

**PROGRAMS****Multimedia Technologies Diploma and AS Degree and Digital Design and Animation BS Degree (pgs. 12-13)**

Delete these programs in their entirety.

**Medical Billing and Coding Certificate (pg. 16)**

Delete M251 Medical Coding Practicum and replace with M250 ICD-10 Coding Practicum (30 hours, 1 credit)

**Health Information Technician (pg. 17)**

Delete M252 Health Information Professional Practicum And replace with M253 ICD-10 Health Information Practicum (60 hours, 2 credits)

**Health Information Management (pg. 17)**

Delete H330 Quality Improvement in Healthcare and replace with HI370 Advanced Quality Management in Healthcare (40 hours, 4 credits)

**Health Information Management (pg. 17)**

Delete H420 Advanced Healthcare Law and Ethics and replace with HI460 Advanced Health Information Law and Ethics (40 hours, 4 credits)

**Medical Administration Diploma (pg. 18)**

Delete M133 ICD Coding and replace with M134 Coding Concepts for ICD-10 (30 hours, 3 credits)

**Medical Assisting Diploma (pg. 19)**

Delete MA265 Medical Assistant Externship and replace with MA281 Medical Assisting Clinical Externship (240 hours, 8 credits)

**Medical Assisting Diploma and Associate's Degree (pg. 19)**

Delete the ABHES accreditation statement and replace with the following:

The Medical Assisting Diploma programs at the Bismarck campus in North Dakota; the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/ Brandon campuses in Florida; the Appleton, Green Bay, and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

- Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314  
North Falls Church, VA 22043  
703-917-9503

**Criminal Justice BS Degree (pg. 22)**

In the Upper Division Major and Core Courses, Track I is not available for National Online students.

**Information Technology Management BS Degree (pg. 31)**

Delete the following courses:

N344 IT Security for Managers, 4 credits

N380 Project Management for IT, 3 credits

Replace with the following:

N344 IT Security for Managers, 3 credits

N380 Project Management for IT, 4 credits

**School of Technology Graduation Requirements (pgs. 26 and 31)**

On the Information Technology Management BS Degree, Information Security BS Degree, and Game and Simulation Programming BS Degree program pages, delete the "Graduation Requirements" statement and replace with the following:

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.

**Game and Simulation Programming (pg. 26)**

Insert the following below the sentence "See Page 32 for General Education Course Selections.":

This program is only available to students enrolled at a campus located in Florida, Illinois, Kansas, Minnesota, North Dakota, or Wisconsin.

**Computer Science BS Degree (pg. 29)**

In the "General Education Courses," the required English Composition course is G126A English Composition 2 (4 credits).

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**COURSE DESCRIPTIONS**

Delete **GN200 Introduction to Microbiology (pg. 38)** and replace with:

**G282 Introduction to Microbiology**

**70 hours, 5 credits**

**G282 Lecture (30 hours, 3 credits)**

**G282L Lab (40 hours, 2 credits)**

**Add:**

**HI370 Advanced Quality Management in Healthcare**

**40 hours, 4 credits**

This course examines facility wide quality management and continues quality improvement models, processes, methods and tools for healthcare organizations. Emphasis will be on the evaluation of these methods and tools in the demonstration of the effectiveness and outcomes of healthcare and improvement of patient care, quality of services, safety and reduction of risk. Disease management processes, outcomes measurement, benchmarking, patient and organization safety and utilization and resource management will be included. The relationship between healthcare quality, organizational performance, and the role of governing and accrediting bodies in healthcare quality will be studied. The history of quality management and future trends, including the role of health information management will be explored.

Prerequisite: Program Admission

**Add:**

**HI460 Advanced Health Information Law and Ethics**

**40 hours, 4 credits**

This course presents an advanced analysis of the impact of the United States legal system and various health care laws, regulations, and standards on the healthcare organization, patient and health information management environment and infrastructure. Patient privacy, confidentiality, security principles, identity management, protected health information, access and disclosure of personal health information including e-discovery, legal health records, personal health records, compliance programs, information security and privacy training programs will be studied. Professional certification, ethical practices and issues as well as bioethical issues and their impact on the legal health record will be explored.

Prerequisite: Program Admission

**J270 Critical Thinking and Evidence-Based Practices in Criminal Justice (pg. 40)**

Prerequisites: Policing in America; Applied Criminal Procedures; and Introduction to Corrections

**Add:**

**M134 Coding Concepts for ICD-10**

**30 hours, 3 credits**

This course provides in-depth study of the International Classification of Diseases (ICD) 10-PCS (Procedural Coding Systems) and ICD-10-CM (Clinical Modification) using

sample exercises and health records to develop skill and accuracy in assigning codes in various health care settings. Students will apply ICD-10-PCS and ICD-10-CM coding guidelines appropriate to the coding situation and will cover procedural coding of all body systems.

Prerequisites: Medical Terminology

**Add:**

**M250 ICD-10 Coding Practicum**

**30 hours, 1 credit**

This course offers a simulated practical experience utilizing medical records and coding software in an online setting under the direction of a Coding instructor.

Pre or Co-requisite: Ambulatory Care Coding

**Add:**

**M253 ICD-10 Health Information Practicum**

**60 hours, 2 credits**

A simulated practical experience exploring a virtual hospital and clinic and using software and practical simulation assignments to experience real-world situations within HIM and other hospital departments. The practicum allows students to gain experience as a health information technician in a simulated healthcare work setting, and is essential to training and certification.

Prerequisites: Quality Analysis and Management; Healthcare Information Technologies; Health Information Law and Ethics

Delete **MA241 Human Anatomy and Physiology I (pg. 43)** and replace with:

**MA278 Human Anatomy and Physiology I**

**60 hours, 5 credits**

**MA278 Lecture (40 hours, 4 credits)**

**MA278L Lab (20 hours, 1 credit)**

Delete **MA242 Human Anatomy and Physiology II (pg. 43)** and replace with:

**MA279 Human Anatomy and Physiology II**

**60 hours, 5 credits**

**MA279 Lecture (40 hours, 4 credits)**

**MA279L Lab (20 hours, 1 credit)**

**Add:**

**MA281 Medical Assisting Clinical Externship**

**240 hours, 8 credits**

In conjunction with a Medical Assisting Capstone, students will complete 240 hours of a Medical Assisting training experience in a physician's office/clinic or medical center. While on the clinical site, the extern will perform medical-assisting job duties in both the front-office administrative and the back-office clinical areas, in order to develop on-the-job learning skills. Under no circumstances will the student extern receive pay for the externship hours worked.

Prerequisites: Completed series of Hepatitis B immunizations; Completion of a 2-Step Mantoux screening test within 6 months of starting externship; Completion of all immunizations or verifications of immunity required by program and site; Successful completion of background check (clear background check obtained); Attendance at Rasmussen College Externship meeting held by Program Coordinator; Attendance at externship site orientation (if required by site); Successful completion of all Medical Assisting core courses except Career Development and Seminar courses; Approval of Medical Assisting Program Coordinator

**N180 Math for Game & Simulation Production I (pg. 44)**

Prerequisite: Advanced Algebra

**N206 Data Structures (pg. 44)**

Prerequisite: Programming II

**N222 Physics for Game and Simulation Production (pg.44)**

This course is 40 hours, 3 credits.

**N222 Physics for Game and Simulation Production**

**(pg. 44)** Prerequisite: Math for Game and Simulation Production II

**N225 Interactive Storytelling (pg. 44)**

Prerequisite: Fundamentals of Game Development II

**N231 Web Application Development (pg.44)**

Delete and replace the course description with the following:

**N231 Web Application Development  
40 hours, 3 credits**

This course is designed to provide students with an introduction to current web application development techniques. Topics include HTML5 and CSS3 as well as an introduction in scripting using client and server-side JavaScript. In addition, the jQuery JavaScript Library will be examined.

Prerequisite: Fundamentals of Programming

**N237 C# (pg. 45)**

Prerequisite: Programming II

**N323 Asset Management (pg. 46)**

Prerequisite: Project Management for IT

**N324 Portfolio, Package and Publish (pg. 46)**

Prerequisites: Game Production Project I; Simulation Production Project I

**N328 Quality Assurance in Game and Simulation Production (pg. 46)**

Prerequisite: Software Engineering for Game and Simulation Production

**N334 Game Engines and Integrated Game Development Environments (pg. 46)**

Prerequisite: C#

**N347 Mobile Game Development (pg. 46)**

Prerequisite: Web Application Development

**N380 Project Management for IT (pg. 47)**

Should be 40 hours, 4 credits.

**N412 Risk Management and Business Continuity (pg. 47)**

Prerequisites in the Information Technology Management BS Degree program: IT Operations Management; Storage Management

Prerequisite in the Information Security BS Degree program: Cloud Computing

**N462 Game Production Project I (pg. 48)**

Prerequisite: Software Engineering for Game and Simulation Production

**N471 Engineering Virtual Worlds (pg. 48)**

Prerequisite: Networking and Multiplayer Game Development

Delete **NU150 Fundamentals of Nursing (pg. 49)** and replace with:

**NU145 Fundamentals of Nursing**

**180 hours, 10 credits**

**NU145 Lecture (50 hours, 5 credits)**

**NU145L Lab (40 hours, 2 credits)**

**NU145LL Clinical (90 hours, 3 credits)**

Delete **NU160 Adult Nursing I (pg. 49)** and replace with:

**NU155 Adult Nursing I**

**160 hours, 9 credits**

**NU155 Lecture (50 hours, 5 credits)**

**NU155L Lab (20 hours, 1 credit)**

**NU155LL Clinical (90 hours, 3 credits)**

Delete **NU207 Adult Nursing II (pg. 49)** and replace with:

**NU215 Adult Nursing II**

**170 hours, 9 credits**

**NU215 Lecture (50 hours, 5 credits)**

**NU215LL Clinical (120 hours, 4 credits)**

Delete **NU212 Adult Nursing III (pg. 49)** and replace with:

**NU224 Adult Nursing III**

**140 hours, 8 credits**

**NU224 Lecture (50 hours, 5 credits)**

**NU224LL Clinical (90 hours, 3 credits)**

Delete **NU221 Maternal Child Nursing (pg. 49)** and replace with:

**NU233 Maternal Child Nursing**

**160 hours, 9 credits**

*NU233 Lecture (50 hours, 5 credits)*

*NU233L Lab (20 hours, 1 credit)*

*NU233LL Clinical (90 hours, 3 credits)*

**SD110 Discrete Structures for Computer Science (pg. 50)**

Prerequisite: Programming Fundamentals

**SD140 Mobile Application Development (pg. 50)**

Prerequisite in the Software Application Development AAS

Degree program: Java I

Prerequisite in the Game and Simulation BS Degree

program: Web Application Development

**SD225 Object-Oriented Programming (pg. 51)**

Prerequisite: Programming Fundamentals

**W109 Relational Databases (pg. 51)**

Prerequisite: Programming Fundamentals

**W114 Fundamentals of Programming (pg. 51)**

Delete course description in its entirety and replace with:

**W107 Programming Fundamentals**

**40 hours, 3 credits**

Students will work with the Java programming language to learn about Java bytecode programs and how they are executed within a Java virtual machine. Students will study class libraries and gain an understanding of how they perform important computing tasks, how they interact with computer hardware and operating systems, and how they handle deficiencies encountered on computing platforms. Concepts such as Graphical User Interfaces, multimedia development, and web programming will be explored as well as the use of Java programming in the development of applications for mobile devices.

Prerequisite: none

## ACADEMIC INFORMATION AND COLLEGE POLICIES

### College Acceptance or Rejection of Application for Admission (pg.56)

Delete and replace the third bullet with the following:

- Applicants providing a college transcript indicating a grade of C or higher or a grade of Pass in college-level English and/or mathematics are not required to complete 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.

Applicants without a conferred associate's degree or higher and who have not completed a college-level English course are required to complete the Reading & 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.

Applicants providing a transcript with a conferred associate's degree or higher are not required to complete the College entrance placement examination in Reading and Writing and will not require remedial coursework in this area. Students providing a transcript with a conferred associate's degree or higher indicating a passing grade in college-level mathematics are not required to complete the College entrance placement examination in mathematics and will not require remedial coursework in this area.

Delete the fourth bullet point and replace with the following:

- 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 on the first attempt will be allowed 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 attempt 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 into a program; students accepted into Surgical Technologist, Medical Laboratory Technician, Law Enforcement Skills, Law Enforcement Academic and Law Enforcement AAS, Nursing, Flex Choice or AcceleratED 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.

### Re-Enter Policy (pg.57)

Delete and replace the fourth paragraph of this section with the following sentence:

A complete description and the requirements of the re-entry application process are available through the Program Managers.

### General Criminal and FDLE Background Check Process (pg.57)

Delete the second and third bullets and replace with the following:

- 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.

### Applying for Admission to the School of Health Sciences Associate's Degree or Certificates (pg.58)

Insert before "Applying for Admission into the School of Nursing" section:

### Applying for Admission to the School of Health Sciences Associate's Degree and Certificates

In addition to the College entrance requirements, applicants pursuing admittance into the Health Sciences Associate's Degree Phlebotomy Specialization or

Phlebotomy Certificate must complete the following prior to being deemed eligible for admission:

- The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.

For students enrolled in Minnesota or placed in Minnesota practicum sites, the following applies to School of Health Sciences Associate's Degree and Certificates:

- Minnesota campus applicants to this program must successfully complete and pass a Minnesota Department of Human Services background check.

All other School of Health Sciences Associate's Degree specializations and Certificates with a Practicum component at a hospital or clinical site may require the following:

- Prior to the student beginning their externship, the full three injection series of the Hepatitis B immunization and all other program required immunizations must be completed.

#### **Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs (pg.58)**

Insert after "Applying for Admission to the School of Health Sciences Associate's Phlebotomy Specialization Degree or Certificate":

#### **Applying for Admission to the Medical Laboratory Technician and Surgical Technologist Programs**

Applicants pursuing admittance into the Medical Laboratory Technician (MLT) and Surgical Technologist (ST) Programs must complete the following steps in order to be deemed eligible for admission:

1. 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 the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the School of Health Science Entrance Exam may be scheduled.
2. Applicants must achieve a score on the School of Health Sciences Entrance Exam which is

acceptable for admission per the School of Nursing and School of Health Sciences Entrance Exam policy.

3. Applicants successful in completing the College entrance placement exam requirements and the School of Health Sciences Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - Application
  - Background screening
  - Any additional program-specific requirements as specified at the time of enrollment. A Health Physical may be required and completed within the six months prior to Internship/Practicum as specified by the clinical facility.

Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake School of Health Sciences Entrance Exam.

Once the applicant file is complete, the College will schedule an interview between the applicant and Program Coordinator/Director.

Students accepted into their program will receive a letter from the College in the mail.

The College may choose two additional applicants as alternates to join the program if another applicant is deemed ineligible or decides not to begin class. These two alternates must complete all the necessary steps for admission. Alternates will be guaranteed the opportunity for enrollment into the next cohort provided they remain eligible for admission.

Students must attend programmatic orientation as well as general orientation or risk being dismissed from the cohort.

**Applying For Admission into the School of Nursing (pg.58)**  
Change title to "**Applying for Admission into the School of Nursing Practical Nursing or Professional Nursing Programs**" Delete and replace the entire section with the following:

#### **Applying For Admission into the School of Nursing Practical Nursing or Professional Nursing Programs**

Applicants pursuing admittance into a Practical Nursing or Professional Nursing Program must complete the following steps in order to be deemed eligible for admission:

1. Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does

not require remedial coursework. Alternatively the applicant must provide a college transcript indicating a grade of C or higher in college-level English and/or Mathematics. Former or current students who have either achieved Entrance Placement score above that requiring a Foundation course or have provided a college transcript indicating a grade of C or higher in college-level English and Mathematics are not required to repeat the Entrance Placement test. Once applicants have met the Entrance Placement requirements above, the School of Nursing Entrance Exam may be scheduled.

2. Applicants must achieve a score on the Entrance Exam for Nursing which is acceptable for admission to the School of Nursing per the School of Nursing and School of Health Sciences Entrance Exam policy.
3. Applicants successful in completing the College entrance placement exam requirements and the School of Nursing Entrance Exam must complete the following prior to being deemed eligible for consideration for admission:
  - Rasmussen College Application
  - Health Physical and proof of vaccinations
  - The student will be required to have current Basic Life Saving & Cardio Pulmonary Resuscitation Certification with Defibrillator (BLS - CPR with Defibrillator). The certificate must have been issued by either the American Heart Association Healthcare Professionals or American Red Cross Professional Rescuers.
  - Criminal Background Screening
  - Any additional program specific requirements as specified at the time of enrollment.
  - Applicants with prior college credits will receive a transcript evaluation during the admissions process.

Applicants will receive a letter from the College in the mail confirming acceptance once all admissions requirements have been met, including attendance at programmatic orientation.

Accepted applicants must attend the Rasmussen College General Orientation and the School of Nursing Orientation. Failure to attend both orientation sessions will result in dismissal from the program.

Former nursing students in good standing with the School of Nursing who have not been enrolled for more than 12 months must successfully repeat the School of Nursing Entrance Exam to be deemed eligible for reenrollment into the nursing program through a consultation with the Dean of Nursing.

#### **School of Nursing and the School of Health Science Entrance Exam**

Applicants who have successfully completed College entrance placement requirements for the College will be given access by admissions to the online registration process for the School of Health Sciences and School of Nursing Entrance Exam. Here the applicant may register and pay associated fees for the study materials and exam. Based on exam scores, applicants may apply for a School of Health Science or School of Nursing program of study for which they qualify. Applicants not meeting the exam score requirement determined by Rasmussen College at its sole discretion upon first attempt may register for one additional attempt, but are encouraged to enroll in the Health Sciences Associate of Science Degree (HSAS). Applicants not successful after the second attempt must wait 12 months before reapplying to the School of Nursing or to the Medical Laboratory Technician (MLT) or Surgical Technologist (ST) program. Alternatively they may enroll in the HSAS, as the coursework allows for one qualified attempt in week nine of the first quarter of the program; this attempt may qualify as an allowed third attempt in a calendar year for the School of Nursing or School of Health Sciences MLT or ST programmatic qualification. Applicants who have previously taken the entrance exam within the past twelve months for admission to another institution may, at their own expense, have the results transferred to Rasmussen College. Transferred scores will be verified by the Dean of Nursing and/or Academic Dean and will count as one of the two attempts allowed in a 12 month period. Any entrance exam results dated more than 12 months prior to application to Rasmussen College will not be considered.

Current students in other programs wishing to transfer into a course of study requiring the admissions standards outlined above will be required to take or retake the Entrance Exam according to test/re-test limitations and must meet the following composite score threshold(s).

- TEAS Score for admissions eligibility for Associate Degree Nursing (ADN) program and Mobility Bridge Entrance Option: 65% or higher composite score
- TEAS Score for admissions eligibility for Practical Nursing Diploma program: 55% or higher composite score
- TEAS Score for admissions eligibility for MLT or ST programs: 55% or higher composite score

#### **Applying for Admission into Law Enforcement Programs (pg. 58)**

Insert after "Applying for Admission into the School of Nursing" section:

#### **Applying for Admission into Law Enforcement Programs**

Applicants must achieve a score on the College entrance placement examination acceptable for admission into the College at a level that does not require remedial 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 College Entrance Placement Exam requirements. Applicants should understand that admission to the program is based on several factors with College entrance placement examination scores being the most significant. Therefore it must not be assumed or implied that successful completion of an English Composition and/or Math course will guarantee admission into the program.

Former or current students who have taken the STEP and scored above that requiring a Foundation course are not required to repeat the College entrance placement examination.

Applicants who achieve the required minimum scores or who have proven a grade of C or higher or a grade of Pass in college-level English and/or Mathematics will be contacted by their Program Manager to complete the following:

- Information session
- Certified driving record documentation
- Criminal history record documentation
- Two-page written autobiography
- Health physical
- Psychological evaluation

Once the applicant file is complete, the Program Manager will schedule a face- to-face interview between the applicant and Program Coordinator/Director.

Following this interview, applicants can continue with the necessary steps to proceed, which include

- Application
- Provide official high school and college transcripts
- Rasmussen College background check
- Any additional program-specific requirements as specified at the time of enrollment

Upon completing the application process, the completed files will be reviewed by the acceptance committee. Students accepted into their program will receive a letter from the College in the mail. Applicants must also attend programmatic orientation as well as general orientation or risk being dismissed as an applicant.

**Entrance Requirements for Software Application Development Certificate and Associate's, Computer Science Bachelor's, and Game and Simulation Programming Bachelor's Programs (pg.58)** Change title to "Applying for Admissions into the Software Application Development Certificate and Associate's, Computer Science Bachelor's, and Game and Simulation Programming Bachelor's Programs".

Delete and replace the entire section with the following:

Minimum scores of 22 on the Math portion and 25 on the Writing portion of the STEP test are required for entry into these programs. 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 College Entrance Placement Exam requirements.

**Rasmussen College Early Honors Program (pg.58)**

Delete and replace the entire section with the following:

**Rasmussen College Early Honors Program**

High school juniors and seniors who have reached the minimum age of 16 have the opportunity to earn college credit through Rasmussen College's Early Honors Program.

The Early Honors Program is a great way for high school students to experience college while still supported by high school staff and mentors, try a course that may not be offered at the high school, or explore a possible future career by taking an introductory course.

Early Honors coursework is available both on campus and online based on space available.

**Rasmussen College Early Honors Program Terms and Conditions (pg.58)**

Delete and replace the entire section with the following:

**Rasmussen College Early Honors Program Terms and Conditions**

Students must meet the following criteria and expectations to participate in the Rasmussen College Early Honors Program:

- Applicants must complete an Early Honors Program Application, which includes a high school attestation indicating expected graduation date.
- Applicants must have prior approval from a parent/guardian to be admitted into the program (requires a signed Early Honors Parent/Guardian Approval Form).
- Applicants must submit a signed Early Honors High School Approval Form.
- Applicants must be high school juniors or seniors and have a minimum cumulative high school grade point average of 2.25 out of a possible 4.00. Proof of GPA must be validated by a High School Counselor or Administrator on the Early Honors High School Approval Form.
- Applicants must score at least a 25 on the writing portion of the Rasmussen College entrance placement exam to be accepted to the Early Honors Program.
- The Early Honors Program Application deadline is four weeks prior to the start of the intended quarter of enrollment.
- Enrollment in the Program is limited to 20 students per quarter, per campus.



- Early Honors students may enter the Early Honors Program in the fall quarter of their junior year.
- The Early Honors program ends with the completion of spring quarter of the student's senior year.
- A maximum of 24 credits per student can be taken in the Early Honors Program.
- Early Honors students may take up to 8 credits per quarter without a tuition charge.
- To continue enrollment in the Early Honors Program, students must maintain a minimum Rasmussen College cumulative grade point average of 2.00.
- Early Honors students may take one course in their first quarter of enrollment. Upon receiving a grade of B or higher in their first course, students can request to be scheduled for the second quarter.
- Students must maintain a cumulative grade point average of 3.0 in order to take two courses per quarter.
- Early Honors Applicants must meet with the Director of Admissions and Dean before being accepted to the Early Honors Program to ensure they meet all criteria and requirements, and to approve their schedule.
- Early Honors students will be accepted on a space available basis for each course selected.
- Early Honors students must meet all course prerequisites as listed in the catalog.
- Nursing courses designated with a "PN", "PRN", "NU" or "NUR" are not available to Early Honors students.
- Early Honors students are responsible for the course resources fee for each course taken. Most technology courses require access to specialized hardware and software, which are available to students at all Rasmussen campuses. Early Honors students electing to complete courses online will need to secure access to required hardware and software. The College will provide specific technology requirements information for each course.
- Students will receive college credit towards a degree, diploma, or certificate at Rasmussen College for all successfully completed courses. Early Honors students will be issued an official transcript from Rasmussen College. These credits may be transferable at the discretion of the receiving institution.
- Early Honors students will receive high school dual enrollment credit for successfully completed Early Honors course at the discretion of the student's high school. Approval for dual enrollment credit must be confirmed on the High School Approval Form.
- Early Honors students may apply to a full program offered by Rasmussen College by completing the Application for Admission.

#### **Scholarship and Grant Programs (pg.59)**

Add the following section immediately after the Achieve Scholarship section:

#### **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—up to \$2,800 in additional scholarship funding for an Associate's degree and \$5,600 for a Bachelor's degree. This scholarship will be awarded quarterly 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](http://rasmussen.edu/realchange).

#### **SCHOLARSHIP AND GRANT PROGRAMS: Military Discount (pg.59)**

Delete the entire paragraph and replace with the following:

#### **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 on part-time tuition rates. In addition, the College will extend the discount to the spouse and dependents, age 18-21, of any service member on active duty as outlined above.

#### **SCHOLARSHIP AND GRANT PROGRAMS: Restrictions (pg. 59)**

Delete and replace with the following:

#### **Restrictions**

Students are eligible for only one of the following scholarship and grant programs at a time:

- Early Honors Program
- Military Discount
- Corporate Discount
- AcceleratED Partner Success Grant
- AcceleratED Scholarship
- Achieve Scholarship

Students can combine any of the above with the Real/Change Scholarship, if they are eligible. The Real/Change Scholarship will be applied after the primary scholarship or grant has been applied.

#### **Academic Policies (pg.60)**

Add the following section immediately after the "Individual Progress" section:

**Auditing a Course**

A student who audits a course does so for the purposes of self-enrichment and academic exploration. Students not enrolled in an eligible program who elect to take courses without earning college credit are considered Audit students. This non-credit option is NOT available for courses beginning with a “CC” “N” “NM” “NU” “NUR” “PN” “PT” “ST” “ML” and “W”. Students who elect to complete courses on a non-credit basis are not guaranteed full technology access; however, every effort will be made to provide technology resources. Transcripts denote a “ZP” or “Audit” upon completion of the course. Students may choose to convert the Audit grade to a letter grade and earn credit for an additional fee. An audit student is considered a learner and it is expected that the student will participate with reasonable regularity and do assigned work, particularly if s/he expects to convert the Audit grade to a letter grade at a future time.

**Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy (pg.60)**

Delete and replace the first paragraph with the following:

The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the 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 Mathematics are not required to complete 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 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.

**Foundation Courses Timeframe (pg.60)**

Delete and replace the existing section with the following:

**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 or the student will be dismissed from the College. As such, any required Foundations courses must be completed no later than the end of the Student’s third full quarter of enrollment, or the student will be dismissed from the College.

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.

**Common Grading Scale System Percentage Scale (pg.60)**

Add the following sentences immediately following the A-F scale:

Some General Education courses may contain a lecture component with a co-requisite lab component. If a grade is achieved at or above the threshold of 60% in both components of a course which consists of lecture and lab components, each component will receive the grade earned independently. Failure to earn a grade at or above the threshold of 60% in either the lecture or lab component will result in failure of both components of the course.

**Point Scale Alphabetical Grading System (pg. 60)**

Delete and replace with the following:

**Point Scale Alphabetical Grading System**

Grade	Grade Points	Description
A	4.00	Excellent
A-	3.75	
B+	3.50	
B	3.00	Very Good
B-	2.75	
C+	2.50	
C	2.00	Average
C-	1.75	
D+	1.50	
D	1.00	Below Average
D-	0.75	
F/FA	0.00	Failure
AUDIT	NA	Audit
CL	NA	Unregistered
CW	NA	Course Waiver
FD	NA	Failure Dropped
I/IN	NA	Incomplete
PT	NA	Pending Transfer Credit
S/SA/SX	NA	Satisfactory
TO	NA	Test-Out
TR	NA	Official Transfer Credit
U/UN/UX	NA	Unsatisfactory
UXD/UD	NA	Unsatisfactory Drop

W/WD/WX	NA	Withdrawal
WF/WXF	NA	Withdrawal Fail
WP/WXP	NA	Withdrawal Pass
ZF	NA	Audit Fail
ZP	NA	Audit Pass

**Academic Policies (pg.60)**

Add the following immediately after the “Point Scale, Alphabetical Grading System” section:

**Competency Courses**

Competency-based courses allow students to progress by demonstrating their competence, which means they prove that 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. These objectives are typically directed to ensure that students *know* something. Competency courses are groups of assessments that allow students to prove their ability to perform a specific task. Completing the competency demonstrates that students know and can do something. 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.
- Enrolled students 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/WD or F/FA 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 as long as the competency transfer credit has not been awarded.
- Competency courses will not count as credits for financial aid eligibility.
- Students have 60 days from the date they access a competency course to complete it. Students may apply in writing for one additional 30-day extension to complete the competency course; additional requirements may apply. Students are allowed a maximum of one 30-day extension per competency course.

- Students who do not successfully complete a competency course within the allotted time will be required to take the course as an instructor-led course.
- Competency courses must be completed prior to or concurrently with the final instructor-led courses in the program.

**Health Sciences Programs Grade Scale (pg.60)**

Add the following immediately following the A-F scale:

School of Health Sciences courses may contain a co-requisite lab component, co-requisite externship and/or practicum learning component, or both in addition to the lecture component of a course. Satisfactory performance (score of 73% or higher) in the lecture, lab, externship and/or practicum experience is required to earn a passing grade in the course. Failure to earn a satisfactory grade in the lab and externship and/or practicum component will result in failure of all components of the course. If a satisfactory grade is achieved in both components of a course consisting of lecture and externship/practicum components (no lab component), the grade earned in the lecture component will appear on the transcript as the final grade for each component of the course. If a satisfactory grade is achieved in both components of a course consisting of lecture and lab components (no externship or practicum component), each component will receive the grade earned independently.

**Nursing Programs Grade Scale (pg.60)**

Delete and replace the third paragraph after the A-F scale with the following:

Nursing core courses may contain a co-requisite lab component, co-requisite clinical learning component, or both in addition to the lecture component of a course. Satisfactory performance in the lecture component (score of 78% or higher) and a satisfactory assessment in the laboratory and/or clinical experience are required to earn a passing grade in the course. Failure to earn a satisfactory assessment in the laboratory and/or clinical component will result in failure of all components of the course. If a satisfactory assessment is achieved in the lab and/or clinical learning experience, courses with multiple components will receive a coordinated grade for each component equivalent to the earned grade in the lecture component.

**Repeating Courses Policy (pg.60)**

Delete and replace the entire section with the following: 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 time may count the credits for that course in a financial aid award calculation only if the original grade earned is an “F/FA.” 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 switch to another program as determined by the program change appeal process, will be terminated from the College. Those students cannot return to the College until they successfully complete an equivalent to the course elsewhere by earning a grade of C or higher or a grade of Pass and transferring it back in to Rasmussen College, in accordance with the transfer of credit requirements. In the case of credit transfer, an “F/FA” grade will be replaced by a “TR” and the student’s GPA will be recalculated to reflect the transfer of credit. 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 one time. 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.

#### **School of Health Sciences Repeating Courses Policy (pg. 61)**

Add the following new section after the Nursing Repeating Courses Policy:

#### **School of Health Sciences Repeating Courses Policy**

- Students are required to attend the Externship or Practicum Orientation prior to their externship or practicum. They receive an externship or practicum manual that discusses the expectations, and students are required to sign an acknowledgement form that is submitted and included in their programmatic file. The externship or practicum manual discloses that students have two attempts to complete their

externship or practicum successfully, or they will be dismissed from the program. If a student fails both attempts, documentation will be placed in the student’s file and documented in Salesforce. If a student is dismissed from an externship or practicum site due to circumstances out of his/her control, attempts will be made to secure an additional site within the same quarter for the student to complete his/her externship or practicum.

- Students enrolled in the Pathway to Patient Care Seminar course will have one opportunity to attempt the seminar course regardless of grade (SX/UX/WD) earned.

#### **School of Nursing Incomplete Grade Policy and Policy for Change of Grade (pg. 61)**

Delete and replace with the following:

#### **School of Nursing Incomplete Grade Policy and Policy for Change of Grade**

The Incomplete Grade Policy and Policy for Change of Grade apply to students in the School of Nursing, with the following exceptions:

##### Professional Nursing (ADN) Program:

In order for an Associate Degree Nursing program student to complete and receive a final passing grade in the programmatic coursework that delivers two proctored NCLEX Comprehensive Predictor Exams, the student must earn a 95% or higher probability on one of the two proctored 2013 Comprehensive Predictor Exams. All students are required to take the two exams. If the student is not successful in reaching the 95% predictor score, the student will receive an Extended Incomplete grade for the course, not to extend beyond the quarter following the initial two attempts of the proctored 2013 Comprehensive Predictor Exams. There are a maximum number of five attempts allowed during the quarter of extended incomplete status in order to achieve a successful benchmark of 95% on the 2013 Comprehensive Predictor Exam. Students who achieve a predictor score of 95% or higher within five attempts by week 11 of the quarter of extended incomplete status will receive a grade change based upon the completion of all other assignments and exams within the course. If the student is not successful in meeting the benchmark of 95% during the quarter of extended incomplete status, the student will fail the course and be scheduled to repeat the failed course.

##### Practical Nursing (PN) Program:

In order for a Practical Nursing program student to complete and receive a final passing grade in the programmatic coursework that delivers two proctored NCLEX Comprehensive Predictor Exams, the student must earn a 92% or higher probability on one of the two

proctored 2013 Comprehensive Predictor Exams. All students are required to take the two exams. If the student is not successful in reaching the 92% predictor score, the student will receive an Extended Incomplete grade for the course, not to extend beyond the quarter following the initial two attempts of the proctored 2013 Comprehensive Predictor Exams. There are a maximum number of five attempts allowed during the quarter of extended incomplete status in order to achieve a successful benchmark of 92% on the 2013 Comprehensive Predictor Exam. Students who achieve a predictor score of 92% or higher within five attempts by week 11 of the quarter of extended incomplete status will receive a grade change based upon the completion of all other assignments and exams within the course. If the student is not successful in meeting the benchmark of 92% during the quarter of extended incomplete status, the student will fail the course and be scheduled to repeat the failed course.

#### **Program Changes (pg.61)**

Delete and replace the first sentence of the fourth paragraph of this section with the following sentence:

A complete description and requirements of the program change appeal process is available through the Campus Manager of Student Records.

#### **Graduation Requirements (pg. 61)**

Delete and replace with the following:

#### **Graduation Requirements**

Degrees, Diplomas, and Certificates are awarded solely on the merit and completion of requirements listed, and not on the basis of clock hours in attendance. Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits, course waivers, credit by examination, or other means. Students in the Medical Assisting, Medical Laboratory Technician, and Surgical Technologist programs must complete 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits, course waivers, credit by examination, or other means. Students 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. Students in the RN to Bachelor of Science Nursing program may transfer a maximum of 75% of total program credits into the program.

Clock hours listed in the synopsis of subjects are estimated hours of class work necessary to complete the subject. Students must have a cumulative grade point average of 2.0 to receive a Degree, Diploma, or Certificate with a

passing grade in each area. Completion and submission of the components of the Graduate Achievement Portfolio (GAP), as assigned in the appropriate seminar courses designated for each program, is a graduation requirement.

Students in the Information Technology Management, Information Security, Game and Simulation Programming, and Graphic Design programs must sit for designated, mandatory industry certifications, and official scores must be submitted as a condition of graduation. The College will pay for students to sit for the mandatory certification, as well as up to two additional recommended certifications. Payments will be made only once per certification. Students are responsible for paying for any additional attempts.

Certificates or transcripts of credits may be given to those students taking individual subjects.

#### **General Transfer Credit Policy (pg.63)**

Delete the 11th and 12th bullets and replace them with the following:

- International transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) or by AACRAO International Education Services (IES) to ensure the student's credit transfer is equivalent to Rasmussen course content. The evaluation is the student's responsibility.
- Transfer credit is evaluated based on the program in which the student is applying for or is currently enrolled in.

#### **General Transfer of Credit Policy (pg.63)**

Delete the entire 19<sup>th</sup> bullet (2<sup>nd</sup> to last bullet in the section), which states:

- For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam the following will apply: If a student tests at a level of remediation in English or Math, the College will not accept transfer of courses with prerequisites that require completion of the Foundations courses or passing the entrance placement exam. Once the student successfully completes the necessary Foundations courses or passes the placement exams, the College will then post the transfer credit pertaining to the specific course.

**Course by Course Transfer (pg.63)**

Delete and replace the third bullet with the following:

- Only courses completed with a grade of C or higher, or a grade of Pass (in a Pass/Fail grading system), will be eligible for transfer credit.

**Course by Course Transfer (pg. 63)**

Delete and replace the sixth bullet with the following:

- 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, CDA, CEN, CET, CGS, CIS, COP, COT, CNT, CTS, DIG, GRA and ISM, MAA, MAD, MAP, MTB. Prefixes included in Illinois, Minnesota, North Dakota, Wisconsin: N, SD and W. This excludes the following courses, which do not have expirations:
  1. Computer Applications and Business Systems Concepts
  2. Introduction to Discrete Mathematics
  3. Excel

**Course by Course Transfer (pg.63)**

Add the following after the sixth bullet:

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

**Course by Course Transfer (pg.63)**

Delete and replace the eighth bullet point with the following:

- Health Sciences core courses as designated by course prefix (except for the Medical Terminology course) have a five year transfer limit.

**Course by Course Transfer (pg. 63)**

Delete and replace the eleventh bullet with the following:

- Transfer of credit for Medical Laboratory Technician and Surgical Technologist core courses (ML and ST prefixes) have a two (2) year time limit from time of course completion. Students who have completed similar course work that exceeds the two (2) year limit can test-out of the course with a 73% or greater score on a course assessment. All transfers or test-outs into the Medical Laboratory Technician and Surgical Technologist programs are based on program space availability.

**Transfer of Credit, Prior Learning and Waivers (pg.63)**

Add the following immediately after the "Course By Course Transfer" section:

**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 will count toward earned credits.

**Block Transfer for Health Sciences Associate's Degree (pg.64)**

Delete and replace the entire section with the following:

**Block Transfer for Health Sciences Associate's Degree**

For students who have completed a healthcare Certificate or Diploma in the last five years and enroll into the Health Sciences AS Degree program, a total block transfer of 19 major/core credits may be posted.

For students who have completed a Diploma or Associate's Degree in Medical Assisting in the last five years and enroll in the Health Sciences AS Degree program Phlebotomy Track, a total block transfer of 25 major/core credits may be posted.

For students who have completed a Diploma or Associate's Degree in Medical Assisting in the last five years and enroll into the Health Sciences AS Degree program EKG Technician Track, a total block transfer of 26 major/core credits may be posted.

**Replace the heading "Credit by Examination" with "Credit by Examination (for non-Competency Courses)" (pg.64)**

Add the following language as a new bullet after the existing first bullet in the section:

- 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 score 73% or higher on the credit by examination will earn a Microbiology "TO" on their Rasmussen College transcript.

Add the following bullet to the end of this newly renamed “Credit by Examination (for non-Competency Courses)” section:

- Credits awarded through credit by examination (TO) may not be transferable to another institution.

#### **Medical Coding Practicum Waiver (pg.64)**

Delete and replace the second bullet of this section with the following:

- Students must have a variety of experiences in the necessary medical fields rather than from just one area, and documentation will be required from the student’s employer. The Program Coordinator/Director will inform the Campus Manager of Student Records of the result of the evaluation.

#### **School of Business Waivers (pg.64)**

Insert the following language immediately before the “School of Technology Waivers” section:

Course waivers will be considered for students who have select professional certifications from the HR Certification Institute™ for the distinction of Professional in Human Resources (PHR) or for the distinction of Senior Professional in Human Resource Management (SPHR)

- Course waivers will be considered for specific courses within the School of Business related to the certification and the program of enrollment.
- Certifications must be current.
- The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW).
- Students presenting evidence of certification by the HR Certification Institute for the distinction of PHR will be awarded the following credit as course waiver (CW):
  1. Introduction to Human Resource Management
  2. Employment Law
  3. Modern Human Resource Management
  4. Workforce and Labor Relations Management
- Students presenting evidence of certification by the HR Certification Institute for the distinction of SPHR will be awarded the following credit as course waiver (CW):
  1. Introduction to Human Resource Management
  2. Employment Law

3. Modern Human Resource Management
4. Workforce and Labor Relations Management
5. Strategic Human resource Management

#### **School of Technology Waivers (pg. 64)**

Delete and replace with the following:

#### **School of Technology Waivers**

- Course waivers will be considered for students who have select professional certifications from the Computing Technology Industry Association (CompTIA); Microsoft Certified Technology Specialist (MCTS) or Microsoft Certified Solutions Associate (MCSA); Cisco Certified Entry Networking Technician (CCENT) or Cisco Certified Network Associate (CCNA); CIW JavaScript certification; (ISC)<sup>2</sup> System Security Certified Practitioner (SSCP); Apple Certified Associate; VMWare Certified Associate; EMC<sup>2</sup> Information Storage Associate; Oracle Certified Associate (OCA); C++ Institute.
- Course waivers will be considered for specific courses within the School of Technology related to the certification.
- Certifications must have been earned within the last three years.
- The student’s credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student’s transcript as a Course Waiver (CW).

#### **School of Justice Studies Waivers (pg. 64)**

Add the following new section:

#### **School of Justice Studies Waivers**

- Course waivers will be considered for students who have select professional certifications from recognized state police/corrections academies.
- Course waivers will be considered for specific courses within the School of Justices Studies related to the certification.
- No time limit for earning certifications.
- The student's credential will be reviewed, and if the criteria are met, the course requirements will be waived and the grades will be posted on the student's transcript as a Course Waiver (CW).
- Course waivers will be considered for students who have attended and successfully completed the following courses offered through the MN BCA Criminal Justice Training and Education Program (BCA-CJTE). Student must present evidence of their attendance by submitting a course certificate of completion.
  1. Basic Narcotics
  2. BCA Crime Scene Course
  3. Crime Prevention Practitioner Course

4. Financial Investigation Techniques Course
5. Forensic Science Partners Course
6. Leadership in Police Organizations Course
7. Southern Police Institute Homicide Course

Similar courses will be considered upon request. A review of the content against the syllabus of the course for which transfer is requested will be assessed, awarding of a waiver is at the sole discretion of the Dean of the School of Justice Studies. Sufficient time must be allowed for an appropriate review, the student will be required to submit the syllabus of the course, the hours required and evidence of completion of the course.

#### College Equivalency Credit (pg. 64)

Add the following after the first bullet (regarding AP examinations):

- For graduates of United States high schools who provide transcripts of individual certificate completion in an International Baccalaureate® (IB) Diploma Programme credit may be awarded based on individual subjects; examination scores of 4 and higher are required. Courses will be accepted relative to the program of enrollment.

#### College Equivalency Credit (pg.64)

Delete and replace the sixth bullet point with the following:

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

#### Rasmussen College Academic Integrity Policy, Section V (pg. 65)

Delete Section V and replace with the following:

- 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. Response will be given within 30 days.

#### Minimum Technical Requirements (pg. 65)

Delete the entire section and heading and replace with the following:

#### 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, technological requirements change periodically. Technical requirements necessary for online courses to run properly are located on the following website: [http://content.learntoday.info/course\\_files/techinfo/techinfo\\_ols.html](http://content.learntoday.info/course_files/techinfo/techinfo_ols.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 online 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 that is 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.

#### 1. Web Browser Requirements

The following web browsers are formally supported and tested:

- With PCs running Windows OS:
  - Google Chrome
  - Firefox
  - Internet Explorer version 8, 9 or 10;
- With Macs running OS X:
  - Google Chrome
  - Firefox
  - Safari 5 or 6.0.x

Please note, there is currently no support for Firefox, Internet Explorer, Safari or Chrome on mobile devices.

#### 2. Cookies Must Be Enabled on your Browser

A cookie is a small file that is placed on your computer by the server. Cookies are a very common Internet technology used by many websites, such as Amazon or eBay. Your browser has a setting that allows you to control whether you allow cookies or not.

Since cookies are so common, your browser probably already has cookies enabled. If you are unsure whether your browser is set up properly, please call the **Personal Support Center**.



### 3. Required Plug-ins

#### Flash

Your courses may include images or animations that require the Flash plug-in. If you do not have Flash installed, or have difficulty viewing the animations, you may load the most current version of the Flash plug-in here: <http://get.adobe.com/flashplayer/>.

#### Shockwave

Your courses may include images or animations that require the Shockwave plug-in. If you do not have Shockwave installed, or have difficulty viewing the animations, you may load the most current version of the Shockwave plug-in here: <http://get.adobe.com/shockwave>.

#### Acrobat Reader

Your courses may include .pdf files, which require the Adobe Acrobat Reader. If Acrobat is not installed on your computer, please download the free Adobe Acrobat Reader: <http://get.adobe.com/reader/>.

#### Microsoft PowerPoint

Your courses may include Microsoft PowerPoint presentations. If you do not have PowerPoint installed on your computer, you may use the free PowerPoint viewer to view the course materials. Download the free PowerPoint viewer here: <http://www.microsoft.com/en-us/download/details.aspx?id=13>.

#### Microsoft Word

Your courses require the use of Microsoft Word to turn in written assignments. If you do not have Word, please contact your instructor.

#### Microsoft Excel

Your courses may require Microsoft Excel spreadsheet software. If you do not have Excel, please contact your instructor.

#### ZIP File Compression Utility

Your courses may require the use of a compression utility, like 7-Zip, to create a "zipped" file (i.e. filename.zip). If you do not have a compression utility installed on your computer, you may download a free copy of 7-Zip here: <http://www.7-zip.org>.

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://content.learntoday.info/course\\_files/techinfo/techinfo\\_ols.html](http://content.learntoday.info/course_files/techinfo/techinfo_ols.html).

#### **Tobacco Use Policy (pg. 67)**

Add the following new policy immediately following the Drug Abuse 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 any other areas of the campus grounds. This policy applies to all faculty, staff, students and visitors.

This policy does not apply to areas of multi-tenant buildings that the proprietor has designated a public area for smoking. Similarly, this policy does not apply to off-site events controlled or sponsored by the College where site management had designated an area for smoking.

For purposes of this policy, "tobacco use" means the personal use or consumption of any tobacco product, whether lit or not, including the use and display of an electronic cigarette or other device intended to simulate smoking. Prohibited tobacco products include smokeless tobacco, snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco; and the use of unlit cigarettes, cigars, and pipe tobacco. Smoking is defined as inhaling, exhaling, burning or carrying in hand any 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.

#### **Directory Information (pg. 68)**

Delete and replace with the following:

#### **Directory Information**

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The school requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.

Directory Information includes: Student's name, date of birth, address(es); Rasmussen College issued student email address; course of study; extracurricular activities; degrees and/or awards received; last school attended; dean's list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing to the Business Office. Once filed this becomes a permanent part of the student's record until the student instructs the institution, in writing, to have the request removed.

#### **Appeal Procedure (pg. 68)**

Delete and replace with the following:

#### **Appeal Procedure**

Rasmussen College recognizes the rights of applicants, students, graduates, former students, 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 unjustly treated can request 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 (found on the course syllabus) within one week of the start of a subsequent term. If the issue remains unresolved after an appeal to the instructor, who will have one week from the time they are contacted by students to consider any such appeals, students must provide appeal documentation and a written statement to the Dean. The Dean will have one week from the time they are contacted by students to consider any such appeals. If the issue remains unresolved after a thorough investigation of the matter by the Dean and the student wishes to further the appeal, the student must submit a written statement of appeal to the Vice President of Academic Affairs – Learning & Teaching thereafter. Response will be given within 30 days.

If individuals wish to appeal a decision or request a hearing for any other perceived violation of rights, written statements of appeal must be submitted to the Vice President of Student Affairs within 15 calendar days of the issue in question. Response will be given within 30 days.

#### **Refunds (pg. 70)**

Insert the following section immediately before "Return of Title IV Funds Policy:"

#### **Cancellation and Refund Policy for Missouri Residents:**

Students may cancel enrollment at any time, complying with the notification procedures established by the College. Refunds 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 three days of initial enrollment, excluding Saturdays, Sundays and holidays, any money paid by the prospective student shall be refunded.

- b. If cancellation occurs after three days of initial enrollment, standard cancellation and refund policies as specified in this catalog will apply.

#### **Accreditation (pg. 72)**

Delete the ABHES accreditation statement and replace with the following:

The Medical Assisting Diploma programs at the Bismarck campus in North Dakota; the Aurora/Naperville, Mokena/Tinley Park, Rockford, and Romeoville/Joliet campuses in Illinois; the Fort Myers, Ocala, New Port Richey/West Pasco and Tampa/ Brandon campuses in Florida; the Appleton, Green Bay, and Wausau campuses in Wisconsin; and the Blaine, Bloomington, Brooklyn Park/Maple Grove, Eagan, Mankato, and St. Cloud campuses in Minnesota are accredited by the Accrediting Bureau of Health Education Schools (ABHES).

- Accrediting Bureau of Health Education Schools  
7777 Leesburg Pike, Suite 314  
North Falls Church, VA 22043  
703-917-9503

#### **Accreditation (pg.72)**

Add the following immediately after the Medical Laboratory Technician information:

*The Associate Degree Nursing program at Rasmussen College-Ocala School of Nursing is accredited by the Accreditation Commission of Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326; (404) 975-5000. www.acenursing.org*

Add the following immediately after the new Associate Degree Nursing information from the previous instruction:

*The Nursing BS Degree (RN to BSN program) at Rasmussen College is a new applicant pursuing initial accreditation by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036; (202) 887-6791. New applicant status is neither a status of accreditation nor a guarantee that accreditation will be granted.*

**Tuition Table (pg.70)**

Delete the Tuition Table and the Course Resources Fee section and replace with the following:

<b>Pricing will be effective for new students as of July 2014</b>	<b>Part-time</b>	<b>Full-time</b>
<ul style="list-style-type: none"> <li>• School of Business</li> <li>• School of Design</li> <li>• School of Education</li> <li>• School of Health Sciences</li> <li>• School of Justice Studies</li> <li>• School of Technology</li> </ul>	\$310 per credit	\$299 per credit
<p style="text-align: center;"><b>School of Nursing:</b></p> <ul style="list-style-type: none"> <li>• Professional Nursing</li> </ul>	\$395 per credit	\$395 per credit

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students. For tuition purposes only, students taking 8 or more credits during the Mid Quarter term are considered full time.
- There is a required course resources fee of \$150 per course. Course numbers ending with “L” or “LL” will not be charged a course resources fee.
- FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course resources fee of \$150 for every course over four courses.
- Tuition rate is locked in for continuously enrolled students. A change in the number of credits taken during enrollment in any quarter may lead to different prices if a student moves from part-time to full-time or vice versa.
- Individual Progress students will be charged at the School of Business rate plus a \$150 course resources fee for each class.
- Audit Students who elect to take courses without earning college credit are charged \$275 per credit hour plus a \$150 course resources fee for each course. Students who wish to convert the Audit grade to a letter grade will be charged an additional fee of \$75 per credit hour.
- No additional discount or reductions can be applied to Full-time or Accelerated tuition rates. This includes corporate partner discounts, military member/family discounts, and other reductions.

**Course Resources Fee**

Rasmussen College has one simple course resources fee, charged for all courses. This fee makes the cost of course resources predictable each quarter. For courses with a common course number split between lecture, lab, and clinical, only one course resource fee will be applied. 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.)
- Peer, faculty, and expert tutoring with 24/7 math support, writing lab paper review, and 24/7 question response
- Technology tools and online course systems
- The Student Portal
- The Personal Support Center Help Desk
- The Criminal Justice driving, firing range safety and other tactical skills facilities and services
- 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](http://Rasmussen.edu/SID).**