PROGRAMS

School of Health Sciences Change the name of the School of Allied Health to the School of Health Sciences.

General Education: For all Bachelor of Science degree programs, 24 credits of upper-division general education coursework are required, as follows: one Communication course; two Humanities courses; one Math/Natural Science course; and two Social Sciences courses.

Students must take two Humanities courses in all AAS degree programs except the Professional Nursing AAS degree program.

Background Checks The following background check statement applies to the programs listed below: "In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a background check."

- Business Management: Child Development Specialization
- Criminal Justice
- Early Childhood Education
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Massage Therapy
- Medical Administration
- Medical Assisting
- Medical Laboratory Technician
- Nursing
- Paralegal
- Pharmacy Technician
- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree
- Surgical Technologist

In addition to this general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Human Services, Medical Assisting, Medical Laboratory Technician, Pharmacy Technician, Surgical Technologist, and Nursing programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.
See also Background Checks on pgs. 6 & 7 of this Addendum.

Exercise Science AAS (pg. 7) Course number for Exercise Science Capstone is ES285

Massage Therapy AAS Degree (pg. 9) Also available at the Mankato campus

Medical Assisting AAS (pg. 11) Course number for Medical Assistant Externship is MA265

Medical Laboratory Technician AAS (pg. 12) Delete Foundations Courses section and delete disclaimer that says "Credit totals do not include Foundations of English II or Foundations of Math . . . "

Surgical Technologist AAS (pg. 14) Delete Foundations Courses section and delete disclaimer that says "Credit totals do not include Foundations of English II or Foundations of Math . . . "

Delete the Major and Core Courses and replace with:
D132 Computer Applications and Business Systems Concepts 3 credits
E242 Career Development 2 credits
M120 Medical Terminology 4 credits
M232 Pathophysiology 5 credits
MA135 Pharmacology for Allied Health Professionals 4 credits
MA241 Human Anatomy & Physiology I 5 credits
MA242 Human Anatomy & Physiology II 5 credits
ST102 Microbiology for Surgical Technologists 3 credits
ST105 Introduction to Surgical Technology 3 credits
ST112 Surgical Procedures I 4 credits
ST203 Surgical Procedures II 4 credits
ST207 Surgical Procedures III 4 credits
ST215 Surgical Tech Practicum I 8 credits
ST220 Surgical Tech Practicum II 8 credits
Total Degree Credits 94

Replace the accreditation note beneath Total Degree Credits with the following: The Surgical Technologist AAS Program at the Brooklyn Park, Moorhead, and St. Cloud campuses is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Accounting AAS Degree (pg. 18), Business Management AAS Degree (pg. 19)
• Name for G203 Principles of Macroeconomics is Macroeconomics
• Name for G204 Principles of Microeconomics is Microeconomics
• Course number for Principles of Marketing is B232
• Course number for Principles of Management is B233

• Remove: **Principles of Economics is required for the Accounting AAS degree. Students must select an additional course from the Social Sciences category to meet the

required amount of general education credits in that category.

Accounting AAS Degree (pg. 18)
• F108 Financial Markets and Institutions is 4 credits
• Total Degree Credits is 93

Criminal Justice AAS (pg. 22) Delete Law Enforcement Specialization

Law Enforcement Academic Certificate (pg. 26) Delete Foundations Courses section and delete disclaimer that says "Credit totals do not include Foundations of English II or Foundations of Math . . . "

Law Enforcement Skills Certificate (pg. 27) Delete the disclaimer paragraph that begins "Admission into the Law Enforcement . . . " and replace with: Admission into the Law Enforcement Skills Certificate program requires applicants to have earned an associate's degree or higher (including general education courses equivalent to those in the Law Enforcement AAS) from a regionally accredited school that has MN POST Board Approval. Applicants are also required to interview with a program manager and successfully complete the Rasmussen College placement test as part of the admissions process.

Practical Nursing AAS (pg. 28) Total Degree Credits is 96.

Professional Nursing AAS (pg. 29), Professional Nursing AAS—Mobility (pg. 30) Course number for Introduction to Microbiology is GN200.

Professional Nursing AAS – Mobility (pg. 30)
Move NU115L into the "Anticipated Program Transfer Courses" section.

New credit total for "Practical Nursing Block Transfer Courses" section should be 21 credits.
New credit total for "Anticipated Program Transfer Courses" section should be 40 credits.

Delete the disclaimer that begins "Students who have successfully completed a practical nursing program . . . " in the "Anticipated Program Transfer Courses" and the "Major and Core Courses" sections.

Information Systems Management AAS Degree (pg. 33)
Web Programming Specialization
• Delete N209 PHP/MySQL Administration
• Delete W222 Advanced Visual Basic
• Add W216 PHP/MySQL, 3 credits
• Total degree credits is 92

"Networking Security Specialization" is "Network Security Specialization."

Replace Computer Information Technology Specialization:

B218 E-Commerce 4 credits
D181 Excel 3 credits
D187 Professional Presentations 3 credits
D283 Access 3 credits
N290 Information Technology Capstone 2 credits
S120 Word for Windows 3 credits
W108 Introduction to Website Design 3 credits

Elective Courses for Computer Information Technology
(Select one of the following elective groups, for 15 credits)

Group I - Information Technician Elective Group
N112 PC Hardware and Software I 3 credits
N113 PC Hardware and Software II 3 credits
N127 Microsoft Windows Workstations 3 credits
N133 Networking Fundamentals 3 credits
N228 Microsoft Windows Server 3 credits
Total Degree Credits 93

Group II - Multimedia Web Elective Group
NM111 Introduction to Computer Graphics 3 credits
NM113 Introduction to Multimedia Design 3 credits
NM115 Networking and Internet Technologies 3 credits
NM124 Color Theory and Techniques 3 credits
W208 Advanced Website Design 3 credits
Total Degree Credits 93

The following programs may be available online:
Bachelors
- Accounting BS
- Business Management BS
- Computer Science BS
- Criminal Justice BS
- Digital Design and Animation BS
- Game and Simulation Programming BS
- Health Information Management BS
- Healthcare Management BS
- Nursing BS (RN to BSN)

Associates
- Accounting AAS
- Business Management AAS
- Criminal Justice AAS
- Early Childhood Education AAS
- Health Information Technician AAS
- Human Services AAS
- Information Systems Management AAS
- Medical Administration AAS
- Multimedia Technologies AAS
- Paralegal AAS
- Pharmacy Technician AAS
- Software Application Development AAS

Diploma

- Medical Administration Diploma
Certificate
- Pharmacy Technician Certificate

COURSE DESCRIPTIONS

A280 Accounting Capstone (pg. 35), B280 Business Capstone (pg. 37), B498 Management Capstone (pg. 38) Add the following to the end of the course description: Students have the opportunity to participate in an optional internship/externship project.

A416 Advanced Financial Accounting (pg. 35) Prerequisite is Intermediate Financial Reporting II.

B420 Organizational Development (pg. 37) Prerequisite is Organizational Behavior.

B491 Legal and Ethical Environment of Business (pg. 38) Prerequisites are Business Ethics; Business Law.

EC110 Early Childhood Education Curriculum and Instruction, EC120 Health, Safety, and Nutrition, EC170 Early Childhood Education Externship (pg. 38) Prerequisite is Foundations of Child Development.

ES280 Exercise Science Capstone (pg. 39) Course number is ES285.

G401 Comparative Politics (pg. 41) Prerequisite is American/U.S. National Government.

Add H300 Introduction to Healthcare Administration, 40 hrs, 4 cr (pg. 41) This course provides an exploration of the administrative principles and practices within healthcare organizations. Emphasis is placed on organization, structure, and operation of healthcare facilities. Management principles will be applied to case studies of healthcare industry scenarios. Prerequisite: US Healthcare Systems

Add H320 Financial Management of Healthcare Organizations, 40 hrs, 4 cr (pg. 41) This course focuses on healthcare finances, assets, cost concepts, capital budgeting, and general principles of accounting applied in the healthcare environment. Students will discuss the development and management of department budgets, and the common sources of healthcare revenues and expenses. Prerequisites: Introduction to Healthcare Administration; Financial Accounting II

H330 Quality Improvement in Healthcare (pg. 41) Prerequisite is Introduction to Healthcare Administration or Introduction to Health Information Management.

H340 Regulation and Compliance in Healthcare (pg. 41) Prerequisite is Introduction to Healthcare Administration or Introduction to Health Information Management.

H350 Healthcare Statistics (pg. 41 Prerequisite is Introduction to Healthcare Administration or Introduction to Health Information Management.

Add H420 Advanced Healthcare Law and Ethics, 40 hrs, 4 cr (pg. 41) This course examines ethical theories and the principles of bioethics. Students will analyze these theories and principles and apply them to ethical problems in the health-care field. Prerequisite: Medical Law and Ethics

Add H430 Epidemiology, 40 hrs, 4 cr (pg. 41) This course examines the patterns and causes of disease in populations, how diseases are documented, and how to analyze the data to understand disease causes. Prerequisite: none

HS260 Community Psychology (pg. 42) Prerequisite is General Psychology.

Add HS270 Social Psychology, 40 hrs, 4 cr (pg. 42) 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

J100 Introduction to Criminal Justice (pg. 42) There is no prerequisite or co-requisite.

J102 Criminology (pg. 42) There is no prerequisite or co-requisite.

Add J332 Homeland Security Policy, 40 hrs, 4 cr (pg. 43) Students will receive an overview of homeland security policy at the federal, state, and local levels. They will examine four key security components: risk education, preparedness, public warning, and protective actions. They will also explore the coordination of structure and policy across national and homeland security disciplines, including law enforcement, public education, medical, public health, emergency management (including FEMA), information operations, defense, diplomacy, commerce, transportation, and intelligence. Prerequisite: Terrorism

Add J335 Risk Analysis, 40 hrs, 4 cr (pg. 43) Students will examine the importance of risk management through analysis and evaluation as a means of ensuring the protection of communities, facilities, and personnel. They will gain an understanding of the identification and assessment of hazards, vulnerabilities, and risks, which is critical to comprehensive management of security operations. They will learn skills to aid in planning for

natural or man-made disaster recovery, and for crisis management.
Prerequisites: Introduction to Homeland Security; Security Challenges

J360 Statistics in Criminal Justice (pg. 43) Prerequisite is College-level Math Course.

J365 Research Methods in Criminal Justice (pg. 43) Prerequisite is Statistics in Criminal Justice.

Add J445 Special Offenders: Serial Killers, 40 hrs, 4 cr (pg. 43) Students will explore issues and controversies involved in serial killer cases or mass murder investigations. They will cover topics including maintaining justice, victim's rights, interrogation techniques, media coverage of crimes, and grief.
Prerequisites: Criminology; Criminal Behavior

M140 Basic ICD-9-CM Coding (pg. 44) Prerequisites are Medical Terminology; Pathophysiology (Prerequisite or co-requisite).

M252 Health Information Practicum (pg. 45) Prerequisites are Health Information Law and Ethics; Healthcare Information Technologies; and Quality Analysis and Management.

Add MA110 Clinical Skills I, 60 hrs, 4 cr (pg. 45) In this course students will begin their study of the essential and basic core of back-office medical-assisting skills. They will learn the basics of the medical-assisting profession, and will master knowledge and skills including communication and technology, patient centered care, safety and emergency plans, patient assessments and encounters, medical documentation, medication administration, asepsis and infection control, vital signs, and diagnostic procedures. They will follow applied-learning approaches to all skill-development and performance objectives.
Prerequisites or co-requisites: Medical Terminology; Human Anatomy and Physiology I

MA218: Introduction to Microbiology (pg. 45) Course number is GN200.

MA230 Medical Assisting Externship (pg. 45) Course number is MA265.

N137 Programming I (pg. 46), W125 Introduction to Visual Basic (pg. 52) W210 Java I (pg. 52) Prerequisite is Fundamentals of Programming.

N138 Game Preproduction (pg. 46) Prerequisite is Game Design Theory I.

N280 Graphics Development with DirectX (pg. 47) Prerequisites are Math for Game and Simulation Production II; Data Structures.

N302 Graphics Development with OpenGL (pg. 47) Prerequisite is Graphics Development with DirectX.

N420 Network Security and Cryptography (pg. 48) is 40 hours, 3 credits.

PN100 Nursing Foundations (pg. 51) Co-requisites are Human Anatomy and Physiology II; Comprehensive Pharmacology; Comprehensive Pharmacology Lab.

ST107 Introduction to Surgical Technology; ST115 Surgical Procedures I (pg. 52) Each course is 70 hours, 5 credits.

W215 PERL/CGI (pg. 52) Prerequisite is JavaScript.
Add W216 PHP/MySQL, 40 hrs, 3 credits (pg. 52) This course covers the use of PHP scripting language and the MySQL database to create dynamic webpages. Topics include PHP scripting fundamentals; creating, accessing, and manipulating data with the MySQL database within a PHP program; creating HTML forms; and writing secure PHP programs.
Prerequisite: Java I

Course Substitutions
- D111 Computer Information Systems with D132 Computer Applications and Business Systems Concepts
- G137 Introduction to Psychology with G148 General Psychology

POLICIES

Cover Moorhead should not be listed as a Minnesota campus on the Minnesota catalog.

Application Fee (pg. 4) Change the application fee to "$40 for entire program or $20 per course."

Grade Point Achievement Scholarships (pg. 6) Add the following to the end of the fourth bullet point: Award amounts for certificate program students are prorated and will then be divided over three quarters. Award amounts for diploma program students are prorated and will be divided over four quarters. For example, a diploma Gold Circle award recipient who applied between January 30 and April 30 would receive $2000 divided by 5, or $400 a quarter for four quarters or a total of $1600.

Early Honors Program (pg. 6) Revise this section to read as follows: Rasmussen College is proud to offer select high school seniors the opportunity to begin their professional career training early. The Early Honors Program is designed to reward those who have a strong academic background and a desire to succeed.

10% Military Discount (pg. 6) Delete second-to-last sentence in the section and replace with: In addition, the College will extend the 10% discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

On-Time Graduation Scholarship and Accelerated Graduation Scholarship (pg. 6) Delete this section in its entirety.

Restrictions (pg. 6) Revise this section to read as follows: 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

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.

College Acceptance or Rejection of Application for Admission (pg. 53) After Application fee, delete "(Fee is not required for fully online programs through RAS Online.)"

After the third bullet point, delete the last sentence and replace it with the following: International students will also need to provide a valid high school transcript/diploma. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student's education level equivalent to U.S. standards.

Add the fourth bullet point, add the following bullet point:
- College Experience Course successful completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process.

  Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College in last two years; reenters less than six months; Early Honors Students; Individual Progress students; Nursing, Medical Laboratory Technician, Surgical Technologist, and Law Enforcement SKILLS students. However, all of these students will be required to successfully complete the Edvantage Experience Course.

Add the following sentence after the last bullet: The College reserves the right to reject any applicant on the good faith belief that the applicant is seeking to enroll for any reason other than to obtain an educational degree or credential or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

Background Checks (pg. 53) Replace this section in its entirety with the following: For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that "passing" a background check is determined by Rasmussen College, in its sole discretion. The background check is designed to alert students to issues that may impair their ability to complete externship or practicum activities or obtain employment upon graduation.

The programs that require a background check for admission are the following:
- Business Management: Child Development Specialization
- Criminal Justice
- Early Childhood Education
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement

- Law Enforcement Academic
- Law Enforcement Skills
- Massage Therapy
- Medical Administration
- Medical Assisting
- Medical Laboratory Technician
- Nursing
- Paralegal
- Pharmacy Technician
- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree
- Surgical Technologist

In addition to this general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Human Services, Medical Assisting, Medical Laboratory Technician, Pharmacy Technician, Surgical Technologist, and Nursing programs must also submit to a Minnesota Department of Human Services background check, in addition to the general background check.

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. Campuses will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will review the applicant's background to determine whether the applicant is eligible to start the program. The College will send either a possible issue letter, or a pre-adverse action letter to all applicants whose background check reveals a potential problem.

A possible issue letter informs applicants that a potential problem revealed in their background check may prevent the student from completing practicum activities, field trip experiences and/or finding employment after graduation. Applicants who receive a possible issue letter may acknowledge the issue and make an informed decision to continue with the program, or they may choose to change programs.

A pre-adverse action letter informs the student that the College is about to take adverse action by either not allowing the applicant to enroll in a certain program, or removing a student from a certain program, based on the background check. After receiving a pre-adverse letter the student may contact the background check firm directly to dispute the information contained in the background check. Within seven days of sending the pre-adverse action letter the College will send the student an adverse action letter indicating the action to be taken. The Director of Admissions will contact the applicant to explain the options available. If the applicant wishes to appeal the decision, a written appeal should be submitted to the Director of Admissions. The College will review the appeal and issue a final decision. A student whose appeal has been denied has the right to request to file one request for reconsideration of their appeal, but must provide

supplemental or additional information to support such a request for reconsideration.

Entrance Assessment (pg. 53)
Replace the Entrance Assessment table with the following table:

Entrance Assessment		
The STEP (Student Testing for Educational Placement) exam is used for entrance assessment. Based on the outcomes in the areas of English and Math, students are placed in the following courses:		
Subject	**Score**	**Course Placement**
Writing	**0-16 items correct**	**Not eligible for admission**
Writing	**17-24 items correct**	**B098 Foundations of English II**
Writing	**25-35 items correct**	**G124 English Composition**
Math	**0-16 items correct**	**B099 Foundations of Math**
Math	**17-35 items correct**	**Lower-division Math coursework**

Applying to the Medical Laboratory Technician and Surgical Technologist Programs (pg. 53) Third-to-last paragraph should say: Students accepted into their program will receive a letter from the College via certified mail.

Applying to the School of Nursing (pg. 53) Delete entire existing "Applying to the School of Nursing" section and replace with the following:

Applying For Admission into the School of Nursing
Applicants pursuing admittance into a Practical Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission.

Application process should read: Applicants pursuing admittance into a Practical Nursing, Mobility Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission.

1. STEP Entrance/Placement Exam: An applicant must achieve an acceptable score on the STEP entrance/placement exam above that requiring a remedial course as detailed in the current Rasmussen College Catalog. Applicants must be able to qualify for Math coursework and English Composition even if plans are to transfer credits from a previously attended program. Former or current students that have taken the STEP and have scored above that requiring a remedial course are not required to repeat the STEP test. Once it has been determined that an applicant has scored sufficiently on the STEP, the School of Nursing Entrance Exam may be scheduled.

2. School of Nursing Entrance Exam: Applicants who have successfully completed STEP will be given access by admissions to the online registration process for the School of Nursing Entrance Exam. Here the applicant may

register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a nursing program of study for which they qualify. Applicants not meeting exam score requirement upon first attempt may register for one additional attempt. Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing.

3. Complete Application Requirements: Applicants successful in completing the STEP and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for an interview with the Dean of Nursing:

- Rasmussen College Application
- Submit Official College Transcripts
- Health Physical and proof of vaccinations
- BLS-CPR with Defibrillator
- Background Screening
- Any additional program specific requirements as specified at the time of enrollment.

Interview with the Dean of Nursing: Once all requirements for application have been submitted, the applicant will be scheduled for an interview with the Dean of Nursing. Once a candidate is deemed eligible for admission into the School of Nursing, a letter of acceptance will be sent via Certified Mail to the applicant. Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend will result in removal from the program. Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam or ATI Exam to be deemed eligible for reenrollment into the nursing program.

Applying to Law Enforcement Programs (pg. 54) After Application fee, delete "(if deemed necessary)."

Developmental Education (pg. 54) and STEP Retest Policy (pg. 54) Delete all existing copy for these two sections and replace with the following:

Developmental Education and STEP Retest Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students and to providing educational opportunities to those who enroll. All new students who enroll in a degree, diploma, or certificate program are required to take the STEP reading, writing, and math placement tests. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundations courses are prerequisites, or their equivalents, do not need to take the STEP test. Returning

students who have not successfully completed the Foundations courses, their equivalents, or the courses for which Foundations courses are prerequisites must take the STEP test. Coursework in Math or English that is numbered below 100 is considered to be developmental. STEP scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

These credits are not counted toward graduation, and each must be passed with a grade of 'SX' in order to proceed to the next course in the sequence. Students who transfer from other colleges, and whose test scores fall within the range of remediation, will be required to complete the foundation courses. Students who test at remediation level, and who wish to transfer courses that have foundations courses as prerequisites, must first complete the foundations courses. Students enrolled in foundation courses are eligible for financial aid. Foundation courses must be taken in conjunction with courses contained in an eligible program.

Students who place at the level of B097 Foundations of English I are not eligible for admission to Rasmussen College. Students who place at the level of B097 Foundations of English I and are not admitted to Rasmussen College may, after three months, have the option to re-take the assessment test.
The STEP entrance exam may not be retaken for initial placement purposes after the start of a Foundations level course. On occasion, however, a retest may be allowed prior to the start of a quarter. Such retests are only granted if extenuating circumstances exist that lead the College to determine a re-test is needed to accurately determine the student's ability level. Only one such retest may be allowed, at the discretion of the Academic Dean.

Foundation Courses Timeframe (pg. 54) Delete all existing copy for this section and replace with: To help ensure student success, students requiring a foundations course must complete one such course in their first full quarter of enrollment. Additionally, all required foundations courses must be taken in the student's first two full quarters of enrollment. If a student withdraws from or does not pass a foundations course, the student must successfully complete that course in the subsequent full quarter of enrollment or the student will be dismissed from the college. Foundations courses are B098 and B099. A "full quarter" excludes the mid-quarter start.

Grading System, Alphabetical Grading System (pg. 54)
Grade of SX applies to Foundations and College Experience courses. Grade of UX applies to Foundations and College Experience courses. Grade of WX applies to Foundations, Military Leave, and Medical Leave Withdrawals.

Nursing Programs Grade Scale (pg. 54) Delete all existing copy for this section and replace with the following:

Students are required to earn at least a "C" in their Nursing courses. This applies to all NU, NUR, HUN, PN, and PRN coursework level 000 through 2999. The grading scale for these courses is as follows:

Letter Grade	Percentage Range
A	94-100%
B	85-93%
C	78-84%
F	Below 78%

Students must maintain a 78% average on all quizzes and exams, assignments, etc., before any extra credit will be applied if earned or available provided all work has been submitted in a timely fashion.

Clinical learning performance is graded as satisfactory or unsatisfactory. Satisfactory performance in the clinical area is required to earn a passing grade in the course. Failure to pass the clinical component will result in failure of the Nursing course.

It should be noted that space may not be available for the student needing to repeat a course. Priority will not be given to those needing to repeat a course due to failure. Students who fail a course twice will be terminated from the Nursing program.

All grades are to be credits successfully completed with the exception of the 'W/WD' and the U/UN' which is counted as an attempted course for the purpose of maximum time frame and percentage of course completion and may have an effect on achieving satisfactory progress. See "Standards of Satisfactory Progress for Institutional and Financial Aid Guidelines."

Repeating Failed Courses (pg. 55) Delete entire second paragraph and replace with the following: Students who fail a required course twice and have a 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 twice, 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 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).

Add "Late Assignment Submission Policy" (pg. 55)
Students may submit assigned work after the stated deadline. A 10% grade penalty is assessed for work up to

twenty-four hours late; an additional 10% is assessed for each additional day the work is late. In some cases (such as late discussion postings) students may be asked to complete an alternate assignment for equivalent point value, minus any applicable penalty.

Instructors may decide in the case of legitimately extenuating circumstances to waive the late penalty; if not, though, the penalty must be enforced as described. In some cases in the residential classroom, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities.

In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

2+2 Matriculation Policy (pg. 55) Credit by Examination (pg. 56), Course Waivers (pg. 56), Transfer of Credit Policy (pg. 56), Mobility Practical Nursing Block Transfer Courses (pg. 56), College Equivalency Credits (pg. 56) Delete all existing copy for these sections and replace with "Transfer of Previously Earned Credit and Prior Learning Assessments:" as follows:

Transfer of Previously Earned College Credit and Prior Learning Assessments

General Transfer Credit Policy
- Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.
- Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.
- Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student's responsibility to ensure that all official transcripts have been received by Rasmussen College.
- As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.
- A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student's first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.
- College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the

Council on Higher Education Accreditation (CHEA) will be considered for college transfer.

- 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, and Associate's 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.
- Students eligible and approved for the Surgical Technologist AAS Completer Block Transfer must only 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.
- Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.
- International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student's credit transfer is equivalent to Rasmussen course content. The evaluation is the student's responsibility.
- Transfer credit is evaluated based on the program in which the student is enrolled.
- Credits earned at Rasmussen College will be transferred directly from one Rasmussen College campus to another. Only the classes that are applicable to the current program will be posted or calculated.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned for determining Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer, and course waiver credits, are also credits attempted.
- Courses which have been accepted for transfer will be listed on the student's transcript with a Transfer (TR) designation.
- Courses for which a student has received credit by examination will be listed on the student's transcript with a Test-Out (TO) designation.
- Courses for which a student has received credit through waiver will be listed on the student's transcript with a Course Waiver (CW) designation.
- When courses are not accepted for transfer, a student may file an appeal through the following process:

1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
2. The information will be reviewed by the College Registrar.
3. The student will receive written notice of the decision.

- Students who enter Rasmussen College are required to take the STEP placement exam. If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the STEP exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.
- The following Early Childhood Education externship courses cannot be transferred into the program from another program: EC170 Early Childhood Education Externship, EC171 Early Childhood Education Externship II, EC172 Early Childhood Education Externship III.

Course By Course Transfer
- Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted.
- Course must have the minimum number of credits to that of the Rasmussen College course.
- Only courses completed with a grade of C or higher will be eligible for transfer credit.
- Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade-point average. Grade-point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student's final grade-point average.
- Courses which have been transferred will be listed on the student's transcript with a (TR) designation.
- General education credits may be considered for transfer regardless of completion date.
- Credits in information technology or computer science/computer applications must have been earned within the previous three (3) years of the assessment date.
- Associate Nursing Program (prefixes of PN/NU, and NUR/PRN in Florida) will not accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on Anatomy & Physiology, Microbiology, Human Biology, and Nutrition courses. All grades must be C or higher.
- Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.

- Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) is subject to successful completion of skills validation and program space availability.
- E 242 Career Development is a course designed to facilitate lifelong career success and the collection of the Graduate Achievement Portfolio. If previous college credits are accepted in transfer for this course, students will be required to communicate with College placement representatives to review their employment status and to submit their Graduate Achievement Portfolio (which is a requirement for graduation).
- 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 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 transferrable are eligible to demonstrate competency by completing the course specific test out, if available.

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.
- 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 approved by the Program Coordinator.

- For the Bachelor of Science Healthcare Management program students, credits will be transferred based on the guidelines below:
    a. Health Sciences Programs (Medical Assisting AAS, Health Information Technician AAS, Medical Administration AAS, Pharmacy Technician AAS) – Transfer 45 lower level core credits in a block transfer and 32 lower level General Education credits for a total of 77 credits. 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.
    b. Business Programs:
        i. Business Management AAS – Transfer 49 lower level core credits in a block transfer and lower level General Education credits for a total of 81 credits. In addition, these students will need to take Medical Terminology, Medical Office Procedures and Medical Law and Ethics in the core.
        ii. Accounting AAS – Transfer 44 lower level core credits in a block transfer and lower level General Education credits for a total of 76 credits. In addition, these students will need to take Introduction to Human Resource Management, Medical Terminology, Medical Office Procedures and Medial Law and Ethics in the core.
    c. The remaining core content necessary for the Healthcare Management degree will be provided in the 300 and 400 level core courses.
    d. For students transferring credits in from the medical field with Medical Assisting or Health Information Technician AA/AAS degrees the degree must have been earned from an institution with programmatic accreditation.

General Education Block Transfer for Baccalaureate Candidates

For students with a conferred degree, general education coursework will be transferred as a block regardless of conferred degree or degree sought through Rasmussen College.

- Conferred associates degrees may be posted as a 32 credit general education block.
- Conferred baccalaureate degrees may be posted as a 56 credit block (32 lower-level, 24 upper-level).
- All required general education courses must be met due to accreditation requirements.
- For those students without an earned degree, successfully completed general education credits will be applied.

Bachelor Completer Block Policy

For students who have successfully earned credits at one or more accredited institutions and do not have a conferred degree OR for students who have a conferred associate's degree, but not in a similar field as the bachelor's degree they are enrolled in.

- Students may transfer up to 121 credits (67% maximum of a Rasmussen College program).
- Course by Course transfer guidelines apply to required classes.
- Required general education courses must still be met.
- Transfer for upper division courses will be done on a course by course basis.
- Students must meet pre-requisite requirements for upper division coursework.
- Students may transfer up to 41 unrestricted lower division core credits.
- Unless a course has been transferred, a student must take all courses required in the program.
- Illinois students must meet the current general education category breakdown requirements.
- This policy is not applicable to the Health Information Management BS degree.

RN to Bachelor of Science Nursing (RN to BSN) Policy For students who have an unencumbered Registered Nurse license <u>and</u> have successfully completed an associate's degree in field, they will receive a block transfer of 113 or 109 credits, depending on state.

- Florida students will receive a block of 32 lower division general education classes plus a block of 81 lower division core classes.
- Minnesota residents will receive 77 lower division core, 32 lower division GE, and will need to complete 4 credits of unrestricted electives.
- Students who have the RN license alone will receive a block transfer of 81 (FL) or 77 (MN) 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 coursework, both core and general education, is transferrable and follows the standard Course by Course Transfer Policy. All grades must be C or higher.
- There are no time limit restrictions on transfer of upper division coursework.
- There is no restriction on the total number of credits that may be transferred.
- RN-to-BSN is not available to Wisconsin residents.

Mobility Practical Nursing Block Students who have successfully completed a practical nursing program and hold a current MN practical nursing license will receive credit in the mobility program for the following courses through block transfer:

– NU115 Comprehensive Pharmacology
– NU120 Adult Medical Surgical Nursing I
– NU125 Clinical Nursing Skills I
– NU100 Critical Thinking in Nursing
– NU205 Human Nutrition

Surgical Technologist AAS Completer Block Policy

Students who have graduated from a CAAHEP or ABHES accredited surgical technology diploma or certificate program and hold the CST (NBSTSA) certification will receive a total block transfer of 60 credits. Students will receive a block of 4 natural sciences general education credits plus a block of 56 core credits. Students will need to complete 28 general education credits and E242 Career Development.

Credit by Examination

- Enrolled students may request credit by examination for lower division courses if an exam has been developed. Credit by examination is not offered for upper division courses.
- An examination score of 83% 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 67% 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 credit by examination 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, the Healthcare Information Technologies and Pharmacy Software/Automation/Insurance Billing, and Success Strategies, Career Development, practicum, or

designated capstone courses are not available for credit by examination.

Course Waivers

Success Strategies Course Waiver
- Students with a two-year degree or higher from an accredited institution of higher education, with a minimum cumulative GPA of 2.0, qualify for a Success Strategies course waiver.
- Students who have earned at least 24 semester or 36 quarter credits from an accredited institution of higher learning, regardless of program of study, with a minimum cumulative GPA of 2.0, qualify for a waiver from Success Strategies.
- The student's academic transcript will be reviewed, and if the criteria are met, the Success Strategies course requirement will be waived, and the grade will be posted on the student transcript as a Course Waiver (CW).

Medical Coding Practicum Waiver
- Students with a minimum cumulative GPA of 3.0 in their program major courses may request a waiver for the Medical Coding practicum coursework. Students must complete and submit the required paperwork to their Program Coordinator/Director prior to the start of the quarter of the practicum.
- Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student's employer. The Program Coordinator/Director will inform the Campus Registrar of the result of the evaluation.
- If the waiver is granted, the grade will be posted on the student transcript as a Course Waiver (CW).

Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition Waivers
- Students who have earned a CDA Credential within the past three years, awarded by the National Council of Professional Recognition, and are enrolled in the Early Childhood Education Associate's degree, Early Childhood Education Certificate, or Business Management – Child Development Specialization Associate's degree may request a waiver from Foundations of Child Development; Early Childhood Education Curriculum and Instruction; and Health, Safety and Nutrition.
- The student's credential will be reviewed, and if the criteria are met, Rasmussen College will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Technology and Design Waivers
- Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS); Cisco Certified Entry Networking Technician (CCENT); or CIW JavaScript certification.
- Course waivers will be considered for specific courses within the School of Technology and Design related to the certification.
- Certifications must have been earned within the last three years.
- The student's credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

School of Health Sciences Waivers
- Course waivers will be considered for students who have earned the Certified Coding Specialist (CCS or CCS-P) from AHIMA. In addition, an X-ray operator license may also be considered.
- Certifications must be current.
- Course waivers will be considered for specific courses related to the certification.
- The student's credential will be reviewed, and if the criteria are met, will waive the course requirements and the grades will be posted on the student transcript as a Course Waiver (CW).

College Equivalency Credit

Credits earned through college-equivalency programs will be posted on student transcripts as Test-Out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:
- Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required. Applicable to General Education areas only.
- College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required. Applicable to General Education areas only.
- DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements. Applicable to General Education areas only.
- College credit for military service may be awarded upon review of a military transcript. Rasmussen College follows the American Council of Education (ACE) recommendations on transferring credit. These credits are usually listed on Sailor/Marine American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College Level Examination Program (CLEP) score, Coast Guard Institute (CGI) transcript, Army American Council on Education Registry Transcript System (AARTS) transcript and/or Community College of the Air Force (CCAF) transcript.
- Prior Learning Assessment (PLA) credits may be earned by going through the PLA process as

established through The Council for Adult Experiential Learning (CAEL).
- Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Campus Registrar.

Program Changes (pg. 55) At the beginning of the section, insert the following paragraph: A student in good academic standing will be allowed to change programs at the start of the next quarter as long as the request has been received prior to or during a quarter break. A student who is not in good academic standing at the time of the change request will need to file an appeal with the campus Program Change Appeal Committee. As part of the appeal process the student will be required to provide certain evidence that he or she has sufficiently researched the career opportunities available at the conclusion of their new program. Please be aware that a clear background check is required for enrollment in some programs as determined in the background check section of the catalog. Students who do not pass a background check are ineligible to enroll in the new program or change to an alternate program. If you request a change into a program requiring a background check and you do not pass the background check you will not be eligible to remain enrolled at Rasmussen College. A complete description and requirements of the program change appeal process is available through the Campus Registrar. All program change appeals must be received no later than Friday of the first week of break prior to the start of the quarter in which the student wants to change programs.

Add Early Childhood Education Program Mission Statement (pg. 57) Rasmussen College's Early Childhood Education Program prepares early childhood educators to serve young children, their families, and their communities. We foster and advocate developmentally and culturally appropriate practices among early childhood professionals. We value diversity, professionalism, collaboration, and research-based practice. We strive to provide young children with meaningful experiences that provide a foundation for a productive life.

Add Early Childhood Education Program Conceptual Framework (pg. 57) The Early Childhood Education Program at Rasmussen College prepares skilled teachers with a strong theoretical foundation and an understanding of the relationship between theory, teaching, learning, and professionalism. We ensure students receive rich opportunities for practical application in externship experiences. We are committed to teaching and using positive interpersonal communication skills in a diverse environment.

Conduct/Dismissal (pg. 57) Add the following paragraph after the last bullet point: "Students, employees and guests using Rasmussen networks to access the internet are prohibited from viewing inappropriate material or

visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music), or other violations of the Rasmussen College Acceptable Use Policy. Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

Rasmussen College Early Honors Program (pg. 58) First sentence of first paragraph should read: High school seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College's Early Honors Program.

First sentence of third paragraph should read: Early Honors coursework is available to high school seniors who have reached the minimum age of 16 both on-campus or online with enrollment in the program dependent on space availability.

Tuition Structure (pg. 58) Replace the Tuition Structure table with the Tuition Structure table on page 15 of this Addendum.

Limitations (pg. 58) Delete the entire first paragraph and replace with the following: This catalog was prepared using information current at the time of publishing; however, all information contained herein is subject to change without notice at the discretion of the college. This includes but is not limited to the following: admission and graduation requirements, academic calendar, course descriptions and content, courses offered, online courses and programs, and statement of tuition and fees. For current calendars, students should refer to a copy of the schedule of classes for the term in which they enroll. The courses listed in this catalog are intended as a general indication of Rasmussen College's curricula. Courses and programs are subject to modification at any time. Not all courses are offered every term and the faculty teaching a particular course or program may vary. Students who maintain continuous enrollment will be able to complete their program at Rasmussen College even if the program is discontinued. Rasmussen College reserves the right to cancel any class because of under-enrollment or non-availability of selected faculty and to add or to delete certain courses, programs, or areas of study, to make faculty changes, and to modify tuition charges, interest charges, fees, and book prices.

Student Senate (pg. 59) Delete the fifth paragraph in this section.

The State of Minnesota Cancellation, Termination, Refund Policy (pg. 59) Delete all copy for the fourth bullet and replace with: If a student has been accepted by the College and gives written notice of cancellation or

termination after the start of the Period of Instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees, and all other charges for the completed portion of the Period of Instruction shall not exceed the pro rata portion of the total charges for tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.

Military Leave and Refund (pg. 59) Delete last sentence in first paragraph and replace with the following: "The student will receive a grade of WX."

Medical Leave of Absence and Medical Withdrawal Policy (pg. 59) Fourth column, first paragraph, After #2, add the following: Students are treated as a drop/withdrawal for Financial Aid purposes and may end up owing a tuition balance. Students should see the Student Financial Services Office prior to withdrawal to determine the impact of a Medical Leave or Withdrawal.

Medical Leave of Absence and Medical Withdrawal Policy (pg. 60) First column, second under "When a Student Wants to Return After an Involuntary Medical Withdrawal," Financial Aid Office should be changed to read: Student Financial Services Office.

Accreditation, Licensing & Approvals under "Licensing" (pg. 63) The address of the Higher Learning Commission is:
> 230 South LaSalle Street
> Suite 7-500
> Chicago, IL 60604-1411

Add "Minnesota Board of Nursing" under "Approved For:"

Back Cover Rasmussen College's Eden Prairie campus has relocated to 4400 West 78th Street, Bloomington, MN 55435.

Rasmussen College Tuition Table

All new and re-entering students who have applied for admission after April 17, 2011:   **Tuition Rates are as follows:**

All Programs: • **School of Health Sciences** • **School of Business** • **School of Justice Studies** • **School of Nursing** • **School of Technology and Design**	$395 per credit for Foundations courses and all 100-200 level courses $310 per credit for all 300-400 level courses
School of Health Sciences Programs: Medical Assisting	$310 per credit
School of Education Programs: Early Childhood Education	$310 per credit

- There is a required course materials fee of $100 per course.

- Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $100 for every course over four courses.

- Students who maintain four courses per quarter through the entire program will not be subject to tuition increases.

- Individual Progress students will be charged $395 per credit, plus the cost of books and other fees.

- Students not enrolled in an eligible program who elect to take courses without earning college credit are charged $275 per credit hour, plus the cost of books and other fees. This non-credit option is NOT available for courses beginning with a "CC" "N" "NM" "PN" "PT" "ST" "ML" and "W". Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a "ZP" upon completion of the course. Students may choose to convert the "ZP" to a letter grade and earn credit for an additional cost of $145 per credit hour.