

PROGRAMS**2013 Academic Calendar (pg. 1)**

Under the Accelerated Academic Calendar, the start of the 2013 Fall Session II should be November 18

Criminal Justice Leadership and Management BS Degree (pg. 14) Under Entrance Requirements, delete the second paragraph in its entirety and replace with:

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, and 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, and Criminal Law and Procedures, 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.

Arkansas General Education Requirements for AcceleratED Programs (pg. 15)

Delete this section in its entirety.

Add Business Management Certificate and Associate's Degree.

See page 2 of this addendum for program details.

BUSINESS MANAGEMENT

CERTIFICATE and AAS Degree

BUSINESS MANAGEMENT CERTIFICATE

CAREER OPPORTUNITIES:

- Entry-level Business Assistant • Bookkeeper

OBJECTIVE:

Graduates of this program know concepts in accounting, finance, business, business law, and management including human resource management. They can interpret basic financial data, perform basic accounting skills, and have knowledge related to management theories. They understand computer focused principles for the business environment. Graduates value the ability to effectively communicate in a variety of situations, in the workplace and in their communities.

GENERAL EDUCATION COURSES

English Composition (Required course)	4
ENC 1101 English Composition	

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
COM 1007 Professional Communication	4
FIN 1000 Principles of Finance	4
GEB 1101 Introduction to Business	4
GEB 2930 Business Capstone	2
MAN 1300 Introduction to Human Resource Management	4
MAN 2021 Principles of Management	4

Total General Education Credits	4
Total Major/Core Credits	41
TOTAL CERTIFICATE CREDITS	45

Entrance Requirements for Certificate and Associate's Degree:

Applicants must pay a \$100 application fee, which is non-refundable unless required by the applicant's state of residence.

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.

A cumulative grade point average of 3.0 or higher from the most recently attended education institution, either high school or institution of higher education. Student must provide either an official or unofficial transcript at the time of application showing the student's full name, the institution attended, the dates of most recent attendance, the cumulative grade point average. Official transcripts are required upon acceptance into the College.

Students must complete the online orientation course prior to starting the program coursework.

BUSINESS MANAGEMENT ASSOCIATE'S DEGREE

CAREER OPPORTUNITIES:

- 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.

IN ADDITION TO ALL CERTIFICATE COURSES

GENERAL EDUCATION COURSES

Communication (Required course)	4
COM 1002 Introduction to Communication	
Humanities (Required courses)	8
HUM 2023 Humanities	
PHI 2103 Introduction to Critical Thinking	
Math/Natural Sciences (Required courses)	8
AST 2002 Introduction to Astronomy	
MAT 1402 General Education Mathematics	
Social Sciences (Required courses)	8
ECO 1000 Principles of Economics	
SYG 1000 Introduction to Sociology	

MAJOR AND CORE COURSES

CGS 1240 Computer Applications and Business Systems Concept	3
E242 Career Development	2
MAN 2062 Business Ethics	4
MAR 2011 Principles of Marketing	4
MNA 1161 Customer Service	4

Total Associate's Degree Credits	32
Total General Education Credits	32
Major and Core Credits	58
TOTAL AAS DEGREE CREDITS	90

*Students in this program complete the requirements to earn a Business Management Certificate from Rasmussen College. Each course in this half of the program is 6 weeks in length with a tuition rate of \$260/credit and a \$150 materials fee. A Business Management Associate's degree from Rasmussen College will be awarded upon successful completion of competency labs or applicable prior learning assessments, which students can complete at their own pace. A subscription fee of \$60/month is charged for this portion of the program. Upon completion of the competency-based portion of the program, which is provided by Collegis Education, Rasmussen College will evaluate the student's documentation for transfer eligibility and award an Associate's degree if all requirements have been met.

COURSE DESCRIPTIONS**ACG 2062C Computer Focused Principles (pg. 17)**

Add the following course description:

**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

APA 1500 Payroll Accounting (pg. 17)

Add the following course description:

**APA 1500 Payroll Accounting
40 hours, 4 credits.**

Focus is on computing 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 (pg. 17)

Add the following course description:

**AST 2002 Introduction to Astronomy
40 hours, 4 credits**

Examines astronomical phenomena and concepts, including the solar system, stars and galaxies, planetary motions, atoms and radiation and the origin and evolution of the universe.

Prerequisite: none

CGS 1240 Computer Applications and Business Systems Concepts (pg. 17) Add the following course description:
CGS 1240 Computer Applications and Business Systems Concepts**40 hours, 3 credits**

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.

Prerequisite: none

COM 1002 Introduction to Communication (pg. 17)

Add the following course description:

**COM 1002 Introduction to Communication
40 hours, 4 credits**

The 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 coursework or placement determined by Rasmussen College entrance placement exam score

ECO 1000 Principles of Economics (pg. 18)

Add the following course description:

**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 macroeconomic concepts.

Prerequisite: none

ENC 1101 English Composition (pg. 18)

Add the following course description:

**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, unified, 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: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

GEB 1011 Introduction to Business (pg. 19)

Add the following course description:

**GEB 1011 Introduction to Business
40 hours, 4 credits**

This course is a study of the characteristics and functions of business in a free enterprise environment and how business impacts the economy in which we live. Characteristics studied may include opportunities, organizations, management, marketing, analysis and any other activities related to general ownership and operation.

Prerequisite: none

HUM 2023 Humanities (pg. 19)

Add the following course description:

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

MAN 1300 Introduction to Human Resource Management (pg. 20)

Add the following course description:

MAN 1300 Introduction to Human Resource Management

40 hours, 4 credits

This course is an introduction to the management and leadership of an organization's human resources. It explores the importance of establishing or administering the goals, policies, and procedures of the organization. Topics discussed include: communication, employee benefits, interview techniques, motivation, safety, hiring, discipline, and employment guidelines. This course includes educational resources from Harvard Business Publishing.

Prerequisite: none

MAT 1402 General Education Mathematics (pg. 21)

Add the following course description:

MAT 1402 General Education Mathematics

40 Hours, 4 credits

This course introduces students to topics from modern mathematics that are relevant to everyday life and not typically covered in the standard college math sequence. Students will be exposed to a variety of mathematical tools from diverse branches of mathematics. They will utilize these tools to solve interesting real-world problems. Topics may include, but are not limited to, game theory, graph theory, the mathematics of growth, applications of geometry, probability, and statistics.

Prerequisite: Passing grade in Foundation coursework or placement determined by Rasmussen College entrance placement exam score

MNA 1161 Customer Service (pg. 21)

Add the following course description:

MNA 1161 Customer Service

40 hours, 4 credits

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.

Prerequisite: none

PHI 2103 Introduction to Critical Thinking (pg. 21)

Add the following course description:

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

SYG 1000 Introduction to Sociology (pg. 21)

Add the following course description:

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

ACADEMIC INFORMATION AND COLLEGE POLICIES

College Acceptance or Rejection of Application for Admission (pg. 23)

Delete the fifth bullet point in its entirety and replace with the following:

- Rasmussen College Experience Course Successful Completion. All prospective students, except as noted below, of Rasmussen College must successfully complete the College Experience Course with a cumulative score of 80% or higher in order to continue the enrollment process. Students who do not successfully pass the College Experience Course with a score of 80% or higher on the first attempt will be allowed one additional opportunity to re-take the course three months after the start of the first attempt. The following students are exempt from the College Experience Course requirement: graduates of Rasmussen College within the last two years; Early Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course. Early Honors program and Individual Progress students will be required to successfully complete the Online College Readiness Course.

Insert the following immediately after the “AcceleratED Bachelor’s Degree Programs College Acceptance or Rejection of Application” (pg. 25)

College Acceptance or Rejection of Application for Admission Business Management Certificate and Associate’s degree

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
- Application Fee of \$100. Application fee is non-refundable unless required by the student’s state of residence.
- 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.
- Completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College at a level that does not require remedial coursework.
- All financial arrangements are complete, submitted and verified.

- For selected programs, applicants must also pass a criminal background check.
 - Cumulative grade point average of 3.0 or higher from the most recently attended education institution, either high school or institution of higher education. Student must provide either an official or unofficial transcript* at the time of application showing the student’s full name, the institution attended, the dates of most recent attendance, the cumulative grade point average. Official transcripts are required upon acceptance into the College.
 - Students must complete the online orientation course prior to starting the program coursework.
 - 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 for Internet-based.
 - Rasmussen College is an approved Student and Exchange Visitor Program (SEVP) School.
- All international students seeking an F-1 Visa will need to provide evidence that all of the qualifications of the Form I-20 have been met before Rasmussen College will issue an I-20.
- Form I-20 is a government form that tells the U.S. government that you are eligible for F-1 Student Status. It certifies that (1) you are or expect to be a full-time student pursuing a degree at Rasmussen College; (2) you meet our admissions requirements; (3) you proved to us that you have enough financial resources to study and live in the U.S. without working illegally or suffering from poverty.
- 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 obtain an educational degree or credential, or if the College determines that admission of the applicant would create a potential danger or disruption to the College or its existing students, staff and faculty.

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 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.

Scholarship and Grant Programs (pg. 26)

Delete the sections, '10% Military Discount' and 'Restrictions' in their entirety 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.

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.

Restrictions

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

- Early Honors Program
- Military Discount
- Corporate Discount
- Community Business Success Grant
- AcceleratED Partner Success Grant

Seminar Course Grading (pg. 27)

Insert the following immediately after the "Foundation Course Grading" section:

Seminar Course Grading

1. The E185, E270, E320, and E410 seminar courses are satisfactory/unsatisfactory (SX/UX) courses.
2. Students are to complete and submit the components of their Graduate Achievement Portfolio (GAP), a general education skills assessment, as assigned in the appropriate seminar courses designated for each program.
3. If a student does not successfully submit an assigned GAP general education assessment piece in the appropriate seminar course, then he or she will be unable to earn enough points to pass that seminar course.

E185, E270, E320, and E410 Seminars

SX 73% or more

UX Below 73%

Repeating Courses Policy (pg. 27)

Delete this section in its entirety and replace with the following:

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 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 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 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 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.

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 (pg. 27)

Delete this policy in its entirety and replace it with the following:

Late Assignment Submission Policy

Students may submit assigned work up to seven (7) days after the stated deadline. A 10% grade penalty is assessed for work up to twenty-four 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 for 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 the case of extenuating circumstances as determined by the faculty. In some cases, certain activities, such as labs and exams, must be completed at the designated time and therefore cannot be made up. The instructor should apprise students beforehand of any such activities. In no circumstances may students submit work after the last day of the academic term unless an incomplete grade has been requested and granted beforehand.

AcceleratED Incomplete Grade Policy (pg. 27)

Delete this policy in its entirety and replace it with the following:

AcceleratED Incomplete Grade Policy

An 'I/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 ten calendar days for grading, recalculation of grades and processing of all documents required.
2. 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 will take the following into consideration when granting an incomplete:
 - 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.
 - f. 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.
4. Allowing the student extra time compensates for events or conditions not within the student's control (i.e., illness, emergencies, etc.).
5. 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.

6. Credits for all incomplete courses will be counted as credits attempted but not earned in the quarter of enrollment. Incomplete grades must be completed within seven calendar days of the last day of class. An incomplete grade not completed by the deadline will be changed to the calculated alternate grade designated by the instructor on the incomplete form and will be included in the cumulative grade point average. The final grade awarded for the course is included in the calculation of the cumulative grade point average.

Rasmussen College Standards of Satisfactory Academic Progress (SAP) (pg. 28)

Delete the second paragraph in its entirety and replace with the following:

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.

Course by Course Transfer (7th bullet point) (pg. 29)

Delete the 7th bullet in its entirety and replace with the following:

Associate Nursing Program will not accept any core course transfers (prefixes NUR/PRN in Florida; prefixes PN/NU/NUR in Illinois, Minnesota and Wisconsin).

College Equivalency Credit (pg. 30)

Delete the second bullet point in its entirety and replace with the following:

- 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. For paper-based exams taken prior to 2/15/2003, the CLEP ACE recommended score will be used.

Minimum Technical Requirements (pg. 31)

Delete this section in its entirety and replace with the following:

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. Technical requirements necessary for online courses to run properly are located on the following website: http://content.learn today.info/course_files/techinfo/techinfo_ols.html

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.

Drug Abuse Policy and Drug-Free School and Workplace policies (pgs. 32-33) – delete and replace with the following:

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act (34 CFR Part 85), Rasmussen College campuses are hereby declared a drug-free college and workplace. For more information visit The U. S. Department of Education’s Higher Education Center for Alcohol and Other Drug Prevention website at www.edc.org/.

Students are prohibited from the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including but not limited to grounds, parking areas, or anywhere within the building(s); or while participating in College-related activities including but not limited to clinical, externship, or practicum experiences. Students 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 or the College will take one or more of the following actions within 30 days with respect to any 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 preceding 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 Workplace 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 on or near 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 involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person's life, *i.e.*, relationships, family, job, school, physical, and emotional health. People who use drugs and 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 slowed 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 the above changes in any student of Rasmussen College immediately notify the Academic Dean or Campus Director.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees, based on our concern for the safety, health and welfare 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, while under 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.

AcceleratED Programs "Stop Out" Policy (pg. 38) Please delete this section and replace with the following:

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 extenuating 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 first day 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.

Accelerated Tuition Table (pg. 36) Delete the tuition table in its entirety and replace with the following:

ACCELERATED BACHELOR'S DEGREES AND CERTIFICATES

Pricing will be effective for new students as of October 2013	Tuition Rates Part-Time	Tuition Rates Full-Time
<p>School of Business:</p> <ul style="list-style-type: none"> • Business Management Bachelors • Business Systems Analysis Bachelors • Business Systems Analysis Certificate • Entrepreneurship Certificate • Finance Bachelors • Human Resources and Organizational Leadership Bachelors • International Business Bachelors • Marketing Bachelors 	<p>\$260 per credit for courses required to complete program (except as noted below)</p>	<p>\$260 per credit for courses required to complete program (except as noted below)</p> <p>Residents of Kansas & Missouri \$167 per credit for courses required to complete program (except noted below)</p>
<p>School of Business:</p> <ul style="list-style-type: none"> • Business Management Certificate • Business Management Associates 	<p>\$260 per credit for courses required to complete program (except as noted below) \$60 per month for access to competency labs provided by Collegis Education (except noted below)</p>	<p>\$260 per credit for courses required to complete program (except as noted below) \$60 per month for access to competency labs provided by Collegis Education (except noted below)</p>
<p>School of Education:</p> <ul style="list-style-type: none"> • Early Childhood Education Leadership 	<p>\$260 per credit for courses required to complete program (except as noted below)</p>	<p>\$260 per credit for courses required to complete program (except as noted below)</p> <p>Residents of Kansas & Missouri \$167 per credit for courses required to complete program (except noted below)</p>
<p>School of Justice Studies</p> <ul style="list-style-type: none"> • Criminal Justice (Leadership and Management) 	<p>\$260 per credit for courses required to complete program (except as noted below)</p>	<p>\$260 per credit for courses required to complete program (except as noted below)</p> <p>Residents of Kansas & Missouri \$167 per credit for courses required to complete program (except noted below)</p>
<p>Prequalified AcceleratED Coursework: English Composition, College Math, Natural Science, or any prerequisite course required in order to start an AcceleratED program. These courses are taught in 11-week sessions.</p> <p>Schools of Business and Justice Studies:</p> <p>School of Education:</p>	<p>\$350 per credit for all 1000-2000 level courses \$310 per credit for all 3000-4000 level courses</p> <p>\$310 per credit</p>	<p>\$299 per credit</p> <p>\$299 per credit</p>
<p>Additional Elective Coursework Outside the AcceleratED Program: These courses are taught in 11-week sessions.</p> <p>Schools of Business and Justice Studies:</p> <p>School of Education:</p>	<p>\$350 per credit for all 1000-2000 level courses \$310 per credit for all 3000-4000 level courses</p> <p>\$310 per credit</p>	<p>\$299 per credit</p> <p>\$299 per credit</p>

- Full time students are defined as taking 12 or more credits per quarter. Students taking less than 12 credits are part time students.
- There is a required course materials fee of \$150 per course.
- The state of residency for Kansas and Missouri residents is determined by the information submitted on the FAFSA.
- Students receiving tuition of \$167 per credit will not be eligible for additional Rasmussen College discounts, scholarships or grants.
- FAST TRACK: Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of \$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.
- Students must be enrolled in one of the AcceleratED programs; Individual progress (IP) students do not have the option to enroll in AcceleratED coursework.
- Students in the Business Management Associate’s program complete the requirements to earn a Business Management Certificate from Rasmussen College. Each course in this half of the program is 6 weeks in length with a tuition rate of \$260 per credit and a \$150 per course materials fee. A Business Management Associate’s degree from Rasmussen College will be awarded upon successful completion of competency labs or applicable prior learning assessments, which students can complete at their own pace. A subscription fee of \$60 per month is charged for this portion of the program. Upon completion of the competency-based portion of the program, which is provided by Collegis Education, Rasmussen College will evaluate the student’s documentation for transfer eligibility and award an Associate’s degree if all requirements have been satisfied.

For information on our graduation rates, median graduate debt levels, and other student investment disclosure information, visit rasmussen.edu/SID.