology is an advanced excursion into the immune system, focusing on immunoglobulins and their functions. This course is inclusive of the immune response, related chemical mechanisms, types of immunity, and the complement system. Importance is given to the laboratory testing and results related to common diseases and disorders, and to antigens associated with human tumors.

**Prerequisites:** MED120, BIO220

**Lab Fee:** \$180

<b>MLT290</b>	<b>MLT Senior Seminar</b>	<b>1 credit</b>
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**Course Description**

A critical-thinking course, MLT Senior Seminar applies the knowledge acquired through the didactic and the practicum portions of the program to case studies, journal article reviews, and discussion questions, providing an opportunity for participants to integrate their knowledge and skills.

**Prerequisites:** All required courses in the Medical Laboratory Technician program, or permission from the Program Director

<b>PSY101</b>	<b>Introduction to Psychology</b>	<b>3 credits</b>
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**Course Description**

Comprehensive by design, Introduction to Psychology presents topics such as biological foundations of behavior, human development, psychological disorders, methods of therapy, and research in psychology. Historical perspectives, social and health psychology, and other current issues are explored. The applications of psychological theories and concepts to real-world situations are also highlighted. This course fulfills a General Education requirement.

**Prerequisite:** Placement at college-level English

<b>SCI099</b>	<b>Pre-College Science</b>	<b>3 credits</b>
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**Course Description**



Pre-College Science is designed to prepare students for college-level science course work. Students are exposed to general scientific concepts with emphasis on life science, particularly biology and chemistry.

**Prerequisite:** Assessment testing

**Co-requisite:** None

**SCI101      General Science**  
**Course Description**

**3 credits**

General Science is a broad review course that is designed to introduce students to the basic principles and concepts of various science topics with real-world applications. Major topics covered include the scientific method, atoms, molecules, cell biology, human development, and reproduction. This course fulfills a General Education requirement.

**Prerequisite:** None

**STA235      Introduction to Statistics**  
**Course Description**

**3 credits**

Learn to apply and interpret the results of a variety of statistical techniques from both descriptive and inferential statistics; to understand the fundamental concepts in statistics including sampling, experimentation, variability, distribution, association, causation, estimation, confidence, hypothesis testing, and significance, and to critically review and analyze statistical arguments.

**Prerequisite:** MTH101

# ACADEMIC PROGRAMS ADMINISTRATION, FACULTY,\* AND STAFF

## OFFICE OF THE PROVOST

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**Registrar**

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**Registration and Data Services Clerk**

Niki Jackson-Blake

**Student Records Assistant**

Reginald Henderson

\*Part-time faculty includes those who taught during the prior academic year.

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