PROGRAMS

Accounting AAS Degree (pg. 8) Under Financial Investigation Specialization, delete J125 and insert J131 Criminal Law and Procedures: Crime and the Courtroom, 4 credits.

Business Management BS Degree (pg. 9) Delete the "Major and Core Courses" and "Total Degree Credit Hours" sections and replace them in their entirety with the following:

Major and Core Courses
Lower Division

A151	Accounting I	4
A152	Accounting II	4
A232	Financial Accounting	4
A242	Managerial Accounting	4
B136	Introduction to Business	4
B205	Business Calculus	4
B215	Business Statistics	4
B230	Principles of Finance	4
B233	Principles of Management	4
B234	Business Law	4
B293	Business Ethics	4
D132	Computer Applications and Business Systems Concepts	3
E242	Career Development	2

Upper Division

B323	Advanced Principles of Marketing	4
B330	Advanced Principles of Financial Management	4
B333	Principles of Management II	4
B351	Management of Information Systems	4
B360	Operations Management	4
B365	Human Resource Management	4
B370	Organizational Behavior Analysis	4
B415	Risk Management	4
B460	Strategic Management	4
B472	Internship	2
B491	Legal and Ethical Environment of Business	4
B499	Management Capstone	4

Electives *(Select 4 courses)*

B250	Training and Development	4
B271	Professional Communication	4
B352	International Business	4
B371	Research and Report Writing	4
B382	Insurance	4
B404	Negotiation and Conflict Management	4
B417	Information Technology Project Management	4
B428	Money and Banking	4
B461	Labor Relations Management	4

B474	Small Business Management	4
B492	Contemporary Leadership Challenges	4

Total Degree Credit Hours

Total general education credits	58-59
Total major/core credits	95
Business elective credits	16
Unrestricted elective credits	12
TOTAL BS DEGREE CREDITS	**181-182***

Early Childhood Education Certificate (pg. 12)
Add note below program: Students enrolling in the Early Childhood Education Certificate program must currently be working in the Early Childhood Education field and have an externship site approved by the college by the end of the first week of the quarter. Please see a Program Manager for more details.

Early Childhood Education AAS Degree (pg. 12) G161 Quantitative Literacy (4 credits) is the recommended math course for this program, although students may complete either G195 College Statistics (5 credits) or G180 General Education Mathematics (4 credits) if they choose. Depending on which math course is completed, total program credits in this AAS will be 93 to 94.

Health Information Management BS Degree (pg. 13)
In the Natural Sciences General Education category, student must take the following three required courses: G150 Structure and Function of the Human Body; G156 Human Biology; and G156L Human Biology Lab. Student must select one additional course in this category.

Health Information Management BS Degree (pg. 13)
Remove the course HI440 Health Information Management Capstone, 2 credits, and insert HI435 Health Data Management, 2 credits.

Health Information Technician AAS Degree (pg. 14)
In the Humanities and Fine Arts General Education category, student must select one course for a total of 4 credits. In the Natural Sciences General Education category, student must take the following three courses: G150 Structure and Function of the Human Body; G156 Human Biology; and G156L Human Biology Lab, for a total of 10 credits.

Health Information Technician AAS Degree (pg. 14) Delete the previous accreditation statement and insert:
The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota – the Aurora and Rockford Campuses in Illinois – the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Medical Assisting Diploma and AAS Degree (pg. 16)
Add the following statement immediately following the existing accreditation statement on this page: The Medical Assisting Diploma and AAS/AS Degree programs at the Appleton, Aurora, Fort Myers, New Port Richey, Ocala, Romeoville, Rockford and Wausau campuses are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Paralegal AAS Degree (pg. 20)
Course number and name for PL219 Law Office Technology is changed to PL226 Law Office Technology: Cyberspace and the Paralegal Profession.

Digital Design and Animation BS Degree (pg. 21) This program is in the School of Technology and Design.

Multimedia Technologies AAS Degree (pg. 23) G195 College Statistics is the recommended math course for this program, although students may complete either G161 Quantitative Literacy (4 credits) or G180 General Education Mathematics (4 credits) if they choose. Depending on which math course is completed, total program credits in this AAS will be 95 to 96.

Accounting Diploma (pg. 26) In the Accounting Diploma, delete all current courses and replace with the following:

In addition to all Certificate Courses

Diploma Courses	
A280 Accounting Capstone	2
G124 English Composition	4
G195 College Statistics	5**
G203 Macroeconomics	4
G204 Microeconomics	4

Banking Specialization	
B232 Principles of Marketing	4
F111 Introduction to Banking	4
F212 Fundamentals of Consumer Lending	4
F213 Introduction to Mortgage Lending	4
F215 Principles of Banking Law	4
TOTAL DIPLOMA CREDITS	**74***

Financial Accounting Specialization	
A177 Payroll Accounting	4
A272 Intermediate Accounting I	4
A274 Intermediate Accounting II	4
B234 Business Law	4
B293 Business Ethics	4
TOTAL DIPLOMA CREDITS	**74***

Financial Investigation Specialization	
A272 Intermediate Accounting I	4
A274 Intermediate Accounting II	4
A276 Financial Investigation	4
J100 Introduction to Criminal Justice	4
J131 Criminal Law and Procedures: Crime and	
the Courtroom	4
TOTAL DIPLOMA CREDITS	**74***

** G195 College Statistics is the recommended math course for this program, although students may complete either G161 Quantitative Literacy (4 credits) or G180 General Education Mathematics (4 credits) if they choose. This diploma program will have 73 to 74 total credits, depending on which math course is completed.

Business Diploma (pg. 27) G195 College Statistics is the recommended math course for this program, although students may complete either G161 Quantitative Literacy (4 credits) or G180 General Education Mathematics (4 credits) if they choose. Depending on which math course is completed, total program credits in this diploma will be: 73 to 74 in the Business Administration Specialization; 75 to 76 in the Call Center Management Specialization; 71 to 72 in the Entrepreneurship Specialization; 75 to 76 in the Human Resources Specialization; 71 to 72 in the Internet Marketing Specialization; and 75 to 76 in the Marketing and Sales Specialization.

Medical Billing and Coding Certificate (pg. 28) Add note below program: In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.

Medical Billing and Coding Diploma (pg. 28) Add note below program: In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
G195 College Statistics is the recommended math course for this program, although students may complete either G161 Quantitative Literacy (4 credits) or G180 General Education Mathematics (4 credits) if they choose. This diploma program will have 55 to 56 total credits, depending on which math course is completed.

Criminal Justice Certificate and Diploma (pg. 29) Students may not currently enroll in the Criminal Justice Certificate or Diploma.

Information Systems Management: Computer Information Technology Diploma (pg. 30) Delete G141 Introduction to Communication and replace with G227 Oral Communication, 4 credits.

G195 College Statistics is the recommended math course for this program, although students may complete either G161 Quantitative Literacy (4 credits) or G180 General Education Mathematics (4 credits) if they choose. Depending on which math course is completed, total program credits in this diploma will be 71 to 72.

Information Systems Management: Computer Information Technology with Multimedia Diploma (pg. 30) Delete G141 Introduction to Communication and replace with G227 Oral Communication, 4 credits.

G195 College Statistics is the recommended math course for this program, although students may complete either G161 Quantitative Literacy (4 credits) or G180 General Education Mathematics (4 credits) if they choose. Depending on which math course is completed, total program credits in this diploma will be 70 to 71.

Information Systems Management: Database Administration Diploma (pg. 31) Add the following sentence to the end of the Objective: Graduates value critical thinking, communication, and business and professional skills.

G195 College Statistics is the recommended math course for this program, although students may complete either G161 Quantitative Literacy (4 credits) or G180 General Education Mathematics (4 credits) if they choose. Depending on which math course is completed, total program credits in this diploma will be 66 to 67.

Information Systems Management: Network Administration Diploma (pg. 31) G195 College Statistics is the recommended math course for this program, although students may complete either G161 Quantitative Literacy (4 credits) or G180 General Education Mathematics (4 credits) if they choose. Depending on which math course

is completed, total program credits in this diploma will be 66 to 67.

Information Systems Management: Network Security Diploma (pg. 31) G195 College Statistics is the recommended math course for this program, although students may complete either G161 Quantitative Literacy (4 credits) or G180 General Education Mathematics (4 credits) if they choose. Depending on which math course is completed, total program credits in this diploma will be 66 to 67.

Information Systems Management: Web Programming Diploma (pg. 31) G195 College Statistics is the recommended math course for this program, although students may complete either G161 Quantitative Literacy (4 credits) or G180 General Education Mathematics (4 credits) if they choose. Depending on which math course is completed, total program credits in this diploma will be 68 to 69.

General Education Course Selections (pg. 32)
Under All Bachelor's Degree Programs, change "Humanities" to read: Humanities and Fine Arts.

General Education Course Selections (pg. 32)
Under All Associate's Degree Programs, change "Humanities" to read: Humanities and Fine Arts.

Under All Associate's Degree Programs, change "Social Sciences" to read: Social and Behavioral Sciences.

COURSE DESCRIPTIONS

How to read course descriptions (pg. 32)
Add 'HS – Human Services' to list.

CEC080 College Experience Course (pg. 32) Add the following after the "How to read course descriptions" section:
CEC080 College Experience Course, 0 credits
The College Experience Course is an instructor led, objective qualification tool to help quantify the commitment of potential students through a one week simulation of the college experience at Rasmussen College. This course must be passed with a score of 80/100 in order to proceed with enrollment. This course is designed to help build a student's confidence and knowledge through demonstrating habits necessary for success in college and clarifying expectations for student engagement. This course requires both reading and submission of assignments to closely resemble what they will experience every week in a typical Rasmussen course.
Prerequisite: none

B224 Marketing Ethics, 40 hours, 4 credits (pg. 34)
Prerequisite: Internet Business Models and E-Commerce

Add B229 Target/Audience Messaging, 40 hours, 4 credits
This course explores the necessity of using DDM (data driven marketing) to decide between your best market, marginal market and those who are not your market. This course begins with the concept of "Allowable Cost Per Order" (ACPO) This course will provide students an understanding of the critical economic factors which determine market success and how to use them as a competitive advantage.
Prerequisite: Internet Business Models and E-Commerce

B230 Principles of Finance, 40 hours, 4 credits (pg. 34)
Prerequisite: Financial Accounting for Business Management BS students and Accounting I for Business Management AAS students

Add B231 Web Media Marketing, 40 hours, 4 credits
This course explores emerging and innovative business and marketing technologies and techniques such as weblogs and podcasting. In addition to investigating the newest communication tools, this course will also address creating and evaluating proposals, media purchasing and online public relations.
Prerequisite: Internet Business Models and E-Commerce

B330 Advanced Principles for Financial Management, 40 hours, 4 credits (pg. 35)
Prerequisite: Financial Accounting

G141 Introduction to Communication, 40 hours, 4 credits (pg. 37) Delete this course description.

G233 College Algebra, 40 hours, 4 credits (pg. 38)
Delete this course description.

H320 Financial Management of Healthcare Organizations, 40 hours, 4 credits (pg. 38) Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

H330 Quality Improvement in Healthcare, 40 hours, 4 credits (pg. 38) Prerequisite: Introduction to Healthcare Administration or Health Information Management

H420 Advanced Healthcare Law and Ethics, 40 hours, 4 credits, (pg. 39) Prerequisite: Medical Law and Ethics or Health Information Law and Ethics

HI410 Applied Research in Health Information Management, 40 hours, 4 credits (pg. 39)
Prerequisite: Healthcare Statistics

HI420 Health Information Management Professional Practice Experience, 120 hours, 4 credits (pg. 39) Delete course description and replace with: A 120-hour practical experience that focuses on the management of an HIM Department. This field experience will take place in a hospital or medical center setting supervised by an HIM Director or Supervisor. The experience will include operational and managerial experience and an administrative project that will benefit the clinical site. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student's final quarter

Add HI435 Health Data Management, 20 hours, 2 credits
This course addresses the fundamental concepts of managing health records both manually and electronically in today's healthcare facilities. This course introduces students to the practice of health information management, focusing on the content and structure of patient-identifiable data and information. This covers management issues related to paper-based record systems, including clinical documentation issues, medical word processing as a tool for documentation, forms design, storage and retrieval systems, and chart tracking. Secondary records such as indexes, registers, registries are covered in this course, along with an exploration of data sources, data capture, healthcare information infrastructure and documentation requirements. In this course, students analyze healthcare data sets, such as the HEDIS, UHDDS, OASIS including the history, purpose, and uses of each.
Prerequisites: Structure and Function of the Human Body; Medical Terminology

HI440 Health Information Management Capstone, 20 hours, 2 credits (pg. 39) Delete this course description.

HI450 Health Information Management Alternative Facility Professional Practice Experience, 30 hours, 1 credit (pg. 39) Delete course description and replace with: This course is a 30-hour practical experience that will focus on a non-hospital environment of the student's choice.   This experience is designed to assist students in exploring the diversity of the health information profession. The experience will include health information-related shadowing, observation, and/or performance of tasks and must be approved by the instructor. The instructor will work with the student to identify facilities that are available in the student's area of interest and will establish an agreement with the facility if one does not exist.
Prerequisite: Must be completed in the student's final quarter

Add HS260 Community Psychology, 40 hours, 4 credits
Community Psychology focuses on the four systems which function in a community: the mental health system, the educational system, the criminal justice system, and the social service system. As human service professionals, students will analyze problems in these communities and will evaluate individuals functioning in these systems, offering both answers and proactive models of prevention. Community psychology works toward the empowerment of members within a community, while appreciating diversity and understanding human behavior. Social change will be examined as well as understanding that setting or environment is as important as the individual in it.
Prerequisite: General Psychology

Add HS270 Social Psychology, 40 hours, 4 credits In this course students will understand the applied discipline of social psychology. In order to understand the social interaction of functioning humans in their communities and with individuals, theories of socialization and self image will be explored. Students will examine how the social environment influences thought, behavior, feelings, and potential actions of people. Consequences of social interaction and motivation based on judgment, attitudes, persuasion, conformity, and aggression will be explored. Different social interactions will be analyzed including conformity, productivity, and leadership.
Prerequisite: General Psychology

Add HS280 Abnormal Psychology, 40 hours, 4 credits
In this course students will understand the applied discipline of abnormal psychology. In order to understand and change abnormal patterns of functioning humans in their communities, thoughts and behavior will be examined. Students will explore what is abnormal behavior and what is not in current society and cultures. Numerous applications will be examined, including a variety of mental health disorders, individuals who have difficulty functioning effectively in everyday life, the impact of family dysfunction on the individual, and the influence of mental illness on criminal behavior. Variables that may affect a person's ability to adapt and function in a community will be considered, such as one's genetic makeup, physical condition, learning, reasoning, and socialization.
Prerequisite: General Psychology

J160 Introduction to Forensic Science, 40 hours, 4 credits (pg. 40) Delete course description.

J260 Introduction to Invesitgations, 40 hours, 4 credits (pg. 40) Delete course description.

J261 Crime Scene Analysis, 40 hours, 4 credits (pg. 40) Delete course description.

M140 Basic ICD-9-CM Coding, 40 hours, 4 credits (pg. 41) Prerequisite: Medical Terminology; Pre- or Co-requisite: Pathology I

M202 Introduction to Medical Transcription, 40 hours, 4 credits (pg. 41) Delete course description.

M207 Medical Transcription III, 40 hours, 3 credits (pg. 41) Delete course description.

MA250 Radiography Skills, 40 hours, 3 credits (pg. 42) Delete course description.

Add M205 Medical Transcription I, 40 hours, 3 credits
The student will transcribe medical histories, physical examination and other medical reports from transcription tapes and will apply knowledge of medical terminology, anatomy, and physiology to the transcription process. Emphasis is on correct use of medical terminology and accurate spelling of medical terms.
Prerequisites: Medical Terminology; Keyboarding I

M211 Quality Analysis and Management, 40 hours, 4 credits (pg. 42) Prerequisites: Introduction to Health Information Management; Computer Applications and Business Systems Concepts

M243 Health Information Law and Ethics, 40 hours, 4 credits (pg. 42) Prerequisite: none

M251 Medical Coding Practicum, 30 hours, 1 credit (pg. 42) Pre- or co-requisite: Ambulatory Care Coding

Add N324 Portfolio, Package and Publish, 40 hours, 4 credits This course focuses on the process and tasks necessary for game and simulation-specific employment including research and resumes, contacts and connections, and the important demos and elevator pitch. Students will learn how to develop an industry-specific resume, how to

best present their skills in a portfolio, and how to package themselves as a top candidate for a position. Students will create a polished resume and cover letter and learn networking skills for their area of interest in game or simulation production.
Prerequisite: Multiplayer Game Programming

PL219 Law Office Technology, 40 hours, 4 credits (pg. 46)
Course number and name for PL219 Law Office Technology is changed to PL226 Law Office Technology: Cyberspace and the Paralegal Profession. Course description is unchanged.

Add SD140 Mobile Application Development, 40 hours, 3 credits In this course, students will understand the development cycle of programs and applications for mobile devices. Utilizing the Java language, students will create both standalone programs as well as program suites

for mobile marketplace commerce systems where applications can be deployed. Instruction will focus on mobile development best practices for ease and efficiency of program development.
Prerequisite: Java I

Add W108 Introduction to Website Design, 40 hours, 3 credits (pg. 47) Intended for beginning- to intermediate-level web authors, this course provides an overview of the World Wide Web and an introduction to HTML, JavaScript, and webpage design principles. The course also introduces students to web-authoring tools that facilitate and enhance page creation.
Prerequisite: Computer Applications and Business Systems Concepts

W109 Relational Databases, 40 hours, 3 credits (pg. 47)
Prerequisite: Fundamentals of Programming

COLLEGE INFORMATION AND POLICIES

Board of Directors (pg. 3) Delete entire section and replace with:
BOARD OF DIRECTORS
 Henry S. Bienen
        Chairman, Rasmussen College, Inc.
        President Emeritus, Northwestern University,
            Evanston, Illinois
Herman Bulls
        CEO, Public Institutions, Jones Lang LaSalle
James E. Cowie
        Managing Director, Frontenac Company
Therese A. Fitzpatrick
        Executive Vice President and Chief Operating
            Officer, Assay Healthcare Solutions
Robert E. King
        Chairman, Deltak edu, Inc.
        Chairman, Salt Creek Ventures
J. Michael Locke
        Chairman, Rasmussen, Inc.
        Vice Chairman, Rasmussen College, Inc.
Thurston E. Manning
        Formerly Executive Director of the Commission on
            Institutions of Higher Education of the North
            Central Association
Thomas M. Slagle
        CEO, Rasmussen College, Inc.
Kristi A. Waite
        President, Rasmussen College, Inc.

Enrollment Procedures (pg. 4) Delete dash that begins: "TOEFL test score of…" and replace with:
"TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based."

Scholarship and Grant Programs (pg. 6) Delete table on page and insert:

If your cumulative Grade Point Average upon graduation is between:	You will receive the following Scholarship:	If you apply for admission prior to January 30, your award is:	If you apply for admission between January 30, and April 30, your award is:
2.00 – 2.74	Success Award	Associates $1,000 Bachelors $2,000	$600 $1,200
2.75 – 2.99	Achievement Award	Associates $1,500 Bachelors $3,000	$1,000 $2,000
3.00 – 3.24	Silver Circle Award	Associates $2,000 Bachelors $4,000	$1,500 $3,000
3.25- 3.49	Gold Circle Award	Associates $2,500 Bachelors $5,000	$2,000 $4,000
3.50 – 3.74	Platinum Circle Award	Associates $3,000 Bachelors $6,000	$2,500 $5,000
3.75 – 3.99	Director's Award	Associates $4,000 Bachelors $8,000	$3,000 $6,000
4.00	President's Award	Associates $5,000 Bachelors $10,000	$4,000 $8,000

Corporate Discount (pg. 6) Delete entire section and replace with the following:
Corporate Discount
Some companies receive a tuition discount or grant from Rasmussen College for eligible employees. Contact your campus for details.

Restrictions (pg. 6) Delete entire section and replace with the following:
Restrictions
Students are eligible for only one of the following scholarship and grant programs at a time:
- Grade Point Achievement Scholarship
- Early Honors Program
- 10% Military Discount
- Corporate Discount
- Community Business Success Grant
- AcceleratED Partner Success Grant

Recipients of the 110th Anniversary Scholarships are eligible to receive another scholarship (such as the High School GPA Scholarship) for a total of two scholarship fund sources.

Assessment (pg. 48) Delete last paragraph beginning with "The purpose of the non-credit…" and replace with:
"The purpose of the non-credit, pass/fail graduation requirement seminar course is to challenge students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments included in the seminar course focus on general education skills that provide the basis for lifelong learning. Among the required assessments compiled in the seminar courses are the components of the Graduate Achievement Portfolio (GAP), which may include communication, critical thinking, information literacy, and diversity awareness, depending on the course. Other external assessments may also be included in the seminar courses.

College Acceptance or Rejection of Application for Admission (pg. 48) Under 9th bullet, delete second dash that begins, "TOEFL test score of…" and insert:
"TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based."

College Acceptance or Rejection of Application for Admission (pg. 48) Add the following as the 10th bullet point in this section: Students who are unable to prove graduation from an international high school are eligible for provisional acceptance to Rasmussen College. Federal regulations require these students to complete at least 6 credit hours before they are eligible for federal student aid. In their first quarter, these students are required to take exactly two courses for a minimum total credit load of 6 credits. During this first quarter, the students will be responsible for paying a $100 course fee per course and

Rasmussen College will provide an institutional grant for the tuition cost. Should the student successfully complete both classes with a grade of C or higher in their first quarter, they will gain full acceptance to the College and be eligible for federal student aid in subsequent quarters. Should the student fail to complete both classes with a grade of C or higher in their first quarter, they will be removed from the College. Regional Vice President approval is required for provisional acceptance. Provisional acceptance will no longer be available beginning with Summer 2012 term.

Background Checks (pg. 48) Add Medical Billing and Coding to list of programs requiring a background check.

These Programs May Also Be Offered Online (pg. 49) Delete the Criminal Justice Diploma and the Criminal Justice Certificate.

Point Scale Alphabetical Grading System (pg. 49)
Add the following:

Grade	Grade Points	Description
PT	NA	Pending Transfer In Credits based on unofficial transcripts

Revise the following:

Grade	Grade Points	Description
TR	NA	Transfer In Credit based on official transcripts

Repeating Failed Courses (pg. 50) Delete entire section and replace with the following *(note the name change to the section)*: **Repeating Courses Policy**
Students who are meeting Satisfactory Academic Progress may retake courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count the credits for that course in a financial aid award calculation only if the original grade earned is an "F/FA". A third attempt at a failed course will not be eligible for any financial aid. If a student elects to repeat a course for which a grade above "F/FA" was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment out-of-pocket at regular tuition rates. The credits for all repeated courses along with the credits from prior attempts will be included in credits attempted for the purposes of determining satisfactory academic progress. The highest grade earned from a repeated course will be used in the calculation of the student's cumulative GPA. The student's GPA will be recalculated to reflect the highest letter grade. If more than one attempt results in the same letter grade, only the most recent one will be used in the calculation of GPA.

Students who fail a required course three times and have a cumulative grade point average of 2.0 or greater may be able to switch to another program that does not include the course as a required part of the program curriculum

without going through the program appeal process. Students who fail a course three times, and who cannot switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher and transfer it back in to Rasmussen College, in accordance with meeting the transfer of credit requirements. In the case of credit transfer, the "TR" replaces one "F/FA" grade for purposes of GPA calculation. However, all of the course credits, both failed and transferred, count in the student's Cumulative Completion Rate (CCR).

Students enrolled in a nursing program are only allowed to repeat any failed course one time. Foundation courses may only be repeated one time. Students who fail a foundations course a second time, as well as nursing students who fail a course a second time will be terminated from the College. All attempts of repeated courses, including the grades, remain on academic records and transcripts even though they may not be included in the GPA calculation. Students should be aware that graduate schools and other institutions to which they might wish to transfer may not accept repeats and may include all grades in calculating GPA for admission.

General Transfer Credit Policy (pg. 51) Delete 8th bullet that begins: "Students in the Medical Assisting, Medical Laboratory Technician,…" and insert:
"Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Associate's Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means with the exception of "block transfer" candidates for the Surgical Technologist and Medical Assisting Associate's degree programs."

General Transfer Credit Policy (pg. 51) Change 15th bullet point to read:
- Courses which have been accepted for transfer will be listed on the student's transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student's program will be removed and the student will be required to complete the program requirements in order to graduate.

Course By Course Transfer (pg. 51) Delete fifth bullet point that begins "Courses which have been transferred . . . "

Add the following after the 11th bullet point:

- Seminar Courses cannot be transferred in from another institution of higher learning.

Delete the 12th bullet point that begins "E242 Career Development is a course designed to . . . "

Delete last bullet point and replace with: For students in MN who enroll in the Law Enforcement Associate's, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (J or LE prefixes) can only be accepted if the incoming course is from a regionally accredited college that is POST Board approved. Students who have credits that are not transferable are eligible to demonstrate competency by completing the course specific test out, if available.

2 + 2 Matriculation for Baccalaureate Candidates (pg. 51)
Delete entire section and replace with the following:
2+2 Matriculation for Baccalaureate Candidates
For students who have completed an associate's degree, who enroll in a Rasmussen College bachelor's degree in a similar program area (i.e., business degrees are required for business, accounting for accounting, criminal justice/ law enforcement for criminal justice), they will receive immediate junior-level standing.
• Rasmussen College AAS/AS graduates will receive actual credits earned up to 95 credits (97 in Illinois).
• A block of 90 quarter credits for graduates from outside institutions will be awarded.
• If a student has more AAS/AS credits than the enrolling program requires, then the student may have fewer upper-division courses to take. The School Director will provide a list of courses for reduction when needed. This applies only to the Business Management BS degree.
• If the student has taken all of the required upper division courses and is still short credits, the remaining credits will be fulfilled by taking unrestricted electives.
• Students must complete the required number of total credits in the program to earn a Rasmussen College Bachelor of Science degree.
• For the Bachelor in Computer Science, the 2 year degree must be in an equivalent computer science field and have a programming course comparable to Programming II and a math course comparable to Calculus II in order to qualify. If those conditions are not met, the 2+2 policy cannot be applied.
• For the Bachelor in Health Information Management, qualifying associate degrees have to be from a CAHIIM accredited program and earned within the past 5 years. If the degree was obtained over 5 years ago, the student needs to have work experience in the health information industry within the last 5 years and be approved by the Program Coordinator. The student may also enroll if he/she has an RHIT credential and an earned Associate degree in any field. If so, the student needs to submit his/ her AHIMA membership card, showing it as current.

• For Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below:
1) Health Sciences Programs (including Medical Assisting AAS/AS, Health Information Technician AAS/AS, Medical Administration AAS/AS, Pharmacy Technician AAS/AS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 77 credits (79 in Illinois). In addition, these students will need to take Financial Accounting I, Financial Accounting II, Introduction to Business and Introduction to Human Resource Management in the core.
2) Business Programs:
a) Business Management AAS/AS – Transfer 49 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 81 credits (83 in Illinois). In addition, these students will need to take Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.
b) Accounting AAS/AS – Transfer 44 lower level core credits in a block transfer and 32 lower level General Education credits (34 in Illinois) for a total of 76 credits (78 in Illinois). In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.
3) The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.

Medical Assisting Associate Degree Completer Block Transfer Policy (pg. 51) Delete paragraph that begins "Students may seek a course-by-course . . . " and replace with: Students will need to complete or may seek a course-by-course transfer of credits for 32-33 general education credits and E242. For Medical Assisting students entering the College utilizing the block transfer process, only 67% of the total program credits may be transferred into the program.

RN to Bachelor of Science Nursing (RN to BSN) Policy (pg. 51) Delete entire section and replace with the following:

For students who have an unencumbered Registered Nurse license and have successfully completed an Associate's degree in field, they will receive a block transfer of 113 credits.

• Students will receive a block of 32 lower division General Education classes plus a block of 81 lower division core classes.

• Students who have the RN license alone will receive a block transfer of 81 lower division core credits. The 32 credits of lower division General Education will need to be completed, unless transferred in from a college transcript.

• Upper division core classes are not transferrable.

• Upper division General Education coursework is transferable and follows the standard Course by Course Transfer Policy.

• The total percentage of credits that may be transferred into the program is 76%.

Credit by Examination (pg. 52) delete entire section and replace with the following:

Credit by Examination
- Enrolled students may request credit by examination for courses if an exam has been developed.
- An examination score of 73% or higher is required to earn credit by examination.
- The examination grade will be posted as Test-out (TO) on the student transcript.
- Credits earned count in the transfer maximum.
- Credit by examination will not count as credits for financial-aid eligibility.
- A credit by examination may be taken only once for each course.
- If a student has already attempted the course, as indicated by a posted W/WD or F/FA grade, no test-out attempt will be allowed.
- The following are not available for credit by examination: Program specific Massage Therapy, Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200-level Pharmacy Technician courses. In addition, Healthcare Information Technologies, Pharmacy Software/Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Graduation Requirements (pg. 52) Delete entire section and replace with:
Graduation Requirements
Degrees, diplomas, and certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of

2.0 to receive a degree, diploma, or certificate with a passing grade in each area. Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement. Certificates or transcripts of credits may be given to those students taking individual subjects or individual progress courses of study.

Attendance (pg. 53) Delete entire section and replace with:
Attendance Policy
A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent or tardy. It is the student's responsibility to contact the instructor to get missed information, class work, and assignments.

Attendance requirements are met by (a) attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, posting of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation. Student grades will be impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the course syllabus.
Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.
First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the College.
Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. If the student has not been in attendance in any courses within 14 days of their last day of attendance, he or she may be administratively withdrawn from the College. Upon

withdrawal a student's financial aid eligibility will be adjusted according to the Institution's refund policy as described in the College catalog and will be assigned grades according to the Rasmussen College Drop/Add Class Policy.

Practicums/Externships in Nursing and Health Sciences programs have attendance requirements that are more stringent than the attendance policy above. Attendance policies for programs with additional requirements can be found in program-specific manuals/handbooks.

Tuition Rates table (pg. 53) Delete the third bullet under the table that reads "Students who maintain four courses per quarter through the entire program will not be subject to tuition increases." and insert the following:

Continuously enrolled students in certificate, diploma and associate programs will not be subject to a tuition increase for two years from the time they begin their program of study. Continuously enrolled students in bachelor programs will not be subject to tuition increase for four years from the time they begin their program of study.

Exit Interviews (pg. 54) Delete the first paragraph of this section and replace with:
Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs, and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed.

Non Federal Refund Distribution Policy (pg. 55) Delete this entire section.

Grievance Procedure (pg. 58) Add the following address above the address for The Higher Learning Commission:
- Kansas Board of Regents
  1000 SW Jackson Street, Suite 520
  Topeka, KS 66612-1368
  (785) 296-3421

Arbitration (pg. 58) Change sentence in first paragraph to read that the arbitration shall take place in Chicago, Illinois.

Statement of Ownership (pg. 58) Delete entire section and replace with: **Statement of Ownership**
Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
        J. Michael Locke, Chairman, President, Chief
            Executive Officer, Secretary

        Patrick D. Branham, Chief Financial Officer,
            Treasurer
        Michael J. Malee, Vice President
Delete the paragraph that begins "Rasmussen College is currently authorized or licensed* to operate" and replace with: Rasmussen College is currently authorized or licensed* to operate in: Alabama, Arkansas, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals.

Accreditation (pg. 58) Delete the second and third paragraphs and insert:
The Health Information Technician Associate Degree Program offered at the Brooklyn Park, Bloomington, Eagan, Lake Elmo/Woodbury, Mankato, and St. Cloud Campuses in Minnesota – the Aurora and Rockford Campuses in Illinois – the Green Bay Campus in Wisconsin – and the Rasmussen College Online Program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Accreditation (pg. 58) Add the following below the entry for the Medical Assisting Accreditation (MAERB):
The Medical Assisting Program at the Aurora, Rockford, and Romeoville/Joliet campuses in Illinois – the Fort Myers, New Port Richey, and Ocala campuses in Florida – and the Appleton and Wausau campuses in Wisconsin is accredited by the Accrediting Bureau of Health Education Schools (ABHES).
- Accrediting Bureau of Health Education Schools
  7777 Leesburg Pike, Suite 314
  North Falls Church, VA 22043
  (703) 917-9503

Rasmussen College Standards of Satisfactory Academic Progress (SAP) (pg. 60) Delete entire section and replace with: ***Rasmussen College Standards of Satisfactory Academic Progress (SAP)***
Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a prescribed timeframe.

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College's staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student's home address. The student must sign the plan and return it to the Dean or Campus Director

by the first Friday of the quarter. Failure to return the plan may result in an administrative withdrawal from the College.

SAP Components: All students must meet all three of the components that are used to measure a student's Satisfactory Academic Progress (SAP) towards the completion of a degree or certificate. The three components are as follows:

1. **GPA**. Rasmussen College students are required to achieve and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.00.

2. **Pace/Cumulative Completion Rate (CCR)**. This is the pace at which a student progresses through a program. CCR is calculated by dividing cumulative credits earned by cumulative credits attempted within a program (*e.g.,* 6 credits earned ÷ 12 credits attempted = 50%). Minimum standards are listed in the chart below.

Percentage of Credits Attempted Toward Maximum Time Frame	Minimum Successful Completion of Cumulative Credit Hours Attempted
Up to 25%	25%
Greater than 25%, up to 50%	50%
Greater than 50%	67%

3. **Duration of Eligibility**. This is the maximum time frame for program completion and is equal to 150% of the number of total credits required for the program (*e.g.,* maximum time frame for a 90-credit program = 90 X 150%, or 135 credits).

Total credits are indicated for each program listing in the catalog. A student who exceeds 150% of the maximum time frame is no longer eligible for financial aid.

In calculating Pace/CCR and Duration of Eligibility, the following grades will be considered attempted, but will not be considered as credits successfully completed or earned: F/FA, U/UN, W/WD, I/IN. In addition, Foundations courses are not included in the number of credits attempted or successfully completed when assessing satisfactory progress.

Financial Aid Warning: If a student's CGPA falls below 2.00, or if Pace/CCR standards or Duration of Eligibility

requirements are not met, the student will be placed on Financial Aid Warning for the subsequent quarter. A student is eligible for financial aid during the Financial Aid Warning period. A student who fails to meet any one of the components of SAP at the end of the Financial Aid Warning period is not eligible for financial aid.

Not Eligible for Financial Aid: A student who fails to meet the minimum Satisfactory Academic Progress requirements at the end of either the Financial Aid Warning or Financial Aid Probation period, and who does not successfully appeal, is not eligible for further financial aid funding.

Appeals: A student may appeal his/her assigned status of Not Eligible for Financial Aid to the Academic Review Committee, which will determine whether mitigating circumstances exist, and, if so, will forward the appeal to the Vice President of Compliance and Financial Services. All appeals must be made in writing and must address the nature of the circumstances that the student believes warrant exception to the policy stated above. All appeals will be reviewed and ruled on within ten business days, and students will be notified in writing regarding the outcome of the appeal. The ruling of the Vice President of Compliance and Financial Services is final and cannot be appealed.

Financial Aid Probation: If a student fails to make Satisfactory Academic Progress, but submits a successful appeal and has his/her eligibility for aid reinstated, he/she will be placed on Financial Aid Probation. A student is eligible for financial aid during the Financial Aid Probation period. At the end of the Financial Aid Probation period, the student must meet minimum SAP requirements to be eligible for further financial aid funding. A student who fails to meet either the CGPA, Pace/CCR, or Duration of Eligibility requirements at the end of the Financial Aid Probation period is not eligible for financial aid.

Students must regain Satisfactory Academic Progress within two quarters or they will be terminated from the College. The decision to terminate may be appealed through the Academic Review Committee process.

Students who withdraw from the College and later re-enter are treated as continuing students and must meet progress requirements. Re-entry does not negate previous academic status or satisfactory progress requirements. Satisfactory Academic Progress calculations for a re-entering student who changes programs will include only the grades and credits attempted and earned for courses

that are part of the student's new program; standard CCR requirements will be followed from the re-entry point and for each quarter thereafter. If other courses have been taken at another institution and can be transferred in, the courses will be included in SAP calculations as described elsewhere in this section. A student terminated due to SAP may not re-enter the College unless he/she has completed coursework elsewhere that is acceptable for transfer into the College and will bring the student back into good standing.

Campus Locations (back cover) Add the following in the "Florida" section, immediately after the Ocala location: Ocala School of Nursing

2100 SW 22nd Place
Ocala, FL 34471
352-291-8560