MISSION

Rasmussen College is an institution of higher learning dedicated to global enrichment and meeting the evolving needs of our diverse communities.

With an emphasis on innovative programs, dynamic curriculum, and general education skills, we are committed to being a pioneer in the field of career-focused education.

We empower our students, faculty and staff to exceed the expectations of society through academic excellence, community enrichment, and service to the public good.

PURPOSES

TO ACCOMPLISH OUR MISSION, RASMUSSEN COLLEGE ESTABLISHED THESE PURPOSES:

1. Educational Excellence and Assessment: Rasmussen College fosters a learning and teaching community that is challenging, stimulating and student-focused. The College uses continuous evaluation and a number of assessment tools and methods to ensure student learning, effective teaching, student persistence and institutional effectiveness.

2. Teaching, Learning, and Development: Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere, preparing students and team members for success, lifelong learning and continued improvement in a global environment.

3. Mission and Service: Rasmussen College publicly states its mission and demonstrates its commitment to the public good by supporting career-focused education that empowers local communities. The College builds community through education and interacts with its constituency with integrity and transparency.

4. Resources and Effectiveness: Rasmussen College allocates resources to human capital, facilities and technology in its commitment to accuracy, connectedness and timeliness. The College is dedicated to effective use and investment of resources and a quality learning and teaching environment for students, staff and faculty.

5. Diversity and Inclusion: Rasmussen College promotes diversity awareness, respect for multiple perspectives, and inclusion among all College stakeholders in and out of classrooms.
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2014-2015 ACADEMIC CALENDAR

• 2014 Summer Session II
  August 18 – September 28
• 2014 Fall Session I
  October 6 – November 16
• 2014 Fall Session II
  November 17 – December 28
• 2015 Winter Session I
  January 5 – February 8
• 2015 Winter Session II
  February 9 – March 29
• 2015 Spring Session I
  April 6 – May 10
• 2015 Spring Session II
  May 11 – June 28
• 2015 Summer Session I
  July 6 – August 9

COLLEGE HOLIDAYS

• New Year’s Day
• Martin Luther King, Jr. Day
• Memorial Day
• Independence Day
• Labor Day
• Veterans Day
• Thanksgiving Day and the following Friday
• Christmas Day

• 2014 Summer Session II
August 18 – September 28
• 2014 Fall Session I
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April 6 – May 10
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• 2015 Summer Session I
July 6 – August 9

COLLEGE HOLIDAYS

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• Christmas Day
WELCOME TO
RASMUSSEN COLLEGE

I am honored that you have selected Rasmussen College as your institution to achieve your educational goals. At Rasmussen College, we are constantly researching and developing new programmatic offerings and course delivery methodologies that meet the needs of employers in our communities and our ever-changing student body. It is with this consistent programmatic focus that Rasmussen College continuously updates existing programs and launches new programs in order to stay relevant with the careers of today.

We understand there are many reasons that aided in your decision to complete your education. Whether it was for career advancement opportunities, to make yourself more in-demand in the job market or even a personal life goal that you set for yourself—our programs are specifically designed for students like you to affordably complete your degree at a pace that’s right for you.

Whatever your reasons may be for returning to school, you have taken the right step toward accomplishing your goals. Combined with SUPPORT+, our network of student support services, Rasmussen College provides you with a solid foundation of customized academic support tools and resources, so you can be successful on your path toward earning your degree.

At Rasmussen College, serving the diverse needs of the communities around us is ingrained in the culture. By becoming a Public Benefit Corporation, we can continue to make an impact on the social welfare of communities through career-focused education and volunteer efforts that are not only sustainable, but potentially life-changing.

I wish you the best of luck achieving your educational goal, and I look forward to seeing you at graduation.

Sincerely,

Kristi A. Waite
President, Rasmussen College
YOUR BACHELOR’S DEGREE—AcceleratED

Our AcceleratED Bachelor’s Degree Completion Program is designed for students with previous college credit who want to transfer their credit, accelerate their degree timeline and earn their Bachelor’s degree at an affordable cost. With fully online, six-week courses competitively priced at $260 per credit, our AcceleratED students can complete their Bachelor’s degree in as little as 18 months.*

SAVE TIME
Maximizing your transfer of credit is one way Rasmussen College helps minimize your time to graduation. Through our AcceleratED program, we also help streamline your time to graduation with six-week courses. This efficient course structure, combined with our extensive transfer policy options, can allow you to complete your Bachelor’s degree in as little as 18 months.

SAVE MONEY
Our AcceleratED Bachelor’s degrees are designed to maximize your return on investment. In fact, with our courses competitively priced at $260 per credit, you can save up to 43% in tuition costs over other colleges.*
Plus, with our tuition guarantee, your tuition cost will not increase if you are continuously enrolled.*

TRANSFER CREDITS
Transferring your credits doesn’t need to be difficult. At Rasmussen College, our transfer policies* work to maximize your credit transfer by:
• Accepting successfully earned course credits and Associate’s degrees, regardless of area of study
• Block transferring successfully earned college credits (60 quarter credits or 40 semester credits), regardless of area of study
• Allowing no expiration of previously earned general education credits
• Earning credit for prior learning and military experience

We will review your transcripts, so you know exactly which credits transfer and whether you are eligible for one of our AcceleratED programs.
You can review our official transfer policies at rasmussen.edu/admissions/transfer-students.

*Time to complete is dependent on number of credits transferred in and credits taken per quarter. $260 per credit applies to students taking 12 or more credits per quarter and does not include the $150 course resources fee. Rasmussen College reserves the right to deny or accept transfer credits per the policies in the course catalog. Tuition will not increase for four years following the start date of a program if a student is continuously enrolled quarter to quarter. Please refer to your Program Manager for details and restrictions on the Partner Success Grant. Average cost per credit was calculated by taking the average cost per credit of five online colleges reported in: Barclays Capital, and US Education Services. Publication: US Education Services 2011 Online Education Pricing Survey. Equity Research, 28 Sept. 2011. Web. 10 Oct. 2011.
Rasmussen College offers a more flexible way to earn your degree online—your way. With Flex Choice, you enroll in our online, faculty-led courses and you can choose to take self-paced courses at no additional cost to help you save money and graduate sooner.

**WHY COMBINE FACULTY-LED AND SELF-PACED COURSES?**

Self-paced courses are fully online and designed to be completed on your own time. With Flex Choice, you can take them alongside your faculty-led courses to:

- Choose Your Own Pace: move quickly through concepts you understand or slow down and receive support to learn new material
- Make Progress at Your Convenience: prove you have mastered concepts and receive credit toward your degree on a schedule that works best for you
- Save Money: enroll in faculty-led courses and gain access to our library of self-paced courses at no additional cost to help you save money on tuition
- Save Time: taking these flexible courses in the same quarter as your faculty-led courses can help you graduate sooner

**YOUR SCHEDULE. YOUR CHOICE.**

We reinvented our online approach to give you flexible options so you choose the way you want to learn through a combination of faculty-led and self-paced online courses. The more ambitious your schedule is, the more you can save.

Students enrolled in the Flex Choice option take a minimum of two faculty-led courses per term and gain access to a library of self-paced courses that are available to them at no additional charge. Faculty-led courses are delivered in a six-week online format and tuition is charged at $260/credit plus a $150 course resources fee for each faculty-led course. Students may choose to take self-paced courses as they apply to their program requirements. The self-paced courses are optional and students can complete this degree without completing self-paced courses. If self-paced courses are selected, they must be taken alongside faculty-led courses and be completed within 60 days. No other discounts or scholarships can be applied.

The degree will be awarded upon successful completion of the required courses or after all requirements have been met by a combination of course completion and credit transfer based on an assessment of the student’s prior learning experience. Upon completion of the requirements in each self-paced course, Rasmussen College will evaluate the student’s documentation for transfer credit acceptance toward the degree in which the student is enrolled under our existing prior learning/credit transfer policy. Credit by examination (TO) or transfer (TR) credit will be granted, as applicable.

Please note self-paced courses and TO/TR credit are likely not transferrable to other colleges; credit transfer decisions are always at the discretion of the receiving institution.
LEARN WITH SUPPORT
GRADUATE WITH CONFIDENCE

SUPPORT+, our comprehensive network of student services, provides a customized level of support to help you earn your degree and succeed in your chosen career.

At no additional cost to you, our team of SUPPORT+ professionals—from your program manager, to your career services advisor, to everyone in between—is available to help you succeed in your classes and in your career.

Our dedicated team of faculty and staff provides exceptional customized support to help you reach your academic and career goals. Your SUPPORT+ team includes:

PROGRAM MANAGER
- Helps you determine the degree that is right for you
- Assists you in completing your application
- Provides you with guidance throughout your college career

STUDENT FINANCIAL SERVICES ADVISOR
- Helps you navigate the financial aid and FAFSA application process
- Answers questions about your award letter and the GI Bill
- Guides you to available scholarship, loan and grant opportunities

STUDENT SUCCESS MANAGER
- Develops course schedule for your My Degree Plan
- Works with you to determine a balanced course load
- Ensures course availability throughout your degree timeline

FACULTY
- Incorporates industry experience in the classroom
- Helps you become proficient with course material
- Works with you to develop career-specific skills

ACADEMIC TUTOR
- Provides 24/7 math assistance for introductory algebra and college algebra
- Offers tutoring assistance seven days per week in English, anatomy and physiology, economics, general chemistry, biology and Spanish
- Available online and on campus—chat, call, email or schedule a tutoring session

CAREER SERVICES ADVISOR
- Develops your professional career-seeking skills
- Helps you prepare your resume and create your professional portfolio
- Provides you with guidance on your career choices and networking opportunities

PERSONAL SUPPORT CENTER
- Technical support specialists available 24/7
- Helps with software installation and web browser configuration
- Troubleshoots Internet connectivity, password reset, online course access and other technical issues

ONLINE LEARNING CENTER
- Schedules faculty and student tutoring
- Provides study aids, writing assistance, time management and test-taking strategies
- Offers convenient, 24-hour turnaround on comprehensive writing quality reviews

MANAGER OF STUDENT RECORDS
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements
SCHOOL OF BUSINESS

ACCOUNTING ASSOCIATE’S DEGREE
LEARNING OPTION: FLEX CHOICE

Associate of Science Degree in Florida; Associate of Applied Science Degree in Illinois, Kansas, Minnesota, North Dakota, and Wisconsin

CAREER OPPORTUNITIES:
• Accounting Clerk
• Auditing Clerk
• Bookkeeper
• Bank Teller
• Account Management Trainee

OBJECTIVE:
Graduates of this degree program learn to manage accounts receivable and accounts payable. They learn to prepare tax returns and financial statements, and use computer applications proficiently. They know financial and managerial accounting concepts as related to the business environment. Graduates value written and interpersonal communication, critical thinking and problem solving, information and financial literacy, and diversity awareness skills and their significance in academic and workplace situations.

ENTRANCE REQUIREMENTS
Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require developmental coursework. Alternatively the applicant may be exempt from all or portions of the College entrance placement exam per the terms of the College Acceptance or Rejection of Application for Admission Entrance Placement Exam.

In addition, applicants must successfully complete the Introduction to Computers module of the Computer and Microsoft Productivity competency course. Applicants must complete the online orientation course prior to starting in a program with a Flex Choice option.

Students enrolled in the Flex Choice Option take a minimum of two faculty-led courses per term and gain access to a library of self-paced courses that are available to them at no additional charge. Faculty-led courses are delivered in a six-week online format. Students may choose to take self-paced competency courses as they apply to their program requirements. The self-paced courses are optional, and students can complete this degree without completing any self-paced courses. If self-paced courses are selected, they must be taken alongside other faculty-led courses and be completed within 60 days of accessing the course.

GENERAL EDUCATION COURSES

<table>
<thead>
<tr>
<th>LOWER DIVISION</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (Required course)</td>
<td>4</td>
</tr>
<tr>
<td>ENC 1101 English Composition</td>
<td></td>
</tr>
<tr>
<td>Communication (Required courses) +</td>
<td>8</td>
</tr>
<tr>
<td>COM 1002 Introduction to Communication</td>
<td></td>
</tr>
<tr>
<td>COM 1388 Communicating In your Profession</td>
<td></td>
</tr>
<tr>
<td>Humanities (Required courses) +</td>
<td>8</td>
</tr>
<tr>
<td>HUM 2023 Humanities</td>
<td></td>
</tr>
<tr>
<td>PHI 2103 Introduction to Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>Math/Natural Sciences (Required courses) +</td>
<td>8</td>
</tr>
<tr>
<td>AST 2002 Introduction to Astronomy</td>
<td></td>
</tr>
<tr>
<td>MAT 1031 College Algebra</td>
<td></td>
</tr>
<tr>
<td>Social Sciences (Required courses) ** +</td>
<td>8</td>
</tr>
<tr>
<td>ECO 1000 Principles of Economics</td>
<td></td>
</tr>
<tr>
<td>SYG 1000 Introduction to Sociology</td>
<td></td>
</tr>
</tbody>
</table>

| TOTAL DEGREE CREDITS 93 |

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

** It is recommended that students complete their Social Sciences requirements in one of the following combinations: (1) Principles of Economics and Introduction to Sociology; (2) Principles of Economics and one Flex Choice option lower division Social Science General Education competency course; or (3) both Macroeconomics and Microeconomics Flex Choice option lower division Social Science competency courses.

+ Flex Choice self-paced competency course option(s) available, see page 17 for details
BUSINESS MANAGEMENT ASSOCIATE'S DEGREE
LEARNING OPTION: FLEX CHOICE

General Education Courses

English Composition (Required course) 4
ENC 1101 English Composition
Communication (Required courses) + 8
COM 1002 Introduction to Communication
COM 1388 Communicating In your Profession

Humanities (Required courses) + 12
HUM 2023 Humanities

PHI 1520 Ethics Around the Globe
PHI 2103 Introduction to Critical Thinking

Math/Natural Sciences (Required courses) + 8
AST 2002 Introduction to Astronomy
MAT 1031 College Algebra

Social Sciences (Required courses)** + 8
ECO 1000 Principles of Economics
SYG 1000 Introduction to Sociology

Major and Core Courses

ACG 1022 Financial Accounting I 4
ACG 1033 Financial Accounting II 4
ACG 2062C Computer Focused Principles 3

APA 1500 Payroll Accounting 4
BUL 2241 Business Law 4
CGS 1240 Computer Applications and Business Systems Concept + 3

E242 Career Development + 2
FIN 1000 Principles of Finance 4

GEB 1011 Introduction to Business 4
GEB 2930 Business Capstone 2

MAN 1300 Introduction to Human Resource Management 4
MAR 301 Principles of Marketing 4
MBA 2021 Principles of Management 4
MNA 1161 Customer Service + 4

Total Associate’s Degree Credits 40
Total General Education Credits 50
Major and Core Credits 90

Total Degree Credits 90

Flex Choice self-paced competency course option is available, see page 17 for details

In addition to the courses listed, students are required to complete a passing grade in a seminar course. Students must complete the E320 Junior Seminar during the quarter in which they finish the Associate’s degree requirements to graduate from an Associate’s degree program.

** It is recommended that students complete their Social Sciences requirements in one of the following combinations: (1) Principles of Economics and Introduction to Sociology; (2) Principles of Economics and one Flex Choice option lower division Social Science General Education competency course; or (3) both Macroeconomics and Microeconomics Flex Choice option lower division Social Science competency courses.

ENTRANCE REQUIREMENTS
Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require developmental coursework. Alternatively, applicants may be exempt from all or portions of the College entrance placement exam per the terms of the College’s acceptance or rejection of Application for Admission Entrance Placement Exam.

In addition, applicants must successfully complete the Introduction to Computers module of the Computer and Microsoft Productivity competency course. Applicants must complete the online orientation course prior to starting in a program with a Flex Choice option.

Students enrolled in the Flex Choice Option take a minimum of two faculty-led courses per term and gain access to a library of self-paced courses that are available to them at no additional charge. Faculty-led courses are delivered in a six-week online format. Students may choose to take self-paced competency courses as they apply to their program requirements. The self-paced courses are optional, and students can complete this degree without completing any self-paced courses. If self-paced courses are selected, they must be taken alongside other faculty-led courses and be completed within 60 days of accessing the course.

CAREER OPPORTUNITIES:
• Entry-level Business Assistant
• Bookkeeper
• Management Trainee

Objective:
Graduates of this program know concepts in accounting, business, business ethics, business law, and finance. They can demonstrate management skills including planning and decision making, organizing, controlling, and leading employees. They can interpret basic financial data and perform basic accounting skills. They can use computer applications for the business environment. Graduates value the importance of effective written and interpersonal communication and critical thinking in a variety of professional contexts.

SCHOOL OF BUSINESS
MISSION STATEMENT
The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.

STUDENT INVESTMENT DISCLOSURE:
For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
BUSINESS MANAGEMENT BACHELOR’S DEGREE
LEARNING OPTIONS: ACCELERATED • FLEX CHOICE

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• General and Operations Manager

OBJECTIVE:
Graduates of this program know concepts in management, organizational leadership, and business ethics. They understand finance and accounting, and advanced management theories and techniques that can be incorporated in a variety of fields. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; infuse their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate efficiently within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

ENTRANCE REQUIREMENTS:
To be considered for admission, students must hold a conferred Associate’s degree from an accredited institution as recognized by the Department of Education, or students must have successfully completed 60 quarter or 40 semester credits with a grade of C or higher.

Students enrolled in the Flex Choice Option take a minimum of two faculty-led courses per term and gain access to a library of self-paced courses that are available to them at no additional charge. Faculty-led courses are delivered in a six-week online format. Students may choose to take self-paced competency courses as they apply to their program requirements. The self-paced courses are optional, and students can complete this degree without completing any self-paced courses. If self-paced courses are selected, they must be taken alongside other faculty-led courses and be completed within 60 days of accessing the course.

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication (Required course) + 4
MMC 3407 Visual Communication in the Media 4
Humanities (Required courses) + 8
AML 4680 Literature of American Minorities 4
POT 4001 Political Thought 4
Math/Natural Sciences (Select 1 course) + 4
EVR 3410 Human Uses of the Environment 4
MAT 3172 The Mathematics of Games 4
Social Sciences (Required courses) + 8
AMH 3304 Visions of America Since 1945 4
CPD 4003 Comparative Politics 4

MAJOR AND CORE COURSES

UPPER DIVISION
ACG 3357 Accounting for Business Managers 4
BUL 4388 Business Law and Ethics 4
GEB 3110 Research and Report Writing 4
GEB 4220 Managing a Diverse Workforce 4
GEB 4310 Statistics for Business 4
GEB 4410 Advanced Principles of Marketing 4
GEB 4505 Organizational Development 4
ISM 3015 Management of Information Systems 4
MAN 3175 Applied Management Principles 4
MAN 3504 Operations Management 4
MAN 4143 Contemporary Leadership Challenges 4
MAN 4240 Organizational Behavior Analysis 4
MAN 4441 Negotiation and Conflict Management 4
MAN 4602 International Business 4
MAN 4720 Strategic Management 4
MAN 4900 Management Capstone 3
RMI 4020 Risk Management 4

Total Bachelor’s Degree Credits 181
Upper Division General Education Credits 24
Upper Division Major and Core Credits 67
Total Upper Division Credits 91

TOTAL DEGREE CREDITS 181

* Flex Choice self-paced competency course option(s) available, see page 17 for details.

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

Total credits above assume students enter in with a conferred Associate’s degree which grants them a transfer block inclusive of lower division general education and lower division major and core courses.

SCHOOL OF BUSINESS

MISSION STATEMENT

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rasmussen.edu
BUSINESS SYSTEMS ANALYSIS  BACHELOR’S DEGREE
LEARNING OPTION: ACCELERATED

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Business Systems Analyst
• Business Analyst
• Management Analyst

OBJECTIVE:
Graduates of this program know concepts in network administration and management, database analytics, business intelligence, enterprise business software applications, project management, and business management. They understand computer hardware and software and how to implement software applications in organizations of all sizes, manage and utilize databases in a business environment, and effectively work with cross-functional teams. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

ENTRANCE REQUIREMENTS:
To be considered for admission, students must hold a conferred Associate’s degree from an accredited institution as recognized by the Department of Education, or students must have successfully completed 60 quarter or 40 semester credits with a grade of C or higher.

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication  4
MMC 3407 Visual Communication in the Media

Humanities  8
AMM 4680 Literature of American Minorities
POT 4001 Political Thought
Math/Natural Sciences (Select 1 Course)  4
EVR 3410 Human Uses of the Environment
MAT 3172 The Mathematics of Games
Social Sciences  8
AMM 3304 Visions of America Since 1945
CPO 4003 Comparative Politics

MAJOR AND CORE COURSES

UPPER DIVISION
GEB 3110 Research and Report Writing  4
GEB 4310 Statistics for Business  4
IDC 3152 Enterprise Resource Reporting  4
IDC 3309 Data Warehousing  3
IDC 3688 Advanced Relational Databases for Business Applications I  4
IDC 4088 Business Process Reengineering  4
IDC 4111 Advanced Relational Databases for Business Applications II  4
IDC 4291 Advanced Business Process Management  4
IDC 4375 Database Analytics and Administration  3
IDC 4572 Systems Analysis and Design  3
IDC 4637 Business Systems Analysis Capstone  3
IDC 4733 Database Security Management  4
ISM 3005 MIS Techniques  3
ISM 3015 Management of Information Systems  4
ISM 3314 Information Technology Project Management  4
MAN 3504 Operations Management  4
MAN 4240 Organizational Behavior Analysis  4
MAN 4720 Strategic Management  4

Total Bachelor's Degree Credits
Upper Division General Education Credits 24
Upper Division Major and Core Credits 67
Total Upper Division Credits 91
TOTAL DEGREE CREDITS 182

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

Total credits above assume students enter in with a conferred Associate’s degree which grants them a transfer block inclusive of lower division general education and lower division major and core courses.

BUSINESS SYSTEMS ANALYSIS  CERTIFICATE
LEARNING OPTION: ACCELERATED

OBJECTIVE:
Graduates of this program understand fundamental concepts in business process analysis, business software applications, and computer information systems and networks. They know concepts in project management, business intelligence reporting, and how to manage, store, and analyze business data. Students will be able to use computer applications for the business environment. Graduates value critical thinking and lifelong learning.

ENTRANCE REQUIREMENTS:
To be considered for admission, students must hold a conferred Associate’s degree from an accredited institution as recognized by the Department of Education.

CERTIFICATE COURSES

IDC 3152 Enterprise Resource Reporting  4
IDC 3309 Data Warehousing  3
IDC 3688 Advanced Relational Databases for Business Applications I  4
IDC 4088 Business Process Reengineering  4
IDC 4111 Advanced Relational Databases for Business Applications II  4
IDC 4291 Advanced Business Process Management  4
IDC 4733 Database Security Management  4
ISM 3005 MIS Techniques  3
ISM 3015 Management of Information Systems  4
ISM 3314 Information Technology Project Management  4

TOTAL CERTIFICATE CREDITS 38
ENTREPRENEURSHIP  BACHELOR’S DEGREE  
LEARNING OPTION: ACCELERATED

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Entrepreneur
• Small Business Owner
• General and Operations Owner
• Administrative Services Manager

OBJECTIVE:
Students in this program will learn how to be innovators and thought leaders who are driven to launch and build successful companies and to build new enterprises within existing companies. Students will develop skills related to business management and capital acquisition. Topics include strategic planning, sales and marketing, financial management, and new product research and development. Students will learn to become business leaders who can influence others to adopt new ideas and invest in new products and services. They will also learn how to negotiate contracts, conduct business in ethical and socially responsible ways, and effectively evaluate new business opportunities. Students will analyze the latest technology and tools to increase efficiencies and competitive differentiation. Students will apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. They will value innovation, critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

ENTRANCE REQUIREMENTS:
To be considered for admission, students must hold a conferred Associate’s degree from an accredited institution as recognized by the Department of Education, or students must have successfully completed 60 quarter or 40 semester credits with a grade of C or higher.

GENERAL EDUCATION COURSES
UPPER DIVISION
Communication 4
MMC 3407 Visual Communication in the Media 4
Humanities 8
AML 4680 Literature of American Minorities 8
POT 4001 Political Thought 4
Math/Natural Sciences (Select 1 course) +4
EVR 3410 Human Uses of the Environment 4
MAT 3172 The Mathematics of Games 8
Social Sciences 8
AMH 3304 Visions of America Since 1945 4
GPO 4003 Comparative Politics 4

MAJOR AND CORE COURSES
UPPER DIVISION
ENT 3007 Becoming an Entrepreneur 4
ENT 3174 Financial Accounting and the Entrepreneur 4
ENT 3281 Business Innovation: Best Practices in New Business Development 4
ENT 3309 Evaluating New Business Opportunities 4
ENT 3624 Funding a New Business 4
ENT 3773 Technology for Today’s Entrepreneur 4
ENT 4011 Sales and Marketing for New Business Ventures 4
ENT 4177 Law, Ethics, and Entrepreneurship 4
ENT 4235 Managing and Growing a Sustainable Organization 4
ENT 4397 International Entrepreneurship 4
ENT 4401 Entrepreneurial Management Capstone 3
GEB 3388 Winning Customer Service Strategies 4
GEB 4310 Statistics for Business 4
MAN 3122 Hiring, Developing, and Managing 4
High Performing Employees 4
MAN 4701 Leading Change 4
MAN 4720 Strategic Management 4
MAN 4845 Leadership and Teams 4

Total Bachelor’s Degree Credits
Upper Division General Education Credits 24
Upper Division Major and Core Credits 67
Total Upper Division Credits 91
TOTAL DEGREE CREDITS 181

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program. Total credits above assume students enter in with a conferred Associate’s degree which grants them a transfer block inclusive of lower division general education and lower division major and core courses.

SCHOOL OF BUSINESS  
MISSION STATEMENT
The Rasmussen College School of Business prepares students to be confident, results-oriented business leaders who are active contributors in their chosen fields and diverse communities. Our programs focus on building a strong business foundation while helping students acquire the skills employers demand, including critical thinking, communication, teamwork, and digital fluency, as they relate to various business settings. We measure our success through the academic performance, commitment to lifelong learning, and ethical and professional contributions of our graduates.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
ENTREPRENEURSHIP CERTIFICATE
LEARNING OPTION: ACCELERATED

CAREER OPPORTUNITIES:
- Entrepreneur
- Small Business Owner
- General and Operations Owner
- Administrative Services Manager

OBJECTIVE:
Designed to combine with your existing academic and professional business experiences, students in this certificate program will build a solid foundation to apply entrepreneurial thinking and processes for a start-up organization or within an existing business. Students will apply innovative thinking to the process of identifying marketplace needs and demonstrate an in-depth understanding of the key concepts of entrepreneurship. Topics include building a business plan to support the launch of a new product or service, analyzing opportunities for new products and services, and leveraging technology to optimize the entrepreneurial process. Students will also learn how to inspire others to action while building a sustainable business environment and to effectively communicate with stakeholders across multiple domains, including finance, marketing, management, and operations. They will also value innovation, critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

ENTRANCE REQUIREMENTS:
To be considered for admission, students must hold a conferred Associate’s degree or have successfully accumulated 90 quarter credits from an accredited institution as recognized by the Department of Education. Credits accepted for admission must include college-level English and Math or Science coursework.

CERTIFICATE COURSES
ENT 3007 Becoming an Entrepreneur 4
ENT 3174 Financial Accounting and the Entrepreneur 4
ENT 3281 Business Innovation: Best Practices in New Business Development 4
ENT 3309 Evaluating New Business Opportunities 4
ENT 3624 Funding a New Business 4
ENT 3773 Technology for Today’s Entrepreneur 4
ENT 4011 Sales and Marketing for New Business Ventures 4
ENT 4235 Managing and Growing a Sustainable Organization 4
GEB 3388 Winning Customer Service Strategies 4
TOTAL CERTIFICATE CREDITS 36

CAREER-FOCUSED CURRICULUM
Providing the entrepreneurship insight that can help you start a career as an entrepreneur, your coursework focuses on real-world challenges and solutions.

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
FINANCE BACHELOR’S DEGREE
LEARNING OPTION: ACCELERATED

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Financial Analyst
• Financial Manager
• Budget Analyst

OBJECTIVE:
Graduates of this degree program learn to interpret and analyze basic financial statements in order to perform financial analysis and determine asset values based on risk adjusted returns. Students will be able to perform calculations and apply time value of money to a capital budgeting situation and net working capital management strategies. Students will be able to incorporate basic mathematical and statistical tools for financial modeling and as well as interpret and analyze the results. Through effective communication, students will be able to explain basic portfolio composition according to the security market line and identify global influences on financial markets. Students will be able to apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively within a continually changing environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

ENTRANCE REQUIREMENTS:
To be considered for admission, students must hold a conferred Associate’s degree from an accredited institution as recognized by the Department of Education, or students must have successfully completed 60 quarter or 40 semester credits with a grade of C or higher. In addition, students entering the Finance Bachelor’s program must provide evidence of having successfully completed with a grade of C or higher, Financial Accounting I, Financial Accounting II, and Principles of Finance, or equivalent courses. Any student who is not transferring successfully completed Financial Accounting I, Financial Accounting II, and Principles of Finance, or equivalent courses will be required to successfully complete the required coursework within a regularly scheduled term at the regular non-AcceleratED tuition rate prior to acceptance into the AcceleratED Bachelor’s Degree Program.

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication 4
MMC 3407 Visual Communication in the Media 4
Humanities 8
AML 4680 Literature of American Minorities 4
POT 4001 Political Thought 4
Math/Natural Sciences (Select 1 course) + 4
EVR 3410 Human Uses of the Environment 4
MAT 3172 The Mathematics of Games 4
Social Sciences 8
AMH 3304 Visions of America Since 1945 4
CPO 4003 Comparative Politics 4

MAJOR AND CORE COURSES

UPPER DIVISION
ACG 3080 Managerial Accounting Theory and Practice 4
BUL 3266 Business Law and Finance 4
ECO 4223 Money and Banking 4
FIN 3247 Investments and Security Markets 4
FIN 3396 International Finance 4
FIN 3434 Applications in Corporate Finance 4
FIN 4019 Financial Modeling 4
FIN 4372 Investment Portfolio Management 4
FIN 4955 Finance Capstone II 3

GEB 3020 Advanced Principles of Financial Management 4
GEB 4305 Statistics for Managers 4
ISM 3015 Management of Information Systems 4
MAN 4143 Contemporary Leadership Challenges 4
MAN 4720 Strategic Management 4
TAX 3257 Partnership and Corporate Taxation 4

Total Bachelor’s Degree Credits
Upper Division General Education Credits 24
Upper Division Major and Core Credits 63
Unrestricted Elective Credits 4
Total Upper Division Credits 91

TOTAL DEGREE CREDITS 181

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

Total credits above assume students enter in with a conferred Associate’s degree which grants them a transfer block inclusive of lower division general education and lower division major and core courses.

CAREER-FOCUSED CURRICULUM

By teaching you how to develop successful financial strategies that support a company’s success and how to optimize organizational profitability, our Finance Bachelor’s degree prepares you to advance your career as a financial professional.
HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP

BACHELOR’S DEGREE

LEARNING OPTION: ACCELERATED

Bachelor of Science Degree

CAREER OPPORTUNITIES:
- Human Resources Manager
- Compensation and Benefits Manager
- Training and Development Manager
- Personnel Recruiter

OBJECTIVE:
Graduates of this program know concepts in organizational leadership, human resources, marketing, and business ethics. They understand the theoretical framework of leadership, human resource management principles and how to apply the concepts in the workplace. They have a knowledge base of the following: employment law, ethics and decision making, risk management, recruitment and selection of employees, diversity, international human resources, change management, compensation and benefits, employee development, and performance management. They can apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing global environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

ENTRANCE REQUIREMENTS:
To be considered for admission, students must hold a conferred Associate’s degree from an accredited institution as recognized by the Department of Education, or students must have successfully completed 60 quarter or 40 semester credits with a grade of C or higher.

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication 4
MMC 3407 Visual Communication in the Media 4
Humanities 8
AML 4680 Literature of American Minorities 8
POT 4001 Political Thought 4
Math/Natural Sciences (Select 1 course) + 4
EVR 3410 Human Uses of the Environment 4
MAT 3172 The Mathematics of Games 4
Social Sciences 8
AMH 3304 Visions of America Since 1945 4
CPO 4003 Comparative Politics 4

MAJOR AND CORE COURSES

UPPER DIVISION
GEB 3110 Research and Report Writing 4
GEB 4220 Managing a Diverse Workforce 4
GEB 4505 Organizational Development 4
INS 3677 International Leadership and Human Resource Management 4
MAN 3322 Human Resources Information Systems 4
MAN 3429 Modern Human Resource Management 4
MAN 3668 Strategic Human Resource Management 4
MAN 4055 Workforce Performance and Talent Management 4
MAN 4128 Workforce and Labor Relations Management 4
MAN 4143 Contemporary Leadership Challenges 4
MAN 4240 Organizational Behavior Analysis 4
MAN 4320 Human Resource Recruitment and Selection 4
MAN 4330 Compensation Administration 4
MAN 4679 Performance-based Training and Instructional Design 4
MAN 4701 Leading Change 4
MAN 4845 Leadership and Teams 4
MAN 4926 Human Resource Management Capstone 2

Total Bachelor’s Degree Credits
Upper Division General Education Credits 24
Upper Division Major and Core Credits 66
Total Upper Division Credits 90

TOTAL DEGREE CREDITS 181

In addition to the courses listed, at designated points in their programs of study, students are required to complete with a passing grade a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program. Total credits above assume students enter in with a conferred Associate’s degree which grants them a transfer block inclusive of lower division general education and lower division major and core courses.
SCHOOL OF BUSINESS

MARKETING BACHELOR’S DEGREE
LEARNING OPTION: ACCELERATED

Bachelor of Science Degree

CAREER OPPORTUNITIES:
• Marketing Manager
• Advertising Manager
• Market Research Analyst
• Sales Manager

OBJECTIVE:
Graduates of this program can apply concepts in marketing and business management in specialized areas like internet marketing, mobile marketing, and public relations. Students will be able to demonstrate the ability to perform market research for effective advertising and corporate communications, all while upholding the utmost of business ethics. Students understand how to create and execute marketing strategies and plans that integrate internet marketing and traditional marketing techniques. Students will evaluate the role of sales in an organization and its relationship to marketing. Students will be able to apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

ENTRANCE REQUIREMENTS:
To be considered for admission, students must hold a conferred Associate’s degree from an accredited institution as recognized by the Department of Education, or students must have successfully completed 60 quarter or 40 semester credits with a grade of C or higher.

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication 4
MMC 3407 Visual Communication in the Media 4
Humanities 8
AML 4680 Literature of American Minorities 4
POT 4001 Political Thought 8
Math/Natural Sciences (Select 1 course) + 4
EVR 3410 Human Uses of the Environment 4
MAT 3172 The Mathematics of Games 4
Social Sciences 8
AMH 3304 Visions of America Since 1945 4
CPO 4003 Comparative Politics 8

MAJOR AND CORE COURSES

UPPER DIVISION
GEB 3110 Research and Report Writing 4
GEB 3275 Consumer Behavior 4
GEB 4220 Managing a Diverse Workforce 4
GEB 4230 Website Development for Business 4
GEB 4310 Statistics for Business 4
GEB 4410 Advanced Principles of Marketing 4
MAN 4143 Contemporary Leadership Challenges 4
MAN 4240 Organizational Behavior Analysis 4
MAN 4602 International Business 4
MAN 4720 Strategic Management 4
MAR 3295 Internet Marketing, Public Relations, and Social Media 4
MAR 3592 Strategic Sales and Sales Management 4
MAR 3817 Search Engine Optimization and Marketing Strategies 4
MAR 4239 Marketing and Product Management 4
MAR 4355 Web Analytics 4
MAR 4582 Internet Law 4
MAR 4806 Marketing Capstone 4
Total Bachelor’s Degree Credits 66

Upper Division General Education Credits 24
Upper Division Major and Core Credits 66
Total Upper Division Credits 90

TOTAL DEGREE CREDITS 181

In addition to the courses listed, at designated points in their programs of study, students are required to complete a passing grade in a seminar course. Students must complete the E410 Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

Total credits above assume students enter in with a conferred Associate’s degree which grants them a transfer block inclusive of lower division general education and lower division major and core courses.
EARLY CHILDHOOD EDUCATION LEADERSHIP BACHELOR’S DEGREE
LEARNING OPTION: ACCELERATED

Bachelor of Science Degree

CAREER OPPORTUNITIES:
- Center Director
- Preschool Owner
- Business Owner-Family Child Care
- Preschool Director
- Child Care Administrator
- Assistant Director
- Program Administrator
- Head Start Teacher
- Lead Teacher
- Early Childhood Expert
- Program Manager

OBJECTIVE:
The Bachelor of Science program in Early Childhood Education is a non-licensure, online program that builds on the foundations of early childhood education principles while preparing graduates with in-demand leadership skills. Graduates of this program will be prepared to enrich their careers by gaining a deeper knowledge in early childhood development while acquiring the leadership and administration skills necessary to pursue leadership positions in the field of early childhood education. Based on national standards and designed in partnership with industry leaders, graduates will be prepared with the knowledge and skills to pursue a leadership career path in the field of early childhood education and development.

THIS PROGRAM IS NOT INTENDED TO LEAD TO LICENSURE.

ENTRANCE REQUIREMENTS:
Students entering the AcceleratED Early Childhood Education Leadership Bachelor Degree Completer program must provide evidence of having a conferred Associate’s degree in one of the programs listed below to gain acceptance to the program. Students seeking consideration of credit for work or professional experience must go through the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL).

Acceptable Programs:
- Early Childhood Education
- Education Foundations
- Early Childhood and Youth Development
- Child Life Assistant
- Human Services
- Special Education
- Child Care
- Education and Youth Studies

Prospective students without an Associate’s degree in the fields listed above may be considered as specified below:
- Student must have a conferred Associate’s degree or at least 91 credits of college-level coursework with a grade of C or higher in each course that will be transferred.
- Students may be required to take additional coursework prior to being accepted in the AcceleratED program. The courses a student may be required to complete may include: Foundations of Child Development; Observation and Assessment in Early Childhood Education; Dynamics of the Family; Guiding Children’s Behavior; and Early Childhood Education Curriculum and Instruction. Prior transcripts will be evaluated on a course-by-course basis to determine which pre-qualification coursework is required.
- Students who are not transferring successfully completed Foundations of Child Development, Observation and Assessment in Early Childhood Education, Dynamics of the Family, Guiding Children’s Behavior, and Early Childhood Education Curriculum and Instruction or equivalent courses will be required to successfully complete the required coursework within a regularly scheduled quarter at the regular non-AcceleratED tuition rate prior to acceptance into the AcceleratED Bachelor’s Degree Program.
- Students who are accepted into the program with these additional requirements are considered pre-qualified until all of the coursework listed above has been completed. Once the program pre-qualification requirements are met, the student will be accepted into the Early Childhood Education Leadership AcceleratED program.

GENERAL EDUCATION COURSES

UPPER DIVISION
- Communication
- MMC 3407 Visual Communication in the Media
- Humanities
- AML 4680 Literature of American Minorities
- PHT 4001 Political Thought
- Math/Natural Sciences (Select 1 course)
- EVR 3410 Human Uses of the Environment
- MAT 3172 The Mathematics of Games
- Social Sciences
- ARH 3304 Visions of America Since 1945
- CPR 4003 Comparative Politics

MAJOR AND CORE COURSES

UPPER DIVISION
- EEC 3000 Early Childhood Education: Understanding Mental Health in the Early Years
- EEC 3005 Communications and Connections for Early Childhood Professionals
- EEC 3007 Organizational Management in Early Childhood Education
- EEC 3010 Effective Teaching Strategies
- EEC 3011 Empowering Contemporary Families
- EEC 3015 Observation and Assessment for Effective Curriculum Planning
- EEC 3020 Positive Behavior Guidance for Young Children
- EEC 3025 Teaching and Learning Across the Curriculum
- EEC 3026 Technology and Developmentally Appropriate Practices
- EEC 4000 Early Childhood Education: Environments and Play Theory
- EEC 4005 Advanced Principles and Perspectives of Child Development
- EEC 4010 Early Childhood Language and Literacy Learning
- EEC 4015 Early Childhood Education: Diversity and Social Justice
- EEC 4022 Ethics and Leadership in Early Childhood Education
- EEC 4030 Supporting Exceptional Children and Families
- EEC 4040 Trends in Early Childhood Education: Current Research and Policies

Total Bachelor's Degree Credits
- Upper Division General Education Credits 24
- Upper Division Major and Core Credits 66
- Total Upper Division Credits 90

TOTAL DEGREE CREDITS 181

In addition to the courses listed, at designated points in their respective courses, students are required to complete a passing grade a seminar course. Students must complete the EAUO Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

In addition to meeting all admission requirements, applicants to this program must successfully complete and pass a criminal background check.

Total credits above assume students enter in with a conferred Associate’s degree which grants them a transfer block inclusive of lower division general education and lower division major and core courses.

SCHOOL OF EDUCATION

MISSION STATEMENT

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.

STUDENT INVESTMENT DISCLOSURE: For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
Bachelor of Science Degree

CAREER OPPORTUNITIES:

- Detective Investigator
- Probation/Parole Officer
- Crime Victims Advocate
- Juvenile Justice Specialist
- Homeland Security Supervisor
- Homeland Security Agent
- Police Officer

OBJECTIVE:

Graduates of this program know the theory and practice of criminal justice law, procedures, research methods, and leadership. They understand concepts of criminal behavior, crime prevention, and diversity in the justice system. Graduates can apply, analyze, synthesize, and evaluate facts and theories pertaining to criminal justice; locate, evaluate, and integrate appropriate primary and secondary sources; effectively communicate ideas through speaking and writing; recognize and address complex ethical situations; and operate effectively within a continually changing environment. Graduates value communication, critical thinking and problem solving, scientific and information literacy, financial literacy, diversity awareness, and knowledge creation skills and the need to incorporate them in meaningful ways.

ENTRANCE REQUIREMENTS:

Students entering the AcceleratED Criminal Justice Bachelor Completer program must provide evidence of having a conferred Associate’s degree in one of the programs listed below to gain acceptance to the program. Students seeking consideration of credit for work or professional experience in one of the programs listed below to gain acceptance to the program. program must provide evidence of having a conferred Associate’s degree or at least 91 credits of college-level coursework with a grade of C or higher in each course that will be transferred to petition for acceptance.

Prospective students without an Associate’s degree in the fields listed above may be considered as specified below:

- Student must have a conferred Associate’s degree or at least 91 credits of college-level coursework with a grade of C or higher in each course that will be transferred to petition for acceptance.
- Students may be required to take additional coursework prior to being accepted in the AcceleratED program. The courses a student may be required to complete may include: Introduction to Criminal Justice, Criminology, Introduction to Corrections, Policing in America, Introduction to Criminal Law or Applied Criminal Procedures. Prior transcripts will be evaluated on a course by course basis to determine which pre-qualification coursework is required.
- Students who are not transferring successfully completed Introduction to Criminal Justice, Criminology, Introduction to Corrections, Policing in America, Introduction to Criminal Law or Applied Criminal Procedures will be required to successfully complete the required coursework within a regularly scheduled quarter at the regular non-AcceleratED tuition rate prior to acceptance into the AcceleratED Bachelor’s Degree program.

For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at rasmussen.edu/student-investment-disclosure.
## FLEX CHOICE OPTION

### SELF-PACED COMPETENCY COURSE SELECTIONS

See specific course requirements on program pages.

<table>
<thead>
<tr>
<th>Course Equivalent</th>
<th>Self-Paced Competency Course</th>
<th>Course Description</th>
<th>Transfer (TR) or Test-Out (TO) Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOWER DIVISION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGS 1240 Computer Applications and Business Systems Concepts</td>
<td>Computer and Microsoft Productivity</td>
<td>This course teaches students basic to advanced computer concepts and skills, including creating and modifying Word documents; designing databases, spreadsheet creation and analysis, using the Internet and E-Commerce tools, and creating presentations with enhanced features and web tools. Prerequisites: none</td>
<td>3 (TO)</td>
</tr>
<tr>
<td>E242 Career Development</td>
<td>Virtual Career Center</td>
<td>This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining suitable employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing approaches, job interviewing techniques and professionalism as well as participation in a mock interview. Prerequisites: none</td>
<td>2 (TO)</td>
</tr>
<tr>
<td>MNA 1161 Customer Service</td>
<td>Customer Loyalty &amp; Retention</td>
<td>This course covers the basic concepts of essential communication skills needed in business to interact/ work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction. Prerequisites: none</td>
<td>4 (TO)</td>
</tr>
<tr>
<td>Lower Division - Communications - General Education</td>
<td>Conflict Resolution</td>
<td>The course objective is to gain mastery in the basic concepts of conflict resolution and learn how to apply these concepts in real world situations and one’s own life; explore key theories and skills associated with conflict resolution in a variety of contexts, including organizational, intercultural, family and interpersonal. Prerequisites: none</td>
<td>4 (TR)</td>
</tr>
<tr>
<td>Lower Division - Humanities - General Education</td>
<td>Approaches to Studying Religions</td>
<td>The course objective is to demonstrate understanding of the basic concepts integral to the study of religion and apply the concepts in real world situations, analyze key components of religions as they apply to a range of different belief systems; and examine the role of religion in modern society. Prerequisites: none</td>
<td>4 (TR)</td>
</tr>
<tr>
<td>Lower Division - Humanities - General Education</td>
<td>Introduction to Art History</td>
<td>The course objective is to gain mastery of the basic art history elements of the Western world from prehistoric to modern times; explore art exhibits, analyze buildings and architecture, and examine art in everyday life. Prerequisites: none</td>
<td>4 (TR)</td>
</tr>
<tr>
<td>Lower Division - Math/ Natural Science - General Education</td>
<td>College Algebra</td>
<td>The course objective is to build mastery around linear, non-linear, and other mathematical functions that include algebraic, graphic, and numeric properties. The student will demonstrate the application of these concepts to real life scenarios. Prerequisites: none</td>
<td>4 (TR)</td>
</tr>
<tr>
<td>Lower Division - Math/ Natural Science - General Education</td>
<td>Human Biology</td>
<td>The course objective is to introduce topics from the subject of human anatomy and physiology. Pathway topics include the molecular and cellular basis of life, genetics, organ systems, and the impact of nutrition and exercise on human health. Prerequisites: none</td>
<td>4 (TR)</td>
</tr>
<tr>
<td>Lower Division - Math/ Natural Science - General Education</td>
<td>Introduction to Statistics</td>
<td>The course objective is to gain mastery of the basic principles of statistics. Students will learn a variety of topics including statistical principles, research methodologies, data analysis, and hypothesis testing. The student will demonstrate the application of these topics in statistics to everyday situations. Prerequisites: none</td>
<td>4 (TR)</td>
</tr>
<tr>
<td>Lower Division - Social Science - General Education</td>
<td>Introduction to Psychology</td>
<td>The course objective is to familiarize with the basic principles of psychology and the scientific methods. Students study a variety of topics including the brain, learning and memory, personality, social influence, child and lifespan development, and psychopathology. Students will demonstrate the application of these psychology topics to everyday situations. Prerequisites: none</td>
<td>4 (TR)</td>
</tr>
<tr>
<td>Lower Division - Social Science - General Education</td>
<td>Introduction to Sociology</td>
<td>The course objective is to gain mastery of the basic principles of sociology. Students will learn a variety of topics including sociological theories, cultural deviance, social interaction, diversity, stratification, as well as education, technology, and health in modern society. Students will demonstrate the application of these topics in sociology to everyday situations. Prerequisites: none</td>
<td>4 (TR)</td>
</tr>
<tr>
<td>Lower Division - Social Science - General Education</td>
<td>Macroeconomics</td>
<td>The course objective is to introduce the student to the study of general economic principles such as supply and demand; gross domestic product; inflation; unemployment; fiscal policy; monetary policy interest rates; the exchange rate; and being able to formulate and assess macroeconomic policy suggestions. Prerequisites: none</td>
<td>4 (TR)</td>
</tr>
<tr>
<td>Lower Division - Social Science - General Education</td>
<td>Microeconomics</td>
<td>The course objective is to enable the student to explore the behavior of individual consumers and firms in the marketplace; evaluate decisions, both public and private, with an economic lens; and apply conceptual principles of microeconomics in practical ways to everyday life. Prerequisites: none</td>
<td>4 (TR)</td>
</tr>
</tbody>
</table>
## Upper Division

**Upper Division - Communications - General Education**
- **Course**: Visual Communication in the Media
- **Description**: Students will develop visual literacy skills which allow proper analysis of how and why images are used to convey messages to viewers. This skill will help students identify how common social ideas are visually perpetuated and used in the media. They will also be able to analyze how to effectively and ethically use visuals to target a particular audience. Practice includes active analysis of visual cues and elements and the reasoning behind how to use visual cues and elements that are pleasing to the sensory (brain) and perception (emotions) of viewers. Students will also assess the use of visuals to persuade viewers. Finally, students will learn ethical principles in the use of visuals to avoid creating propaganda or manipulative imaging, as well as the ethical philosophies that motivate visual communication in the media. **Prerequisites**: none
- **Credits**: 4 (TO)

**Upper Division - Humanities - General Education**
- **Course**: Art in the World and the Workplace
- **Description**: The course explores the roles of music, poetry, prose, and visual art in our modern workplace and home lives. Topics include the benefits of art in the home, community, and workplace. These include creativity, focus, happiness, networking opportunities, curiosity, idea-generation, reduction of stress, and increase of morale. The course is an historical perspective of the role and application of art, up to and including the 21st century. **Prerequisites**: none
- **Credits**: 4 (TO)

**Upper Division - Humanities - General Education**
- **Course**: Understanding Ourselves Through Physics: From Newton to your Cell Phone
- **Description**: This course tracks how we have understood ourselves and our world – including time, space, gravity, and our gadgets – as understanding of physics has evolved. Topics will include Newton’s “discovery” of gravity, Einstein and relativity, energy particles and waves, the atom and how we use it, Schrödinger’s cat, and modern technologies. **Prerequisites**: none
- **Credits**: 4 (TO)

**Upper Division - Math - General Education**
- **Course**: The Mathematics of Games
- **Description**: This course serves as an introduction to the mathematics of games. Math topics may include, but are not limited to, probability, combinatorics, and introductory game theory. Techniques and methods are developed through the examination and analysis of classic games and problems. This course also includes the study of applications of probability and game theory in both business and industry. Discussions include the use of utility theory to establish payoffs in real-world settings. **Prerequisites**: none
- **Credits**: 4 (TO)

**Upper Division - Social Sciences - General Education**
- **Course**: Sociology in a Digital World
- **Description**: This course examines how society’s structure adapts as densely populated cities grow and more crowds congregate and create data in cyberspace. Topics to be explored through a sociological lens include wikis, big data, the digital divide, online networking, the evolution of language, and deviance. **Prerequisites**: none
- **Credits**: 4 (TO)

**Upper Division - Social Sciences - General Education**
- **Course**: The Psychology of Social Media
- **Description**: This course examines psychology impacts when humans engage with peers through online networks for social and professional use. Benefits to be explored include networking, distance team building, access to global perspectives, and social media’s impact on Benedict Anderson’s “Imagined Communities”. Also explored will be the psychology of harmful online behaviors such as cyberbullying and trolling. **Prerequisites**: none
- **Credits**: 4 (TO)

### Competency Course Transfer Policy
- Credit for successfully completed competency courses at Rasmussen College will appear as a credit by examination (TO) grade on a transcript. Competency course credits awarded through credit by examination (TO) may not be transferable to another institution.
- Credit for successfully completed competency courses that have been approved by the American Council on Education (ACE) will appear as a transfer of credit (TR) on a transcript.
- The decision to accept transfer credits is always at the discretion of the receiving institution.
- Credits earned through competency courses count toward the transfer maximum.
- Credits earned through competency courses may not count toward earned credits.

*The American Council on Education’s College Credit Recommendation Service (ACE Credit®) has evaluated and recommended college credit for each of the Sophia Pathways for College Credit online courses which are offered through Rasmussen College in programs with a Flex Choice option.
GENERAL EDUCATION REQUIREMENTS

FOR RASMUSSEN COLLEGE CREDENTIALS

BS degree candidates must successfully complete 24 upper-division general education credits beyond the lower-division credits required in an Associate's degree. These credits should be distributed across the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences. Certificate programs may not include general education courses because they are career focused.

GENERAL EDUCATION PHILOSOPHY

General Education inspires commitment to lifelong learning by providing learners transferable skills desirable in the workplace, such as communication, critical thinking, information literacy, diversity & teamwork, ethics & professional responsibility, and digital fluency. General Education courses may adhere to a learner's major program, satisfy an intellectual curiosity, or both. General Education allows learners to flourish amid change, better understand their own learning, and assists in applying ideas to the modern world and workplace.

GENERAL EDUCATION COURSE CATEGORIES

In the areas of English Composition and Communication, students will demonstrate understanding of basic rhetorical strategies including audience, purpose, thesis statements, effective organization, and/or the use of adequate and relevant evidence.

In the area of Humanities, students will demonstrate understanding of different forms of art; the difference between creative and critical thinking; the elements associated with various art forms; and/or the function of creative production and expression in society.

In the area of Math and Natural Sciences, students will demonstrate understanding of the notation and terminology used in mathematics; the effect that such calculations accomplish; the difference between the valid and invalid use of data and statistics; the fundamental scientific processes, theories, facts, concepts, and principles; the difference between facts and opinions; and/or the steps of the scientific method.

In the area of Social Sciences, students will demonstrate understanding of the major concepts, issues, ideas and models in social science; methods of scientific inquiry as they affect social science; methods of qualitative and quantitative research; and/or how social, cultural, and political factors influence social and historical change.

OUR TRANSFER POLICIES WORK TO MAXIMIZE YOUR CREDIT TRANSFER BY:

- Accepting successfully earned course credits and Associate’s degrees, regardless of area of study
- Allowing no expiration of previously earned general education credits
- Earning credit for prior learning and military experience
COURSE DESCRIPTIONS

Florida's Statewide Course Numbering System
Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 27 participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS.

The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level (first digit)</th>
<th>Century Digit (second digit)</th>
<th>Decade Digit (third digit)</th>
<th>Unit Digit (fourth digit)</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>0</td>
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</tbody>
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General Rule for Course Equivalencies
Equivalent courses at different institutions are identified by the same prefix and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in Exception to the General Rule for Equivalency.

For example, a freshman composition skills course is offered by 59 different postsecondary institutions. Each institution uses "ENC, 101," to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition-

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed in courses that have not been designated as equivalent.

NOTE: Credit generated at one institution on the quarter-term system may not be transferred to the equivalent number of credits to institutions on the semester-term system. For example, 0.4 quarter hours often transfers as 0.26 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses
Section 1007.24(7), Florida Statutes, states: Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency
Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution:

A. Courses not offered by the receiving institution.
B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
C. Courses in the .900-999 series are not automatically transferable, and must be evaluated by the receiving institution. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.

D. Applied academics for adult education courses.
E. Graduate courses.
F. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.
G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions
The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course’s transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to the Campus Director or to the Florida Department of Education, Office of Articulation, 1401 Tulington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

Rasmussen College Course Numbering System
Those courses offered by the College that are not part of the Florida Statewide Course Numbering System are identified by a unique 6-character code. The various components of this code are as follows:

IMT 151 Introduction to Medical Theories and Techniques
The first three characters of the code are an alphabetic acronym representing the title of the course. The example, "IMT" represents "Introduction to Medical Theories and Techniques."

The first digit of the number represents the level at which the course is generally offered.

1 designates courses generally offered during the student’s first year of study.

2 designates courses generally offered during the student’s second year of study.

In the example, the first digit, "1," indicates that this course is generally offered during the first year of the program.

The second digit of the number represents the discipline area of the course.

1 represents Business courses.

2 represents Accounting courses.

3 represents Computer Science courses.

4 represents Management courses.

5 represents Medical courses.

6 (not currently used)

7 represents General Education courses.

8 (not currently used)

In the example, "5" indicates that this course is from the Medical discipline.

The final digit of the number represents the point at which the course generally falls within a series or group of courses. It also ensures that each course is unique.

1 indicates that the course is the first course within a group or series.

2, 3, etc. indicates additional courses within a series or group of courses, but does not necessarily imply a sequence within the series or group.

That is, these courses may or may not require a prerequisite.

In the example, the final digit, "1," indicates that this course is a stand-alone course or is a first course in a series. In either case, no prerequisite is required.

Program Length
A Rasmussen College student enrolled in an AcceleratED program is considered full-time when he or she is taking 12 or more credits per term (six or more credits per six-week AcceleratED session). While a student is considered part-time when the student is taking less than 12 credits per term, a part-time student typically takes an average of 6 credits per term. To calculate program length, the College divides the total program credits by 12 for full-time students and 8 credits for part-time students.

Credit Definition
Credit Hour – The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required in the course. Rasmussen College follows the quarter system (sometimes referred to as a “term”); there are two six-week AcceleratedED sessions in a term. Rasmussen awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship, externship, practicum contained in a quarter, or the equivalent in directed study. Students are expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class.

Clock Hour – Equal to 50 minutes of instruction.
ACG 1022 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and completing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant, and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments. 
Prerequisite: none

ACG 1033 Financial Accounting II
40 hours, 4 credits
This course is a further continuation of Financial Accounting I and will stress financial statement analysis for partnerships and corporations. It will also emphasize corporate accounting, corporate issuing and investing in debt and equity securities, financial and cash-flow analysis, and decision making. The course will include manufacturing accounting methods used for budgeting and forecasting.
Prerequisite: Financial Accounting I

ACG 2062C Computer Focused Principles
40 hours, 3 credits
This course is designed to teach students to accomplish common accounting functions through the use of the computer. Students will learn to maintain accounting records on a computer, input and process information and produce standard accounting reports. This course covers common accounting functions such as maintaining accounts receivable, accounts payable and general ledgers.
Prerequisite: Financial Accounting I

ACG 2680 Financial Investigation
40 hours, 4 credits
This course will introduce students to the field of fraud examination and how fraud occurs and is detected within financial statements. This course will expand in areas of revenue, inventory, liabilities, assets, and inadequate disclosures related to financial statement investigations and fraud.
Prerequisite: Financial Accounting II

ACG 2930 Accounting Capstone
20 hours, 2 credits
This course will be a synthesis of the accounting, business, and general education courses offered in the Accounting Associate’s degree program. A study of emerging issues and timely topics in financial accounting, professional ethics, and transferable skills necessary for the success of an accounting graduate, and accounting careers will be addressed. This course focuses on research, case analysis, and interpersonal communication and class presentations.
Prerequisite: Offered last or second-to-last quarter for Associate's degree students
Co-requisite: Sophomore Seminar

ACG 3080 Managerial Accounting Theory and Practice
40 hours, 4 credits
This course provides a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.
Prerequisite: Financial Accounting II

ACG 3357 Accounting for Business Managers
40 hours, 4 credits
This course provides a review of accounting objectives and trial balance, bookkeeping, as well as a survey of the theory and application of managerial accounting principles. Topics include cost behaviors, production costing methods, data processing, economic analysis, budgeting, and management and financial control.
Prerequisite: none

ACG 4133 International Accounting and Finance, 40 hours, 4 credits
This course will explore key concepts of international accounting and financial standards and reporting practices in the world economy. An overview of the world of business and the development of international accounting standards will be covered. The course will study a variety of concepts dealing with theory and practice of accounting from a global standpoint. Students will apply skills in analyzing and interpreting accounting reports and financial statements of international corporations and organizations.
Prerequisite: none

AMH 3304 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflective and manipulative force in the suburban family and the role Hollywood films played in the popular culture will be examined.
Prerequisite: none

AML 4680 Literature of American Minorities
40 hours, 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on racism, ethnicity, gender, national origin, sexuality, sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers’ perceptions and literary representations of their times, contexts, and identity. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class.
Prerequisite: English Composition

APA 1500 Payroll Accounting
40 hours, 4 credits
Focus is on payroll accounting and paying of wages and salaries, Social Security taxes and benefits, federal and state employment insurance and taxes, and payroll accounting systems and records.
Prerequisite: Financial Accounting I

AST 2002 Introduction to Astronomy
40 hours, 4 credits
Examines astronomical phenomena and concepts, including star systems, stars and galaxies, planetary motions, atoms and radiation and the origin and evolution of the universe.
Prerequisite: none

BUL 2241 Business Law
40 hours, 4 credits
This course presents fundamental principles of law applicable to business transactions. The course relates areas of legal environment of business and sales contracts. Principles of law that apply to government, regulations, commercial paper, property, bailments, agency and business organizations are addressed.
Prerequisite: none

BUL 3266 Business Law and Finance
40 hours, 4 credits
In this course, students will learn the fundamentals of law applicable to business transactions, the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation, contracts, and other areas of the Uniform Commercial Code and business law. Students will analyze how these concepts and principles impact financial managers and financial analysts.
Prerequisite: none

BUL 4386 Business Law and Ethics
40 hours, 4 credits
This course reviews fundamental principles of law applicable to business transactions, and provides overview of the current moral and ethical issues that arise regarding business activities. Students will examine the law, legal system, and ethics and how they apply to the business world and business transactions. Principles relevant to business law are addressed. Critical thinking and ethical analysis are key areas of focus throughout the course.
Prerequisite: none

CCJ 3164 Criminal Behavior: Profiling Violent Offenders
40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as serial, mass, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminology: Motives for Criminal Deviance

CCJ 3367 Victims in Criminal Justice
40 hours, 4 credits
This course explores the importance of the victim in the criminal justice system’s process. The victim’s role in the criminal justice process, and movements and legislation pertaining to victims and victimized persons following judicial proceedings are examined. A variety of crimes and types of victims are explored.
Prerequisite: none

CCJ 3678 Cultural Diversity and Justice
40 hours, 4 credits
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with law enforcement to incarceration and the role of the judicial penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior and victimization affecting the criminal justice system.
Prerequisite: Ethics Around the Globe

CCJ 3700 Research Methods in Criminal Justice
40 hours, 4 credits
This course will explore the basic steps of conducting research. Students will explore the nature of research and the research techniques specific to the criminal justice field. Students will become familiar with research terminology and the ethics involved in various research designs. To complete the course, students will design and simulate their own research project.
Prerequisite: Statistics in Criminal Justice

CCJ 3706 Statistics in Criminal Justice
40 hours, 4 credits
Students will learn to interpret research data on issues in criminal justice. They will explore fundamental statistical analysis through statistical tools typically used in criminal justice. They will apply statistical analysis using UCRR and NCVS data sets.
Prerequisite: College-level Math course

CCJ 4015 Values-Based Leadership in Criminal Justice
40 hours, 4 credits
This course will address some unique ethical challenges that leaders in criminal justice and related fields may confront. Topics of discussion and evaluation include delegation and abdication of duties, use of power, manipulation, and influence; discretion and responsibility; and the role of personal character in service professions.
Prerequisite: Ethics Around the Globe

CCJ 4279 Criminal Justice Senior Thesis
40 hours, 4 credits
Students will apply their knowledge of criminal justice issues and social research methodology by completing a research project and an oral research thesis proposal. Students will design and carry out a research study, collect and analyze resulting data, and integrate their research and findings into a formal thesis.

Prerequisite: Criminal Justice Seminar; Students should be in their last second-to-quarter
**COM 1002 Introduction to Communication**
40 hours, 4 credits
This course will introduce students to basic models and theories of the communication process. Students will learn about a variety of elements involved in communication. They will also explore how factors such as race, ethnicity, age, socioeconomic status, and gender influence communication. Students will focus on developing an awareness of the effects of various types of communication on themselves and others. They will also develop practical skills for improving their ability to communicate in personal, social and professional contexts. Specific topics will include perception, self-concept, verbal and non-verbal communication, effective listening and communicating in culturally diverse settings.
Prerequisite: Passing grade in Foundation Writing or placement determined by STEP assessment score.

**COM 1388 Communicating in Your Profession**
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and oral presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking, writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Reading & Writing Strategies or placement determined by STEP assessment score.

**CPO 4003 Comparative Politics**
40 hours, 4 credits
This course introduces students to the field of comparative politics by examining classification of political systems according to institutional and developmental characteristics. Causes and costs of political stability and instability will be explored. Comparison will be made between contemporary political institutions and processes in various countries.
Prerequisite: American/US National Government

**CTS 2511 Excel**
40 hours, 3 credits
This course is designed to investigate the advanced applications of data analysis in Microsoft Office Excel. Students will be introduced to electronic spreadsheet features ranging from the data input and manipulation to charting and PivotTables. This course is designed to help prepare students for the Excel portion of the Microsoft Office Specialist certification exam.
Prerequisite: Computer Applications and Business System Concepts

**E242 Career Development**
20 hours, 2 credits
This course is designed to study the personal and professional characteristics necessary for obtaining and maintaining employment. The student will assemble a complete job-seeking portfolio including his/her resume and references, letters of application and appreciation, documentation of work and educational history, and demonstration of skills through examples of student work. The course includes an in-depth study of self-marketing techniques, job interviewing techniques and professionalism as well as participation in a mock interview.
Prerequisite: none

**E410 Senior Seminar**
0 credit
This seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Summative assessments will focus on general education skills that provide the basis for lifelong learning. This course is required for graduation. A Bachelor’s degree program.

**ECO 1000 Principles of Economics**
40 hours, 4 credits
This course offers a broad overview of economic theory, history, and development. Philosophies, policies, and terms of market economies will be explored. This course includes microeconomics and macroeconomics concepts.
Prerequisite: none

**ECO 4223 Money and Banking**
40 hours, 4 credits
This course is an examination of the structure and operations of our monetary systems. In this course topics covered include the fundamentals of money and financial markets, commercial banking and its regulation.
Prerequisite: none

**EEC 3000 Early Childhood Education: Understanding Mental Health in the Early Years**
40 hours, 4 credits
This course examines the impact of mental health issues on a child’s well-being. Students will focus on attachment theory, brain development, and the importance of executive function on lifelong learning. This course will challenge students to examine the effects of economics, family structure, and the environment on a child’s emotional and social development. Students will also be able to evaluate social support systems.
Prerequisite: none

**EEC 3005 Communications and Connections for Early Childhood Professionals**
40 hours, 4 credits
This course examines best practices in formal and informal communication with children, families, and professionals. Students will explore how to build community in diverse settings and for various stakeholders. In this course, students will develop their leadership vision and apply this vision to build healthy, empowering connections with constituents. Students will also analyze effective and ineffective methods of communication within a developmentally and culturally appropriate context.
Prerequisite: none

**EEC 3007 Organizational Management in Early Childhood Education**
40 hours, 4 credits
This course provides an overview of the operational management of high quality early childhood programs. The course includes practical application related to policies, procedures, roles, and responsibilities in the context of best practices for children and families. The characteristics of high quality early childhood professionals will be assessed. Students will examine external factors affecting the operation of programs, including political and societal trends.
Prerequisite: Communications and Connections for Early Childhood Professionals

**EEC 3010 Effective Teaching Strategies**
40 hours, 4 credits
This course will emphasize general principles of effective teaching including strategies that can be used in a variety of early childhood settings. This course focuses on the significance of designing achievable learning targets based on information gathered through using knowledge and knowledge of child development. Students will explore essential components of instructional methodology, the impact of educational history, the importance of providing meaningful early learning experiences, and the various teaching roles and approaches relevant to working with young children, birth through age 8.
Prerequisite: none

**EEC 3011 Empowering Contemporary Families**
40 hours, 4 credits
This course explores various types and structures of families. Students will review the historical transformations of families and discuss contemporary families and communities. Students will also examine the major social issues contemporary families face. This course emphasizes resiliency in strengthening families and effective programmatic practices.
Prerequisite: none

**EEC 3015 Observation and Assessment for Effective Curriculum Planning**
40 hours, 4 credits
This course provides a framework for using best practices in observation and assessment in the early childhood classroom. Emphasis will be given to the necessity of high quality observation and assessment techniques for effective teaching. Students will examine assessment tools as well as learn about documenting children’s learning.
Prerequisite: Effective Teaching Strategies

**EEC 3020 Positive Behavior Guidance for Young Children**
40 hours, 4 credits
This course is an advanced approach to positive behavior guidance and classroom management. Students will investigate and apply strategies to create an environment that fosters pro-social and equitable practices in the classroom. This course emphasizes promoting healthy interactions to support children’s self-regulation.
Prerequisite: none

**EEC 3025 Teaching and Learning Across the Curriculum**
40 hours, 4 credits
This course promotes the value of play as a learning process while emphasizing the significant of preparing developmentally appropriate curriculum and instruction in diverse content areas. This course will prepare early childhood educators to design and implement effective learning environments for a variety of age groups. Students will identify, explore, and select appropriate experiences and materials to use when writing integrated curricula and lesson plans.
Prerequisite: Observation and Assessment for Effective Curriculum Planning

**EEC 3026 Technology and Developmentally Appropriate Practices**
40 hours, 4 credits
This course will explore technology as a part of the world in which children, families, and early childhood professionals live. Students will learn the fundamentals of developmentally appropriate practice as it relates to the use of technology in the classroom, precautions that need to be taken, and the emersion of technology in everyday living. Students will study the function of technology in the early childhood program’s procedures and policies, employ technology to assess and enhance children’s growth and development, and critique technology to ensure its use is developmentally appropriate for each age and stage of child development.
Prerequisite: none

**EEC 4000 Early Childhood Education: Environments and Play Theory**
40 hours, 4 credits
This course will explore how play and the environment promote learning and development in young children. Strategies to enhance indoor and outdoor environment environments will be emphasized. Students will reflect on their practices as they evaluate a wide variety of learning environments and curriculum models and communities. Students will also learn to design and implement learning environments that are respectful, supportive, and challenging.
Prerequisite: Observation and Assessment for Effective Curriculum Planning

**EEC 4005 Advanced Principles and Practices of Child Development**
40 hours, 4 credits
This course is an advanced study in the theory and principles of child development. An evaluation of current educational practices as developmentally appropriate will challenge students to examine their own perspectives on how children learn. Focus will be on the primary years of development through in-depth exploration of gender roles, socialization, and cultural perspectives.
Prerequisite: none

**EEC 4010 Early Childhood Language and Literacy**
40 hours, 4 credits
This course will emphasize best practices for promoting language and literacy development in young children. This course integrates knowledge of developmentally appropriate practice and literacy development for constructing curriculum. Students will apply knowledge to effectively align assessment and teaching strategies to foster optimum language and literacy development in infant, toddler, preschool, and school-aged learners.
Prerequisite: Early Childhood Education: Environments and Play Theory

**EEC 4015 Early Childhood Education: Diversity and Social Justice**
40 hours, 4 credits
This course is an advanced examination of diversity and social justice in the United States as it relates to inequality and quality of care for young children. Students will explore the aspects of race, ethnicity, gender, abilities, sexual orientation, poverty, socioeconomic, and privilege on the socialization of children. Students will apply anti-bias and multicultural perspectives to better support all children and their families. The knowledge gained in this course will provide students with a framework for understanding and appreciating cultural competencies.
Prerequisite: none

**EEC 4022 Ethics and Leadership in Early Childhood Education**
40 hours, 4 credits
This course examines the principles of ethics and leadership in early childhood education through self reflection and practice in defending these principles. This course is the practical application of advocacy for young children and their families. Students will develop leadership skills across various areas including parent communication, care and education, advocacy, and policy. Students will also learn strategies to train and mentor future leaders in the field of early childhood education and will examine the impact of professionalism on children, families and the community.
Prerequisite: Organizational Management in Early Childhood Education

**EEC 4030 Supporting Exceptional Children and Families**
40 hours, 4 credits
This course is an advanced approach to supporting children with exceptional needs. Emphasis will be given to cultural influences and resources for supporting families. Students will explore the history and contemporary issues of Special Education legislation as it pertains to the inclusive classroom.
Prerequisite: none

**EEC 4040 Trends in Early Childhood Education: Current Research and Policies**
60 hours, 6 credits
This course studies trends in the early childhood education field. Students will examine current research and national and local legislative policies. Students will also develop skills in critiquing and analyzing research findings and their effects on early childhood care and education. Students will gain knowledge of current legislative policies and determine their effect on young children, families, and early childhood education.
Prerequisite: Students must be in their last or second-to-last session.
ENC 1101 English Composition 40 hours, 4 credits
This course is designed to guide students in understanding the writing process and developing their ability to write and express ideas in an organized, logical, and coherent manner. Students will produce college-level writing that reflects awareness of rhetorical strategies, writing purpose, student voice, and appropriate grammar, punctuation, and usage skills. Through reading, writing, discussion, research, and collaboration, students will learn practice effective writing and apply course concepts.
Prerequisite: None

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ENT 3373 Technology for Today's Entrepreneur 40 hours, 4 credits
Students will learn how to increase efficiency and maximize collaboration with cutting-edge technology tools. In this course, students will learn how to use business intelligence and technology to manage and grow their business and communication strategies.
Prerequisite: None

ENT 4011 Sales and Marketing for New Business Ventures 40 hours, 4 credits
This course focuses on creating integrated sales and marketing programs utilizing guerrilla tactics along with traditional and online marketing techniques. Unique features like Internet marketing strategies utilizing tools such as search engine optimization and social media will be examined to foster organic growth for a start-up organization. Students will also become familiar with business-to-business and business-to-consumer sales strategies.
Prerequisite: None

FIN 4019 Financial Modeling 40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of potential globalized, unified, and based on principles of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of ecosystem; pollution of air, soil, and water resources; population explosion and the relationship of people, disease, and food production; and environmental tools necessary for survival.
Prerequisite: None

FIN 1000 Principles of Finance 40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: None

ENT 4177 Law, Ethics, and Entrepreneurship 40 hours, 4 credits
In this course, students will analyze legal and ethical issues related to servicing a business entity. Strategies on how to select an attorney, navigating the e-commerce world, and manage within intellectual property laws are examined. Students will understand how to start and sell a business using legal and ethical planning.
Prerequisite: None

ENT 4235 Managing and Growing a Sustainable Organization 40 hours, 4 credits
Managing a small business workforce, the financial concepts of developing scalable operations is a crucial part of the success of an entrepreneur. In this course, students will analyze cases of business successes and failures. Students will also examine and evaluate the product life cycle. Viable, sustainable growth strategies will be created using various business operations. Students will apply what they learn to a new business, product, or service or new business venture in an existing organization. Global operations for small businesses are also evaluated and analyzed.
Prerequisite: None

FIN 3247 Investments and Security Markets 40 hours, 4 credits
This course will instruct the student on how to assess a corporation in the current markets and identify the factors necessary to value security prices. Students will gain an understanding of strategic and applications that can be used to measure and assess the quality of investments.
Prerequisite: Advanced Principles of Financial Management

FIN 3396 International Finance 40 hours, 4 credits
This course will focus on the exchange rate, trade, and international finance of the organization. This course instructs the students to be proficient within the international environment.
Prerequisite: Advanced Principles of Financial Management

FIN 4334 Applications in Corporate Finance 40 hours, 4 credits
This course will instruct the student on the evaluation of the institution's financial policy. The topics covered in the course will be the time value of money, financial ration analysis, cash flows, capital budgeting, and international issues.
Prerequisite: Advanced Principles of Financial Management

FIN 4019 Financial Modeling 40 hours, 4 credits
This course provides the theoretical foundation and practical skills and tools to enable students to use financial modeling to make sound business decisions. Key areas of focus are based on options pricing models. These models include the Monte Carlo studies.
Prerequisite: Advanced Principles of Financial Management

FIN 4105 International Financial Management 40 hours, 4 credits
This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include: an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational financial management, and other topics. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Financial Accounting II

GEB 3110 Advanced Principles of Financial Management 40 hours, 4 credits
This course provides an introduction to advanced concepts and methods of financial management for organizations. Topics include: an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, multinational financial management, and other topics. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Financial Accounting II

GEB 3101 Research and Report Writing 40 hours, 4 credits
Students will learn research and report writing for academic settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Communicating in Your Profession

GEB 3275 Consumer Behavior 40 hours, 4 credits
Students focus on demographics, lifestyle, social and cultural trends, and the impact on consumer motivations and behavior. Topics for exploration include the consumer decision-making process, family, learning, personality, group dynamics, market adjustment, product innovation and the impacts on the business world. Market research techniques and strategies in conjunction with the analysis of business to business as well as business to consumer sales are included. Students assess the managerial implications and consumer behavior including ethics and legal implications.
Prerequisite: None

GEB 3309 Evaluating New Business Opportunities 40 hours, 4 credits
The purpose of this course is to review new business opportunities for entrepreneurs and to design a tool for evaluating these opportunities. Students will use this tool to apply the criteria to their new business, product, or service, and create a business strategy for the new venture. Key obstacles to the success of new business will be analyzed and students will create plans to mitigate the risks of those obstacles.
Prerequisite: None

GEB 4011 Entrepreneur Management Capstone 30 hours, 3 credits
This course is the culmination of the Entrepreneurship program. Through a cutting-edge business simulation, students will demonstrate proficiency in major program concepts. Students will be provided opportunities to apply the skills and knowledge needed to be a successful entrepreneur.
Prerequisite: Business Bachelor's student in last or second-to-last quarter
GEB 3388 Winning Customer Service Strategies
40 hours, 4 credits
Motivating and empowering employees to provide outstanding customer service is critical to an entrepreneur’s success. This course teaches students the strategies, techniques, and tools for developing and sustaining long term customer relationships. Cutting-edge customer relationship management tools will be explored, as well as how to create customers who are “promoters” of your brand.
Prerequisite: none

GEB 3422 Business Project Management
40 hours, 4 credits
This course is a study of the characteristics and functions of project management, team building, and facilitation. It places focus on project planning, scope, scheduling, and controlling of projects through completion. It reinforces and builds upon skills and knowledge students have learned in all of the various disciplines within the Business curriculum. It is recommended that students take this course their final quarter.
Prerequisite: none

GEB 4220 Managing a Diverse Workforce
40 hours, 4 credits
This seminar course examines diversity from a personal, group, organizational, national, and global perspective. Students will explore stereotypes of individuals within organizations, and they will study how these stereotypes affect people within the workplace. Students will also examine issues in conducting business and managing people within a global setting.
Prerequisite: none

GEB 4230 Website Development for Business
40 hours, 4 credits
This course teaches students the business strategies and techniques for website design and development. Key areas include usability studies, information architecture design, and working with information technology professionals to develop the website. This course includes educational resources from Harvard Business Publishing.
Prerequisites: Search Engine Optimization and Marketing Strategies, Web Analytics

GEB 4305 Statistics for Managers
40 hours, 4 credits
In this course students will utilize a statistical computer package, and examine applied statistics methods and applications in business situations.
Prerequisite: College-level Math course

GEB 4310 Statistics for Business
40 hours, 4 credits
In this course, students will develop basic statistical literacy along with the ability to analyze and evaluate real-life business problems using statistical methods. Students will learn to organize and present quantitative data by means of graphical and numerical methods. Topics include: descriptive statistics, basic probability theory, discrete and continuous probability distributions, random variables, estimation, hypothesis testing, analysis of variance, and simple linear regression.
Prerequisite: none

GEB 4410 Advanced Principles of Marketing
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand building strategies, market segmentation, and delivering and communicating value.
This course includes educational resources from Harvard Business Publishing.
Prerequisite: None for students enrolled in Accelerated programs

GEB 4505 Organizational Development
40 hours, 4 credits
This seminar course builds upon the theories introduced in Organizational Behavior Analysis. In this course, students examine how qualitative approaches, quantitative approaches, and process-based approaches to organizational development through the stories of professionals involved in organizational change. Students will critically examine the design, management, and control of organizational development programs. This course includes educational resources from Harvard Business Publishing.
Prerequisite: none

HUM 2023 Humanities
40 hours, 4 credits
This course investigates human creative achievement. It is designed to increase the student’s understanding and appreciation of cultural literacy and the pursuit of humanitarian goals. Representative disciplines may include art, music, literature, architecture, drama, and philosophy.
Prerequisite: none

IDC 3152 Enterprise Resource Reporting
40 hours, 4 credits
In this course students will develop an understanding of enterprise resource planning and business intelligence and how businesses can use them to support decision making. Major electronic techniques and tools for classifying, segmenting, and analyzing business information will be examined. Students will learn how to integrate enterprise resource tools into standard business processes.
Prerequisite: none

IDC 3309 Data Warehousing
30 hours, 3 credits
This course is a study of methods used to centralize data and provide meaningful business reporting based on this aggregated data. This course focuses on designing, building, managing, and maintaining data warehouses.
Prerequisite: none

IDC 3688 Advanced Relational Databases for Business Applications I
40 hours, 4 credits
In this course, students learn to lead the management and implementation of enterprise relational database solutions within a corporate environment. Students will learn about leading relational solutions, how to assess the business needs for an enterprise database solution, and how to create the business requirements for the selected solution. Key decision-making criteria like performance, compliance, security, and scalability requirements will be addressed. Students will present their solution recommendation in a written document and oral presentation.
Prerequisite: none

IDC 4088 Business Process Reengineering, 40 hours, 4 credits
This course explores business process re-engineering in the context of high and low performing organizations. Students will examine the productivity and output of an organization as it relates to revenue and growth. Students will then analyze and strategize on how to create and implement processes that enable organizations to continuously improve performance. Evaluation and assessment of management process and production will be analyzed. Key topics such as the cost/benefit analysis, creating stakeholder teams, and creating a service-oriented culture will also be examined.
Prerequisite: none

IDC 4111 Advanced Relational Databases for Business Applications II
60 hours, 4 credits
This course builds on the knowledge and skills learned in Advanced Relational Databases I. Students will utilize the business requirements they created in Advanced Relational Databases and simulate an implementation of the outlined solution. Virtual implementation teams will conduct stakeholder project meetings and work together to implement and test the database solution. Students will learn to identify, assess, and solve typical implementation challenges as part of the course. At the end of the course, students will deliver the results of the implementation in a written document and oral presentation.
Prerequisite: Advanced Relational Databases for Business Applications I

IDC 4291 Advanced Business Process Management
40 hours, 4 credits
This course is a study of the characteristics and functions of business process management systems as a tool to improve business performance. This course explores the installation of a BPM system and the specialized tools and advanced techniques made available from such a system.
Prerequisite: none

IDC 4375 Database Analytics and Administration
40 hours, 3 credits
In this course students will learn the concepts and tools to administer and maintain databases within an organization. Key areas of responsibility include database configuration, management, and upgrading will be addressed. In addition, students will examine database security and how to store and manage information.
Prerequisites: MIS Techniques, Management of Information Systems

IDC 4572 Systems Analysis and Design
30 hours, 3 credits
This course is a study of the Systems Development Life Cycle and the various models that employ the techniques and methods of the SDLC. Systems analysis and design is a set of methods and procedures used to design information systems that focuses on requirements, validation, training, and stakeholders.
Prerequisite: none

IDC 4587 Business Systems Analysis Case Studies
30 hours, 3 credits
This is a capstone course that will integrate prior business process analysis courses into a comprehensive course project that covers business process analysis, database analytics, enterprise reporting, network administration, business courses. Students will develop a comprehensive final project in the context of planning, managing, designing and implementing a large scale enterprise database application utilizing skills learned in various areas of the program.
Prerequisite: Students complete in last or second to last quarter of the program.

IDC 4733 Database Security Management
50 hours, 4 credits
In this course students learn how to design databases using security strategies and security processes for business databases. The course address IT security architecture, user access policies, and auditing. Students also learn how databases are used to support business intelligence. As part of the course, students will complete an exciting project in which they act as a Database Administrator and design a network security strategy for a business.
Prerequisite: none

INS 3010 International Marketing
40 hours, 4 credits
This course is a study of concepts in international marketing dealing with the uniqueness of cross-cultural market challenges of global businesses. The focus of the course will be on the challenges encountered on the various target markets in the world. The nature of sensitivity and the cultural dynamics of dealing with various world cultures are addressed as well as political and legal challenges, economic and educational issues, conducting research internationally, and many other topics dealing with promoting company and products abroad.
Prerequisite: none

INS 3072 International Legal and Ethical Business Issues
40 hours, 4 credits
This course is a study of the key elements of legal and ethical issues when conducting business world-wide. It will examine principles, foundations, and institutions of international law regulating financial, maritime, commercial, and trade transactions across international frontiers. There are many topics under the umbrella of legal and ethical issues. This course intends to survey and apply a variety of these issues in an international setting.
Prerequisite: none

INS 3125 Corporations of the World
40 hours, 4 credits
This course is a study of the characteristics and functions of corporations conducting business in the global environments. The course will expose students to various global management aspects including annual reports, operations, and recent news dealing with the various corporations.
Prerequisite: none

INS 3203 International Communication and Travel
40 hours, 4 credits
This course is a study of concepts and issues of conducting business in today’s technological global environment. The course will focus on the proper usage of various technology and communication tools that facilitate doing business from various locations around the world and on the go. The course involves a discussion of the use of communication and technology for the purpose of achieving and sustaining a competitive advantage in the world industries.
Prerequisite: none

INS 3305 Global Operations and Logistics
40 hours, 4 credits
This course is a study of the logistics operations in an international setting. The course will include a comprehensive review of supply chain management from an international perspective. This overview will include international logistics and the role of international logistics systems in global supply chain management.
Prerequisite: none

INS 3526 International Business Technology
40 hours, 4 credits
This course is a study of the issues of the use of technology in an international setting. This will include networking issues, data usage and communications, software and hardware requirements for proper technology use and communications, securing and encrypting technology in order to protect company assets and intellectual property, as well as various financial issues such as cost/benefit analysis dealing with the use of technology in a global corporation.
Prerequisite: none

INS 3677 International Leadership and Human Resource Management
40 hours, 4 credits
This course is designed to introduce students to the complexities of the human resource management processes on a global scale. Students learn how to differentiate between domestic and international human resource management, employee training and development is addressed, including how to assimilate new employees in the global arena.
Prerequisite: none
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<th>COURSE DESCRIPTIONS</th>
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| **INS 4028 Global Commerce, Trade, and Economy** 40 hours, 4 credits  
This course is a study of the characteristics, theories, and practices of global commerce, trade, and the economy from the perspective of utilizing various resources to conduct business internationally. It will involve the analysis of the functions, advantages, and disadvantages of the foreign exchange market as well as economic implications of the global financial markets.  
Prerequisite: none  |
| **INS 4789 International Business Capstone** 20 hours, 2 credits  
In this course, students apply the knowledge and skills they have learned in the International Business Bachelor of Science degree to a real-world business scenario. Key areas of focus include global management, international marketing, communication, travel, and technology, global trade, project management, and international accounting and finance. This course is designed to be taken at the end of the program.  
Prerequisite: International Business Bachelor’s student in last or second-to-last quarter  |
| **ISM 3005 MIS Techniques** 40 hours, 3 credits  
This course is an introduction to computer use required of users and developers of management information systems. This course includes educational resources from Harvard Business Publishing.  
Prerequisite: None for students enrolled in AcceleratED programs  |
| **ISM 3015 Management of Information Systems** 40 hours, 4 credits  
Students are introduced to the foundations of management information systems. This includes current trends, fundamental MIS technology concepts, applications for business functions, and management practice. Students will gain exposure to analyzing, utilizing, and supervising integrated management information systems.  
Prerequisite: none  |
| **ISM 3314 Information Technology Project Management** 40 hours, 4 credits  
This course will introduce students to the processes of project planning from the early stages of brainstorming through project planning including developing timetables, resource management, implementation, along with the basics of writing project proposals. Students will learn to select appropriate planning techniques and software. Students will plan and propose a project appropriate to their fields of study.  
Prerequisite: None for students enrolled in AcceleratED programs  |
| **LBS 2303 Training and Development** 40 hours, 4 credits  
This course is a study of training and development fundamentals including how training relates to Human Resource Management and Human Resource Development, how internal and external factors influence employee behavior, and the role of adult learning in training. Students will examine how training needs are determined, best practices in developing and implementing training programs, and how to evaluate training efforts.  
Prerequisite: None for students enrolled in AcceleratED programs  |
| **MAN 2021 Principles of Management** 40 hours, 4 credits  
Students enrolled in this course will develop managerial skills and insights by studying management practices. In addition, they will develop an understanding of the manager-employee relationship and the legal and ethical issues that impact these relationships. This course provides educational resources from Harvard Business Publishing.  
Prerequisite: none  |
| **MAN 2032 Business Ethics** 40 hours, 4 credits  
This course presents an examination of current moral and ethical issues that arise in the world of business, as well as an analysis of the main theories of moral obligation, right and wrong action, and good and bad values.  
Prerequisite: none  |
| **MAN 3122 Hiring, Developing, and Managing High Performing Employees** 40 hours, 4 credits  
Employees are a business’ most important asset. In this essential course, students learn how to recruit and hire top performers and provide them with the coaching and professional development they need to become rockstar employees. Students will also focus on developing workplace policies that help provide a safe and empowering environment for employees. Students will learn the skills and knowledge required to build a human resources strategy and business plan.  
Prerequisite: none  |
| **MAN 3175 Applied Management Principles** 40 hours, 4 credits  
This course will review foundational management skills and insights derived from the study of management practices. Through theory, self-analysis, and observation, students will develop skills that provide them with the knowledge, skills, and attributes needed to become an effective manager. Specific topics covered include managing stress; solving problems; coaching, influencing, and motivating others; team-building; and leading change.  
Prerequisite: none  |
| **MAN 3322 Human Resource Information Systems** 40 hours, 4 credits  
This course examines the role of human resource information systems in today’s organizations and human resource departments. Key areas of focus include human resource information systems design, acquisition, and implementation. The role of these systems in talent acquisition and management is also examined.  
Prerequisite: None for students enrolled in AcceleratED programs  |
| **MAN 3429 Modern Human Resource Management** 40 hours, 4 credits  
This seminar course introduces students to effectively manage human resources topics: helping organizations manage workforce planning related to mergers and acquisitions, outsourcing and offshoring as a workload strategy, and sustainability and corporate social responsibility.  
Prerequisite: Introduction to Human Resource Management  |
| **MAN 3504 Operations Management** 40 hours, 4 credits  
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include: designing and managing operations; purchasing and materials; controlling and maintaining inventories; and producing goods or services that meet customers' expectations. Quantitative modeling will be used for solving business problems.  
Prerequisite: none  |
| **MAN 3668 Strategic Human Resource Management** 40 hours, 4 credits  
This course is designed to teach students how to integrate the human resources function with an organization's overall strategic plan. Students will learn how to establish human resources goals and objectives in the context of an organization's business goals to help increase resources goals and objectives in the context of an organization's business goals to help increase.  
Prerequisite: none  |
| **MAN 4055 Workforce Performance and Talent Management** 40 hours, 4 credits  
This course examines strategies and techniques for developing and managing employees to help organizations create a competitive workforce. Students will learn how to work with employees on how to build a successful career through an institution’s performance appraisal and professional development processes.  
Prerequisite: none  |
| **MAN 4128 Workforce and Labor Relations Management** 40 hours, 4 credits  
This course examines the context of workforce and labor relations management, the collective bargaining process and labor contracts. Students will learn how to establish a bargaining unit, negotiate and implement a collective bargaining agreement, and participate in the arbitration process.  
Prerequisite: none  |
| **MAN 4143 Contemporary Leadership Challenges** 40 hours, 4 credits  
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in research, presenting, and discussing course materials. In addition to gaining in-depth exposure to a current key topic in the field, students learn to become active and effective members of a professional learning community.  
Prerequisite: none  |
| **MAN 4240 Organizational Behavior Analysis** 40 hours, 4 credits  
This course is designed to explore the human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict management, individual and group processes, motivation, morale, and communication.  
Prerequisite: none  |
| **MAN 4320 Human Resource Recruitment and Selection** 40 hours, 4 credits  
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment. This course includes educational resources from Harvard Business Publishing.  
Prerequisite: None for students enrolled in AcceleratED programs  |
| **MAN 4330 Compensation Administration** 40 hours, 4 credits  
This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an effective pay structure leadership. In addition, students analyze the influence of unions and government in determining the compensation of the labor force, including the compensation of both hourly workers and managerial employees. This course includes educational resources from Harvard Business Publishing.  
Prerequisite: None for students enrolled in AcceleratED programs  |
| **MAN 4411 Negotiation and Conflict Management** 40 hours, 4 credits  
This course will focus on negotiation and conflict management in business and other organizational settings. The emphasis is on gaining an understanding of the negotiation process and developing effective negotiation and conflict management skills.  
Prerequisite: Organizational Behavior Analysis  |
| **MAN 4602 International Business** 40 hours, 4 credits  
This course provides management students with an introduction to international economic, political, cultural and business environments. Students will develop a basic understanding and appreciation of the myriad factors involved in managing people within a global workforce.  
Prerequisite: none  |
| **MAN 4679 Performance-based Training and Instructional Design** 40 hours 4 credits  
This course is designed to introduce students to the field of instructional design. Theories of instructional design are covered, with an emphasis on the systematic approach to learning and instruction. Students will transfer the learning to a project, demonstrating an understanding of key instructional design concepts: analysis, design, development, implementation, and evaluation.  
Prerequisite: none  |
| **MAN 4701 Leading Change** 40 hours 4 credits  
This course will focus on the impact of change in an organizational setting. Various change management models will be explored, providing students with a foundation for approaching change and developing effective skills and techniques to perform in the workplace when change occurs. The course will require the development of web-based learning case study examples and determine strategies for bringing constructive change to an organization.  
Prerequisite: none  |
| **MAN 4720 Strategic Management** 40 hours, 4 credits  
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.  
Prerequisite: none  |
| **MAN 4845 Leadership and Teams** 40 hours 4 credits  
This course is designed as an introduction to leadership, team building, collaboration, and conflict resolution. Students will understand and apply these concepts to workplace settings. Students will develop structures, processes, and strategies to create and maintain effective teams. Gender, culture, individuality, and telecommuting in the workplace will also be explored.  
Prerequisite: none  |
| **MAN 4900 Management Capstone** 30 hours, 3 credits  
In this course, students analyze, synthesize, evaluate, and create new knowledge by reviewing, contemplating, and applying theoretical concepts studied throughout their degree in creating a solution for an actual management need. This course is designed as an independent study last quarter.  
Prerequisite: Business Bachelor’s student in last or second-to-last quarter  |
COURSE DESCRIPTIONS

MAR 4926 Human Resource Management and Organizational Leadership Capstone 20 hours 2 credits
In this course students apply the knowledge and skills they have learned in the Human Resource and Organizational Leadership Bachelor of Science degree to a real-world business scenario. Key areas of focus include: strategic human resource management, organizational leadership, workforce performance, international leadership and human resources, compensation, and employment law. This course is designed to be taken at the end of the program.
Prerequisite: Human Resources and Organizational Leadership Bachelor’s student in last or second-to-last quarter

MAR 2011 Principles of Marketing 40 hours, 4 credits
This course serves as an introduction to the marketing concept, integrating seven key marketing perspectives. Topics include: consumer buying behavior, business-to-business markets and organizational buying behavior, market research techniques, fundamental pricing concepts, marketing channels and logistics, integrated marketing communications, and marketing’s role in electronic commerce.
Prerequisite: none

MAR 3295 Internet Marketing, Public Relations and Social Media 40 hours, 4 credits
This course is designed to give students an in-depth understanding of emarketing strategies and techniques and how to apply them to help organizations achieve their online sales and marketing objectives. Key areas of focus include email marketing, social media, and online PR.
Prerequisite: None for students enrolled in Accelerated programs

MAR 3592 Strategic Sales and Sales Management 40 hours 4 credits
Students will examine strategies and relationships that relate to the job of managing an effective sales force. A concentration on developing a sales force program and managing strategic account relationships will be applied. The focus on sales management will allow students to explore team development, diversity in the work force, problem-solving skills, and financial issues.
Prerequisite: none

MAR 3817 Search Engine Optimization and Marketing Strategies 40 hours, 4 credits
This course is designed to give students an in-depth understanding of search engine optimization and search engine marketing strategies and techniques. Application of key word strategies, local, and offpage search engine optimization techniques, developing an account structure, identifying differences in black hat/white hat philosophies, and defining success metrics are examined. Students will also gain hands-on experience developing and optimizing campaigns.
Prerequisite: none

MAR 4239 Marketing and Product Management 40 hours 4 credits
Students will explore the amalgamation of marketing and product management. The applications-oriented focus will allow students to develop a marketing plan with a concentration on product lifecycle management and customer relationship management. Students will apply theory and concepts in the areas of marketing, management, economics, as well as finance in the marketing planning process.
Prerequisite: none

MAR 4355 Web Analytics 40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value, increase customer retention, and build customer loyalty.
Prerequisite: Search Engine Optimization and Marketing Strategies
MAR 4582 Internet Law 40 hours, 4 credits
This course gives students an in-depth understanding of Internet law and how it applies to online commerce and today’s business transactions.
Prerequisite: Business Law

MAR 4806 Marketing Capstone 20 hours 2 credits
In this course students apply the knowledge and skills they have learned in the Marketing Bachelor of Science degree to a real-world business scenario. Key areas of focus include: public relations and advertising, internet marketing, consumer behavior, website development for business professionals, and sales management. This course is designed to be taken at the end of the program.
Prerequisite: Marketing Bachelor’s student in last or second-to-last quarter

MAT 1021 College Algebra 40 hours, 4 credits
This course provides students with the skills to achieve mastery of algebraic terminology and applications including, but not limited to, real number operations, variables, polynomials, integer exponents, graphs, factoring, quadratic equations, and word problems.
Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

MAT 3172 The Mathematics of Games 40 hours, 4 credits
This course serves as an introduction to the mathematics of games. Math topics may include, but are not limited to, probability, combinatorics, and introductory game theory. Techniques and methods are developed through the examination and analysis of classic games and problems. This course also includes the study of applications of probability and game theory in both business and industry. Discussions include the use of utility theory to establish payoffs in real-world settings.
Prerequisite: none

MMC 3407 Visual Communication in the Media 40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources.
Prerequisite: none

MNA 1161 Customer Service 40 hours, 4 credits
This course covers the basics of essential communication skills needed in business to interact/work effectively with individuals and/or groups. Special areas of emphasis include solving problems, developing a customer service strategy, coping with challenging customers, increasing customer retention and surveying customer satisfaction.
Prerequisite: none

PHI 1520 Ethics Around the Globe 40 hours, 4 credits
This course is a study of various and common ethical principles around the world and their relationships to morality and professional responsibility. Emphasis is placed on the application of ethical theories to problems faced in increasingly globalizing business and society.
Prerequisites: none

PHI 2103 Introduction to Critical Thinking 40 hours, 4 credits
A study of the rules of valid judging and reasoning, both inductive and deductive, in a traditional, language-centered context rather than a symbolic context. Logical analysis of both formal and informal fallacies and of the consistency and logical consequences of a given set of statements. Logical analysis is applied to concrete problems dealing with our knowledge of reality.
Prerequisite: English Composition

POT 4001 Political Thought 40 hours, 4 credits
The aim of this course is to understand and appreciate some important authors and traditions of political thought. The course will cover such topics as authority, consent, freedom and obligation.
Prerequisite: none

RMI 4020 Risk Management 40 hours, 4 credits
This upper-level business course explores the elements of risk management and insurance essential to the business environment. This course will develop the rationale for risk-management systems and examine the environments in which they operate. Students will learn, analyze, and evaluate approaches to measuring and managing risk in business environments.
Prerequisite: none

SYG 1000 Introduction to Sociology 40 hours, 4 credits
This course introduces students to basic sociology terms and concepts. Students will understand how to apply sociological concepts and theories and analyze the structure and relationships of social institutions and the process of social change. Students will explore a variety of topics of sociological interest, including socialization, social inequality, social movements, and the impact of technology and social change on society.
Prerequisite: none

TAX 2002 Income Tax 40 hours, 4 credits
This course is designed to provide knowledge of the rights, options, and requirements in filing returns for the individual and small business.
Prerequisite: Financial Accounting II

TAX 3257 Partnership and Corporate Taxation, 40 hours, 4 credits
This course is a comprehensive study of corporate taxation. It includes how to prepare and file corporate tax returns, tax strategies for liquidating a corporation, and how to form and structure corporations and partnerships and the associated tax considerations.
Prerequisite: none
UNLESS OTHERWISE NOTED, THE POLICIES IN THIS CATALOG REPLACE ALL PREVIOUSLY ISSUED VERSIONS.

Rasmussen College Admissions

Rasmussen College is committed to the principle of equal opportunity in education. Rasmussen College admits students without regard to their race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status to all the rights, privileges, programs, and other activities generally accorded or made available to students at Rasmussen College. Rasmussen College does not discriminate against individuals on the basis of race, color, sex, age, national or ethnic origin, religion, sexual orientation, ancestry, disability, veteran status, marital status, parental status, or any other protected status in the administration of its educational policies, admissions policies, scholarship and loan programs, and other Rasmussen College administered programs and activities. Otherwise qualified persons are not subject to discrimination on the basis of disability.

Student Definition

The word “student” means the student himself or herself if he/she is the party to the contract, or his/her parents or guardian or another person, if the parent, guardian, or other person is party to the contract on behalf of the student.

College Acceptance or Rejection of Application for Admission

The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following requirements:

- Completed application form and enrollment agreement
- An attestation of high school graduation or equivalency. If any information provided on the attestation is found to be false, the student will be subject to immediate dismissal from the College, all credits will be invalidated and any financial aid will have to be repaid.
- Successful completion of Rasmussen College Experience Course. 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 in their first attempt will be granted an additional opportunity to re-take the course three months after the start of the first attempt. The student may be allowed to retake earlier than the three months upon a granted appeal. A third and final appeal may be granted based on two conditions: 1) One year has passed since the original first attempt; 2) Written request is submitted by the student. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years, students who successfully completed the Child Development Associate preparation program (CDA) within six months of enrolling in the program, students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Flex Choice or AcceleratedED programs, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course. Students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Early Honors program and Individual Progress and Audit students as well as reentering students who have already successfully completed the College Experience Course will be required to successfully complete the Online College Readiness Course.
- All financial arrangements are complete, submitted and verified
- For selected programs, applicants must also pass a criminal background check. See additional information.
- Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. 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. secondary education standards.
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 Internet-based.

In addition to all other admissions requirements, students must be at least 16 years old to enroll at Rasmussen College.

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 acquire 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.

In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

- Official and unoffical transcripts and grade reports for 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 accepted.

AcceleratedED Bachelor’s Degree Programs College Acceptance or Rejection of Application

The College will notify each applicant in writing of acceptance or rejection based on fulfillment of the following additional requirements:

- Completion of the AcceleratedED Online Orientation course
- Applicants must have a conferred Associate of Science (AS), Associate of Arts (AA), or Associate of Applied Science (AAS) degree from a regionally or nationally accredited institution which is recognized by the Department of Education, or
- Alternatively (in some programs), the student must have successfully completed 60 quarter or 40 semester college-level credits with a grade of “C” or higher from a Regionally or Nationally accredited institution which is recognized by the Department of Education in order to be admitted. The student must have successfully completed the following in addition to that above in order to apply for admission to Rasmussen College:
  - In the event of rejection, any monies paid will be refunded in full. The date of acceptance by the College shall be presumed to be the date of delivery of the notice of acceptance; and if delivered by mail, the postmarked date of the letter of acceptance.

Assessment

Rasmussen College has developed an institutional assessment process. The assessment is a part of the College’s daily functions. The Rasmussen College Comprehensive Assessment Plan (CAP) is the primary measurement for the Institution’s mission. The CAP is organized around the Mission Statement and the six purposes that support the mission. For each purpose, supporting objectives have been developed, and assessment tools are used to collect data and assess each objective. In this way, the College systematically assesses the purposes and, ultimately, the mission of the Institution.

In the spirit of this learning-focused approach to assessment, academic assessment at Rasmussen College follows a pattern of incoming, ongoing, and outcome assessment.

The College has an academic assessment plan that uses a variety of tools to improve the quality of learning and teaching. The academic assessments used to measure incoming student skills through a placement test to determine students’ reading, writing, and numeracy skills; ongoing skills in a formative fashion in individual courses; and end of program skills through various program outcomes assessments.
ACADEMIC INFORMATION AND COLLEGE POLICIES

ADMISSIONS REQUIREMENTS

Background Checks
For some programs, Rasmussen College requires applicants to pass a background check before admission. Note that “passing” a criminal background check is determined by Rasmussen College, in its sole discretion. The background check will alert students to issues that may impair their ability to complete clinical, internship or practicum activities, obtain employment upon graduation, or accumulate unnecessary student loan debt.

The following programs require a general background check for admission in all states:
- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Billing and Coding
- Paralegal
- Pharmacy Technician

The following programs require a general background check for admission in all states except Minnesota:
- Nursing
In Minnesota, these programs require a Minnesota Department of Human Services background check for admission:
- Health Sciences
- Medical Assisting
- Medical Laboratory Technician
- Practical Nursing
- Professional Nursing

In Minnesota, the following programs require a Minnesota Bureau of Criminal Apprehension background check in addition to the general background check for admission:
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills

For some programs, a Florida Department of Law Enforcement (FDE) background check must be completed.

General Criminal and FDE

Background Check Process:
A student enrolling in any of the general criminal or FDE background check designated programs must complete a Background Release Form, as well as a Background Check Attestation. A student is not eligible for a program, he/she is also not eligible for financial aid while attending a school for that program, and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course resources.
- If the student is taking transferable general education courses, the student may elect to finish those courses for that quarter, if the student pays for the course resources.
A student who receives a MDHS disqualification may choose to apply for a Commissioner’s Reconsideration with the MDHS. If the Commissioner sets aside the disqualification, Rasmussen College will allow the student to apply for re-entry/enrollment for the next subsequent start date.

Entrance Requirements for Business Management Associate’s Degree with Flex Choice Option

Applicants must achieve a score on the College entrance placement exam acceptable for admission into the College at a level that does not require remedial coursework. Alternatively, applicants providing a college transcript indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete Entrance Placement Examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the Reading and Writing sections of the placement examination. Students who have not completed a college-level Math course are required to complete the Math portion of the placement examination.

In addition, applicants must successfully complete the Introduction to Computers module of the Computer and Microsoft Productivity competency course. Applicants must complete the online orientation course prior to starting in a program with a Flex Choice option.

* Official and unofficial transcripts and grade reports for 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 accepted.
* Students who require Developmental Education coursework may be eligible for a program with a Flex Choice option. Interested students must have completed a minimum of seven credits of college-level (non-developmental) coursework at Rasmussen College and have a cumulative grade point average of at least 3.0 for the program with a Flex Choice option.

Active Rasmussen College students are eligible to enroll in a program with a Flex Choice option upon achieving a 3.0 cumulative GPA for the program of enrollment.

For students who want to transfer into a program with a Flex Choice option from another Rasmussen College program or reenter into a program with a Flex Choice option the following apply:

- Interested students must have completed all required developmental education coursework as determined by entrance placement examinations, if appropriate.
- Interested students must have completed a minimum of seven credits of college-level (non-developmental) coursework at Rasmussen College and have a cumulative grade point average of at least 3.0 for the program with a Flex Choice option.
- Interested students must successfully complete the Introduction to Computers module of the Computer and Microsoft Productivity competency course, if not already completed. The applicant will have one week from the point of enrollment in the module to complete it.
- Interested students must have all transcripts for previously completed coursework evaluated for transfer into the program desired and to determine eligibility to transfer into the program.

To be considered for admission to the Accelerated Business Systems Analysis Certificate Admission Requirements, students must hold a conferred Associate’s degree from an accredited institution as recognized by the Department of Education.

Accelerated Entrepreneurship Certificate Admission Requirements

To be considered for admission to the Accelerated Entrepreneurship Certificate program, students must hold a conferred Associate’s degree and have successfully accumulated 90 quarter credits from an accredited institution as recognized by the Department of Education. Credits accepted for admission must include college-level English and Math or Science coursework.

**PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY**

Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based on documented financial need—the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

There are three basic types of aid available to Rasmussen students:

- Various state and federal student loan programs.
- Gift aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
- Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

Tuition Rates

Please see the Tuition Structure section under Academic Information and College Policies for complete information on tuition rates.

Gift aid and work study are awarded annually based on the fiscal year dates of July 1 through June 30. Students attending in more than one fiscal year period must reapply for financial aid assistance.

### GIFT AID

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$600 - $5,730</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>Florida Student Assistant Grant</td>
<td>Grant based on financial information provided by the student on the FAFSA.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
</tbody>
</table>

### EMPLOYMENT

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>MN State Work Study*</td>
<td>Part-time jobs on campus or at local non-profit agencies. Based on financial need and skill level for positions available.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
</tbody>
</table>

### FEDERAL LOAN PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500, 2nd Year - $4,500, 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time.</td>
<td>Same as subsidized limits with additional $2,000 limit for dependent undergraduate students.</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender and Entrance Counseling</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance.</td>
<td>PLUS application and Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

### VETERANS’ BENEFITS

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Type of Aid</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterans’ Benefits</td>
<td>Veterans and dependents of veterans, including Guard and Reserve Component.</td>
<td>Monthly benefit based on service contributions.</td>
<td>Veterans Administration or Veterans Service Officer</td>
</tr>
</tbody>
</table>

*This program is available only for Minnesota residents.*
ACADEMIC INFORMATION AND COLLEGE POLICIES

High School Professional Program
Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to those employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois, Kansas, and Wisconsin. Current status as a high school professional will be verified by Rasmussen College at the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional's first course. Offered in the Accelerated course format, per high school professional. A maximum of 50 seats in online courses will be available to high school teachers and counselors each quarter. The limit is calculated and applied as a 10% reduction from the current tuition rate. In order to be eligible for the scholarship, new students must enroll at Rasmussen College in one of the select programs for the designated start date. Students must be continuously enrolled and maintain a minimum CGPA of 2.5 for the duration of their enrollment to receive their scholarship. For a complete list of terms and conditions, visit rasmussen.edu/achieve or talk to a Program Manager.

Military Discount
All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program may be eligible for a tuition discount based upon your tuition costs—up to $2,800 in additional scholarship awards for an Associate's degree and $5,600 for a Bachelor's degree. This scholarship is based on the number of credits paid, per quarter while attending a full-time student (12 credits or more). Students in the Nursing Programs (Practical Nursing and Professional Nursing) and AcceleratedED programs are not eligible for the scholarship. For a complete list of terms and conditions, visit rasmussen.edu/achieve or contact your campus for details.

Real/Change Scholarship
New prospective students enrolling in select programs at Rasmussen College may be eligible for the Real/Change Scholarship. The scholarship awards recipients up to $1,400 per year toward your tuition costs in order to take full advantage of the educational opportunities. This scholarship is based on the number of credits paid, per quarter while attending Rasmussen College, and is calculated and applied as a 10% reduction from the current tuition rate. In order to be eligible for the scholarship, new students must enroll at Rasmussen College in one of the select programs for the designated start date. Students must be continuously enrolled and maintain a minimum CGPA of 2.5 for the duration of their enrollment to receive their scholarship. For a complete list of terms and conditions, including the list of eligible programs and start dates, visit rasmussen.edu/realchange.

Corporate Discount
Corporate Discount of any service member on active duty as outlined above. Offered in the Accelerated course format, the Corporate Discount is considered to be developmental. College entrance placement examination may not be re-taken for initial placement purposes after the start of a Foundation level course. On occasion, however, a re-test may be allowed prior to the start of a quarter. Such re-tests are only granted if extenuating circumstances exist that led to the first test being used. A re-test is needed to accurately determine the student’s ability level. Only one such re-test may be allowed, at the discretion of the Academic Dean.

Achievement Scholarship
Rasmussen College is proud to offer our AcceleratedED Bachelor’s degree students who enrolled through a Corporate Partnership or Articulation Partner agreement an Achievement Scholarship Partner Success Grant in the amount of $3,500. The grant will be awarded in a lump-sum as a one-time credit against tuition in the last session of a student’s program immediately prior to graduation. Eligibility requirements for the AcceleratedED Partner Success Grant are as follows:
• Students must be enrolled in a Rasmussen AcceleratedED Bachelor degree program.
• Student must meet all Satisfactory Academic Progress requirements including a cumulative GPA of 2.0 or higher.
• Student must have been continuously enrolled in the AcceleratedED coursework since the time of first enrollment. The student must have taken at least one course every session of the AcceleratedED program. Any breaks in enrollment will disqualify the student from eligibility for the grant.
• The student must be enrolled in the final session of the program prior to graduation.

AcceleratedED Scholarship
Rasmussen College will award new AcceleratedED students a $1500 AcceleratedED Scholarship. The scholarship will be awarded in a lump sum as a one-time credit against tuition in the last session of a student’s program immediately prior to graduation. Eligibility guidelines for the AcceleratedED Scholarship are as follows:
• The student must have a minimum of 12 credits in each term. A term is comprised of a minimum of 8 AcceleratedED sessions.
• The student must meet all Satisfactory Academic Progress requirements including a cumulative GPA of 2.0 or higher.
• Continuous enrollment must be offered in order to receive the scholarship.
• The student must be enrolled in the final session of the program prior to graduation.

Policies
The scholarship is available to new students only, effective for students beginning January 2014 or later.
• Employees of Rasmussen, Inc. and their family members are not eligible to participate.
• The scholarship award is non-transferable, and no substitution or cash equivalent is allowed. If the student does not start school or does not graduate, the scholarship will not be awarded.
• Rasmussen College and its agents assume no responsibility for damages or injury resulting from acceptance or use of the scholarship award. Taxes and fees, if any, are the sole responsibility of the recipient.
• This scholarship can be combined with the Rasmussen College American Hero’s Grant.
• This scholarship cannot be combined with the Accelerated Partner Success Grant.
• This scholarship cannot be combined with Kansas and Missouri AcceleratedED pricing.

Financial Aid and Scholarships
For more information regarding financial aid and scholarship opportunities, visit rasmussen.edu/financialaid or call 844-615-2525.

Other important information:
• Tuition is subject to change.
• Please check with your employer concerning reimbursement options.

Frequently Asked Questions
What if I’m a returning student?
Returning students who have not successfully completed the Foundation courses must attempt the courses again. Students who transfer courses that have Foundation courses as prerequisites, must first successfully complete the Foundation 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.

There are several Foundation courses to complete before enrolling in courses in your major. These courses are counted toward graduation, and each is passed with a grade of “SX” in order for the student 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 to Rasmussen College, must complete the remediation course prior to enrolling. There are non-cash scholarships. Some campuses have additional scholarships available; please contact your Student Financial Services Office for more information.

Academic Policies
ACADEMIC POLICIES

Class Content
The College reserves the right at any time to make changes to improve the quality or content of the programs of study offered. The College reserves the right to cancel any classes or programs where enrollment is under 12 students.

Class Standing
Rasmussen College determines class standing by the number of credit hours that a student has completed. The College assigns class standings according to the following criteria:
Freshman: 0-36 credits completed
Sophomore: 37-72 credits completed
Junior: 73-129 credits completed
Senior: 130 or more credits completed

Developmental and Rasmussen College Entrance Placement Exam 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 need them. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript* indicating a grade of C or higher or a grade of Pass in college-level English and/or Math are not required to complete the College entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who do not have a college-level English course are required to complete the reading and writing sections of the placement examination. Students who have not completed a college-level math course are required to complete the math portion of the placement examination. Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or who have a transfer course in the sequence, may be allowed to take a College entrance placement examination. Returning students who have not successfully completed the Foundation courses may be required to take the Foundation college entrance placement examination. Coursework in Math or English that is not numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

* These include official and unofficial transcripts and grades from a post-secondary institution regionally or nationally accredited institutions of higher learning, as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA).

Foundation Courses Timeframe
To help ensure student success, students requiring foundation coursework must attempt one such course in their first quarter of enrollment. Students requiring two foundation courses must attempt the first course, Reading and Writing Strategies (B080), in their first quarter of enrollment and the second course, Combined Basic and Intermediate Algebra (B095) in Illinois and Practical Math (B087) in other states, in their second quarter of enrollment. If a student withdraws from or does not pass a Foundation course, the student must successfully complete that course in the subsequent full quarter of enrollment. Students that have transferred from another College, as such, any required Foundation courses must be completed no later than the end of the Student’s third full quarter of enrollment, or their next quarter of enrollment.

Students requiring two foundation courses must attempt Reading and Writing Strategies (B080) and one additional course in their program of enrollment prior to enrolling in the foundation math course. Upon successful completion of the first foundation course, Reading and Writing Strategies, and at least three credits of coursework in their program with a grade of C or higher, the student will be allowed to take a full-time credit load, if desired.

Foundation Course Grading
All Foundation courses are satisfactory/ unsatisfactory (S/U) courses.

1. Students pass B080 Reading and Writing Strategies if they achieve a final grade percentage of 73% or higher.
2. Students pass B087 Practical Math if they achieve a final grade percentage of 73% or higher. The following grading scale is then used to determine if students have passed the courses: Reading and Writing Strategies
SX 73% or higher
UX Below 73%
Practical Math
SX 73% or higher
UX Below 73%

Seminar Course Grading
1. Students pass B101 Marketing and B110 seminar courses if they achieve a final grade percentage of 70% or higher.
ACADEMIC INFORMATION AND COLLEGE POLICIES

Grade  Grade Points  Description

Alphabetical Grading System

- Competency Courses
  - Competency courses allow students to progress by demonstrating their competence, which means they have mastered the knowledge and skills (called competencies) required for a particular course.
  - Rasmussen College partners with multiple developers of competency courses to provide offerings that align with the course objectives of the College’s instructor-led courses.
  - Each course is typically designed to ensure that students have learned that competence.
  - Competency courses are groups of assessments that allow students to prove their ability to perform a specific task.
  - Completing the competency demonstrates that students have learned that competency and are able to apply that knowledge and skill.
  - Each competency course contains a selection of competencies called “Modules” where similar competencies are grouped; these self-paced modules allow students to demonstrate mastery of different subjects and sections of the curriculum in one convenient location.
  - Demonstrated mastery in a competency course may be converted to credits that will transfer into Rasmussen College credits.
  - Students may attempt a competency course as long as they are concurrently enrolled in and taking coursework in an eligible program.
  - Students enrolled in a competency course may elect to take a Rasmussen competency course in lieu of an online, instructor-led course for any course that has been identified as having a competency course equivalent.
  - Upon successful completion of a competency course, Rasmussen College will issue a Certificate of Successful Competency Course Completion. The certificate will be placed in the student’s academic file.
  - If a student has already attempted an online, instructor-led course, as indicated by a posted W/D or F/F grade, the student will not be allowed to attempt the equivalent competency course.
  - A student may attempt a competency course and later enroll in an equivalent instructor-led course for any course that has been identified as having an instructor-led course equivalent.
  - Upon successful completion of a competency course, Rasmussen College will issue a Certificate of Successful Competency Course Completion. The certificate will be placed in the student’s academic file.
  - If a student has already attempted an online, instructor-led course, as indicated by a posted W/D or F/F grade, the student will not be allowed to attempt the equivalent competency course.
  - A student may attempt a competency course and later enroll in an equivalent instructor-led course for any course that has been identified as having an instructor-led course equivalent.
  - Upon successful completion of a competency course, Rasmussen College will issue a Certificate of Successful Competency Course Completion. The certificate will be placed in the student’s academic file.

- Repeating Courses Policy
  - Students who are meeting Satisfactory Academic Progress may re-take courses up to three times, but only at regular tuition rates.
  - Students repeating a course for a second or third time may count the credits for that course in a financial aid award calculation only if they earned an “F” or “FA” in all previous attempts of that course.
  - If a student elects to repeat a course for which a grade above “F/FA” was earned, the credits are included in the financial aid award calculation only if the program requires a higher grade to be considered “passing” than what the student has previously earned. In this case, if the student fails the previously passed course all future eligibility to receive financial aid for that course is discontinued.
  - 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 successfully complete a 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 or a grade of Pass and transferring it back to Rasmussen College, in accordance with the transfer of credit requirements.
  - In the case of credit transfer, an “F/FA” grade will remain for purposes of GPA calculation. However, all of the course credits both failed and transferred, count in the student’s Cumulative Completion Rate (CCR).
  - Foundation courses may only be repeated once.
  - Students who fail a Foundation 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.

- Nursing Repeating Courses Policy
  - The School of Nursing allows students to fail one Nursing course within the core Nursing curriculum (NU, NUR, PN, PRN, HUN coursework).
  - However, a second failure, whether it be the same Nursing course or any other Nursing course, will result in removal from the Nursing program.

- Late Assignment Submission Policy
  - Students may submit assignments up to seven (7) days after the stated deadline.
  - A 10% grade penalty is assessed for work for up to 24 hours late; an additional 10% penalty 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 or equivalent point value, minus any applicable penalty.
  - Online discussions conclude at the end of the current week/module. Discussion posts made after the end of the current week/module will not be accepted. Instructors may waive the late penalty or timeframe in cases of extenuating circumstances as determined by the instructor.

- Accelerated Incomplete Grade Policy
  - An “IN” indicates an incomplete grade, and is a temporary grade for a course which a student is unable to complete due to extenuating circumstances. The student must request an incomplete from the instructor prior to the last day of the session. An incomplete may be granted to a student at the end of a session at the discretion of the instructor under the following conditions:
    - 1. An incomplete form is completed by the instructor which identifies:
      a. The work to be completed;
      b. Qualifications for acceptable work;
      c. The deadline for completing the work (within seven calendar days of the last day of class);
      d. The grade to be entered should the student not complete the work by the deadline (the calculated grade);
      e. Instructors will have 10 calendar days for grading, recalculation of grades and processing of all documents required.
  - Incomplete records will be maintained in the student’s file.
  - 3. The student’s Dean must be informed of all incompletes granted by instructor.
    - Incompletes will be granted rarely and instructors must request an incomplete from the instructor.
      - a. The work to be completed must be regularly assigned work, identified in the course syllabus.
      - b. The student can reasonably be expected to complete the work by the deadline.
      - c. The student’s grade will be substantially improved.
      - d. The student has demonstrated a commitment to completing work in a timely fashion.
      - e. Granting the incomplete is truly in the best interest of the student.
  - By completing the work, one of the following will apply:
    - i. The student will learn substantive information by completing the work.
    - ii. The student will learn higher level thinking skills or gain substantially greater command of the subject matter.
    - iv. Allowing the student extra time compensates for extenuating circumstances not within the student’s control (i.e. illness, emergencies, etc.).
    - v. Incompletes may not be granted only for the sake of improved cumulative grade point average, nor will they be granted to allow students to make up “extra credit” work.

- RASMUSSEN COLLEGE — 2014-2015 ACCELERATED AND FLEX CHOICE LEARNING OPTIONS
A student who is not meeting Satisfactory Academic Progress as defined by the Standards of Satisfactory Academic Progress guidelines in this catalog at the end of the current quarter and does not meet any of the criteria above must file an appeal process with the Campus Program Change Appeal Committee. As part of the appeal process, the student will be required to submit a letter following the appeal process guidelines. The appeal will either be approved or denied based on a review of academic standing and progress to date with Rasmussen College and the information provided in the appeal letter. A complete description and requirements of the program change appeal process is available through the Campus Manager of Student Records. A clear background check is required for enrollment in certain programs as determined in the background check section of the catalog. Students who do not successfully pass a background check will be terminated from the College. 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.

If a student chooses to change his/her academic program, the student default to the current catalog unless requirements are met in the Standard catalog, a student may remain in his/her original catalog, assuming the desired program is still offered. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent Study Policy

Independent studies courses are courses when a student contracts to meet regularly with a qualified instructor to fulfill the assignments, tests, projects, and other tasks necessary to achieve the performance objectives of a specific course. Independent study research a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible. Students may take, and the College may offer, a course through independent study under the following conditions:

1. The course is not currently offered on-site or online.
2. Completion of the course is necessary for on-time graduation.
3. The need for the course in the quarter in question does not arise from the student’s decision to withdraw from the course in an earlier quarter, the student’s failure to satisfactorily complete the course in an earlier quarter, or the student’s decision to change programs.
4. The student will complete work of a similar quantity and quality as required in a regularly scheduled class and will meet the standard performance objectives for the class.
5. The Academic Dean approves the plan for completing the course work.
6. The student and instructor meet once a week for a minimum of one hour with sufficient learning activities planned to fulfill the clock hour requirements of the course.
7. At least twice and at regular intervals during the quarter, the Dean will evaluate the student’s progress by reviewing work completed.

Independent studies must meet the following guidelines:

Prior to the beginning of the independent study, the student and instructor must meet to define the following:

1. When and where they will meet each week.
2. Weekly objectives for work to be completed based upon the same weekly objectives defined by the syllabus for an on-site class.
3. Progress checks to be reviewed by the Dean.

4. Standards of academic quality for the independent study work.
5. Deadline for all work to be completed at the end of the quarter.

Prerequisites

In order to take a course listing a prerequisite, the student must have received a passing grade in the prerequisite.

Equipment

Rasmussen College strives to maintain its role as an educational leader by incorporating current technology. Rasmussen College provides online indexing technology and computer access, and internet access at each campus. Students will also have access to printers, additional software packages, electronic databases, and a helpdesk lab as needed at a Rasmussen College campus.

Graduation Honors

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) is required 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 progression courses of study.

AcceleratED Academic Overload Policy

An academic or credit overload occurs when a student desires to register for more than 16 credits per term, or two courses per session. Students wishing to schedule an overload must obtain the signature of the Student Advisor as well as the approval and signature of the appropriate Dean. In order to apply for an overload the student must have completed a minimum of 30 clock hours at Rasmussen College. The student must also meet the Rasmussen College Standards of Satisfactory Academic Progress (SAP) and have a cumulative grade point average of at least 3.5 to apply for an overload. Students with a cumulative grade point average of 3.5 or above will be eligible to take up to three courses in the approved session. The student may only apply for Academic Overload for one session at a time and each application will be evaluated against current progress. The student must apply for approval no later than week two (2) of the session prior to which the overload is desired. An approved overload will be scheduled according to course availability and the completion of any pre-requisites. The AcceleratED Academic Overload Approval Form is submitted to the Study Plan Manager.

AcceleratED Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction to students wishing to register and obtaining a minimum class size of 12 students per course.

When a student notifies the College of a withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student's transcript and tuition will not be charged.
2. Following the first week of the six-week session and on or before the third Friday of the six-week session, students will receive a W/D on their transcript. The student's grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

3. Following the third week of the six-week session, students will receive an F/FA for any classes dropped. The student's grade point average will be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Students who fail to notify the College that they wish to withdraw from a class are still charged in the class, the credits for all courses will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

Course Withdrawals

The credits for all courses in which the last date of attendance was after the drop deadline will be counted in the cumulative credits attempted.

School of Business Mission Statement

The Rasmussen School of Business prepares students for an ever-changing business environment. This goal is accomplished by offering market-focused skills and leading-edge programs that address the global marketplace. We measure our success by the academic performance, commitment to lifelong learning, and professional contributions of our graduates. Graduates of the School of Business will be active contributors and leaders in their chosen fields and diverse communities.

Academic Honors

Term Honors and Dean’s List Recognition

Each term, Rasmussen College recognizes outstanding academic achievement by awarding certificates of achievement. Enrolled, degree-seeking students who earn a term grade point average of 3.25-3.49 will receive an Academic Honor Roll certificate.

Graduation Honors

Rasmussen College recognizes outstanding academic achievement of 3.2 credits of 3.0 or higher while the student is enrolled in the College and does not meet any of the criteria above must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

A student who is not meeting Satisfactory Academic Progress as defined by the Standards of Satisfactory Academic Progress guidelines in this catalog who is changing to a lower credit value within the same program, or a student who is selecting a different specialization within the same program, or a student who is requesting to change catalog within the same program at the time of the request will be allowed to make a change regardless of the number of prior program changes. No appeal process is required. The request for the change will be received and reviewed prior to Friday of the first week of a quarter break.
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. Students who do not meet the standard will be expected to participate in Project Rally, which includes online learning tools and consultations with a member of the College team. The student is expected to complete the online learning tool in Project Rally by the first Friday of the quarter. Failure to complete this tool 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.

<table>
<thead>
<tr>
<th>Percentage of Credits Attempted Toward Maximum Time Frame</th>
<th>Minimum Successful Completion of Cumulative Credit Hours Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 25%</td>
<td>25%</td>
</tr>
<tr>
<td>Greater than 25%, up to 50%</td>
<td>50%</td>
</tr>
<tr>
<td>Greater than 50%</td>
<td>67%</td>
</tr>
</tbody>
</table>

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/FD, U/UD/UN, W/WD/WP/WX, 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 who 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.

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 who 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.
TRANSFER OF CREDIT, PRIOR LEARNING AND WAIVERS

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 and unofficial 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 evaluation 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 complete 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 for Higher Education Accreditation (CHEA), or recognized by the American Council on Education, will be considered for 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, except as noted below.

1. Students in the Medical Assisting, Medical Laboratory Technician, and Surgical Technology programs must complete at least 75% of their program requirements at Rasmussen College, and no more than 25% may be completed via transfer credits, course waivers, credit by examination, or other means.

2. Students in the Professional Nursing Associate’s degree program must complete at least 45% of their program requirements at Rasmussen College, and no more than 55% may be completed via transfer credits, course waivers, credit by examination, or other means, unless the student is accepted as a transfer candidate for the Surgical Technology and Medical Assisting Associate’s degree programs.

3. Students eligible and approved for the Surgical Technology Associate’s Degree Completer Block Transfer 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.

4. Students in the Nursing Bachelor’s degree program must complete at least 25% of their program requirements at Rasmussen College, and no more than 75% 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 calculation of number of credits transferred is based on the quarter system. 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 organizational (National Association of Credential Evaluation Services) or by AACRAO International Education Services (IES) to ensure the student’s credit is transferable to Rasmussen College course equivalency. The evaluation is the student’s responsibility.

• Transfer credit is evaluated based on the program in which the student is applying to or is currently 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 considered.

• 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.

• 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.
   2. The information will be reviewed by the College Registrar.
   3. The student will receive written notice of the decision.

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 completed courses with a grade of C or higher, or a grade of Pass (in a Pass/Fail grading system), 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 points average and grades from courses taken at any other institution other than the Rasmussen College campus, which pertain to the current program, will be computed in the student’s final grade point average.

• General education credits may be considered for transfer regardless of completion date.

• Credits in Major and Core Courses in the School of Technology must have been earned within the previous three (3) years of the assessment date. Prefixes included in Florida and Kansas: CAP, COD, CEN, CET, CSE, CODEN, CSEMG, CTE, CTS, DIG, GRM, ISM, MAA, and MTB. Prefixes included in Illinois, Minnesota, North Dakota, Wisconsin, and W. This includes the following courses, which do not have exemptions:

   1. Computer Applications and Business Systems Concepts

   2. Excel

• Credits in Major and Core Courses in the School of Design must have been earned within the previous five (5) years and specialization courses within the previous three (3) years of the assessment date, excluding Drawing from Observation and Figure Drawing courses, which do not expire.

• Nursing Programs will not accept any core course transfers (prefixes NUR/ PRN/P or prefixes PN/PLN in Illinois, Minnesota and Wisconsin).

• Health Sciences core courses as designated by course prefix, have a five (5) year transfer limit.

• The following courses in the Medical Assisting Program are not transferable: MA102 Introduction to Medical Assisting, MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, MA228 Medical Assisting Internship, and MA225S Medical Assisting Capstone.

• Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (IML and ST prefixes) has a one (1) year limit after completion. Students who are approved for similar course work that exceeds the one (1) year limit can test-out of the course, with a 75% or greater score in a course assessment. At Rasmussen, or test-outs into the Medical Laboratory Technician and Surgical Technology programs are based on program space availability.

• Exams for Criminal Justice courses, Paralegal, International Education and MA285 Medical Assisting Capstone can only be accepted when the student was awarded a Course Waiver (CW) designation.

• Students seeking to utilize a Microbiology credit by examination must provide transcripts indicating they have successfully passed with a C grade or higher from an accredited institution a Microbiology course of a minimum four quarter credits which contains both a didactic component and lab. Qualified students who have received a credit by examination will earn a Microbiology “TO” on their Rasmussen College transcript.

• An examination score of 73% or higher is required to earn credit by examination.

• To begin the AcceleratED program a student must earn a “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 polytechnic.

• If a student has already attempted the course, as indicated by a posted W/D/W/F/W or F/Fa/ FD grade, no test-out attempt will be allowed.

• Credits awarded through credit by examination will be listed on the student transcript.

• Contact your Student Advisor for a list of available challenge exams

AcceleratED Bachelor’s Degree Programs Transfer Policies

For students enrolled in AcceleratED Bachelor of Science degree programs, the following transfer policies apply:

• Students who have an Associate’s degree from a college that is accredited by an agency recognized by the United States Department of Education will receive 91 quarter credits of transfer to Rasmussen College (90 quarter credits in the Entrepreneurship and Finance BS degree programs) and begin their degree with Junior standing.

• Students who have successfully accumulated 60 or more quarter credits at a grade of C or higher, and who have successfully completed college-level English and Math or Science from college(s) that are accredited by an agency recognized by the United States Department of Education, will receive 60 quarter credits of transfer to Rasmussen College, or the actual credits successfully completed, whichever is higher.

• Students transferring into an AcceleratED program who are required to complete additional non-AcceleratED coursework in order to complete the degree (full-time or part-time students) will have their posted credits adjusted to reflect the additional coursework required.

AcceleratED Criminal Justice Bachelor’s Degree Transfer Policy

Students entering the AcceleratED Criminal Justice Bachelor Completer program must provide evidence of having conferred a Associate’s degree in one of the programs listed below to gain acceptance to the program. Students seeking consideration of credit for work or professional experience must complete an Adult and Lifelong Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL).

Acceptable Programs:

• Criminal Justice
• Paralegal
• Public Administration
• Justice Administration
• Justice Management
• Corrections
• Public Safety
• Emergency Management
• Law Enforcement
• Delivery

Academic Information and College Policies

RASMUSSEN COLLEGE — 2014-2015 ACCELERATED AND FLEX CHOICE LEARNING OPTIONS
Prospective students without an Associate’s degree in the fields listed above may be considered as specified below:

- Students must have a conferred Associate’s degree or at least 91 credits of college-level coursework with a grade of C or higher in each course that will be transferred to Rasmussen.

- Students who are not transferring successfully completed Introduction to Criminal Justice, Criminology. Introduction to Corrections, Policing in America, and Criminal Law and Procedures. Prior transcripts will be evaluated on a course by course basis to determine which pre-qualification coursework is required.

- Students who are not transferring successfully completed Foundations of Child Development, Observation and Assessment in Early Childhood Education, Dynamics of the Family, Guiding Children’s Behavior; and Early Childhood Education Curriculum and Instruction will be required to successfully complete the required coursework with a grade of C or higher in each course that will be transferred to Rasmussen.

or equivalent courses will be required to successfully complete the required coursework within a regularly scheduled quarter at the regular non-AcceleratED tuition rate prior to acceptance into the AcceleratED Bachelor’s Program.

- Students who are accepted into the program with these additional requirements are considered pre-qualified until all of the coursework listed above has been completed. Once the program pre-qualification requirements are met, the student will be accepted into the Early Childhood Education Leadership AcceleratED program.

AcceleratED Early Childhood Education Leadership Bachelor’s Degree Transfer Policy
Students entering the AcceleratED Early Childhood Education Leadership Bachelor Degree Program must provide evidence of having a conferred Associate’s degree in one of the programs listed below to gain acceptance to the program. Students seeking consideration of credit for work or professional experience must go through the Prior Learning Assessment (PLA) process as established through the Council for Adult Experiential Learning (CAEL).

Acceptable Programs:
- Early Childhood Education
- Education Foundations
- Early Childhood and Youth Development
- Child Life Assistant
- Human Services
- Special Education
- Child Care
- Education and Youth Studies

Prospective students without an Associate’s degree in the fields listed above may be considered as specified below:

- Students must have a conferred Associate’s degree or at least 91 credits of college-level coursework with a grade of C or higher in each course that will be transferred to Rasmussen.

- Students may be required to take additional coursework prior to being accepted in the AcceleratED program. The student may be required to complete the following Foundation of Child Development, Observation and Assessment in Early Childhood Education, Dynamics of the Family, Guiding Children’s Behavior; and Early Childhood Education Curriculum and Instruction courses offered through the BCA Criminal Justice Training and Education Program (BCA-CJTE). Students must present evidence of their attendance by submitting a certificate of completion.

- Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Associate College Registrars.

School of Law Enforcement Sciences Waivers
- Course waivers will be considered for students who have earned the Criminal Justice 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’s transcript as a Course Waiver (CW) once the course waiver request form is signed.

School of Nursing Waivers
- Students who enroll in the Professional Nursing AS program and have a practical nursing license that is current and unencumbered on the date their program starts at Rasmussen College, may request a waiver from NUR117/NUR117 Nutrition, Principles of Nursing, and NUR204C Fundamentals of Professional Nursing.

- The student’s license status, as recorded on the state’s licensing website will be reviewed, and if met, the waiver will be approved.

College Credit Equivalency
Credits earned through college equivalency programs will be posted on the student’s transcript 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.

- College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required for computer-based testing since 2/15/2003, the CLEP ACE recommended score will be used.

- DSST, DANTES, Excelsior College. Early college credit is awarded based on the individual test requirements.

Military Experience Equivalency Credit
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 Sal/Or/Army American Council on Education Registry Transcript (SMART), Defense Activity for Non-Traditional Education Support (DANTES) transcript, College-Level Examination Program (CLEP) transcript, Coast Guard Institute (IGI) transcript, Army American Council on Education Registry Transcript System (ARTS) transcript and for College Students of the Air Force (CCAF) transcript. ACE military credits recommendations which have been accepted for transfer will be listed on the student’s transcript with the accredited institution.

- Other types of college-equivalency courses and/or examinations may be evaluated for eligibility by the Associate College Registrars.
Course Attendance: If a student has not been in attendance in a particular course by the 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 course 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 award 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 Grade/ Drop/Add Class Policy.

Practicumships and Nursing/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.

Rasmussen College Academic Integrity Policy

I. Introduction

As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the highest standards of personal ethics and academic integrity. Students are required to hold themselves and their peers to the foremost level of academic integrity, and accept responsibility should behaviors and actions fail to meet Rasmussen College’s expectations.

II. Definitions

a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acting dishonestly or taking any other act permitted to give unfair advantage to the student.

b) Cheating: Distributing or receiving answers or information about any academic exercise; or obstructing or hindering the completion of any academic exercise. Examples include:

   i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.

   ii. Impersonation: Assuming another student’s identity or allowing another person to complete an academic exercise on one’s own behalf.

   iii. Using or attempting to use unauthorized materials, texts, devices, notes, information or study aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

   iv. Collusion: Knowingly assisting, attempting to assist, or receiving assistance from another student or students to commit academic misconduct, or conspiring with any other person in or outside of the College to commit misconduct.

   v. Destruction, Theft, Obliteration, Interference: Seeking to gain unfair academic advantage by destroying, damaging, or stealing equipment or products of any academic exercise, or obstructing or interfering with an instructor’s materials or another student’s academic work.

   vi. Fabrication, Falsification, Forgery: Deliberately fabricating, altering, or inventing study aids, records, information or citations. Forgery is the act of imitating or counterfeiting documents, signatures, and the like.

   vii. Plagiarism is the act of representing an individual’s or an organization’s words, thoughts, or ideas as one’s own. Examples include:

   i. Using a paraphrase or quotation, in whole or in part, from a source without attributing credit to the author of that source.

   ii. Using charts, illustrations, images, figures, equations, etc., without citing the source.

   iii. Using an academic exercise (in whole or in part) purchased from a ghostwriter or paper/essay mill.

   iv. Copyright infringement or piracy, including the use, alteration, or duplication of media, software, code, or information when expressed as an image or where copyright exists or is implied.

   v. Submitting work previously graded in another course without prior approval by the course instructor or, submitting the same work in two or more concurrent courses without prior approval by all course instructors.

III. Violations

A student who violates the Academic Integrity policy faces severe penalty from the College. Violations may occur in one or more courses in one or more quarters and accumulate for all quarters in which the student is enrolled. Upon conclusion by the student’s instructor and the student’s Dean that the student has committed Academic Misconduct, the following penalties will be applied:

a) First Offense. The student will receive no credit on the assignment in question and will not be allowed to redo the work.

b) Second Offense. The student will be expelled from Rasmussen College, and the final grade assigned for the course will be an ‘F/FA’. The student may re-take the course, but the ‘F/FA’ will remain on the transcript even if the student does not pass and earns an ‘F/FA’. The College reserves the right to dismiss a student from the College if there are more than two offenses. A dismissed student’s academic record because of Academic Misconduct may not reenroll.

Students who commit Academic Misconduct also risk the running of future educational and employment opportunities. Reference requests by prospective employers and other educational institutions often ask for judgment and comment on a student’s ethical behavior. As the form is at the behest of the student, the student waives all rights he or she may have under the Family Educational Rights and Privacy Act to keep Academic Integrity violations confidential.

IV. Concurrent Offenses: A concurrent offense is an instance of Academic Misconduct that occurs at the same time as another instance of misconduct (i.e., if they are associated in time or space). If instances of misconduct that occur prior to the student receiving notice of the initial prior offense. Concurrent offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling in writing to his/her Dean. If the Dean confirms the violation, the appeal is reviewed by the Academic Integrity Committee, which has one week from the time that they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereafter. Rulings are given within 30 days.

Conduct/Dismissal

Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is a list of unacceptable behavior subject to academic misconduct policies.

a) Student conduct is detrimental to the educational environment. Conduct/dismissal guidelines for School of Nursing students, or School of Health Sciences students enrolled in the School of Health Information Technology/Management, Medical Laboratory Technician/Management, and Surgical Technologist programs can be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to, conduct:

   i. Students, faculty, or staff that is detrimental with the well-being of the fellow students and/or faculty and staff members.

   ii. That causes damage to the appearance or structure of the College facility and/or its equipment.

   iii. Students who copy or otherwise plagiarize the assignments/projects of other students or professionals.

   iv. Students who by their actions or conduct, are detrimental to the academic progress or ultimate success in the field for which they are being educated.

   v. 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 illegitimate acts.

   vi. 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 termination to the computer account and inclusion/exclusion.

Anti-Hazing Policy

It shall be the policy of the College to strictly prohibit any action or situation which may recklessly or intentionally create or endanger the mental, physical health or safety of its students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the College. This policy applies to any student or other person who may be associated with any student organization. Violation of this policy may result in disciplinary action including but not limited to suspension and/or termination from school or employment. The Campus Director of the College shall be responsible for the administration of this policy.

Dress Code

The College encourages students to dress as if they were going to work and to start acquiring a wardrobe suitable for employment after graduation. Several programs, including those in our School of Nursing and our School of Health Sciences, have stringent dress code and professional appearance requirements. Standards are specified in the applicable program handbooks. In some cases, a violation of the dress code standard, in the College, may impact a student’s ability to participate in an externship or clinical experience, and may be a basis for terminating employment. Please consult the handbook specific to your program or see your Program Coordinator/Dean for details.

Minimum Technical Requirements

Rasmussen College Minimum Technical Requirements

In order to be successful in online courses, you must use a computer system that meets or exceeds the minimum technical requirements specified in the course. If you do not meet those requirements, you may need to attend a campus to complete some assignments.

Due to frequent changes in technology, technical requirements may change periodically.

Technical requirements necessary for online courses to run properly are located on the following website: http://content.learnday.com course_files/techinfo/techinfo info�s.html, which is updated regularly to reflect current requirements.

Current technical requirements are as follows:

Technical Requirements

These are the technical requirements necessary for your courses to run properly. Please read this information carefully, as you must ensure that your computer is properly configured.

Please note, some courses require the use of software tools that are not Mac compatible. If you use a Mac, you may need to attend a campus, use a PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.
2. Cookies Must Be Enabled on your Browser

If your computer is running Windows XP, or newer, there is a compression utility already built in. For help “zipping” and “unzipping” files using the Windows compression tools, please view the demonstrations at http://technet.microsoft.com/en-us/technet/library/course_files/techinfo/techinfo_os.html.

Student Senate

The Student Senate assists the College in providing a successful, positive, and enriching atmosphere by organizing campus events. The Student Senate meets on a regular basis. Students are encouraged to participate in open forum discussions or may petition to be one of the board representatives. The representatives include: President, Vice President, Treasurer, and Secretary.

Student Senate is open to all students, however students vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews

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. Technical and financial aid files are not complete until both exit interviews have been completed.

All students graduating or withdrawing (that have financial aid) are required to attend a mandatory exit interview. During this interview, students receive information regarding their loan(s) including address and telephone numbers of lenders, deferment requests, a list of qualifications, a sample repayment guide, loan consolidation information, and review of loan terms.

The Student Financial Services Office is available for your assistance for the duration of your student loan. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due the College.

Circulation Policy

Library Mission & Introduction

Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters educational achievement. The library is dedicated to supporting the diverse education and information needs of our community.

In support of this mission, we:

• Extend our resources and personalized services to all students and employees of the College;

• Empower students to access information independently in the changing world of technology;

• Support faculty by providing professional development and instructional partnerships;

• Engage in responsive collection development and resource sharing; and

• Collaborate with faculty to select resources in a variety of formats.

This circulation policy supports the library mission by ensuring that library materials are available to members of the Rasmussen College community and other library users on an equitable basis. Compliance to this policy may be granted by the Campus Librarian on a case-by-case basis if need is demonstrated.

Borrowing Materials: General

The following persons are permitted to check out materials owned by our campus libraries:

• Rasmussen College students and alumni in good financial standing with the College

• Rasmussen College faculty and staff in good standing with the library

• Community consortia, and interlibrary loan patrons in good standing with the library

A patron in good standing with the library is defined as a person who has no overdue items and owes no fees toward damaged or lost items.

Library users are responsible for any items checked out to them. If this Rasmussen College website remains the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods

Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type.

Non-circulating materials may not be renewed. Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus. Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges

Users will receive a reminder 2 days in advance of an item’s due date.

Following the grace period (5 days for circulating items, 10 hours for special materials), items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials.

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item.

The library will charge $55.00, or the cost of replacing the item plus a $5.00 processing fee. In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an irreplaceable item is damaged, the library will assess a $55.00 fee.

Rasmussen College cannot override fines incurred at other libraries, including fines for Interlibrary Loan items lost or return late. Library fees are assessed through the Department of Student Financial Services. Rasmussen College reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Non-Discrimination Policy

Rasmussen is strongly committed to providing equal employment opportunity for all employees and all applicants for employment. For us, this is the only acceptable way to operate our College.

Rasmussen employment practices conform both to laws and regulations regarding non-discrimination in employment, compensation, and benefits.

Anti-Harassment and Sexual Violence Policy

It is the Rasmussen College’s policy responsibility to provide our employees and students an environment that is free from harassment. Rasmussen College expressly prohibits harassment of employees or students on the basis of gender. Harassment undermines our College community morale and our commitment to treat each other with dignity and respect. This policy is related to and is in conformity with the Equal Opportunity Policy of Rasmussen College to recruit, employ, retain, and promote employees without regard to race, color, religion, creed, ancestry, gender, marital status, sexual orientation, national origin, age, physical or other disability, military or veteran status, or receipt of public assistance. Prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints. Appropriate corrective action will be taken. An Executive Vice President or President will be notified of all allegations. This will ensure a prompt, consistent, and appropriate investigation.

It is a violation of policy for any member of our College community to engage in sexual harassment and it is a violation of policy for any member of the College community to take action against an individual for reporting sexual harassment.

This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.

Library reserves the right to withhold the release of academic information, and other records, pending settlement of any amount due to the College.

Interlibrary Loan items lost or returned late.

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This policy covers actions of all students and employees, whether co-worker, manager or by any other persons doing business with or for Rasmussen.
While the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the College cannot be guaranteed in every instance, they will be protected to the extent that it is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the College's obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the College and those involved in the investigation.

2. If the person bringing the complaint is willing to be identified to the person against whom the complaint is made and wishes to attempt resolution of the problem, the College will make a confidential record of the circumstances (signed by the complainant) and suggest and/or undertake appropriate discussions with the persons involved.

3. When a number of people report incidents of sexual harassment that have occurred in a public context (for instance, offensive sexual remarks in a classroom lecture) or when the College receives repeated complaints from different people that an individual has engaged in harassing behavior, the College may inform the person complained against without revealing the identity of the complaints.

Definitions

Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other sexually oriented statements; and other sexually-oriented statements and conduct. Where an individual has engaged in sexual harassment:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement;
2. Submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment;
3. Such conduct has the purpose of effecting an unreasonable interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.

This policy prohibits behavior such as, but not limited to:

1. Unwanted sexual advances;
2. Offering employment benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Verbal sexual advances or propositions;
5. Displaying sexually suggestive objects, pictures, or posters (includes by electronic means);
6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexual or explicit jokes or innuendos, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.

Sexual harassment can occur in situations where one person has power over another, but it can also occur without power. Both men and women can face unwanted sexual advances, requests for sexual favors, and other sexually-oriented statements and conduct. Where an individual has engaged in sexual harassment:

1. Unwanted sexual advances;
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6. Sexually offensive comments, graphic verbal commentary about an individual’s body or dress, sexual or explicit jokes or innuendos, and other sexually-oriented statements; and
7. Physical conduct, such as: touching, assault, or impeding or blocking movements.
Students are prohibited from the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol anywhere on property belonging to the College including but not limited to grounds, parking lots, and any other areas within the building(s) while participating in College-related activities including but not limited to clinical, externship, or practicum experiences. Persons who violate this policy will be subject to disciplinary action up to and including expulsion or termination of enrollment.

As a condition of enrollment, students must abide by the terms of this policy. If the College decides to enroll a student who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such student, up to and including expulsion or termination of enrollment.
3. Requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local, health, law enforcement, or other appropriate agency.

In compliance with the law, the College will make a good faith effort to maintain a drug-free College through implementation of the prevailing policy and will establish and maintain a drug-free and alcohol awareness program. Upon enrollment and on an annual basis, students will receive a copy of the Rasmussen College Drug-Free Schools and Worksite Policy, list of applicable sanctions under federal, state, or local laws, description of health risks, list of drug and alcohol programs that are available, and list of imposed disciplinary sanctions for students.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes or on the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment.

In our particular situation, students and employees who use drugs or alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who use drugs and alcohol face not only health risks, but their ability to function in their personal and professional lives can be impaired as well. Some examples of this are a hangover, or a feeling of being “burnt out”, being preoccupied with plans for the next drink, or “high” or “slow” reflexes that can be especially dangerous while driving.

There are danger signals that could indicate when someone is in trouble with drugs or alcohol:

- inability to get along with family or friends
- uncharacteristic temper flare-ups
- increased "secret" type behavior
- abrupt changes in mood or attitude
- resistance to discipline at home or school
- getting into a "slump" at work or school
- increased borrowing of money
- a complete set of new friends

We recommend that any person observing any of these changes in any student at Rasmussen College immediately notify the Academic Dean or Campus Director.

Drug Abuse Policy

Rasmussen College is committed to providing a drug-free environment for its students and employees, based on our concern for the health, welfare and health of our students and their families, as well as our employees and the community. The organization also wishes to protect its business from unnecessary financial loss due to drug or other intoxicant use among its students and employees.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of students or employees on campus or off campus at activities sponsored by the College of the influence of intoxicants, drugs or any other controlled substances.
2. The use, manufacturing, furnishing, possession, transfer, or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.

Rasmussen College has the right to:

1. Discipline students, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.
2. Take disciplinary action against students who violate this policy. Students may also be suspended pending outcome of an investigation regarding compliance with this policy.

Tobacco Use Policy

Smoking and tobacco use is prohibited at all facilities owned, leased and/or controlled by Rasmussen College, including campuses, office buildings and grounds. This includes, but is not limited to, common work areas, classrooms, labs, elevators, hallways, restrooms, employee lounges, student lounges, library, parking lots, plazas, courtyards, entrance and exit ways, and areas containing tobacco. Tobacco smoking is defined as inhaling, exhaling, burning or carrying in any hand lit tobacco product, including cigarettes, cigars, pipe tobacco, and any other tobacco products.

Prohibited tobacco products include smokeless tobacco, snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco; and the use of unit cigarettes, cigars, and pipe tobacco. Tobacco smoking is defined as inhaling, exhaling, burning or carrying in any hand lit tobacco product, including cigarettes, cigars, pipe tobacco, and any other tobacco products.

Personal possession of tobacco products inside a pocket, handbag or other storage container where the product is not visible is allowed.

Anyone found to be in violation of the Tobacco Use Policy will be subject to discipline in accordance with the applicable conduct and discipline policy. Visitors may be asked to leave the premises.

Academic Information and College Policies

1. The right to review and the right to review the student's education records within 45 days of the day the institution receives a request for access. Students should submit to the registrar, business office, or other appropriate official, written requests that identify the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. They should write the Campus Director, clearly identify the record they want changed, and specify why it is inaccurate or misleading.

If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research status; or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the institution has contracted to provide specific aid to a student (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or an organization that performs or data collection or evaluation activities for the institution. The name and address of the office that administers FERPA is:

Family Policy Compliance Office

800-5-RASMUSSEN

RASMUSSEN COLLEGE — 2014-2015 ACCELERATED AND FLEX CHOICE LEARNING OPTIONS

Academic Information and College Policies

1. The right to review and the right to review and the right to review the student's education records to a school official with a legitimate educational interest in the records, such as for purposes of grading records, attendance, advising, and determining financial aid eligibility.
Grievance Policy

It is the policy of Rasmussen College that students should have an opportunity to present school-related disputes through grievance procedures. The College will attempt to resolve promptly all grievances that are appropriate for handling under this policy. An appropriate grievance is defined as a student’s express feeling of dissatisfaction regarding any interpretation or application of school-related policies or the College’s personnel. All students should file their grievances with Rasmussen College in a timely fashion of any grievance considered appropriate for handling under this policy. As used in this policy the terms “timely,” “reasonably prompt,” and “promptly” will mean ten days.

Students are assured that no adverse action will be taken by the College or any of its representatives for registering a grievance.

Grievance Procedure

In the event an applicant, student, graduate, former student, or other party who has dealings with the College feels his/her rights have been violated, the following procedures should be followed:

1. The individual must first try to resolve the issue with the other involved party.
2. If the matter is not resolved, the applicant, student, or person’s satisfaction he/she has the option to follow the appropriate steps:
   a. Requests for further action on educational issues should be made to the Dean. The Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   b. Students who feel they have an appropriate non-academic grievance should see the Campus Director for their campus. The Campus Director will investigate the grievance, attempt to resolve it, and issue a decision to the student.
   c. If the griever is still not satisfied, students should contact the Campus Director for their campus. The Campus Director will review the previous discussions, conduct additional investigation if necessary, attempt to resolve the grievance, and issue a decision to the student.

   Students or other interested parties may contact:
   • Commission for Independent Education Florida Department of Education 325 West Gaines Street, Suite 1414 Tallahassee, Florida 32399 888-224-6684
   • Illinois Board of Higher Education 431 East Adams, Second Floor Springfield, IL 62701 217-782-2951
   • Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612 785-296-3421
   • Minnesota Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-642-0533
   • North Dakota University System State Board of Higher Education 10th Floor, State Capitol 600 East Boulevard Ave, Dept. 215 Bismarck, ND 58505-0230 701-328-2960
   • State of Wisconsin Educational Approval Board 201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-1996
   • The Higher Learning Commission (cahlc.org), a commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500 Chicagoo, IL 60604 800-621-7440 or 312-263-0456

Appeal Procedure

Rasmussen College recognizes the rights of applicants, students, faculty, staff, and other parties who have dealings with the College as they relate to due process in matters of alleged violation of policies, procedures, and guidelines of the institution. Individuals who feel they have been wronged by the College can contact the Campus Director to hear their appeal. For appeals involving academic issues such as final grades, students must appeal first to their instructor, in writing, to the instructor’s “@rasmussen.edu” email address. Appeals must be submitted within 30 days of the beginning of the term of the grade. If the issue remains unresolved after an appeal to the instructor, write, in writing to the instructor’s “@rasmussen.edu” email address, “I, [student’s name], am appealing [grade] given in [course] for the [term] period, [description of issue].” The instructor will respond to the student within 10 days. If the student is not satisfied, the instructor must contact the Campus Director. The Campus Director will investigate the grievance and issue a decision within 10 days. If the issue remains unresolved after an appeal to the Campus Director, the student must appeal first to the Registrar, in writing, to the Registrar’s “@rasmussen.edu” email address. Appeals must be submitted within 30 days of the beginning of the term of the grade. If the issue remains unresolved after an appeal to the Registrar, write, in writing to the Registrar’s “@rasmussen.edu” email address, “I, [student’s name], am appealing [grade] given in [course] for the [term] period, [description of issue].” The Registrar will respond to the student within 10 days. If the student is not satisfied, the Registrar must contact the Campus Director. The Campus Director will investigate the grievance and issue a decision within 10 days. If the issue remains unresolved after an appeal to the Campus Director, the student must appeal first to the President, in writing, to the President’s “@rasmussen.edu” email address. Appeals must be submitted within 30 days of the beginning of the term of the grade. If the issue remains unresolved after an appeal to the President, the student must submit a written statement of appeal to the Vice President of Academic Affairs Learning & Teaching on or before the week of the start of a subsequent term. The Vice President of Academic Affairs will review the appeal and issue a decision within 30 days of receipt of the appeal. If the issue remains unresolved after an appeal to the Vice President of Academic Affairs, the student must submit a written statement of appeal to the Student Court, in writing, to the Student Court’s “@rasmussen.edu” email address. Appeals must be submitted within 30 days of the beginning of the term of the grade. If the issue remains unresolved after an appeal to the Student Court, the student must submit a written statement of appeal to the Ministry of Justice, in writing, to the Ministry of Justice’s “@rasmussen.edu” email address. Appeals must be submitted within 30 days of the beginning of the term of the grade. If the issue remains unresolved after an appeal to the Ministry of Justice, the student must submit a written statement of appeal to the Governor, in writing, to the Governor’s “@rasmussen.edu” email address. Appeals must be submitted within 30 days of the beginning of the term of the grade. If the issue remains unresolved after an appeal to the Governor, the student must submit a written statement of appeal to the Supreme Court, in writing, to the Supreme Court’s “@rasmussen.edu” email address. Appeals must be submitted within 30 days of the beginning of the term of the grade. If the issue remains unresolved after an appeal to the Supreme Court, the student must submit a written statement of appeal to the President of the United States, in writing, to the President of the United States’s “@rasmussen.edu” email address. Appeals must be submitted within 30 days of the beginning of the term of the grade. If the issue remains unresolved after an appeal to the President of the United States, the student must submit a written statement of appeal to the United Nations, in writing, to the United Nations’s “@rasmussen.edu” email address. Appeals must be submitted within 30 days of the beginning of the term of the grade.
Tuition Pricing will be effective for new students as of July 2014

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<tr>
<th></th>
<th>Part Time</th>
<th>Full Time</th>
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<tbody>
<tr>
<td><strong>Accelerated:</strong></td>
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<tr>
<td>School of Business</td>
<td>$210 per credit for courses required to complete program (except noted below)</td>
<td>$260 per credit for courses required to complete program (except noted below)</td>
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<td>School of Education</td>
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<td>School of Justice Studies</td>
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<tr>
<td><strong>Accelerated Degrees with Flex Choice Option:</strong></td>
<td>$310 per credit for courses required to complete program (except noted below)</td>
<td>$260 per credit for courses required to complete program (except noted below)</td>
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<tr>
<td>School of Business</td>
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<tr>
<td><strong>Associate Degrees with Flex Choice option:</strong></td>
<td>$260 per credit for faculty-led courses required to complete program</td>
<td>$260 per credit for faculty-led courses required to complete program</td>
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<tr>
<td>School of Business</td>
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<tr>
<td><strong>Prequalified Accelerated Coursework:</strong></td>
<td>$310 per credit</td>
<td>$299 per credit</td>
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<tr>
<td>English Composition, College Math, Natural Science, or any pre-requisite course required in order to start an Accelerated program. These are taught in 11-week sessions. These are taught in 11-week sessions.</td>
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<td>School of Business</td>
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<td>School of Justice Studies</td>
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<tr>
<td><strong>Additional Elective Coursework Outside the Accelerated Program:</strong></td>
<td>$310 per credit</td>
<td>$299 per credit</td>
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<td>These courses are taught in 11-week sessions.</td>
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<td>School of Business</td>
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<td>School of Justice Studies</td>
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**Course Resources Fee:**
- Rasmussen College has one simple course resources fee, charged for all courses. This fee makes the cost of course resources predictable per class. Only one course resources fee will be applied for courses with a common course number split between lecture, lab and clinical components. The course resources fee includes, but is not limited to (where applicable for specific programs):
  - Rental of eBooks for use during the course for the time period prescribed by the course materials vendor(s)
  - Physical and electronic library resources (reference services, books, eBooks, databases, guides, interlibrary loan, etc.)
  - Fee, faculty and expert tutoring with 24/7 math support and question response as well as lab paper review
  - Technology tools and online course systems
  - The Student Portal
  - The Personal Support Center Help Desk
  - Tactical facilities and services required for the criminal justice program
  - Licensed materials and videos
  - Reimbursement for student exam certifications and certain exam review programs
  - Some (not all) background checks and immunizations
  - Uniforms and other supplies for the medical and criminal justice programs used while in class
  - Access to online career resources such as Optimal Resume and Job Connect

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SID.
If a student is cancelled or terminated, for harassment/violence and alcohol/drug abuse.


Rasmussen College provides prospective students with a list of crimes committed on campus.

Prior to taking courses at other campuses.

charged by their home campus. All financial aid will be charged by the student's home campus.

than their home campus (primary attendance consortium agreements among all Rasmussen College campuses.

Course requirements for programs may be completed at any of the schools.

located, as the schools have common ownership and common courses, and students will have the flexibility to take courses from any of the locations as they choose.

Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus.

All financial aid will be awarded and disbursed from the home campus.

The home campus monitors satisfactory progress.

A copy of the consortium agreement is kept on file at each campus.

Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

CAMPUS SECURITY CRIME STATISTICS


Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act specifications.

This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus employment opportunities for students reported to the campus or local police.

As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

REFUNDS

Florida Cancellation, Termination, Refund Policy.

If a student is cancelled or terminated, for whatever reason, the following apply:

• Each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.

A student in any term who withdraws from the College must give written notice to the College.

Date of withdrawal is the last day of recorded attendance.

• The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of the letter.

A fee of $150 per course for these books and supplies.

a pro rata refund will be made of all unearned money paid, except the registration fee.

a pro rata refund will be granted.

However, if, at any time, a student terminates a program due to the student's physical incapacity or, for a program that requires that the student be physically present in the classroom instruction due to the transfer of the student's spouse's employment to another city, the tuition refund will be calculated by students, these become the property of the terminating student.

a fee of $150 per course for these books and supplies.

Notwithstanding the two paragraphs above, this portion of the policy applies if and when students under the Stafford loan program as reported by the US Department of Education for the most recent federal fiscal year is more than 110% of the national average rate of all schools, or six percent, whichever is higher. In this case a terminating student shall receive a refund of tuition charges in an amount that is not less than ninety percent of the amount tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

CANCELLATION, TERMINATION, REFUND POLICY

(Alabama Resident Students Only)

Students may cancel enrollment at any time, complying with the notification procedures established by the school.

of unearned prepaid tuition, fees and other charges shall be made in the following manner within thirty (30) days of termination:

a. If cancellation occurs within seventy-two (72) hours of enrollment date, all money paid by the prospective student shall be refunded.

b. If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid, except the registration fee.

If a student terminates a program due to the school and the student, if applicable.

• Notwithstanding anything to the contrary, if a student withdraws or is expelled, they need to visit the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process.

Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.

Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain.

The federal formula dictates the specific order in which Federal regulations dictate the specific order in which federal financial assistance in the form of a Title IV aid if the student received federal Title IV funds must be repaid to the Title IV programs by both the school and the student, if applicable. Rasmussen College follows this mandate through the policies in the following sequence:

Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans, Pell Grant, FSEOG, and then other Title IV programs.

Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to calculate the Return of Title IV Funds Calculation along with the Post-Wr

888-5-RASMUSSEN
Military Leave and Refund

Rasmussen College supports its students who are also members of the armed forces. Military service members who are given official orders to deploy for state or federal needs, as well as their spouses, who cannot complete their academic quarterly schedule due to deployment may withdraw without penalty from any or all classes in which they are enrolled, even if the established academic quarterly schedule has passed. These students are entitled to a full refund of tuition and mandatory fees for the term, subject to applicable laws governing federal or state financial aid programs and allocation of the financial aid received as required under those programs. The student will receive a grade of Wx. Any tuition refund will be calculated according to federal guidelines, and any remaining balance will be returned in accordance with the student’s Excess Funds Fund (completed upon enrollment). Students in good standing who withdraw under this policy may be readmitted and re-enroll under the catalog that is current at the time of re-enrollment, without penalty or readmittance of admission eligibility, within one year following their withdrawal from military service. Programs with specialized admissions requirements are excluded from this policy; students must meet those additional requirements at the time of re-enrollment.

Accelerated Bachelor’s Stop Out Policy

Rasmussen College encourages students to remain continuously enrolled in their program through to graduation. Rasmussen College recognizes that on occasion a student may experience an extraordinary personal situation for which the student may need an extended break between terms. A student with an extraordinary circumstance may apply for the Accelerated Bachelor’s Stop Out. Students who are enrolled and meeting the standards of Satisfactory Academic Progress at the end of one term may apply for an extended break for the first session of the following term. The student must successfully complete the term immediately prior to the Stop Out term. The student must commit to returning at the start of the 2nd session of the subsequent quarter or the student will be withdrawn from Rasmussen College. The student must meet with his or her Student Advisor in order to obtain a Stop Out Request Form. The Student Advisor will provide the student with the necessary information to make an informed decision. Stop Out Request Forms must be signed prior to the start of the term for which the Stop Out is being requested. Students will remain continuously enrolled and will not be eligible to receive financial aid at any other institution during this break. Students who elect to take second session only courses are eligible to receive aid only on the second session courses of the term.

Medical Leave of Absence and Medical Withdrawal Policy

Medical Leave: Each leave will be for one quarter and can be extended through the following quarter. No leave may extend for more than two consecutive quarters, although there is no limit to the total number of quarters that a student may accumulate. Medical leave is intended for students who need to take time away from Rasmussen College for health reasons. Medical Withdrawals may be one of the following:

1. Medical Leave: intended for students who do not plan to return to Rasmussen College.

2. Involuntary Medical Withdrawal: Initiated by the campus administration for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

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 to determine the impact of a Medical Leave or Withdrawal.

Applying for a Leave or Withdrawal:

To apply for a Medical Leave or Medical Withdrawal, the student must apply the application form from the Campus Accommodations Coordinator, have it signed by the appropriate person(s), and return the completed form to the Campus Accommodations Coordinator.

When a Student Wants to Return After a Medical Leave of Absence or Medical Withdrawal

To return from Medical Leave, the student must contact the Campus Accommodations Coordinator prior to the first day of classes to complete a re-admission application. Additionally, the Campus Accommodations Coordinator must receive a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College.

Policy Regarding Grades in the Event of a Medical Leave of Absence or Medical Withdrawal

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met.

Involuntary Medical Withdrawal Appeal Process

A student who is placed on an Involuntary Medical Withdrawal may appeal the decision to the College President within three (3) business days (excluding weekends and federal and state holidays) of the decision. The appeal should be made in writing and should set forth the basis for the appeal. The College President (or their designee) has three (3) business days from receipt of the appeal (excluding weekends and federal and state holidays) to affirm or reverse the decision, which is then considered final. The College President (or their designee) may extend the time limits set forth above as necessary. While the appeal is pending, the original decision of Campus Administration will stand.

When a Student Wants to Return After an Involuntary Medical Withdrawal

Re-enrollment will require a completed re-admission application from the student along with a letter from the student’s professional therapist and/or physician stating the student’s medical situation and that the professional therapist/physician believes the student is able to return to Rasmussen College. Students must be cleared by all of the following once the re-admission application is reviewed: Dean, Student Financial Services Office and Campus Director.

Federal Distribution of Funds Policy

Once the refund liability for a particular student has been determined, the federal portion of the refund shall be distributed back to the various programs in the following manner:

- All refund monies shall first be applied to reduce the student’s Federal Direct Unsubsidized Stafford, Federal Direct Subsidized Stafford, and Federal Direct PLUS loans on behalf of the student.

- Any remaining refund monies will then be applied to reduce the student’s Federal Pell Grant award.

- Any remaining refund monies will then be applied to reduce the student’s Federal SEOG award.

- Other Federal SFA Programs authorized by Title IV Higher Education Act.

Non-Federal Refund Distribution Policy

For Florida Campuses

If the disbursement is made of the Florida State Assistance Grant (FSAG) while the student is enrolled, no refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the FSAG program is due. A student must be attempting a minimum of six credits per quarter to be eligible to receive Bright Futures scholarship funding. If a student receiving Bright Futures scholarship funds withdraws from course(s) after the drop/add period, the student will be required to repay the institution for the amount of the scholarship for those course(s) withdrawn from.

For Minnesota Campuses

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs (with the exception of the State Work Study Program), the following formula is used:

Amount of funds (financial aid and cash) applied to institutional charges (including post-withdrawal disbursements of Title IV aid applied to institutional charges) less:

Amount of institutional charges that the school can retain per our state mandated refund policy less:

Amount of Institutional Share of the Title IV Refund

Remaining refund due to the State Aid Programs Ratios are then determined for each of the State Financial Aid Programs as part of the total Non-Title IV financial aid disbursed to the student (for the period during which the student withdrew). These ratios are then multiplied against the remaining refund due to the State Aid Programs to determine the proportional minimum refund due to both the State Grant and SELF Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

Note that for purposes of calculating institutional charges in the State Refund Calculation, the definition for Title IV programs is used.

- Any remaining refund monies will then be applied to reduce the student’s Minnesota State Grant award and/or Minnesota SELF Loan.

- Any remaining refund monies will then be applied to any other sources.

For North Dakota Campuses

If the disbursement is made of the North Dakota State Grant while the student is enrolled full-time, no refund is due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.
Academic Information and College Policies

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 800-621-7440 or 312-263-0456

Registration
Rasmussen College is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Licensing
Rasmussen College is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at:
- Florida Department of Education 325 West Gaines Street, Suite 141 Tallahassee, Florida 32399 888-224-6684

Rasmussen College is licensed as a private career school with the State of Wisconsin Educational Approval Board. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. The education programs may not meet the needs of every student or employer.

Accreditation, Licensing, Approvals and Ownership

Accreditation
Rasmussen College is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools. The education programs may not transfer to all other institutions. Credits earned at the institution may not transfer to all other institutions. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

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State of Wisconsin Educational Approval Board
201 West Washington Avenue, 3rd Floor Madison, WI 53703 608-266-1996

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College’s programs except the Law Enforcement AAS degree and certificates.
- Wisconsin Department of Regulation & Licensing P.O. Box 8935 Madison, WI 53708 608-266-2112

Rasmussen College is registered with the Iowa College Student Aid Commission.
- Iowa College Student Aid Commission 603 East 12th Street, 5th Floor Des Moines, IA 50319 877-272-4456

The Arkansas Higher Education Coordinating Board has certified Rasmussen College to offer the following degree programs by distance technology to Arkansas residents: Accounting B.S., Business Management B.S., Marketing B.S., Finance B.S., Healthcare Management B.S., Human Resources and Organizational Leadership B.S., Health Information Management B.S., Criminal Justice B.S., Nursing B.S. (RN to BSN), Cyber Security B.S., Information Technology Management B.S., Accounting A.A.S., Business Management A.A.S., Early Childhood Education A.A.S., Health Information Technician A.A.S., Medical Administration A.A.S., Criminal Justice A.A.S., Human Services A.A.S., Paralegal A.A.S., and Information Systems Management A.A.S.

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-61-301.

Approved For:
- Veterans’ Benefits by the Florida State Approving Agency
- Veterans’ benefits for all National Online students are certified through Bloomington, Minnesota.
- Florida Board of Nursing

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, Kansas, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
- Robert E. King, Executive Chairman
- Thomas M. Sizgle, President

Limitations
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 the course resources fee.

Many employers, certification boards, and licensing organizations require criminal background checks. Therefore, prior criminal convictions may impair one’s eligibility to sit for these exams or to secure employment in one’s chosen career field.

Pharmacy Technician students convicted of non-drug-related felonies may not be eligible to sit for the Pharmacy Technician Certification Board (PTCB) exam. Pharmacy Technician students convicted of drug- or pharmacy-related felonies are NOT eligible to sit for the PTCB exam.

Students seeking licensing as professional peace officers in Minnesota must complete the required Law Enforcement coursework at Rasmussen College or transfer in the equivalent. In addition, these students must complete an officially recognized first aid course in First Responder, Emergency Medical Technician, or Emergency Response, and to complete practical “skills” coursework meeting POST objectives, to be eligible to sit for the Peace Officer Standards and Training (POST) licensing exam. Students must provide Rasmussen College with a copy of their required first aid certification (such as a copy of their first responder card) for inclusion in the student’s file at Rasmussen College. Some skills training providers may require additional academic coursework. Skills training cannot be completed online.

Rasmussen College reserves the right to deny admission to applicants whose total credentials reflect an inability to assume the obligations of performance and behavior deemed essential by Rasmussen College and relevant to any of its lawful missions, process, and functions as an educational institution and business.

The administration of Rasmussen College reserves the right to address any issue in this catalog or its operations regarding its meaning.
ACCELERATED FACULTY STATEMENT

Our AcceleratED faculty are selected based on their expertise and extensive experience educating students through online classrooms. Our faculty members hold both academic and professional credentials, with Master’s degrees in their areas of study and years of professional experience working in their industries. They use their advanced knowledge and relevant real-world work experience to challenge their students to better prepare them for advancement in their career path.

CENTRAL OFFICE

Kristi A. Waite
President
B.A., Concordia University
Twin Cities
Kristi A. Waite
President, Rasmussen College
Trenda Boyum-Breen
Chief Academic Officer
Ed.D., University of Minnesota
M.S., Winona State University
B.A., Concordia College
Twin Cities
Brent Dobsch, CPA
Chief Financial Officer
M.B.A., B.A., Katz Graduate School of Business
B.S., University of Delaware
Chicago
Tawnie L. Cortez
Vice President of Student Affairs
B.A., Montana State University
Twin Cities
Donato J. DeVito
Senior Vice President, Admissions Services
M.B.A., University of Scranton
B.S., Excelsior College
Orlando
George Fogel
Vice President of Compliance and Financial Services
M.B.A., University of Chicago
B.A., DePauw University
Chicago
Douglas Gardner
Campus President
B.A., Buena Vista College
Twin Cities
Susan M. Hammerstrom
Vice President, Admissions & Training
B.S., St. Cloud State University
Twin Cities
Amy King
Campus President
B.A., Northern Illinois University
Chicago
Tom Slagle
Chief Executive Officer
B.S., University of Toledo
Twin Cities
John Smith-Coppes
Campus President
M.B.A., Benedictine University
B.S., Northern Illinois University
North Dakota
Julia Sollien
Director of Academic Operations
M.A., B.A., University of Iowa
Twin Cities
Claire Walker
Vice President of Nursing Operations
B.A., Ithaca College
Orlando
Greg Witte
Regional Vice President
B.M.E., Central Missouri State University
Chicago
At Rasmussen College, we pride ourselves on supporting our students’ academic and career goals through our industry-experienced, inspiring, and dedicated faculty and a variety of in-demand degree options.

rasmussen.edu
## ILLINOIS

**Aurora/Naperville**
- 2363 Sequoia Drive
- Aurora, IL 60506
- 630-888-3500

**Mokena/Tinley Park**
- 8650 West Spring Lake Road
- Mokena, IL 60448
- 815-534-3300

**Rockford**
- 6000 East State Street
- Rockford, IL 61108
- 815-316-4800

**Romeoville/Joliet**
- 1400 West Normantown Road
- Romeoville, IL 60446
- 815-306-2600

**Rockford**
- 6000 East State Street
- Rockford, IL 61108
- 815-316-4800

**Romeoville/Joliet**
- 1400 West Normantown Road
- Romeoville, IL 60446
- 815-306-2600

## FLORIDA

**Fort Myers**
- 9160 Forum Corporate Parkway
- Fort Myers, FL 33905
- 239-477-2100

**Land O'Lakes/East Pasco**
- 18600 Fernview Street
- Land O'Lakes, FL 34638
- 813-435-3601

**New Port Richey/West Pasco**
- 8661 Citizens Drive
- New Port Richey, FL 34654
- 727-942-0069

**Ocala**
- 4755 Southwest 46th Court
- Ocala, FL 34474
- 352-629-1941

**New Port Richey/West Pasco**
- 8661 Citizens Drive
- New Port Richey, FL 34654
- 727-942-0069

**Tampa/Brandon**
- 4042 Park Oaks Boulevard
- Tampa, FL 33610
- 813-246-7600

## KANSAS

**Kansas City/Overland Park**
- 11600 College Boulevard
- Overland Park, KS 66210
- 913-491-7870

**Topeka**
- 620 Southwest Governor View
- Topeka, KS 66606
- 785-228-7320

## MINNESOTA

**Blaine**
- 3629 95th Avenue Northeast
- Blaine, MN 55014
- 763-795-4720

**Bloomington**
- 4400 West 78th Street
- Bloomington, MN 55435
- 952-545-2000

**Brooklyn Park/Maple Grove**
- 8301 93rd Avenue North
- Brooklyn Park, MN 55445
- 763-493-4500

**Brooklyn Park Technology and Design Center**
- 8245 93rd Avenue North
- Brooklyn Park, MN 55445
- 763-493-4500

**Eagan**
- 3500 Federal Drive
- Eagan, MN 55122
- 651-687-9000

## NORTH DAKOTA

**Bismarck**
- 1701 East Century Avenue
- Bismarck, ND 58503
- 701-530-9600

**Fargo**
- 4012 19th Avenue Southwest
- Fargo, ND 58103
- 701-277-3889

**Lake Elmo/Woodbury**
- 8565 Eagle Point Circle
- Lake Elmo, MN 55042
- 651-259-6600

## WISCONSIN

**Appleton**
- 3500 East Destination Drive
- Appleton, WI 54915
- 920-750-5900

**Green Bay**
- 904 South Taylor Street
- Green Bay, WI 54303
- 920-593-8400

**Wausau**
- 1101 Westwood Drive
- Wausau, WI 54401
- 715-841-8000

**Lake Elmo/Woodbury**
- 8565 Eagle Point Circle
- Lake Elmo, MN 55042
- 651-259-6600

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