



Academic Programs

CATALOG 2011-2012

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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 reserve 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

Susan Seling
600 Maryland Avenue SW, Suite 180,
Washington, DC 20024
(202) 314-3693
susan.seling@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, veterans 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:

Susan Seling
600 Maryland Avenue SW, Suite 180,
Washington, DC 20024
(202) 314-3693
susan.seling@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:

Susan Seling
Director of Human Capital Management,
EEO Officer
(202) 314-3693

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
 - Participation in extracurricular activities
 - Financial assistance
 - 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 Susan Seling, who also serves as director of human capital management. She can be reached in person at: 600 Maryland Avenue SW, Suite 180, Washington, DC 20024.

TELEPHONE: (202) 314-3693

EMAIL: susan.seling@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.

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 students' Graduate School USA email address ONLY. Instructors and college officials may refuse to accept emails sent by students using other email addresses.

ACCREDITATION

Graduate School USA is accredited by the Commission of the Council on Occupational Education. Complaints should be addressed to the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.

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 for adult 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:

- 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 — occupational 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 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

FALL 2011 – SUMMER 2012

FALL 2011 SEMESTER (15 WEEKS)

Published Schedule of Classes Available	June 6, 2011
Last Day to Request a Course Substitution or Waiver	August 12, 2011
Registration	August 15-26, 2011
New Student Orientation	August 27, 2011
Fall Semester Classes Begin	August 29, 2011
Late Registration with Fee/Schedule Adjustment	August 29 – September 2, 2011
Last Day to Withdraw with a Refund	One workday BEFORE the third class meeting
School Closed – Labor Day Holiday	September 5, 2011
No Classes	September 6, 2011
Last Day to Apply for Fall Graduation*	October 3, 2011
School Closed – Columbus Day Holiday	October 8-10, 2011
Last Day to Change Grades of “Incomplete” for Summer 2011	October 21, 2011
Last Day to Change from Credit to Audit	October 28, 2011
Last Day to Officially Withdraw	October 28, 2011
School Closed – Veterans Day Holiday	November 11, 2011
No Classes	November 23, 2011
School Closed – Thanksgiving Holiday	November 24-26, 2011
Final Week	December 12-15, 2011
Classes End	December 15, 2011
Final Grades Due to Registrar	December 20, 2011
School Closed – Christmas Day Holiday	December 26, 2011

SPRING 2012 SEMESTER (15 WEEKS)

Published Schedule of Classes Available	November 7, 2011
School Closed – New Year’s Day	January 2, 2012
Last Day to Request a Course Substitution or Waiver	January 6, 2012
Registration	January 9-20, 2012
School Closed – Martin Luther King’s Birthday Holiday	January 16, 2012
New Student Orientation	January 21, 2012
Spring Semester Classes Begin	January 23, 2012
Late Registration with Fee/Schedule Adjustment	January 23-27, 2012
Last Day to Withdraw with a Refund	One workday BEFORE the third class meeting

SPRING 2012 SEMESTER (15 WEEKS) CONTINUED

Last Day to Apply for Spring Graduation*	March 1, 2012
Midterm Week	March 13-19, 2012
Last Day to Change Grades of "Incomplete" for Fall 2011	March 19, 2012
Last Day to Change from Credit to Audit	March 26, 2012
Last Day to Officially Withdraw	March 26, 2012
Final Week	May 1-7, 2012
Classes End	May 7, 2012
Final Grades Due to Registrar	May 10, 2012
Last Day to Apply to Participate in Commencement	May 21, 2012
Commencement	June 2, 2012

SUMMER 2012 TERM (10 WEEKS)

Published Schedule of Classes Available	March 12, 2012
Last Day to Request a Course Substitution or Waiver	May 18, 2012
Registration	May 21 – June 1, 2012
School Closed – Memorial Day Holiday	May 28, 2012
Last Day to Apply for Summer Graduation*	June 1, 2012
New Student Orientation	June 2, 2012
Summer Term Classes Begin	June 4, 2012
Late Registration with Fee/Schedule Adjustment	June 4-8, 2012
Last Day to Withdraw with a Refund	One workday BEFORE the third class meeting
School Closed – Independence Day Holiday	July 4, 2012
Midterm Week	July 9-12, 2012
Last Day to Change Grades of "Incomplete" for Spring 2012	July 12, 2012
Last Day to Change from Credit to Audit	July 19, 2012
Last Day to Officially Withdraw	July 19, 2012
Final Week	August 6-9, 2012
Classes End	August 9, 2012
Final Grades Due to Registrar	August 14, 2012

* Graduate School USA has one commencement ceremony each year in June. Students within six credits of program completion and eligible to graduate are encouraged to participate. Contact the Registrar for further details.

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)

All applicants must submit an admission application with the required non-refundable application fee.

Home-Schooled Students

Graduate School USA welcomes home-schooled students to apply for undergraduate admission. Home-schooled applicants with an official GED must submit the following:

- 1** Undergraduate application with required non-refundable application fee;
- 2** Official GED 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 score, 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 admissions 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 admissions 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.

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 non-refundable 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.

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 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 the 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 non-transferable 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 chairs and the Office of Academic Advising are responsible for establishing benchmark scores by which students shall be placed in skill-building and college-level English and/or math courses. 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). 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 permitted 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: 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.)

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 3 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 3 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 Assessment 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 Assessment 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 either an academic advisor or a faculty 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 federal 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 non-refundable. 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 chair, 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 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 email. Students are responsible for providing current email addresses and 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 federal 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.

LIMITED ENROLLMENT PROGRAMS

There are some limited enrollment programs that have more applicants than available space. Applicants must meet additional requirements, including sufficient math and science courses, clinical site visits, attendance at mandatory orientation, CPR certification, physical (medical) examination, etc. Some programs require the applicant to remove any academic deficiencies before consideration for the program. Applicants may also be ranked according to the published criteria for placement into one of the competitive programs. This ranking may include performance in specific course work at the postsecondary level, related work experience, and/or specific professional certifications. The requirements for placement in specific limited enrollment programs are published in each program's *Student Policy Handbook*.

Applicants to limited enrollment programs should contact the Admissions Office. Many limited

enrollment programs have different application deadlines and requirements that are subject to change.

Limited enrollment programs include:

Medical Laboratory Technician –
Associate of Applied Science (AAS)

*Phlebotomy Technician – Certificate

*Currently accepting applications

Personal Interview

A personal interview is beneficial to both the applicant and to the admissions advisor. The applicant has an opportunity to ask questions about the School and its programs, while the admissions advisor evaluates the applicant's interest in, and ability to pursue, the program of study for which he or she applied.

All correspondence concerning enrollment and placement should be addressed to the Admissions Office.

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.

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

TRANSFER OF CREDIT

Students can satisfy graduation requirements by applying transfer work from other colleges and universities and credits from approved examinations. Graduate School USA will **not** provide a credit evaluation to any applicant prior to an offer of admission being extended to that student.

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.
- Formal learning experiences that have been evaluated and recommended by the American Council on Education (ACE) Program on Noncollegiate Sponsored Instruction (PONSI) *National Guide to College Credit for Workforce Training*.
- Army/ACE Registry Transcript System (AARTS) and Sailor/Marine ACE Registry Transcript System (SMART). The AARTS and SMART transcripts are American Council on Education–approved methods of presenting military experience for academic credit. Both AARTS and SMART transcripts are available free of charge to eligible soldiers, sailors, and Marines. In order to obtain a copy of their AARTS transcript, students may write: Manager, AARTS Operations Center, 415 McPherson Avenue, Fort Leavenworth, KS 66027-1373. To order a SMART transcript, contact the Operations Center at sfly_smart@navy.mil.

Credits earned at non-U.S. institutions that do not hold regional accreditation may be considered on a case-by-case basis.

Developmental courses, English for Speakers of Other Languages (ESOL) courses, and courses taken for audit are **not** considered for transfer. Continuing education units (CEUs), professional development units (PDUs), and continuing professional education units (CPEs) 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. 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.

All transfer credits are provisional. The provisional credits are fully granted once the student successfully completes one semester of course work as a degree student at Graduate School USA.

The Admissions Office evaluates all undergraduate education presented from outside Graduate School USA. The Admissions Office may consult with the department chair responsible for the program in which a student intends to pursue a degree to determine the appropriateness and applicability of courses.

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

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 below). 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.

Determination of Comparability of Course Work

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 chair may, however, deviate from the two-thirds guideline.

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 below. 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 whether 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 Transfer Credit Considerations

All course work presented for transfer must appear on an official transcript sent directly from the originating teaching institution to the Admissions Office. Copies, facsimiles, or student-carried transcripts 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 originating teaching institution, 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.

Credit Conversion to Semester Hours

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 $\frac{2}{3}$ (.666) conversion factor. Since only whole hours of credit may be awarded, should fractional hours result from the conversion, the credit awarded will be rounded.

Examination Credit

The following American and foreign standardized examinations which test postsecondary knowledge are recognized for credit by Graduate School USA:

- The Advanced Placement (AP) Examination of the College Board
- The College Level Examination Program (CLEP) of the College Board
- The Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardization Tests (DSSTs)

- The International Baccalaureate higher-level examinations (IB)

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

The standards of performance required for credit consideration are as follows:

1 Advanced Placement (AP) Examinations of the College Board

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 chairperson of the discipline governing the subject content of the Advanced Placement Examination.

2 College Level Examination Program (CLEP) of the College Board

- Only CLEP scores of 50 or above will be accepted for credit.
- For more information regarding CLEP tests, see www.collegeboard.com.

3 The Defense Activity for Non-Traditional Support (DANTES) Subject Standardization Tests (DSSTs)

- A specific DANTES exam must carry a standard score equal to or above the ACE/CREDIT minimum score recommendation.
- DANTES Subject Standardization 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.

- For more information regarding DANTES exams, see www.dantes.doded.mil/Dantes_web/DANTESHOME.asp.

4 The International Baccalaureate (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 chair.
- Credit is awarded on a course-by-course basis.

If a student has not achieved the required level of performance as stated above, but has successfully completed more advanced course work in the same discipline(s) at another institution, Graduate School USA will generally accept the examination credits.

Non-Standard Postsecondary School Education (Non-Credit Courses)

Instruction which is comparable in content, nature, level, and rigor to courses at Graduate School USA may be granted credit if it carries the American Council on Education's (ACE) Program on Noncollegiate Sponsored Instruction (PONSI) credit recommendation and if applicable to the student's academic program. Credit awarded for any single course will not exceed the credit value of the comparable course at Graduate School USA. Verifiable documentation of course completion is required. For military servicemembers, 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. (Course work taken 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.)

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 chair 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% of credit hours required in the degree program at Graduate School USA. Active duty servicemembers must complete 25% of the degree program at Graduate School USA.

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)

Students whose primary language is not English are required to demonstrate proficiency in English for admission consideration. 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. 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 naturalized or is an eligible non-citizen, or has completed his or her high school diploma, a bachelor's degree, or an advanced degree in a country where English is the language of instruction at the school.

In order to ensure adequate preparation for college-level work, students whose first language is not English must demonstrate a specified proficiency level in listening, in addition to reading and writing, prior to enrolling for any credit courses at Graduate School USA.

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(s) prior to admission. Academic advisors assist students in registering for the

appropriate level of classes. After successfully completing the appropriate course(s), 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 permitted 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.)

ESOL Assessment Test Waiver

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

- a. Earned an International Baccalaureate (IB).
- b. Hold an associate (or higher) degree from an accredited institution of higher education recognized by the School where English is the official language of instruction.
- c. Completed a course equivalent to college composition from an institution of higher education where English is the official language of instruction with a grade of "C" or better, with a minimum GPA of 2.0.
- d. Have earned an Advanced Placement test score of 3 or higher in English.
- e. Earned the following scores on the TOEFL:
 - PBT: 550 and have a score of 5 on the test of written English

- CBT: 213 and have a score of 5 on the test of written English
 - IBT: 80 or higher and a minimum individual score of 19 for reading, 19 for listening, 21 for speaking, and 21 for writing.
- f. Earned a total score of 8.0 with a minimum score of 8.0 in both speaking and writing on the IELTS exam.

Note:

- When requesting a waiver from the assessment test, students are required to submit all documentation with the Assessment Test Waiver Request form to the Admissions Office.
- Students submitting official college transcripts or TOEFL/IELTS test scores demonstrating English proficiency to the Admissions Office for evaluation during the admission process are not required to submit an Assessment Test Waiver Request form.

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 chair; and, the decision to allow a challenge examination rests with the department chair.

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.

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 lists. 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

FEES

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

Application fee	\$.50*
Technology fee	\$.35/term*
Late registration fee/change of schedule fee	\$.25*
Course fees (consumables)	per course
Transcript fee	\$.5*
Fax – In USA	\$.3* additional
Fax – International	\$10* additional
Expedited	\$15* additional
Returned check fee	\$.25*
Graduation fee**	\$150*
Degree replacement	\$80
Identification card replacement	\$10

*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 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, granting of credit, 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 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 two payment options: (1) pay in full at the time of registration or (2) use a voucher or purchase order from a sponsor or employer.

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 or an original letter indicating that they have a tuition credit covering the costs of the course(s).

Payment in Full

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 (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], 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

Third-party sponsor payments (e.g., employers) 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 (fax number: [202] 479-2501). Third-party sponsors and employers paying with a purchase order are subject to the following conditions:

- The purchase order must clearly state student's name, ID number, semester(s)/term(s) covered, items covered and not covered, and 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 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 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 due 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.

Outstanding Balances

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

Tuition refunds are made as follows:

- Students are entitled to 100% of their tuition if they officially drop a course at least one workday before the first class meeting.
- Students are entitled to 90% of their tuition if they officially drop a course at least one workday before the second class meeting.
- Students are entitled to 80% of their tuition if they officially drop a course at least one workday 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.

Death of a Student

In the event of a student's death, all tuition and fees the student had paid for the term may be refunded to the estate of the deceased upon request of the executor.

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**.

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.

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.

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.

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 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** – less 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 department chair'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 Declaring or Changing an 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 request (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 or 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 the 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

PREREQUISITES AND COREQUISITES

Prerequisites and corequisites 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 corequisite is an academic requirement that must be fulfilled before or during the same term as a specific course. Prerequisites and corequisites 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 prejudices 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 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 chairperson) 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). 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.

Proficiency exams may not be used for repeating courses as credit earned through examination, and they are not used in the calculation of the student's grade point average.

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, the student will not be able to complete the degree 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

Course waiver 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 chair, 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.

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 Graduate School USA must provide verification of their attendance to the federal government if they are receiving any form of federal financial aid.

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 chair 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.

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.

STUDENT RECORDS

For the purposes of this policy, a student is any person who enrolls or has enrolled in Graduate School USA. The federal Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, defines *education record* as any record (in handwriting, print, electronic form, tapes, film, or other medium) maintained by Graduate School USA or an agent of Graduate School USA which is directly related to a student, except the following:

- 1 Records kept in the sole possession of the maker and which are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

- 2 An employment record of a student whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
- 3 Post-attendance records which contain information about a student after he or she is no longer in attendance at the School and which do not relate to the person as a student.

School officials are those members of Graduate School USA who act in the student's educational interest within the limitations of their "need to know." They may include a person employed by Graduate School USA in an administrative, supervisory, academic, research, or support staff position; member of the Board of Trustees; person serving on a governing body of the School (such as Honor Councils, Student Government Associations, etc.); person employed by or under contract to Graduate School USA to perform a special task (e.g., an attorney or auditor); person or organization acting as an official agent of the School and performing a business function or service on behalf of the School; student conducting Graduate School USA business (e.g., serving on an official committee, working for Graduate School USA, or assisting another School official in fulfilling his or her professional responsibility); or any other person determined by the Office of the Provost to have a need to know the information in order to perform his or her administrative tasks, to provide a service or benefit for a student, or to fulfill a legitimate educational interest of Graduate School USA.

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as "FERPA" or the "Buckley Amendment") is designed to protect the confidentiality of the records educational institutions maintain on their students and to give students access to their records to ensure the

accuracy of their contents. The Act affords students certain rights with respect to their education records. They are:

- 1 Access to Education Records:** Students have the right to inspect and review their education records within 45 days of the day Graduate School USA receives a written request for access, anytime after their matriculation. See the *Student Handbook* for information related to access to education records.
- 2 Request for Amendment of Education Records:** Students have the right to request amendment of education records if they believe the records are inaccurate, misleading, or in violation of their privacy rights. See below for information regarding destruction of records.
- 3 Disclosure of Education Records:** Students have the right to consent to disclosures of personally identifiable information in education records, except to the extent that the Act or any other superseding law authorizes disclosure without student consent. See below for information related to disclosure of education records.
- 4 Compliance:** Students have the right to contact the federal Family Policy Compliance Office with complaints concerning Graduate School USA's compliance with the requirements of FERPA.

Right to Refuse Access

Graduate School USA reserves the right to refuse to permit a student to inspect the following records:

- 1** The financial statement of the student's parents.
- 2** Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in files before January 1, 1975.
- 3** Records connected with an application to attend Graduate School USA or Southeastern University, or a component unit of Graduate School USA or Southeastern University, if that application was denied or the student

never attended Graduate School USA or Southeastern University.

- 4** Those portions of education records that contain information about other students.
- 5** Those records which are excluded from the FERPA definition of education records.

Refusal to Provide Copies

Graduate School USA reserves the right to deny copies if the transcripts or other records are not required to be made available under FERPA, if the student has an unpaid financial obligation to the School, or if there is an unresolved disciplinary action against the student.

Amendment of Education Records

Students have the right to request amendment of records they believe to be inaccurate, misleading, or in violation of their privacy rights. See the *Student Handbook* for procedures to request for amendment of records.

Destruction of Education Records

Nothing in this policy requires the continued maintenance of any education record for any particular length of time (see *Document Retention* policy). However, if under the terms of this policy a student has requested access to an education record, the record is not to be destroyed before the record custodian has granted the student access.

Disclosure of Education Records

Graduate School USA will disclose information from a student's education records only with the consent of the student. The consent for disclosure must be in writing, signed and dated by the student specifying the records to be released, contain the reasons for such release, and designate to whom the records are to be disclosed. Admitted students, though not covered under FERPA, will also have these rights as they relate to the disclosure of their records. There are several exceptions to this policy wherein Graduate School USA discloses records without the written consent of the student, and they are listed below:

- 1** To school officials determined by Graduate School USA to have a legitimate educational interest. A school official is determined to have legitimate educational interest if the information requested is necessary for that official to perform (a) appropriate tasks that are specified in his or her position description or by a contract agreement; (b) a task related to a student's education; (c) a task related to the discipline of a student; or (d) a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement, or financial aid.
- 2** To agents acting on behalf of the institution (e.g., clearinghouses, degree/enrollment verifiers).
- 3** To authorized representatives of the following government entities if the disclosure is in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs: Comptroller General of the United States, Secretary of Education, U.S. Attorney General, and state educational authorities.
- 4** To U.S. Department of Veterans Affairs officials.
- 5** To other schools at which the student seeks or intends to enroll.
- 6** In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- 7** To organizations conducting certain studies for or on behalf of Graduate School USA.
- 8** To accrediting organizations, including individuals or visiting committees, to carry out their functions.
- 9** To parents of an eligible student who claim the student as a dependent for income tax purposes, provided dependency is substantiated by copies of income tax returns.
- 10** To comply with a judicial order or a lawfully issued subpoena.
- 11** To appropriate parties if a health or safety emergency exists and the information will assist in resolving the emergency.
- 12** To an alleged victim of any crime of violence of the results of any institutional disciplinary proceeding regarding the alleged perpetrator of that crime with respect to that crime.
- 13** To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense (Foley Amendment).
- 14** To the U.S. Citizenship Immigration Services (USCIS) for purposes of the Coordinated Interagency Partnership Regulating International Students.
- 15** To the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997.
- 16** If required by a state law requiring disclosure that was adopted before November 19, 1974.
- 17** To comply with a court order obtained under the USA PATRIOT Act of 2001 for education records considered relevant to a terrorism investigation or prosecution, without advance notice to the student.
- 18** Graduate School USA retains discretion to disclose to a student's parents information regarding any violation of law or of School rule or policy as to alcohol or controlled substances use or possession, if the student is under age 21 at the time of the disclosure and the School determines that such alcohol/drug use or possession constitutes a disciplinary violation (Warner Amendment).

Record of Disclosures

Unless required under FERPA regulations (34 CFR 99.33) (e.g., disclosures of directory information, disclosures pursuant to court order under the USA PATRIOT Act), Graduate School USA informs all third parties to whom personal information from a student's education record is released that no

further release of such information is authorized without written consent of the student. Graduate School USA maintains a record of third parties who have requested or obtained access to education records and/or disclosure of such information from a student's education records (not including parties seeking directory information, parties having student consent, circumstances involving certain grand jury subpoenas, and disclosures pursuant to court order under the USA PATRIOT Act). The record indicates the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. This record of access, to be kept with the education records, is available only to the student and the custodian(s) of the education record.

Directory Information

Graduate School USA has designated the following categories of student information as public or directory information:

- Name
- Email address
- Telephone number
- Major field of study
- Classification (e.g., sophomore)
- Enrollment status (full-time, part-time, or less than part-time)
- Dates of attendance
- Degrees and certificates received, including date(s) awarded
- Awards and honors received
- Previous educational institutions attended

Graduate School USA may disclose any of these items at its discretion, without prior written consent, unless notified in writing not to disclose. Requests for nondisclosure by the student are in effect from the date received in writing from the student until rescinded in writing by the student. Requests for nondisclosure should be submitted to the Registrar's Office.

Note: Students with questions or concerns about this policy have the right to contact the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202.

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 each term's *Course Schedule* 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 (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 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 suitability of 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

A variety of services are available to assist students as they make career and employment decisions. Advisors work one-on-one with students

when providing employment tools to enhance job-search success.

Students are assisted with developing good job-search skills, effective resumes, cover letters, job applications, and interviewing skills. They have the opportunity to take career and personality assessments that will help to identify career-relevant interests, abilities, and job values when considering different career options.

SCHOLARSHIPS

Some scholarship funds are available. For information, contact the Financial Aid Office at (202) 314-3648.

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, including OneFile sources 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. Both 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 8:00 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 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
- Servicemembers Opportunity Counselor: (202) 314-3432 or VetAffairs@graduateschool.edu
- Admission and Career Services Specialist: (202) 314-3657 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 and submit it to the Office of the Registrar or email it to **VetAffairs@graduateschool.edu**.

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 Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, or should call (800) 917-2081.

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 facility employs a state-of-the-art climate control system, life safety system, and security access control and surveillance system. 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 seven administrative offices and training facilities in the following locations:

Graduate School USA at Atlanta

245 Peachtree Center Avenue NE
Suite 2100
Atlanta, GA 30303

Graduate School USA at Chicago

122 S. Michigan Avenue
Suite 1070
Chicago, IL 60630

Graduate School USA at Dallas

600 North Pearl Street
Suite 660
Dallas, TX 75201

Graduate School USA at Denver

Distance Education
P.O. Box 25605
Denver, CO 80225

Graduate School USA at Honolulu

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

Graduate School USA at Philadelphia

150 S. Independence Mall West
Sixth and Chestnut Streets
Suite 674
Philadelphia, PA 19106

Graduate School USA at San Francisco

120 Howard Street
Suite 200
San Francisco, CA 94105

Each of these offices is conveniently located in a downtown area where amenities and transit options are available.

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** Apply psychological principles to personal, social, and organizational issues.
- 5** 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:

COURSE NUMBER	COURSE TITLE	NUMBER OF CREDITS
ART101	Arts Appreciation	3
BIO101 & BIO101L	General Biology and Lab	4
	OR	
CHE101 & CHE101L	General Chemistry and Lab	4
	OR	
SCI101 & SCI101L	General Science and Lab	4
CAR101	Strategies for Career Success**	1
ENG101	English Composition	3
ENG220	Technical Writing	3
	OR	
ENG230	World Literature	3
ENG110	Introduction to Oral Communication	3
GOV101	American Government	3
INF101	Introduction to Computer Information Systems	3
MAT101	College Algebra	3
PSY101	Introduction to Psychology	3

TOTAL 29

* 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.

General Education Core (29 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*
OR		
ENG230	World Literature	
GOV101	American Government	3 credits*
INF101	Introduction to Computer Information Systems	3 credits
MAT101	College Algebra	3 credits*
PSY101	Introduction to Psychology	3 credits*
SCI101	General Science	3 credits
SCI101L	General Science Lab	1 credit

Major Core (36 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	Governmental and Not-for-Profit Accounting	3 credits*
EC0210	Principles of Macroeconomics	3 credits*
FIN210	Fundamentals of Business Finance	3 credits*
LAW110	Legal Environment of Business	3 credits
MGT110	Introduction to Management	3 credits

* Prerequisite required – see course description.

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

Cost Estimate for Accounting Program

Technology Fees - \$35 per semester/term	\$	210
Tuition is \$270 per credit (65 credits program total)	\$	17,550
Student Lab Fee	\$	63
Professional Association Membership Fee	\$	78
Estimated Textbook Costs	\$	3,750
Estimated Total Cost	\$	21,651

ACCOUNTING – FEDERAL OPTION

Associate of Applied Science Degree Program

The federal accounting option 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. 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.

General Education Core (29 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*
OR		
ENG230	World Literature	
GOV101	American Government	3 credits*
INF101	Introduction to Computer Information Systems	3 credits
MAT101	College Algebra	3 credits*
PSY101	Introduction to Psychology	3 credits*
SCI101	General Science	3 credits
SCI101L	General Science Lab	1 credit

Major Core (36 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*
ACC235	Federal Accountancy	3 credits*
ECO210	Principles of Macroeconomics	3 credits*
LAW110	Legal Environment of Business	3 credits
MGT110	Introduction to Management	3 credits
MGT220	Federal Government Policy Development	3 credits*

* Prerequisite required – see course description.

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

Cost Estimate for Accounting Program

Technology Fees - \$35 per semester/term	\$	210
Tuition is \$270 per credit (65 credits program total)	\$	17,550
Student Lab Fee	\$	63
Professional Association Membership Fee	\$	78
Estimated Textbook Costs	\$	3,750
Estimated Total Cost	\$	21,651

FEDERAL ACCOUNTING/ AUDITING CERTIFICATE

The Accounting Certificate for the **Federal Accounting Job Series 0510 Accounting and 0511 Auditing** serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire associate of applied science in accounting degree. All courses in the certificate program can be applied to the associate of applied science in accounting degree should a student later opt to do so. This certificate responds to the U.S. Office of Personnel Management's (OPM) individual occupational minimum educational standard for the 0510/0511 Accounting Series positions above the GS-5 grade requirement of a four-year bachelor's degree in accounting; **OR** a degree in a related field such as business administration, finance, or public administration that included or was supplemented by at least 24 semester hours (30 hours for the 0512 Internal Revenue Agent series) in accounting, which may include up to 6 hours of credit in business law (in this standard, the term "accounting" means "accounting and/or auditing"); **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 (see www.opm.gov/qualifications/standards/iors/gs0500/0510.htm).

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

Program Courses (24 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*
OR		
LAW110	Legal Environment of Business	3 credits
ACC220	Accounting Computer Applications	3 credits*
OR		
ACC230	Governmental and Not-for-Profit Accounting	3 credits*
ACC225	Cost Accounting	3 credits*
ACC235	Federal Accountancy	3 credits*

* Prerequisite required – see course description.

Cost Estimate for Accounting and 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
Estimated Total Cost	\$	8,074

INTERNAL REVENUE AGENT CERTIFICATE

The Accounting Certificate for the **Federal Accounting Job Series 0512 Internal Revenue Agent** serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the entire associate of applied science in accounting degree. All courses in the certificate program can be applied to the associate of applied science in accounting degree should a student later opt to do so. This certificate responds to the U.S. Office of Personnel Management's (OPM) individual occupational minimum educational standard for the 0512 Accounting Series positions above the GS-5 grade requirement of a four-year bachelor's degree in accounting; **OR** a degree in a related field such as business administration, finance, or public administration that included or was supplemented by at least 30 semester hours in accounting, which may include up to 6 hours of credit in business law (in this standard, the term "accounting" means "accounting and/or auditing"); **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 (see www.opm.gov/qualifications/standards/iors/gs0500/0512.htm).

It is important to note that obtaining this certificate satisfies the OPM minimum education 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.

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*
OR		
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*
FIN210	Fundamentals of Business Finance	3 credits
OR		
EC0210	Principles of Macroeconomics	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
Estimated Total Cost	\$	10,068

CONTRACTING CERTIFICATE PROGRAM

The Contracting Certificate for **Federal Contracting Job Series 1102** serves those students who desire to upgrade their professional competence but do not necessarily wish to complete the associate of applied science in accounting degree. All courses in the certificate program can be applied to the associate of applied science in accounting degree should a student later opt to do so. This certificate responds to the U.S. Office of Personnel Management's (OPM) GS-5 through GS-12 individual occupational minimum educational standard for the 1102 Contracting Series requirement of a four-year bachelor's degree in any subject, **OR** at least 24 semester hours in any combination of the following fields available in the curriculum: accounting, finance, law, economics, or management. For positions above the GS-12 grade, the 24 semester hour requirement must be included or taken to supplement the bachelor's degree (see www.opm.gov/qualifications/standards/iors/gs1100/1102.htm). This education standard does not apply to Department of Defense contracting positions.

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

Program Courses (24 credits)

This requirement may be satisfied by taking any combination of 24 credit hours in accounting (ACC), finance (FIN), law (LAW), economics (ECO), or management (MGT).

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
Estimated Total Cost	\$	8,074

MEDICAL LABORATORY TECHNICIAN

Associate of Applied Science Degree 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, 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)

CAR101	Strategies for Career Success	1 credit**
MAT101	College Algebra	3 credits*
ENG101	English Composition	3 credits*
ENG110	Introduction to Oral Communication	3 credits*
INF101	Introduction to Computer Information Systems	3 credits
MED101	Medical Law and Ethics	3 credits
PSY101	Introduction to Psychology	3 credits*
BI0101	General Biology	3 credits*
BI0101L	General Biology Lab	1 credit*

Required Courses (55 credits)

MED110	Medical Terminology	3 credits
CHE101	General Chemistry	3 credits*
CHE101L	General Chemistry Lab	1 credit*
BIO201	Introduction to Physiology	3 credits*
BIO201L	Introduction to Physiology Lab	1 credit*
MED120	Introduction to Clinical Laboratory Science	2 credits*
MED150	Phlebotomy	2 credits*
MED150P	Phlebotomy Practicum	3 credits*
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*
MLT230	Clinical Microbiology	3 credits*
MLT230P	Clinical Microbiology Practicum	3 credits*
MLT210	Clinical Chemistry	3 credits*
MLT210P	Clinical Chemistry Practicum	3 credits*
MLT240	Hematology/Coagulation	2 credits*
MLT240P	Hematology/Coagulation Practicum	3 credits*
MLT201	Blood Banking	2 credits*
MLT201P	Blood Banking Practicum	3 credits*
MLT250	Immunology	2 credits*
MLT250L	Immunology Lab	1 credit*
MLT290	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	\$	-
Estimated Textbook Costs	\$	3,750
Estimated Total Cost	\$	27,350

PHLEBOTOMY TECHNICIAN CERTIFICATE 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 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**
MED101	Medical Law and Ethics	3 credits
MED150	Phlebotomy	2 credits*
MED150P	Phlebotomy Practicum	3 credits*
MED110	Medical Terminology	3 credits
INF101	Introduction to Computer Information Systems	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	\$	-
Estimated Textbook Costs	\$	400
Estimated Total Cost	\$	5,044

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

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.

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.

¹ Pending approval by the Commission of the Council on Occupational Education.

MEDICAL ASSISTANT

Associate of Applied Science Degree Program¹

Graduate School USA's Medical Assistant (MA) associate degree program prepares students to enter a dynamic field that has a wide variety of job tasks and duties. Medical assistants are allied health professionals cross-trained to perform many administrative and clinical duties at clinics, physician offices, and other ambulatory care settings. Their daily routine may include patient scheduling, updating medical records, billing and coding, and assisting with patient examination, treatment, and diagnostic testing.

The Graduate School USA curriculum has a strong science foundation and follows industry standards for professional conduct and competency. Students are provided practical experience in both the clinical and administrative sides of a medical office. Additionally, our program emphasizes the development of skills and knowledge for lifelong success, such as critical thinking, problem solving, information literacy, and technology proficiency. During the program, students are assisted by faculty advisors providing academic support and education planning, and career services aids students by assisting them with employment opportunities and preparing for the workplace.

All courses from the Graduate School USA Phlebotomy and ECG Technician Certificate programs, and all but the Medical Transcription course in the Medical Office Administrative Assistant Certificate program, transfer into the Medical Assistant degree program at Graduate School USA.

¹ Pending approval by the Commission of the Council on Occupational Education.

General Education Core (23 credits)

CAR101	Strategies for Career Success	1 credit**
MAT101	College Algebra	3 credits*
ENG101	English Composition	3 credits*
ENG110	Introduction to Oral Communication	3 credits*
INF101	Introduction to Computer Information Systems	3 credits
MED101	Medical Law and Ethics	3 credits
PSY101	Introduction to Psychology	3 credits*
BI0101	General Biology	3 credits*
BI0101L	General Biology Lab	1 credit*

Required Courses (53 credits)

MED110	Medical Terminology	3 credits
CHE101	General Chemistry	3 credits*
CHE101L	General Chemistry Lab	1 credit*
BI0201	Introduction to Physiology	3 credits*
BI0201L	Introduction to Physiology Lab	1 credit*
MED120	Introduction to Clinical Laboratory Science	2 credits*
MED150	Phlebotomy	2 credits*
MED150P	Phlebotomy Practicum	3 credits*
BI0210	Human Anatomy	3 credits*
BI0210L	Human Anatomy Lab	1 credit*
BI0220	Pathology	3 credits*
PHA201	Introduction to Pharmacology	3 credits*
ECG201	ECG and Cardiac Pharmacology	3 credits*
ECG201P	ECG and Cardiac Pharmacology Practicum	2 credits*
HIM101	Introduction to Health Information Management	3 credits
HIM201	Medical Coding I	3 credits*
HIM202	Medical Coding II	3 credits*
MAS201	Medical Office Procedures	3 credits*
MAS201P	Medical Office Procedures Practicum	2 credits*
MAS210	Medical Assistant Clinical Procedures	3 credits*
MAS210P	Medical Assistant Clinical Procedures Practicum	2 credits*
MAS220	Medical Assistant 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 Assistant Program

Technology Fees - \$35 per semester/term	\$ 210
Tuition is \$270 per credit (76 credits program total)	\$ 20,520
Student Lab Fees (includes lab coat)	\$ 1,277
Estimated Liability Insurance (\$42 - annual premium)	\$ 84
Estimated Drug Test and Criminal Background Check	\$ 97
Membership to Professional Society (\$30 per year)	\$ 60
Estimated Textbook Costs	\$ 4,650
Estimated Total Cost	\$ 26,898

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM²

Medical Office Administrative Assistants perform the clerical duties in a medical office or other healthcare setting. Their role is to ensure an office runs smoothly by performing duties such as answering and directing calls, appointment scheduling, patient billing, and compiling medical charts, reports, and correspondence. Their position has many job titles, such as Medical Secretary, Medical Receptionist, Unit Support Representative, or Medical Office Specialist.

The certificate program at Graduate School USA emphasizes effective communication skills, technology proficiency, and legal and ethical conduct. Students are also provided practical, hands-on experience. Like those in the degree program, students are assigned faculty advisors to provide academic support and education planning, and have access to career services to assist with employment opportunities and job readiness.

All courses in the Graduate School USA Medical Office Administrative Assistant Certificate program, except for Medical Transcription, transfer into the Medical Assistant (MA) degree program at Graduate School USA.

² Pending approval by the Commission of the Council on Occupational Education.

Program Courses (27 credits, 100 clinical hours)

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
MED101	Medical Law and Ethics	3 credits
MED110	Medical Terminology	3 credits
HIM101	Introduction to Health Information Management	3 credits
MED160	Medical Transcription	3 credits*
MAS201	Medical Office Procedures	3 credits*
MAS201P	Medical Office Procedures Practicum	2 credits*

* Prerequisite required – see course description.

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

Cost Estimate for Medical Office Administrative Assistant Program

Technology Fees - \$35 per semester/term	\$	70
Tuition is \$270 per credit (27 credits program total)	\$	7,290
Student Lab Fees (includes lab coat)	\$	52
Estimated Liability Insurance (annual premium)	\$	42
Estimated Drug Test and Criminal Background Check	\$	97
Membership to Professional Society	\$	30
Estimated Textbook Costs	\$	1,500
Estimated Total Cost	\$	9,081

ELECTROCARDIOGRAPHIC (ECG) TECHNICIAN CERTIFICATE PROGRAM³

ECG Technicians, also called EKG Technicians, work in the area of electrophysiology. They perform the procedures to record the electrical activity of the heart by properly attaching electrodes to a patient, and operating the ECG machine to obtain a reading or tracing. This tracing is known as an ECG and is a very important diagnostic tool for physicians as part of routine physical exams, before surgery, or under other special circumstances.

The ECG Technician Certificate program at Graduate School USA is rigorous and designed to provide students with a thorough understanding of the cardiovascular system, including the general biological and chemical principles as well as anatomy, physiology, electrophysiology, and pharmacology. Professionalism and clinical skills are developed by a combination of lecture, laboratory activities, and practicum experience. Students are assigned faculty advisors that provide academic support and education planning, and have access to career services to assist with employment opportunities and job readiness.

All courses from the Graduate School USA ECG Technician Certificate program transfer into the Medical Assistant (MA) degree program at Graduate School USA.

³ Pending approval by the Commission of the Council on Occupational Education.

Program Courses (28 credits, 100 clinical hours)

CAR101	Strategies for Career Success	1 credit**
INF101	Introduction to Computer Information Systems	3 credits
MED101	Medical Law and Ethics	3 credits
BIO101	General Biology	3 credits*
BIO101L	General Biology Lab	1 credit*
CHE101	General Chemistry	3 credits*
CHE101L	General Chemistry Lab	1 credit*
BIO201	Introduction to Physiology	3 credits*
BIO201L	Introduction to Physiology Lab	1 credit*
BIO210	Human Anatomy	3 credits*
BIO210L	Human Anatomy Lab	1 credit*
ECG201	ECG and Cardiac Pharmacology	3 credits*
ECG201P	ECG and Cardiac Pharmacology Practicum	2 credits*

* Prerequisite required – see course description.

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

Cost Estimate for ECG Technician Program

Technology Fees - \$35 per semester/term	\$	105
Tuition is \$270 per credit (28 credits program total)	\$	7,560
Student Lab Fees (includes lab coat)	\$	525
Estimated Liability Insurance (annual premium)	\$	42
Estimated Drug Test and Criminal Background Check	\$	97
Membership to Professional Society	\$	45
Estimated Textbook Costs	\$	1,950
Estimated Total Cost	\$	10,324

MEDICAL ASSISTANT, MEDICAL OFFICE ADMINISTRATIVE ASSISTANT, AND ECG TECHNICIAN NATIONAL AND/OR STATE LEGAL REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE

There are no national, state, or local licensure requirements in the District of Columbia, Maryland, or Virginia to enter the allied health professions of Medical Assistant, Medical Office Administrative Assistant, and ECG Technician.

The legal scope of practice for medical assisting varies from state to state.

There are voluntary certification/registration exams and maintenance programs offered by numerous organizations. The most prominent organizations are:

Medical Assistant

- The American Association of Medical Assistants (CMA credential)
- American Medical Technologists (RMA credential)

Medical Office Administrative Assistant

- American Medical Technologists (CMAS credential)

ECG Technician

- Cardiovascular Credentialing International (CCT credential)

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

Analysis of business transactions and recording of business data is 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 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

Intermediate Accounting II focuses 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 emphasizing 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

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.

Prerequisite: Placement at college-level English

BI0101 General Biology 3 credits
General Biology Lab 1 credit

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.

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

Lab Fee: \$169

BIO201	Introduction to Physiology	3 credits
	Introduction to Physiology Lab	1 credit

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

Corequisite: BIO210/BIO210L

Lab Fee: \$60

BIO210	Human Anatomy	3 credits
	Human Anatomy Lab	1 credit

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

Corequisite: BIO201/BIO201L

Lab Fee: \$92

BIO220	Pathology	3 credits
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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

BIO230	General Microbiology	3 credits
	General Microbiology Lab	1 credit

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

CAR101	Strategies for Career Success	1 credit
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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.

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

Prerequisite: None

CHE101	General Chemistry	3 credits
	General Chemistry Lab	1 credit

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.

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

Lab Fee: \$122

ECG201	ECG and Cardiac Pharmacology	3 credits
	ECG and Cardiac Pharmacology Practicum	2 credits

Course Description

ECG and Cardiac Pharmacology is a thorough presentation of cardiac anatomy and electrophysiology with an introduction to the pathophysiology of the major cardiovascular diseases. Also covered is the impact of common cardiac and non-cardiac drugs, including illicit drugs, on cardiac activity. During the practicum, students learn to accurately perform an ECG using standard protocols and basic identification of ECG tracings.

Prerequisites: BIO201/BIO201L, BIO210/BIO210L, CHE101/CHE101L

Corequisite: INF101

Lab Fee: \$30

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

EC0210	Principles of Macroeconomics	3 credits
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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	2 credit equivalents
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Course Description

An upper-level developmental course taken concurrently with ENG101. Instruction 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.

(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

Corequisite: ENG101

ENG101	English Composition	3 credits
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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.

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.

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.

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.

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

This introduction to the field of business finance surveys the methods used by private businesses and corporations in securing and using capital. Major 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 the federal, state, and local government. 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.

Prerequisite: Placement at college-level English

HIM101 Introduction to Health
Information Management 3 credits

Course Description

Constructed to provide a comprehensive view of the U.S. healthcare delivery system, Introduction to Health Information Management exposes students to the use, structure, content, and standards of health data. Key areas of focus include accuracy of patient records, compliance with policies and regulations, and the use of technology.

Prerequisite: None

HIM201 Medical Coding I 3 credits

Course Description

Medical Coding I is an introduction to coding and classification systems using the *International Classification of Diseases*, Ninth Revision (ICD-9). Students learn to accurately review and assign valid diagnostic procedural codes using medical scenarios related to various body systems. An introduction to ICD-10 is provided. Adherence to current regulations and established guidelines, validating coding accuracy, resolving discrepancies, use of electronic applications, and use of coded data are areas of emphasis.

Prerequisites: MED110, INF101, BIO220

Corequisite: HIM101

HIM202 Medical Coding II 3 credits

Course Description

Medical Coding II continues the introduction to coding concepts using the Current Procedural Terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS). Students are expected to apply proper coding procedures to precisely review and assign procedural codes. Course content emphasizes adherence to current regulations and established guidelines, validating coding accuracy, resolving discrepancies, use of electronic applications, and use of coded data.

Prerequisite: HIM201

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.

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

MAS201 Medical Office Procedures	3 credits
Medical Office	
Procedures Practicum	2 credits

Course Description

A comprehensive and robust course, Medical Office Procedures focuses on the administrative and business skills required in a medical office environment. Course content covers scheduling, medical records management, practice finances, organizational resources, medical billing, and collection procedures. Professional conduct, including effective communication and adherence to legal and regulatory requirements (privacy and confidentiality in particular), serves as a basis for course discussions and lectures. Students learn appropriate use of software applications. The accompanying practicum provides real-world experience to complement lecture presentations.

Prerequisites: ENG101, MED110, INF101

Corequisites: ENG110, HIM101

Lab Fee: \$52

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

MAS210 Medical Assistant	
Clinical Procedures	3 credits
Medical Assistant Clinical	
Procedures Practicum	2 credits

Course Description

Medical Assistant Clinical Procedures prepares students to assist physicians and other healthcare professionals with general patient examination, administering of medications, and other treatment and diagnostic procedures. These include radiographic and other imaging techniques. Students learn to perform a range of procedures from the routine, such as checking vital signs, to the non-routine, such as assisting in specialized examinations and medical emergencies. Emphasis is placed on proper documentation, infection control, and patient safety. Hands-on experience is provided in the accompanying practicum.

Prerequisites: BIO220, ENG101, ENG110, INF101, MED101, PHA201

Lab Fee: \$20

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

MAS220 Medical Assistant Seminar	1 credit
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Course Description

A critical-thinking course, Medical Assistant 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 students to connect their knowledge and skills.

Prerequisites: All required courses in the Medical Assistant program, or permission from the program director

MAT099 Pre-college Algebra	2 credit equivalents
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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.

(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

Corequisite: 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.

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

Corequisites: MED101, MED110

Lab Fee: \$409

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

MED160 Introduction to
Medical Transcription 3 credits

Course Description

Introduction to Medical Transcription serves as an introductory course, enabling students to learn to proofread and transcribe healthcare documents. Correct English usage and medical

style as defined by industry standards; operation of appropriate equipment and technology; productivity and accuracy definition and standards; and the medicolegal aspects of the health record are emphasized throughout the course.

Prerequisites: ENG101, MED110, INF101, HIM101

MGT110 Introduction to Management 3 credits

Course Description

Students are introduced to the complex and dynamic nature of management and to various perspectives that provide insights into how the business world functions.

Prerequisite: None

MGT220 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. The Annual Federal Budget significantly influences federal public policy. To ensure that students 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: GOV101

MLT201 Blood Banking 2 credits
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
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
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
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.

MLT250 Immunology	2 credits
Immunology Lab	1 credit

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

MLT290 MLT Senior Seminar	1 credit
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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

PHA201 Introduction to Pharmacology	3 credits
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Course Description

Designed to provide students an overview of pharmacology, including nomenclature, classifications, routes of administration, and mechanism of action. Utilizing a system-based approach, therapeutic indications and

contraindications are emphasized. Course discussions focus on legal and ethical issues, prevention of medical errors, and proper use of terminology and abbreviations.

Prerequisites: BIO201/BIO201L, BIO210/BIO210L, MAT101

Corequisite: BIO220

PSY101 Introduction to Psychology 3 credits

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.

Prerequisite: Placement at college-level English

SCI099 Pre-College Science 3 credits

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

Corequisite: None

SCI101	General Science	3 credits
	General Science Lab	1 credit

Course Description

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 is a combination course with both a lecture and a laboratory component. The General Science Lab is designed to reinforce the concepts learned in the General Science course. Students gain practical experience while exploring various scientific concepts.

Prerequisite: None

Lab Fee: \$63

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

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