



**GRADUATE SCHOOL
Academic Programs
Catalog 2010-2011**

graduateschool.edu/academic

ABOUT THE CATALOG

This catalog is the official announcement of the academic programs, requirements and regulations of the Graduate School, 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 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. The Graduate School 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 the Graduate School 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 Web site only.

DISABILITY SUPPORT

The Graduate School 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 non-discrimination requirements of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, as amended:

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EQUAL ACCESS/NONDISCRIMINATION

The Graduate School 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.

The Graduate School 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 100, Washington, DC
(202) 314-3693
susan.seling@graduateschool.edu

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

The Graduate School 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 the Graduate School.

Questions concerning this policy should be addressed to:

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

SEX CRIMES PREVENTION ACT

The *Federal Campus Sex Crimes Prevention Act* requires registered sex offenders/predators to provide to the District of Columbia 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 community who wishes to obtain further information regarding sexual offenders/predators in their area may refer to the following Web site:

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.

Every admitted student is provided with an official Graduate School e-mail account which will include student portal access information.

Students must activate their *my.GS.edu* account, wait 24 hours and then activate the e-mail account.

This Graduate School-issued e-mail account is to be used for all e-mail 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 e-mail address ONLY. Instructors and college officials may refuse to accept e-mails sent by students using other e-mail addresses.

ACCREDITATION

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

CHANGES IN STUDENT DATA

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

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GRADUATE SCHOOL HISTORY

The Beginning

The Graduate School 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, D.C. 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 ninety years later, the Graduate School is a vibrant learning community for adult continuing education and professional development, providing services to government, the private sector and individuals. We offer 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, the Graduate School expanded its daytime education offerings to meet the continuing education demands of the growing workforce in D.C., in both the Department of Agriculture and other government agencies.
- The Graduate School 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, making this type of learning flexible. Study by correspondence is convenient, relatively inexpensive and a highly personalized way to take courses. It allows individuals to overcome obstacles to traditional study and meet a variety of special educational needs. 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 the Graduate School 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, the Graduate School 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. This brought attention to the Evening Program credit course offerings of the School and expanded the career-development potential of Graduate School students. Today more than 500 Graduate School courses have been designated as credit-worthy at the undergraduate and graduate level.
- In 1979, the Government Audit Training Institute, recognized as the premier provider of training in performance auditing, joined the Graduate School, further enhancing the curriculum and meeting the professional education requirements of the diverse audit community through all levels of government.
- In 1995, the Graduate School 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 Center for Leadership Development.
- In 2003, the Graduate School merged the National Independent Study Center with the correspondence study program to form a nationwide delivery system of self-paced distance 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 Acrobat Connect creates a simulated virtual classroom and enables the Graduate School to create synchronous, asynchronous or blended learning solutions.
- In 2007, the School was accredited by the Commission of the Council on Occupational Education, which led to a new chapter in our history. This recognition allowed us to move from our parent U.S. Department of Agriculture to become an independent educational institution.
- In late 2009, the Graduate School acquired most of the assets and liabilities of Southeastern University, a longstanding Washington D.C. educational institution. This acquisition allows the Graduate School to become a comprehensive, career-oriented academic institution for the local community, the government and those serving government. The School has also enhanced its portfolio through the creation of academic programs leading to degrees and professional certifications.

We are proud of our history and of the number of people whose lives we have impacted through our programs. Since 1921, the Graduate school 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 the Graduate School has been best known as the leading authority on government training and workforce development, we're expanding our enterprise to provide academic programs in order to include even greater course selections, new certificate programs and new associate degrees. 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 MISSION

The Graduate School 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 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, the Graduate School 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, the Graduate School 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 VISION

The Graduate School 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 learner's success. Our future embraces the delivery of education and training through the expanded use of technology to reach our students, anytime, anywhere.

GRADUATE SCHOOL 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, 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 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, D.C., 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 assure 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 who are committed to our mission who create a learning environment which is supportive, challenging and rigorous and who value service to others.

GRADUATE SCHOOL DEGREE PROGRAM LOCATION

600 Maryland Avenue SW
Washington, DC 20024-2520

ACADEMIC CALENDAR

FALL 2010 – SUMMER 2011

Accelerated Fall 2010 Term (10 Weeks)	
Published Schedule of Classes Available	August 23, 2010
Registration	September 22 – October 1, 2010
New Student Orientation	September 25, 2010
Last Day to Request a Course Substitution or Waiver	October 1, 2010
Fall Term Classes Begin	October 4, 2010
Late Registration/Schedule Adjustment	October 4 - 8, 2010
Last Day to Withdraw with a Refund	One work day BEFORE the third class meeting
School Closed - Columbus Day Holiday	October 11, 2010
Mid-Term Week	November 1 - 5, 2010
School Closed - Veteran's Day Holiday	November 11, 2010
Last Day to Change from Credit to Audit	November 12, 2010
Last Day to Officially Withdraw	November 12, 2010
School Closed - Thanksgiving Holiday	November 24 - 27, 2010
Final Week	December 12 - 16, 2010
Classes End	December 16, 2010
Final Grades Due to Registrar	December 21, 2010

Spring 2011 Semester (15 Weeks)	
Published Schedule of Classes Available	November 1, 2010
Academic Advising Week	November 8 - 19, 2010
Early Registration	November 15 - 19, 2010
Registration	November 22 - January 21, 2011
Last Day to Apply for Graduation	January 7, 2011
School Closed - Martin Luther King's Birthday Holiday	January 17, 2011
New Student Orientation	January 18 - 21, 2011
Last Day to Request a Course Substitution or Waiver	December 22, 2010
Spring Semester Classes Begin	January 24, 2011
Late Registration/Schedule Adjustment	January 24 - January 28, 2011
Last Day to Withdraw with a Refund	One work day BEFORE the third class Meeting
School Closed - President's Day Holiday	February 21, 2011
Mid-Term Week	March 14 -18, 2011
Last Day to Change Grades of Incomplete for Fall 2010	March 18, 2011
Last Day to Change from Credit to Audit	March 25, 2011
Last Day to Officially Withdraw	March 25, 2011
Final Week	May 3 - May 9, 2011
Classes End	May 9, 2011
Final Grades Due to Registrar	May 12, 2011
Commencement	June 4, 2011

Summer 2011 Term (10 Weeks)	
Published Schedule of Classes Available	March 14, 2011
Academic Advising Week	March 21 - April 1, 2011
Early Registration	March 28 - April 1, 2011
Registration	April 4 - June 3, 2011
Last Day to Apply for Graduation	May 16, 2011
School Closed - Memorial Day Holiday	May 30, 2011
New Student Orientation	May 31 - June 3, 2011
Last Day to Request a Course Substitution or Waiver	May 7, 2011
Summer Term Classes Begin	June 6, 2011
Late Registration/Schedule Adjustment	June 6 - 10, 2011
Last Day to Withdraw with a Refund	One work day BEFORE the third class meeting
School Closed - Independence Day Holiday	July 4, 2011
Mid-Term Week	July 11 - 15, 2011
Last Day to Change Grades of Incomplete for Spring 2011	July 15, 2011
Last Day to Change from Credit to Audit	July 22, 2011
Last Day to Officially Withdraw	July 22, 2011
Final Week	August 9 - 15, 2011
Classes End	August 15, 2011
Final Grades Due to Registrar	August 18, 2011

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 required non-refundable application fee.

Home-Schooled Students, Admission

The Graduate School 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 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/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 GPA.

Probationary Admission

At the discretion of the Provost or his/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 timeframe or be administratively withdrawn from the Graduate School.

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 Student Admissions

International students are required to demonstrate proficiency in English and must meet all Graduate School 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 at any subsequent semester. Students who have not attended for **one year or more** must submit a new application and pay a nonrefundable application fee.

Students whose requests for withdrawal for military service or withdrawal for medical reasons are approved by the Graduate School 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 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 readmissions 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, activity or position to which admission or employment is sought.

In order to receive services, students must be admitted to and/or enrolled in the Graduate School. 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 STEPS AND REGISTRATION STEPS

- Submit application and fee
- Submit all official high school and college transcripts
- Take the skills assessment (unless waived)
- Once an acceptance letter is received, contact the Academic Advisor for course selections
- Register on assigned date
- Pay bill
- Attend orientation, if required by program area
- Attend class

APPLICATION

Individuals wishing to apply to the Graduate School must complete an application form, available from the Admissions Office or via the School Web site.

Applications, along with the application fee, may be mailed to the Graduate School, Admissions Office, 600 Maryland Avenue SW, Suite 330, Washington, DC 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 the Graduate School. Transcripts become the property of the School upon receipt and may not be copied for student use. Faxed copies are NOT considered official transcripts. Acceptance by the Graduate School 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 the Graduate School, Admissions Office.

SKILLS ASSESSMENT

All Graduate School 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 test.

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 the Graduate School. Students who need to complete skill-building coursework 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.

Academic advisors work closely with students to develop a plan 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.

In order to ensure that students are prepared for college-level work, they need to demonstrate a specified proficiency level in reading, writing and mathematics prior to enrolling for any credit courses at the Graduate School. An assessment test will be administered by the School to determine students' basic skills

proficiencies. 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.

Students must have applied for admission to the Graduate School prior to taking assessment tests. Results of the assessment tests will be utilized by academic advisors to determine where the student will begin coursework 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 the Graduate School 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 bench mark 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

The Graduate School offers skill-building courses at the precollege 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 will 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 do not successfully complete a skill-building course(s) after two attempts 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 "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 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. Have earned an Advanced Placement test score of 3 or higher in English and/or math.
- d. For the writing portion of placement test only:
 - Complete a writing 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 SAT writing score of 500 or higher; or
 - Have ACT English score of 18 or higher
- e. For the reading comprehension portion of placement test only:
 - Complete a minimum of six (6) college-level credits in reading-intensive courses from an institution of higher education where English is the language of instruction as determined by the Office of Academic Advising with a grade of "C" or better with a minimum GPA of 2.0;
 - Have SAT critical reading score of 520 or higher; or
 - Have ACT reading score of 21 or higher.
- f. For the math portion of placement test only:

- 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 years with a minimum GPA of 2.0;
- Have SAT math score of 530 or higher within the last three (3) years; or
- Have ACT math score of 22 or higher within the last three (3) years.

g. For the science portion of placement test only:

- 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; or
- Have ACT science reasoning score of 24 or higher within 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 form to the Office of Admissions.
- Students submitting official college transcripts to the Office of Admissions for evaluation during the admission process are not required to submit an Assessment Test Waiver request.
- 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/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 at the next class meeting.

Students may also add and/or drop courses 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 adjustment 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 the *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 the *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 from it receive the grade earned according to the instructor's grading scale.** Students are encouraged to discuss their plans to withdraw from a course with the instructor, 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 employer. 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 reregister 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/her from continuing in **all** classes for the term, and contracts for grades of incomplete or other arrangements with the 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 reregister 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 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 receive a tuition credit 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 years.

SCHEDULE CHANGES

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

CANCELLED 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 the student will be notified via e-mail. Students are responsible for providing current e-mail 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 statuses, this selection process is particularly important for recipients of federal financial aid and

international students in F-1 Visa status. 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 twenty-four 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 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 credit load of more than 18 during a fall or spring semester or more than 10 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 the Graduate School and have approval from an Academic Advisor.

Students who are admitted on a probationary status or who are on academic probation may have their credit load restricted. The notification of probation will indicate any such restrictions. Probationary students who have already registered for the following term will 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 in 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 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 Advising Office 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. It also provides ongoing assistance for F-1 visa students in their communication with the 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 abroad, 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 institution must take the Test of English as a Foreign Language (TOEFL) exam, unless the applicant has received a baccalaureate or graduate degree from an accredited institution in the United States or English-speaking country.

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 and credits from approved examinations. The Graduate School will **not** provide a

credit evaluation to any applicant prior to an offer of admission being extended to that student.

The Graduate School 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 the Graduate School.
- Formal learning experiences that have been evaluated and recommended by the American Council on Education (ACE) Program on Non-collegiate Sponsored Instruction (PONSI) National *Guide to Credit Recommendations for Non-collegiate Courses*.
- Army/ACE Registry Transcript System (AARTS) and Sailor/Marine ACE Registry Transcript System (SMART). The AARTS and SMART transcript 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, Fort Leavenworth, KS 66027-5073. To order a SMART transcript contact the Operations Center at sfly_smart@navy.mil.

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

Developmental courses, English as a Second Language courses and courses taken for audit are **not** considered for transfer. Continuing education units (CEUs), Professional Development Units (PDUs) and Continuing Professional Education (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 the Graduate School will not assign transfer credit to those courses.

Coursework 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 the Graduate School, and that the course is applicable to the student’s academic program. Where there is a match with a Graduate School course, the Graduate School course number will appear on the student transcript with the assigned credits. Where no match is identified, the credits will 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 the Graduate School 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 the Graduate School.

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

Unless an agreement has been executed between the Graduate School 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 the Graduate School. 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, etc.) will generally not transfer. Rather, the Graduate School 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 coursework 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 the Graduate School and the learning outcomes are similar, the courses will be judged to be comparable. The Chairperson 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. The Graduate School will generally accept grades of "P" (Pass), "C" (Credit), or "S" (Satisfactory), but may require additional documentation. Institutions which do not utilize an A - F grading scale may be asked to equate the grade to a "C" or better.

It is the responsibility of the Admissions Office in concert with the appropriate academic personnel to determine that the level of achievement of all course work

is equal to or above a “C.” It is the student’s responsibility to provide all required materials.

Required Documentation for Transfer Credit Considerations

All course work presented for transfer must appear on an official transcript sent directly from the original teaching institution to the Admissions Office. Copies, facsimiles 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 original teaching institution, government education agency of the host country, the American Embassy of the host country or a professional translation service approved by the Graduate School (e.g., World Education Services, New York City, 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 the Graduate School. 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, then the credit awarded will be rounded.

Examination Credit

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

- The Advanced Placement Examination of the College Board (AP)
- The College Level Examination Program of the College Board (CLEP)
- The Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardization Tests (DSST)
- 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 Examinations of the College Board (AP)
AP gives students an opportunity to take college-level courses and external exams while still in high school.
 - Credit is considered for all exams administered. Scores of 5 (extremely well qualified “A”) earn credits in all areas.
 - Credits for scores below 5 are granted for specific Graduate School courses as determined by the Chairperson of the discipline governing the subject content of the Advanced Placement Examination.
2. College Level Examination Program of the College Board (CLEP)
 - 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 (DSST)
 - A specific DANTES exam must carry a standard score equal to or above the ACE credit minimum score recommendation.
 - DANTES Subject Standardized Tests which are comparable in the nature and scope of material examined to courses offered at the Graduate School will be considered for transfer credit.
 - For more information regarding DANTES exams, see http://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 coursework in the same discipline(s) at another institution, the Graduate School 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 the Graduate School may be granted credit if it carries the American Council on Education’s (ACE) Program on Non-Collegiate 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 the Graduate School. Verifiable documentation of course completion is required. For military service members, credit transfer requires presentation of form DD 214 for discharged personnel or form DD 295 for active duty personnel. Military course numbers must appear on the service record. (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 chairperson 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 degree, the student must complete at least 50 percent of credit hours required in the degree program at the Graduate School. Active-duty service members must complete 25 percent of the degree program at the Graduate School.

ENGLISH AS A SECOND LANGUAGE (ESL)

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) must be submitted with their application for admission to demonstrate English proficiency. A student may receive a waiver to the requirement for the TOEFL or IELTS test scores for purpose of admission to the Graduate School if they completed their high school diploma, bachelor's degree, or an advanced degree in a country where English is the primary language and language of instruction at the school.

Additionally, in order to ensure that students are prepared for college-level work, all students need to demonstrate a specified proficiency level in reading, writing and mathematics prior to enrolling for any credit courses at the Graduate School. An assessment test will be administered by the School to determine students' basic skills proficiencies.

Students whose English language skills are not at college level will be required to enroll in ESL classes at the Graduate School.

Students with properly documented disabilities may receive appropriate testing accommodations.

English as a Second Language (ESL) Courses

The Graduate School offers ESL courses at the developmental level. Students whose assessment test results indicate a need for ESL must enroll in the appropriate course and pass with a grade of P. Academic advisors will assist students in registering for the appropriate level of classes. After successfully completing the appropriate course(s), students will be eligible to enroll in college level courses.

English as a Second Language (ESL) 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 for a retest or recommendation of instructor of a currently enrolled student in English as a Second Language. Students who retest and place at the college level while enrolled in an ESL course are considered to have passed the ESL course and may continue to attend or may stop attending. (These students are not eligible for a refund.)

English as a Second Language Assessment Test Waiver

- A resident of a country where English is the official language, as determined by the U.S. Department of State;
- Attended grades 9-12 in a high school where English is the official medium of instruction;
- Earned an International Baccalaureate (IB);
- Received a degree from an institution of higher education where English is the official language of instruction;
- Earned the following scores on the TOEFL test:
 - 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; or
- Earned a total score of 8.0 with a minimum score of 8.0 in both speaking and writing on the IELTS test.

Note:

- When requesting a waiver from the assessment test, students are required to submit all documentation with the Assessment Test Waiver 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.

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

CLASS TUITION & 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	\$30/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. Audit classes earn neither credit hour nor quality points. Requests to audit must be submitted to the Office of the Registrar by the last day of registration.

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 card. Our 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 transcript.

STUDENT BILLING, PAYMENT AND REFUNDS

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

Students have 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 the student has 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, Master Card, 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 sponsors (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. Third-party sponsors and employers paying with a purchase order are subject to the following condition:

- The purchase order must clearly state student's name, Social Security number, semester(s)/term(s) covered, items covered and not covered, contact person's name, phone number, fax number and billing address.
- Payment is due before a student can register for classes.

- If the student withdraws during the refund period, refunds are made to the third party sponsor.
- The Graduate School 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, e-mailed 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 business days.
- If adjustments are made that create a balance in a student's account, the Graduate School 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.
- The Graduate School 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 work day before the first class meeting.
- Students are entitled to 90% of their tuition if they officially drop a course at least one work day before the second class meeting.
- Students are entitled to 80% of their tuition if they officially drop a course at least one work day before the third class meeting.
- Students are entitled to no refund if they drop after the third class meeting.
- Students will be entitled to a full refund and applicable fees if a class is cancelled by the Graduate School.

Death of a Student

In the event of a student's death, all tuition and fees the student had paid that 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 e-mail admissions@graduateschool.edu.

Records

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

Advising

Should assistance be needed, please feel free to contact the Advising at (202) 314-3651 or e-mail advising@graduateschool.edu.

ACADEMIC POLICIES

POLICY CHANGES

Any statement in the Graduate School Academic 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/policies.

Students are provided an e-mail address upon acceptance and enrollment to the School. Should they choose not to receive communication via e-mail, they must refer to the official Updates Web page for information.

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 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 the Graduate School. 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.

The Graduate School 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 remain members of the sophomore class.

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

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 Science, Associate of Arts or 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 years old.

Students are considered to be continuously enrolled if they enroll in at least one course in a twelve-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 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 the Graduate School are subject to the policy on *Program Discontinuation*.

Changing a Program of Study

Students may change their declared degree program after obtaining the approval of an Academic Advisor and the Admissions Office. Students must meet all admission requirements and complete all prerequisites for the new degree program. In some cases, students may forfeit completed credits due to the change of program. A completed "Change of Program" 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 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 the Graduate School or may be referred to an adult education partner to take skill building instruction. English as a Second Language (ESL) students whose English language skills are not at college level will be required to enroll in ESL classes at the Graduate School. 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 the Graduate School prior to taking assessment tests.

Students must have applied for admission to the Graduate School prior to taking assessment tests. Results of the skills assessments will be utilized by academic advisors to determine where the student will begin coursework 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

the Graduate School 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 "Pass" to progress to the curriculum program. Otherwise, the student must repeat the course.

Skill Building courses include the following:

ENG 099
MAT 099
SCI 099

PREREQUISITES AND CO-REQUISITES

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

STANDARDS OF SATISFACTORY ACADEMIC STANDING

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

Academic Evaluation and Grades

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

The following grading system is used:

- A = Excellent
- B = Good
- C = Satisfactory
- D = Poor
- P = Pass

F = Fail

Symbols that may appear on the grade report include:

AU = Audit

I = Incomplete

AW = Administrative Withdrawal

W = Withdrawal

MW = Medical Withdrawal

SW = Military Service Withdrawal

RP = Repeat

IP = In Progress

The symbol of AW (Administrative Withdrawal) is assigned when a student is registered for a course that she or he has not attended for the first week of class and in which she or he 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

The Graduate School 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*) grades, Pass (*P*) and Withdrawal (*W*, *MW* and *SW*) grades are not calculated as part of the GPA. After the terms of the incomplete grade contract 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 subsequent term 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 responsibilities 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 thirty days prior to the beginning of the term in which the student intends to 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 weeks. Generally, reinstated students are placed on probation and limited to six credits until the student achieves 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 the 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 timeframe, the instructor submits a grade to the Registrar and the student is notified 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 the Graduate School 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 is 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.

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 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 the Graduate School, at least thirty days prior to the start of the term in which the student would otherwise enroll in the course, documented evidence that he/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 the Graduate School 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/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/her course for excessive absences or for tardiness.

Students should be aware that the Graduate School 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 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 a "Degree Application," 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 will not have their applications reviewed for the upcoming graduation. In order to graduate, students must be in good academic and financial standing with the Graduate School. The

Registrar will advise applicants for graduation in writing of any additional requirements he or she 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

The Graduate School hosts one commencement ceremony each year in June. In order to participate in the commencement ceremony, students must be in good academic and financial standing with the Graduate School. Certificate candidates must have completed all requirements prior to the ceremony in order to participate. Associate degree candidates who are within 6 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 academic and 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 4.00.

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

Annually, the Graduate School 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 educational records, establishes the rights of students to inspect and review their educational 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*.

The Graduate School'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 the Graduate School'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 the Graduate School. 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 the Graduate School or an agent of the Graduate School 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 the Graduate School who act in the student's educational interest within the limitations of their "need to know." They may include a person employed by the Graduate School in an administrative, supervisory, academic, research or support staff position; a member of the Board

of Trustees; a person serving on a governing body of the School (such as Honor Councils, Student Government Associations, etc.); a person employed by or under contract to the Graduate School to perform a special task (e.g. an attorney or auditor); a person or organization acting as an official agent of the institution and performing a business function or service on behalf of the institution; a student conducting Graduate School business (e.g. serving on an official committee, working for the Graduate School, or assisting another school official in fulfilling his or her professional responsibility), and 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 the Graduate School.

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 assure 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 the Graduate School receives a written Request for access, anytime after their matriculation. See the *Student Handbook* for information related to access to educational 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 the Graduate School’s compliance with the requirements of FERPA.

Right to Refuse Access

The Graduate School 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 the Graduate School or Southeastern University or a component unit of the Graduate School or Southeastern University if that application was denied or the student never attended the Graduate School 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

The Graduate School 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 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

The Graduate School 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, the reasons for such release and to who 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 the Graduate School discloses records without the written consent of the student and they are listed below:

1. To school officials determined by the Graduate School 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 (a) perform appropriate tasks that are specified in his or her position description or by a contract agreement; (b) perform a task related to a student's education; (c) perform a task related to the discipline of a student; (d) provide a service or benefit relating to the student or student's family, such as health care, 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 Veteran's Administration 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 the Graduate School.
 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 or 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 US 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. The Graduate School 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*), the Graduate School 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. The Graduate School maintains a record of third parties who have requested or obtained access to educational 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

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

- Name
- E-mail 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 awarded
- Awards and honors received
- Previous education institutions attended

The Graduate School 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 20024.

TRANSCRIPT REQUESTS

A *transcript* is the chronological record of the student's enrollment and academic performance. An *official transcript* is the Graduate School's certified statement of your academic record. The official transcript is printed on security sensitive paper and contains the Graduate School 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 work week. Rush transcript requests are processed within two work days. 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 Web site.

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 the Graduate School 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 the Graduate School 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 should contact the Registrar's Office and complete the Verification of Enrollment Request form.

STUDENT SERVICES

The purpose of student services is to assist students in achieving their educational goals and to provide opportunities for them to enhance their career and personal development. The Graduate School 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 the Graduate School facilitates the intellectual and personal development of our students; enhance their academic performance; ensure progression towards graduation; and students identify and fulfill academic and career goals. Through skillful academic advising students will 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 your educational concerns;
- Evaluate suitability of chosen program of study;
- Review requirements for your program and outline an education and career plan
- Receive degree audits to ensure you are on track for graduation;
- Understand academic policies and procedures;
- Increase awareness of campus programs and services;
- Select and register for courses; and
- Connect you 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 high-powered employment tools to ensure their job search is successful.

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 our 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 the most current and up-to-date research.

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, student must have experience using a web browser, access to a computer with an Internet connection, and an e-mail address.

Students take online courses for many reasons, including:

- Convenience of taking classes in the comfort of home or office
- Flexible scheduling; students work on course anytime instead of specific times and days as with a campus-based class

- 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 changes and new ways of doing things
- Asks for help when needed.

Students who enroll in online courses and reside outside the metropolitan Washington, D.C. area will be 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 industry-leading computer equipment, Internet access ports for personal laptops, and a network printer for scanning and e-mailing materials. The hours of the Center are 7:30 a.m. to 6:30 p.m., Monday through Friday.

CAREER SUCCESS STRATEGIES

In addition to the New Student Orientation, a one-credit course, *Strategies for Career Success* (CAR-101), has been designed to help students succeed in their education and careers. 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 description section of this catalog.

VETERAN SERVICES AND MILITARY SERVICES

The Graduate School is approved by the 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.

The Graduate School 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 coordinator of the GS Vet Advising Team:

- Carolyn Nelson, DSO: (202) 314-3349 or carolyn.nelson@graduateschool.edu
- AI Officer, Service Members Opportunity Counselor: (202) 314-3432 or alvin.officer@graduateschool.edu
- **Kimberly Lovius, Admissions and Career Services Specialist: (202) 314-3657 or kimberly.lovius@graduateschool.edu**
- Lesha Gordon, Director of Academic Advising: (202) 314-3651 or lesha.gordon@graduateschool.edu
- Jamere Clark, Certificate Advisor: (202) 314-3314 or jamere.clark@graduateschool.edu

In order to provide the VA with complete information, students must complete the Graduate School Veterans Eligibility Form to request benefits and submit it to the Office of the Registrar or e-mail it to VetAffairs@graduateschool.edu.

STUDENT HANDBOOK

The Graduate School *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 Web site.

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 the Graduate School 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, 41 Perimeter Center East, NE, Suite 640, Atlanta, GA 30346 or (800) 917-2081.

FACILITIES

Headquarters and classrooms for the Graduate School are located at 600 Maryland Avenue, S.W., Washington, DC 20024; (888) 744-4723. The School occupies 86 thousand 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 a 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 rail 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 up-to-date computer equipment, Internet access ports for personal laptops, and a network printer for scanning and e-mailing materials.

The Graduate School also has seven administrative offices and training facilities in the following locations:

Graduate School at Atlanta
245 Peachtree Center Avenue NE
Suite 2100
Atlanta, GA 30303

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

Graduate School at Chicago
122 S. Michigan Avenue
Suite 1070
Chicago, IL 60630

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

Graduate School at Dallas
600 North Pearl Street
Suite 660
Dallas, TX 75201

Graduate School at San Francisco
120 Howard Street
Suite 200
San Francisco, CA 94105

Graduate School at Denver
Distance Education
P.O. Box 25605
Denver, CO 80225

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

The Graduate School 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 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's degree, students will be 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 performs 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, 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 the Graduate School must complete the following course requirements:

<u>Course number</u>	<u>Course title</u>	<u>Number of credits</u>
ENG101	English Composition	3
ENG130	World Literature or	3
ENG120	Technical Writing	3
ENG110	Introduction to Oral Communication	3
SCI101 & SCI101L	General Science and Lab or	4
CHE101 & CHE101L	General Chemistry and Lab or	4
BIO101 & BIO101L	General Biology and Lab	4
INF101	Intro to Computer Information Systems	3
GOV101	American Government	3
MAT101	College Algebra	3
ART101	Arts Appreciation	3
PSY101	Introduction to Psychology	3
CAR101	Strategies for Career Success	<u>1</u>
	TOTAL	29

ACCOUNTING

Associate of Applied Science Degree Program

The Graduate School 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 or Technical Writing 3 credits
- 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
- ECO210 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.

Cost Estimate for Accounting Program

Technology Fees - \$30.00 per semester/term	\$ 180.00
Tuition is \$270 per credit (65 credits program total)	\$ 17,550.00
Estimated Textbook Costs	\$ 3,750.00
Estimated Total Cost	\$ 21,480.00

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 or Technical Writing 3 credits
- 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.**

Cost Estimate for Accounting Program

Technology Fees - \$30.00 per semester/term	\$ 180.00
Tuition is \$270 per credit (65 credits program total)	\$ 17,550.00
Estimated Textbook Costs	\$ 3,750.00
Estimated Total Cost	\$ 21,480.00

ACCOUNTING & AUDITING CERTIFICATES

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 Science Accounting Degree. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree should a student later opt to do so. This certificate responds to the fact that the U.S. Office of Personnel Management individual occupational minimum educational standard for the 0510, and 0511 Accounting Series positions above the GS-5 grade requires a four-year bachelor's 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 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 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge.

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 |
| • | ACC220 | Accounting Computer Applications | 3 credits |
| • | ACC225 | Cost Accounting | 3 credits |
| • | ACC235 | Federal Accountancy | 3 credits |

Cost Estimate for Accounting and Auditing Certificate Programs

Technology Fees - \$30.00 per semester/term	\$ 90.00
Tuition is \$270 per credit (24 credits program total)	\$ 6,480.00
Estimated Textbook Costs	\$ 1,450.00
Estimated Total Cost	\$ 8,020.00

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 Accounting Degree. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree should a student later opt to do so. This certificate responds to the fact that the U.S. Office of Personnel Management individual occupational minimum educational standard for the 0512 Accounting Series positions above the GS-5 grade requires a four-year bachelor's 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 for the 0512 Internal Audit 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 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge.

Program Courses (30 credits)

- ACC110 Financial Accounting 3 credits
- ACC115 Managerial Accounting 3 credits
- ACC120 Federal Income Tax Accounting 3 credits
- ACC210 Intermediate Accounting I 3 credits
- ACC215 Intermediate Accounting II 3 credits
- ACC220 Accounting Computer Applications 3 credits
- ACC225 Cost Accounting 3 credits
- ACC230 Governmental and Not-for-Profit Accounting 3 credits
- ACC235 Federal Accountancy 3 credits
- ECO210 Principles of Macroeconomics 3 credits

Cost Estimate for Internal Revenue Agent Certificate Program

Technology Fees - \$30.00 per semester/term	\$	120.00
Tuition is \$270 per credit (30 credits program total)	\$	8,100.00
Estimated Textbook Costs	\$	1,750.00
Estimated Total Cost	\$	9,970.00

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 Accounting Degree. All courses in the certificate program can be applied to the Associate of Applied Science Accounting Degree should a student later opt to do so. This certificate responds to the fact that the U.S. Office of Personnel Management GS-5 through GS-12 individual occupational minimum educational standard for the 1102 Contracting Series requires a four-year bachelor's degree in any subject, **OR**, at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. For positions above the GS-12 grade the 24 semester hour requirement must be included or taken to supplement the bachelor's degree. **This education standard does not apply to Department of Defense Contracting positions.**

Program Courses (24 credits)

This requirement may be satisfied by any combination of 24 credit hours taken in accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

Cost Estimate for Contracting Certificate Program

Technology Fees - \$30.00 per semester/term	\$	90.00
Tuition is \$270 per credit (24 credits program total)	\$	6,480.00
Estimated Textbook Costs	\$	1,450.00
Estimated Total Cost	\$	8,020.00

MEDICAL LABORATORY TECHNICIAN

Associate of Applied Science Degree Program

As a Medical Laboratory Technician (MLT), also referred to as a Clinical Laboratory Technician (CLT), combines an aptitude for science with the desire to help others. As skilled laboratory professionals, MLTs are engaged in the collection, handling, processing and analysis of body fluids, cells and tissues through the application of chemical, biological and physical principles. Their role is providing laboratory information is essential for the detection, diagnosis, and treatment of human diseases.

The MLT program requires a strong science foundation. Academic and career support is available from the faculty of the Center for Health Sciences. Graduates of the program will have 700+ hours of practical experience and preparation for successful passing the certification exam. Students should be able to complete the program in six terms.

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
- BIO101 General Biology 3 credits*
- BIO101L General Biology Lab 1 credit

Required Courses

- 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 Seminar 1 credit*

*Prerequisite required – see course description.

Cost Estimate for Medical Laboratory Technician Program

Technology Fees - \$30.00 per semester/term	\$ 180.00
Tuition is \$270 per credit (78 credits program total)	\$ 21,060.00
Student Lab fees	\$ 2,145.00
Estimated Textbook Costs	\$ 3,750.00
Estimated Total Cost	\$ 27,135.00

PHLEBOTOMY CERTIFICATE PROGRAM

Phlebotomists are allied health professionals training to collect specimens for laboratory testing used to diagnose and treat diseases. The Center for Health Sciences prepares students for employment in inpatient, ambulatory and research settings. Students are trained in all aspects of specimen collection, handling, and processing in accordance with industry standards. Hands-on experience cultivates the necessary skills to properly perform venipunctures, heelsticks and fingersticks. The program emphasizes patient safety, infection control and professional conduct. Students should be able to complete the program in two terms.

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

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

Cost Estimate for Phlebotomy Program

Technology Fees - \$30.00 per semester/term	\$ 60.00
Tuition is \$270 per credit (15 credits program total)	\$ 4,050.00
Student Lab fees (total)	\$ 357.00
Estimated Textbook Costs	\$ 400.00
Estimated Total Cost	\$ 4,867.00

MEDICAL LABORATORY TECHNICIAN AND PHLEBOTOMY 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 either Phlebotomy or Medical Laboratory Technician. 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.

Currently, 12 states require laboratory personnel licensure (California, Hawaii, Florida, New York, North Dakota, Rhode Island, Tennessee, Louisiana, Nevada, West Virginia, Montana, 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.

COURSE DESCRIPTIONS

NOTE: All Graduate School 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 taught from the perspective of understanding the theoretical and practical issues in measurement of income, assets, liabilities and owner's equity. Annual reports used to perform financial statement analysis. Alternative accounting methodologies permitted under GAAP are explored. Final exam or final project.

Prerequisite: None
Co-requisite: None

ACC115 Managerial Accounting 3 credits

Course Description

Focuses on the uses of accounting information by managers. Discusses full cost accounting and responsibility accounting, from the perspective of 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. Final exam or final project.

Prerequisite: ACC110
Co-requisite: None

ACC120 Federal Income Tax Accounting 3 credits

Course Description

An introduction to federal tax theory and practice as applied to business entities, including gross income, deductions, accounting periods and methods, and property transactions. Final exam or final project.

Prerequisite: ACC110
Co-requisite: None

ACC210 Intermediate Accounting**3 credits****Course Description**

Focuses 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. It is the first of a two course sequence in financial accounting and is designed primarily for accounting majors. The course explores the theories, principles, and practices studied in the Financial Accounting and Managerial Accounting courses, and critically examines “real world” financial analysis and reporting issues. The course relies extensively on the case method of instruction. Final exam or final project.

Prerequisite: ACC115

Co-requisite: None

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

A continuation of the intensive study and application of the generally accepted accounting principles for asset valuation, income measurement, and financial statement presentation begun in ACC210. The course relies extensively on the case method of instruction. Final exam or final project.

Prerequisite: ACC210

Co-requisite: None

ACCT220 Accounting Computer Applications**3 credits****Course Description**

Survey of business computer applications emphasizing microcomputers and applications software packages to business. Included are applications with word processing, spreadsheets, file and database management systems, and other software packages used in business. Final exam or final project.

Prerequisite: ACC 115 and INF101

Co-requisite: None

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

The theory and practice of cost accumulation methods and reporting with emphasis on its use for planning and control. Introduces the concepts of budgeting, standards, and profitability analysis. Final exam or final project.

Prerequisite: ACC115

Co-requisite: None

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

Addresses 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. Final exam or final project.

Prerequisite: ACC110

Co-requisite: None

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

Examines 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-wide Financial Position and Condition will be 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; and, 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 is also examined. Final exam or final project.

Prerequisite: ACC115

Co-requisite: None

ART101

Art 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: None

Co-requisite: None

BIO101

**General Biology
General Biology Lab**

3 credits

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.

Prerequisite: Admissions criteria, acceptable scores placement test or successful completion of developmental course.

Co-requisite: None

Other required materials: Laboratory notebook, black writing pen, black Sharpie and any scientific dictionary.

Student Lab Fee: \$169.00

BIO201 **Introduction to Physiology** **3 credits**
Introduction to Physiology Lab

Course Description

The design of Introduction of 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 EKG.

Prerequisite: General Biology (BIO101)/Lab (BIO101L),
 General Chemistry (CHE101)/Lab (CHE101L)

Co-requisite: Human Anatomy/Lab (BIO210)

Student Lab Fee: \$60.00

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 systems are covered. The relationship between anatomical form and function is highlighted throughout the course. The laboratory work will consist of studying interactive software, models, microscope slides, and dissection of preserved specimens.

Prerequisite: General Biology (BIO101)/Lab (BIO101L),
 General Chemistry/Lab (CHE101)

Co-requisite: Introduction to Physiology (BIO201)/Lab (BIO201L)
 Medical Terminology (MED110)

Student Lab Fee: \$92.00

BIO220 **Pathology** **3 credits**

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 the clinical signs and symptoms, diagnostic techniques, laboratory procedures and treatment modalities.

Prerequisite: Human Anatomy (BIO210)/Lab (BIO210L),
 Introduction to Physiology (BIO201)/Lab (BIO201L)

Co-requisite: None

BIO230

**General Microbiology
General Microbiology Lab 1 credit**

3 credits

Course Description

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

Prerequisite: General Biology (BIO101)/Lab (BIO101L)

Co-requisite: None

Student Lab Fee: \$298.00

CAR101

Strategies for Career Success

1 credit

Course Description

As a critical course, 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, will be emphasized.

Prerequisite: None

Co-requisite: None

CHE101

**General Chemistry
General Chemistry Lab**

3 credits

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.

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

Co-requisite: None

Student Lab Fee: \$122.00

ENG099**Pre-College Writing****3 credits**

Prepares students for writing at the college level. Instruction includes writing short compositions in which students demonstrate control of mechanics, word usage, and sentence structure. Students will also complete formal writings, including both expressive and expository assignments. A significant amount of reading is also required, both to develop language and critical thinking skills and to provide a context for some usage, particularly within the context of students' own writing.

Prerequisite: Assessment testing

Co-requisite: None

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

Learn and 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: To enroll in this course, students must place at the college level or have approval to waive assessment testing.

Co-requisite: None

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

Gain an appreciation for the importance of oral communications 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: None

Co-requisite: None

ENG220

Technical Writing

3 credits

Course Description

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

Prerequisite: English Composition (ENG101)

Co-requisite: None

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 will 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 will 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: English Composition (ENG101)

Co-requisite: None

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: None

Co-requisite: None

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

Co-requisite: None

MAT099 Pre-college Algebra 3 credits

Prepare students for college-level mathematics. Topics include operations with algebraic expressions, factoring, systems of first-degree equations in 2 variables solved by graphical and algebraic means, slope and distance formulas, integer and rational exponents, radicals, an introduction to quadratic equations and stated problems.

Prerequisite: Assessment Testing

Co-requisite: None

MAT101 College Algebra 3 credits

Course Description

Review of 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: To enroll in this course, students must place at the college level or have approval to waive assessment testing.

Co-requisite: None

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 emphasizes on patient rights, safety, confidentiality, codes of ethics and professional conduct. The U.S. health care and judicial systems and critical legal regulations, including HIPAA, are also covered. Student will be exposed to current ethical challenges in health care.

Prerequisite: None

Co-requisite: 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

Co-requisite: 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. The students learn about laboratory accreditation and regulatory agencies, credentials (certification, licensure, etc.), universal precautions, laboratory safety and laboratory instrumentation. Course participants will perform CLIA waived testing and develop skills related to manual procedures and microscopic examinations.

Prerequisite: General Biology (BIO101)/Lab (BIO101L)

Co-requisite: None

Student Lab Fee: \$375.00

MED150

**Phlebotomy
Phlebotomy Practicum**

2 credits

3 credits

Course Description

This is an introduction to the art of phlebotomy where students acquire and apply basic medical terminology, anatomy and physiology 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 health care system while interacting with other team members. Effective communication with physicians, patients and other health care professionals is emphasized.

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

Co-requisite: Medical Law and Ethics (MED101), Medical Terminology (MED110)

Student Lab Fee: \$357.00

MLT201

**Blood Banking
Blood Banking Practicum**

2 credits

3 credits

Course Description: (2 lecture credits/3 lab credits)

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.

Prerequisite: Introduction to Clinical Laboratory Science (MED120), Pathology (BIO220), Medical Law and Ethics (MED101), Introduction to Computer Information Systems (INF101), English Composition (ENG101), Introduction Oral Communications (ENG110), College Algebra (MAT101)

Co-requisite: None

Student Lab Fee: \$142.00

MLT210

**Clinical Chemistry
Clinical Chemistry Practicum**

3 credits

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 practical exposure to the clinical chemistry section of the laboratory, including instrumentation, testing principles and procedures, and test documentation.

Prerequisite: Introduction to Clinical Laboratory Science (MED120), Pathology (BIO220), Medical Law and Ethics (MED101), Introduction to Computer Information Systems (INF101), English Composition (ENG101), Introduction Oral Communications (ENG110), College Algebra (MAT101)

Co-requisite: None

MLT230

**Clinical Microbiology
Clinical Microbiology Practicum**

3 credits

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, fungus, parasites and mycobacteria. While reinforcing testing principles and procedures, clinical significance of the test results, and pathogenesis of the disease, participants will 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 organism via growth patterns, colony morphology and biochemical test media, in addition to practicing proper growth media selection, aseptic transfer techniques, antibiotic susceptibility testing and staining techniques applicable to the microbiology laboratory.

Prerequisite: General Microbiology (BIO230) /Lab (BIO230L), Introduction to Clinical Laboratory Science (MED120), Pathology (BIO220), Medical Law and Ethics (MED101), Introduction to Computer Information Systems (INF101), English Composition (ENG101), Introduction Oral Communications (ENG110), College Algebra (MAT101)

Co-requisite: None

MLT240	Hematology/Coagulation	2 credits
	Hematology/Coagulation Practicum	3 credits

Course Description

Hematology and 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 performing testing methods discussed in the lectures.

Prerequisite: Introduction to Clinical Laboratory Science (MED120), Pathology (BIO220), Medical Law and Ethics (MED101), Introduction to Computer Information Systems (INF101), English Composition (ENG101), Introduction Oral Communications (ENG110), College Algebra (MAT101)

Co-requisite: None

Student Lab Fee: \$350.00

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.

Prerequisite: Introduction to Clinical Laboratory Science (MED120), Pathology (BIO220)

Co-requisite: None

Student Lab Fee: \$180.00

MLT290

MLT Senior Seminar

1 credit

Course Description

A critical thinking course, MLT 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 connect their knowledge and skills.

Prerequisite: All core education and program major courses.

Co-requisite: None

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: None

Co-requisite: None

SCI099

Pre-college Science

3 credits

Introduction to Science is designed to prepare students for college-level science coursework. Students are exposed to general scientific concepts and how they relate the world. Concepts covered in this course include biology, chemistry, physiology and physics.

Prerequisite: Assessment testing

Co-requisite: None

SCI101

General Science and Lab

4 credits

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

Prerequisite: None

Co-requisite: None

Student Lab Fees: \$92

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