SAVE TIME
SAVE MONEY
TRANSFER CREDITS
MISSION

Rasmussen College is dedicated to serving our communities by recognizing the diverse needs of individuals. We encourage personal and professional development through respect, appreciation, and a commitment to general education as a foundation for lifelong learning. As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive, and successful contributors to a global community.

PURPOSES

To accomplish our mission, Rasmussen College established these purposes:

1 **Educational Excellence:** Rasmussen College creates a teaching/learning community that is challenging, stimulating, and student-focused. This is accomplished through an integrated system of accessible resources, interactive classes, and a rigorous curriculum.

2 **Learning Environment:** Rasmussen College provides learning opportunities in an environment of mutual respect in an unbiased atmosphere that prepares students for challenging careers and lifelong learning.

3 **Professional Development:** The institutional culture of Rasmussen College provides and supports ongoing opportunities for professional growth for students and employees, preparing well-rounded individuals who contribute to our global community.

4 **Modern Technology:** Rasmussen College supports the use of modern technology as a tool to enhance student learning and enrich the classroom environment, as well as empower students to adapt in an ever-changing workforce. The College is committed to student development through the implementation of virtual classrooms utilizing the online learning modality.

5 **Service to Communities:** Rasmussen College creates and maintains a collaborative community where students, employees, business, industry, professional associations/communities, and other institutions of higher learning benefit from shared knowledge and experience.

6 **Assessment and Planning:** Rasmussen College students, both on campus and online, engage in an active assessment program that evaluates student learning, effective teaching, and institutional progress. The information gathered assists Rasmussen College as it formulates long and short-range plans, anticipates challenges, and strives to meet the goals of the institution.
This Rasmussen College AcceleratED Supplement describes Rasmussen College AcceleratED programs and policies. It is a supplement to the 2012 - 2013 Rasmussen College Florida Catalog and Student Handbook, which contains policies in their entirety.
LETTER FROM THE PRESIDENT

WELCOME TO RASMUSSEN COLLEGE

I am honored that you have selected Rasmussen College as your institution to complete your education. Our AcceleratED Bachelor’s Degree Completion Program is the perfect option for an individual with previous college credits. At Rasmussen College, we are consistently researching and developing new programmatic offerings and course delivery methodologies that meet the needs of our ever-changing student body. It is with this consistent programmatic focus that Rasmussen College launched AcceleratED—our Bachelor’s Degree Completion Program.

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

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

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

Sincerely,

Kurt Waite
President
YOUR BACHELOR’S DEGREE—AcceleratED

Our AcceleratED Bachelor’s Degree Completion Program is designed for students with previous college credit who want to transfer their credit, accelerate their degree timeline, and earn their Bachelor’s degree at an affordable cost.

With fully online, six-week courses competitively priced at $260 per credit, our AcceleratED students can complete their Bachelor’s degree in as little as 18 months.*

SAVE TIME

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

TRANSFER CREDITS

Transferring your credits doesn’t need to be difficult. At Rasmussen College, our transfer policies’ work to maximize your credit transfer by:

• Accepting successfully earned course credits and Associate’s degrees, regardless of area of study
• Block transferring successfully earned college credits (60 quarter credits or 40 semester credits), regardless of area of study
• Allowing no expiration of previously-earned general education credits
• Earning credit for prior learning and military experience

We will review your transcripts within one business day, so you know exactly which credits transfer and whether you are eligible for one of our AcceleratED programs.

You can review our official transfer policies at rasmussen.edu/admissions/transfer-students.

*Time to complete is dependent on number of credits transferred in and credits taken per quarter. $260/credit does not include $100 course fee. Rasmussen College reserves the right to deny or accept transfer credits per the policies in the course catalog. Tuition will not increase for four years following the start date of a program if a student is continuously enrolled quarter to quarter. Please refer to your program manager for details and restrictions on the Partner Success Grant. Average cost per credit was calculated by taking the average cost/credit of 5 online colleges reported in: Barclays Capital, and US Education Services. Publication. US Education Services 2011 Online Education Pricing Survey. Equity Research, 28 Sept. 2011. Web. 10 Oct. 2011.
**LEARN WITH SUPPORT**

**GRADUATE WITH CONFIDENCE**

SUPPORT+, our comprehensive network of student services, provides an individualized level of support to help you earn your degree and succeed in your chosen career. Our team of SUPPORT+ professionals, from your registrar who works to maximize your credit transfer, to your financial services advisor who helps you apply for financial aid and enroll in our Tuition Deferral Program, to faculty who help you apply your classroom knowledge to your career, SUPPORT+ is there to help you succeed—at no extra cost to you.

Our dedicated team of faculty and staff provides exceptional individualized support to help you reach your academic and career goals.

**REGISTRAR**
- Evaluates transcripts for transfer credit
- Explains prior learning and test-out policies
- Records credentials on your transcript as you achieve them
- Monitors graduation requirements

**FINANCIAL SERVICES ADVISOR**
- Helps you navigate the financial aid application process
- Answers questions about your award letter and the tuition deferral program

**STUDENT ADVISOR**
- Helps you develop My Degree Plan, a roadmap to graduation
- Mentors you throughout the program

**FACULTY**
- Provides instruction to help you learn course material
- Helps you master concepts and develop career skills

**PERSONAL SUPPORT CENTER**
- Available 24/7
- Helps with internet connectivity, software installation, password reset, online course access, and other technical issues

**ONLINE LEARNING CENTER**
- Schedules faculty tutoring
- Provides study aids, writing assistance, time-management, and test-taking strategies

**LIBRARIAN**
- Helps with academic research and navigating online resources
- Answers APA formatting and citation questions
- Explains how to use NoodleBib tools

**CAREER SERVICES ADVISOR**
- Helps you develop your professional portfolio
- Guides your career choices and networking opportunities
Careers Opportunities:

- Business Systems Analyst
- Business Analyst
- Management Analyst

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

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

Career-Focused Curriculum

Our Business System Analysis Bachelor's degree curriculum is based on four pillars:
1) Business process analyst processes
2) Business systems analyst processes
3) Working with cross-functional teams
4) Business management acumen that prepares you for BSA and BPA

General Education Courses

Upper Division
- Communication
- MMC 3407: Visual Communication in the Media
- Humanities
- AML 4680: Literature of American Minorities
- POT 4001: Political Thought
- Math/Natural Sciences
- EVR 3410: Human Uses of the Environment
- Social Sciences
- AMH 3304: Visions of America Since 1945
- CPO 4003: Comparative Politics

Major and Core Courses

Upper Division
- GEB 3110: Research and Report Writing
- GEB 4310: Statistics for Business
- IDC 3152: Enterprise Resource Reporting
- IDC 3309: Data Warehousing
- IDC 3888: Advanced Relational Databases for Business Applications I
- IDC 4088: Business Process Reengineering
- IDC 4111: Advanced Relational Databases for Business Applications II
- IDC 4375: Database Analytics and Administration
- IDC 4572: Systems Analysis and Design
- IDC 4637: Business Systems Analysis Capstone
- IDC 4733: Database Security Management
- ISM 3005: MIS Techniques
- ISM 3015: Management of Information Systems
- ISM 3314: Information Technology Project Management
- MAN 3504: Operations Management
- MAN 4240: Organizational Behavior Analysis
- MAN 4720: Strategic Management

Total Bachelor's Degree Credits
- Upper Division General Education Credits: 24
- Upper Division Major and Core Credits: 67
- Total Upper Division Credits: 91

Total BS Degree Credits: 182

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

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

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

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

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

TOTAL CERTIFICATE CREDITS 38

CAREER-FOCUSED CURRICULUM
Providing the business systems analysis coursework that can help you start a career as a business analyst, your coursework focuses on real-world challenges and solutions.

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

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

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

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

CAREER-FOCUSED CURRICULUM
By learning how to develop successful financial strategies that support a company’s success and how to optimize organizational profitability, our Finance Bachelor’s degree prepares you to advance your career as a financial professional.

GENERAL EDUCATION COURSES
UPPER DIVISION
Communication 4
MCM 3407 Visual Communication in the Media 4
Humanities 8
AML 4680 Literature of American Minorities 4
POT 4001 Political Thought 4
Math/Natural Sciences 4
EVR 3410 Human Uses of the Environment 4
Social Sciences 8
AMH 3304 Visions of America Since 1945 4
CPO 4003 Comparative Politics 4

MAJOR AND CORE COURSES
UPPER DIVISION
ENT 3007 Becoming an Entrepreneur 4
ENT 3774 Financial Accounting and the Entrepreneur 4
ENT 3261 Business Innovation: Best Practices in New Business Development 4
ENT 3309 Evaluating New Business Opportunities 4
ENT 3624 Funding a New Business 4
ENT 3773 Technology for Today’s Entrepreneur 4
ENT 4011 Sales and Marketing for New Business Ventures 4
ENT 4177 Law, Ethics, and Entrepreneurship 4
ENT 4235 Managing and Growing a Sustainable Organization 4
ENT 4397 International Entrepreneurship 4
ENT 4401 Entrepreneurial Management Capstone 4
GEB 3388 Winning Customer Service Strategies 4
GER 3100 Statistics for Business 4
MAN 3122 Hiring, Developing, and Managing High Performing Employees 4
MAN 4701 Leading Change 4
MAN 4720 Strategic Management 4
MAN 4845 Leadership and Teams 4

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

TOTAL BS DEGREE CREDITS 181

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

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

MISSION STATEMENT

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

FINANCE BS DEGREE

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

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

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

GENERAL EDUCATION COURSES

PER DIVISION
Communication
MMC 3407 Visual Communication in the Media
Humanities
AML 4680 Literature of American Minorities
POT 4001 Political Thought
Math/Natural Sciences
EVR 3410 Human Uses of the Environment
Social Sciences
AMH 3304 Visions of America Since 1945
CPO 4003 Comparative Politics

MAJOR AND CORE COURSES

UPPER DIVISION
ACG 3080 Managerial Accounting Theory and Practice
BUL 3247 Business Law II
ECO 4223 Money and Banking
FIN 3122 Intermediate Financial Management
FIN 3247 Investments and Security Markets
FIN 3396 International Finance
FIN 3434 Applications in Corporate Finance
FIN 4019 Financial Modeling
FIN 4372 Investment Portfolio Management
FIN 4395 Finance Capstone II
GEB 3020 Advanced Principles of Financial Management
GEB 4305 Statistics for Managers
ISM 3016 Management of Information Systems
MAN 4143 Contemporary Leadership Challenges
MAN 4720 Strategic Management
TAX 3257 Partnership and Corporate Taxation

Total Bachelor’s Degree Credits
Upper Division General Education Credits
Upper Division Major and Core Credits
Unrestricted Elective Credits
Total Upper Division Credits

TOTAL BS DEGREE CREDI

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

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

CAREER-FOCUSED CURRICULUM

By learning how to develop successful financial strategies that support a company’s success and how to optimize organizational profitability, our Finance Bachelor’s degree prepares you to advance your career as a financial professional.
CAREER OPPORTUNITIES:
• Human Resources Manager
• Compensation and Benefits Manager
• Training and Development Manager
• Personnel Recruiter

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

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

HUMAN RESOURCES AND ORGANIZATIONAL LEADERSHIP
BS DEGREE

GENERAL EDUCATION COURSES

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<td>Communication</td>
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<td>AMH 3304 Visions...</td>
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<td>CPO 4003 Comparative</td>
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MAJOR AND CORE COURSES

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Total Bachelor’s Degree Credits
Upper Division General Education Credits 24
Upper Division Major and Core Credits 68
Total Upper Division Credits 90
TOTAL BS DEGREE CREDITS 181

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

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

CAREER-FOCUSED CURRICULUM

Our contemporary curriculum includes both human resources and organizational leadership skill development that fully aligns with the society for Human Resource Management guidebook and templates, so you can apply best practices to your career and become a stronger leader within your organization.

888-5-RASMUSSEN
INTERNATIONAL BUSINESS BS DEGREE

CAREER OPPORTUNITIES:
- Administrative Services Manager

OBJECTIVE:
Graduates of this program know concepts in management, human resources, marketing, and business ethics and how they are applied in organizations that do business globally. Finance, accounting, and advanced management theories and techniques of global organizations will be explored. Students will be able to apply, analyze, synthesize, and evaluate facts and theories; locate, evaluate, and integrate appropriate primary and secondary sources; integrate their ideas with the ideas of others to create new knowledge; recognize and address complex ethical situations; communicate effectively in a variety of scenarios; and operate effectively within a continually changing global environment. Graduates value critical thinking, communication, diverse perspectives, technology and information literacy, leadership, integrity, and lifelong learning.

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

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication 4
MMC 3407 Visual Communication in the Media 8
Humanities 4
AML 4680 Literature of American Minorities 4
POT 4001 Political Thought 4
Math/Natural Sciences 4
EVR 3410 Human Uses of the Environment 8
Social Sciences 8
AMH 3304 Visions of America Since 1945 4
CPO 4003 Comparative Politics 4

MAJOR AND CORE COURSES

UPPER DIVISION
ACG 4133 International Accounting and Finance 4
EGB 3110 Research and Report Writing 4
GEB 3422 Business Project Management 4
GEB 4220 Managing a Diverse Workforce 4
GEB 4310 Statistics for Business 4
INS 3010 International Marketing 4
INS 3072 International Legal and Ethical Business Issues 4
INS 3126 Corporations of the World 4
INS 3203 International Communication and Travel 4
INS 3305 Global Operations and Logistics 4
INS 3526 International Business Technology 4
INS 4028 Global Commerce, Trade, and Economy 4
INS 4789 International Business Capstone 4
MAN 4143 Contemporary Leadership Challenges 4
MAN 4240 Organizational Behavior Analysis 4
MAN 4602 International Business 4
MAN 4720 Strategic Management 4

Total Bachelor’s Degree Credits 181

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

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

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

rasmussen.edu
CAREER OPPORTUNITIES:
• Marketing Manager
• Advertising Manager
• Market Research Analyst
• Sales Manager

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

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

CAREER-FOCUSED CURRICULUM
Bringing together traditional and online marketing strategies with trusted sales management techniques, our Marketing Bachelor’s degree prepares you for a career in today’s ever-changing business environment.

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication 4
MMC 3407 Visual Communication in the Media 4
Humanities 8
AML 4880 Literature of American Minorities 4
POT 4001 Political Thought 4
Math/Natural Sciences 4
EVR 3410 Human Uses of the Environment 8
Social Sciences 8
AMH 3304 Visions of America Since 1945 4
CPO 4003 Comparative Politics 4

MAJOR AND CORE COURSES

UPPER DIVISION
GEB 3110 Research and Report Writing 4
GEB 3275 Consumer Behavior 4
GEB 4220 Managing a Diverse Workforce 4
GEB 4230 Website Development for Business 4
GEB 4310 Statistics for Business 4
GEB 4410 Advanced Principles of Marketing 4
MAN 4143 Contemporary Leadership Challenges 4
MAN 4240 Organizational Behavior Analysis 4
MAN 4602 International Business 4
MAN 4720 Strategic Management 4
MAR 3295 Internet Marketing, Public Relations, and Social Media 4
MAR 3592 Strategic Sales and Sales Management 4
MAR 3817 Search Engine Optimization and Marketing Strategies 4
MAR 4239 Marketing and Product Management 4
MAR 4335 Web Analytics 4
MAR 4582 Internet Law 4
MAR 4806 Marketing Capstone 2

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

TOTAL BS DEGREE CREDITS 181

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

Total credits above assume students enter in with a conferred Associate’s degree which grants them a transfer block inclusive of lower division general education and lower division major and core courses.
CAREER OPPORTUNITIES:
• Detective Investigator
• Probation/Parole Officer
• Crime Victims Advocate
• Juvenile Justice Specialist
• Homeland Security Supervisor
• Homeland Security Agent
• Police Officer

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

ENTRANCE REQUIREMENTS:
To be considered for admission, students must hold a conferred Associate’s degree from an accredited institution as recognized by the Department of Education. In addition, students entering the Accelerated Criminal Justice Bachelor’s degree program must provide evidence of having at minimum a conferred Associate’s degree in one of the programs listed below in order to gain acceptance into the program. Students who have a conferred Associates degree in a related field that is not listed below will be considered on a case by case basis at the sole discretion of the Director of the School of Justice Studies.
Acceptable Programs:
- Criminal Justice
- Law Enforcement
- Justice Administration
- Justice Management
- Corrections
- Public Safety
- Emergency Management

GENERAL EDUCATION COURSES

UPPER DIVISION
Communication
MMC 3407 Visual Communication in the Media
Humanities
AML 4680 Literature of American Minorities
POT 4001 Political Thought
Math/Natural Sciences
EVR 3410 Human Uses of the Environment
Social Sciences
AMH 3304 Visions of America Since 1945
CPO 4003 Comparative Politics

MAJOR AND CORE COURSES

UPPER DIVISION
CCJ 3164 Criminal Behavior: Profiling Violent Offenders
CCJ 3867 Victims in Criminal Justice
CCJ 3876 Cultural Diversity and Justice
CCJ 3700 Research Methods in Criminal Justice
CCJ 3706 Statistics in Criminal Justice
CCJ 4279 Criminal Justice Senior Thesis
CCJ 4450 Criminal Justice Leadership and Management
CCJ 4542 Criminal Justice Seminar
CCJ 4931 Critical Issues in Criminal Justice
CJE 4444 Crime Prevention
CJL 3297 Constitutional Law
MMC 3209 Realities of Crime and Justice

Leadership and Management Specialization
CCJ 4016 Values-Based Leadership in Criminal Justice
CCJ 4528 Fundamentals of CJ Supervision:
What CJ Leaders Need to Know
MAN 4143 Contemporary Leadership Challenges
MAN 4240 Organizational Behavior Analysis

Total Bachelor’s Degree Credits
Upper Division General Education Credits 24
Upper Division Major and Core Credits 65
Total Upper Division Credits 89

TOTAL BS DEGREE CREDITS 180

In addition to the courses listed, at designated points in their programs of study students are required to complete with a passing grade a seminar course. Students must complete the Senior Seminar during the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.
In addition to meeting all other admissions requirements, applicants to this program must successfully complete and pass a criminal background check.
Total credits above assume students enter in with a conferred Associate’s degree which grants them a transfer block inclusive of lower division general education and lower division major and core courses.
GENERAL EDUCATION REQUIREMENTS FOR RASMUSSEN COLLEGE CREDENTIALS

BS degree candidates must successfully complete 24 upper-division general education credits beyond the lower-division credits required in an Associate’s degree. These credits should be distributed across the following categories: Communication, Humanities, Math/Natural Sciences, and Social Sciences.

Students enrolled in AcceleratED programs must also transfer in or successfully complete 32 credits of lower-division general education coursework, distributed across the following categories: English Composition, Communication, Humanities, Mathematics, Natural Sciences, and Social Sciences.

Certificate programs may not include general education courses because they are career focused.

ARKANSAS GENERAL EDUCATION REQUIREMENTS FOR ACCELERATED PROGRAMS

Arkansas residents enrolled in AcceleratED baccalaureate programs must complete the following General Education core requirements: (a) two courses in English Composition; (b) one course in Speech Communication; (c) one College Algebra or other Mathematics course of equivalent sophistication; (d) two Science courses that include laboratories; (e) four Fine Arts/Humanities courses; and (f) four Social Sciences courses, one of which must be a U.S. History or Government course.

GENERAL EDUCATION PHILOSOPHY

The purpose of general education is to promote breadth of knowledge and intellectual inquiry as a central component of a program of study. Through the development of their general skills, students are expected to refine their communication and critical thinking abilities, apply these concepts to their chosen areas of programmatic study, and interact responsibly and constructively with others in a rapidly changing world.

General education concepts and skills are integrated across the curriculum in a number of programmatic courses to prepare students to:

1. Effectively communicate, either orally or in writing, in the workplace, in the community, and interpersonally.
2. Analyze, evaluate, and solve problems that arise in employment and in life.
3. Locate, evaluate, and effectively use information from a variety of sources, print and electronic, meeting common standards for intellectual and academic integrity.
4. Recognize and value the diverse needs and perspectives of individuals.

In addition to these cross-curricular general education concepts and skills, the general education coursework that is part of degree and diploma programs is organized into categories, each of which emphasizes a set of general knowledge and content areas.

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

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

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

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

OUR TRANSFER POLICIES WORK TO MAXIMIZE YOUR CREDIT TRANSFER BY:

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

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida’s Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 28 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at http://scns.fldoe.org.

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

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

Example of Course Identifier

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Level Code</th>
<th>Century Digit</th>
<th>Decade Digit</th>
<th>Unit Digit</th>
<th>Lab Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>EN</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

English Composition

Legend for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions. (Exceptions are listed below.)

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses “ENC 101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution.

In the SCNS terminology, “1” represents “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition,” and the unit digit “1” represents “Freshman Composition Skills.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. “C” represents a combined lecture and laboratory course. “L” generally represents a laboratory course or the laboratory part of a course, having the same prefix as the original course, with a few exceptions. (Exceptions are listed below.)

For example, a chemistry course is offered by 56 different postsecondary institutions. Each institution uses a different designation for its chemistry course. The level code is the first digit and represents the year in which students normally take the course at a specific institution.

In the SCNS terminology, “3” represents “Chemistry,” the century digit “3” represents “Freshman Chemistry,” the decade digit “0” represents “Freshman Chemistry,” and the unit digit “1” represents “Freshman Chemistry Skills.”

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

“1” represents Accounting courses.
“2” represents Accounting courses.
“3” represents Computer Science courses.
“4” represents Management courses.
“5” represents Medical courses.
“6” (not currently used)
“7” represents Education courses.
“8” (not currently used)

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

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

“1” indicates that the course is the first course within a group or series.
“2”, “3”, etc. indicates additional courses within a series or group of courses, but does not necessarily imply a sequence within the series or group. That is, these courses may or may not require a prerequisite.

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

Credit Definition

Credit Hour – The unit by which Rasmussen College measures its coursework. The number of credit hours assigned to a course usually reflects the combination of class, laboratory, and/or internship hours required in the course. Rasmussen College follows the quarter system (sometimes referred to as a “term”), there are two six-week AcceleratED sessions in a term. Rasmussen awards one credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of internship.

Exemptions, practicum contained in a quarter, or the equivalent in directed study. Students are expected to spend at least two hours in out-of-class preparation and completion of assignments for each hour they spend in class.

Clock Hour = 45 minutes of instruction.

Program Length

A Rasmussen College student enrolled in an AcceleratED program is considered full-time when he or she is taking 12 or more credits per term (six or more credits per six-week AcceleratED session). While a student is considered part-time when the student is taking less than 12 credits per term. A part-time student typically takes an average of 8 credits per term. To calculate program length, the College divides the total program credits by 12 for full-time students and 8 for part-time students.
ACG 1022 Financial Accounting I
40 hours, 4 credits
This course defines accounting objectives and their relation to business. The student will be taught the fundamental principles of bookkeeping. The trial balance, working papers, financial statements, and preparing an accounting cycle are introduced. The course will emphasize valuing assets, including property, plant, and equipment, inventory, and accounts receivable, and will address the classification of accounts, notes, payroll liabilities, and monthly adjustments.
Prerequisite: none

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

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

ACG 4133 International Accounting and Finance.
40 hours, 4 credits
This course will explore key concepts of international accounting and financial standards and reporting practices in the world economy considering external and internal factors to doing business globally. The course will study a variety of concepts dealing with theory and practice of accounting from a global perspective. Students will apply skills in analyzing and interpreting accounting reports and financial statements of international corporations and organizations.
Prerequisite: Financial Accounting II

AMH 3504 Visions of America Since 1945
40 hours, 4 credits
Since the end of World War II, popular culture has become an especially significant aspect of American history and an important element in many of our lives. Consequently, this course will explore the ways in which popular culture has represented and mediated conflicts and tensions post-World War II. Through this lens, issues of gender and family relationships, as well as class and racial politics, will be discussed. The dual role of television as a reflexive and manipulative force in the new suburban family and the role Hollywood films played in the popular culture will be examined.
Prerequisite: none

AML 4880 Literature of American Minorities
40 hours, 4 credits
This course introduces students to a variety of texts by American minority authors from the mid-19th century to the present. The central focus of this course will be on literary responses to social marginalization based on race/ethnicity, gender, national origin, sexuality/sexual orientation, ability, and other factors. Students will study the effects of exclusionary and oppressive practices, both historical and present day, on writers’ perceptions and literary representations of their times, contexts, and identity. Students will also be introduced to samples of the most common critical-theoretical approaches to the primary texts they will study in this class.
Prerequisite: English Composition

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

BUL 3247 Business Law II
40 hours, 4 credits
This course is a continuation of the study of fundamentals of law. This includes study of the types of business organizations, property laws, wills, trusts, estate planning, bankruptcy, creditor and debtor relationships, commercial paper, securities regulation contracts, and other areas of business law.
Prerequisite: Business Law

CCJ 3064 Criminal Behavior:
Profiling Violent Offenders
40 hours, 4 credits
This course will examine serial behavior by crime type and criminal profile. Crimes such as stalking, arson, murder, and sexual assault will be examined through case files to enhance investigative methods. Students will analyze psychological profiles and behavior patterns.
Prerequisite: Criminology: Motives for Criminal Deviance (except for students enrolled in the Cyber Security Program)

CCJ 3667 Victims in Criminal Justice
40 hours, 4 credits
This course explores the importance of the victim in the criminal-justice system’s process. The victim’s role in the criminal-justice process, and movements and legislation regarding victims’ impact on judicial proceedings are examined. A variety of crimes and types of victims is explored.
Prerequisite: none

CCJ 3878 Cultural Diversity and Justice
40 hours, 4 credits
This course will examine the true picture and statistics of minority representation at every point in the criminal justice process, from point of contact with the police to incarceration and the death penalty. The course includes a comprehensive examination of unbiased racial and ethnic theories, and research and practice of behavior affecting victimization against the criminal justice system.
Prerequisite: Ethics in Criminal Justice

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

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

CCJ 4015 Juvenile Delinquency and the Courtroom
40 hours, 4 credits
This course will examine the roles and types of juvenile justice organizations. The application of management techniques to all areas of criminal justice will be explored, along with leadership and administration techniques and issues particular to criminal justice. Organizational philosophy, visioning, planning, and goal development will be examined.
Prerequisite: Ethics in Criminal Justice

CCJ 4528 Fundamentals of CJ Supervision:
What CJ Leaders Need to Know
40 hours, 4 credits
This course will examine important issues for leaders in every area of criminal justice, such as budgeting and funding sources in public service agencies, personnel recruitment, selection hiring and promotion, employee motivation, conflict, coaching, and discipline.
Prerequisite: Criminal Justice Leadership and Management

CCJ 4702 Criminal Justice Seminar
50 hours, 4 credits
This course provides students with the opportunity to explore an area of criminal justice that is of specific interest for their career or an area of relevant interest in the field. Topics may include any area of justice studies, with the approval of the instructor. Student will complete a review of their topic and present their work in the form of a final project.
Prerequisites: Statistics in Criminal Justice; Research Methods in Criminal Justice

CCJ 4931 Critical Issues in Criminal Justice
40 hours, 4 credits
This course will examine trends, policies, processes, and programs in criminal justice. Careful analysis of criminal-justice successes and failures is the focus of this course. Students will theorize future initiatives in policing, courts, corrections, juvenile justice, and homeland security.
Prerequisite: Contemporary Issues in Criminal Justice

CJE 4444 Crime Prevention
40 hours, 4 credits
This course will explore the goals and types of various crime-prevention strategies. Physical environments and crime, neighborhood crime prevention, the media, and crime displacement will be explored. The course will examine personal risk conditions associated with high rates of deviance.
Prerequisites: Introduction to Corrections; Policing in America; Research Methods in Criminal Justice

CJL 3297 Constitutional Law
40 hours, 4 credits
This course challenges students to examine the complexities of the Bill of Rights and the application of those rights to the criminal-justice system. The analysis of case studies will allow students to apply criminal law and procedure to the fieldwork examination of criminal-justice issues.
Prerequisite: Criminal Law and Procedures: Crime and the Courtroom (except for students enrolled in the Cyber Security Program)

COM 1007 Professional Communication
40 hours, 4 credits
This course teaches communication theory and skills for developing professional documents and preparing presentations for audiences in diverse communities and disciplines. To equip students to communicate effectively, this course emphasizes thinking and writing within global contexts, in collaborative situations, and in various electronic environments.
Prerequisite: Passing grade in Reading and Writing Strategies or placement determined by STEP assessment score

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

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

E410 Senior Seminar
0 credits
The seminar course challenges students at the end of their program of study to reflect on concepts and skills learned in courses across the curriculum. Interactive assessments focus on general education skills that provide the basis for lifelong learning. The course is required for students who are from a Bachelor's degree program.

ECO 4233 Money and Banking
40 hours, 4 credits
This course is an examination of the structure and operations of our monetary systems. In this course topics covered include the fundamental importance of creativity and risk taking in entrepreneurial environments. Students will explore and analyze the various traits of successful entrepreneurs.
Prerequisite: none

ENT 3174 Financial Accounting and
Entrepreneur
40 hours, 4 credits
In this course students learn how to thrive in a fast paced, ever changing business environment. They also learn about the importance of creativity and risk taking in entrepreneurial environments. Students will explore and analyze the various traits of successful entrepreneurs.
Prerequisite: none

ENT 3174 Financial Accounting and
Entrepreneur
40 hours, 4 credits
Accounting is the language of business and provides the framework for establishing and growing a successful enterprise. In this practical course students learn accounting principles and practices, the accountant’s role in an entrepreneurial venture, and how to decide whether to outsource this function.
Prerequisite: none

888-5-RASMUSSEN
RASMUSSEN COLLEGE — 2012-13 ACCELERATED SUPPLEMENT TO THE FLORIDA CATALOG
ENT 3251 Business Innovation: Best Practices in New Business Development
40 hours, 4 credits
Students will explore sources of creativity and innovation and how to use them to brainstorm new business ideas. Techniques to inspire creativity, harness market and customer insights, and identify winning business ideas will be examined. Students will develop methods of critical thinking and assessment to identify new business opportunities and assess concept viability. Students will gain the knowledge needed to begin a business plan.
Prerequisite: none

ENT 3309 Evaluating New Business Opportunities
40 hours, 4 credits
The purpose of this course is to review new business opportunities for entrepreneurs and to design a tool for evaluating these opportunities. Students will apply this tool to the criteria to design a tool for evaluating these opportunities and to determine concept viability.
Prerequisite: none

ENT 4177 Law, Ethics, and Entrepreneurship
40 hours, 4 credits
In an ever changing global economy, navigating the e-commerce world, and managing new business, product, or service or new venture will be discussed along with the various dynamics involved in politics, economics, technology, the law, and ethics. Students will also learn from relevant international case studies.
Prerequisite: none

ENT 4401 Entrepreneurial Management Capstone
30 hours, 3 credits
This course provides a culmination of the Entrepreneurship program. Through a cutting-edge business simulation, students will demonstrate proficiency on major program concepts. They will be provided opportunities to apply the skills and knowledge needed to be a successful entrepreneur.
Prerequisite: Business Bachelors student in last or second-to-last quarter

EVR 3410 Human Uses of the Environment
40 hours, 4 credits
This course provides an in-depth exploration of the integrated relationship between human life and the surrounding environment, beginning with a study of the fundamental concepts of ecology. Topics that are interwoven throughout the course include principles of ecology as seen in the structure and function of the ecosystem, pollution, air, soil, and water resources, population explosion and the relationship of people, disease, and food production; and environmental controls necessary for survival.
Prerequisite: none

FIN 1000 Principles of Finance
40 hours, 4 credits
This course is a study of financial institutions, investment techniques, and financial management. Students will examine acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.
Prerequisite: Financial Accounting I

FIN 3122 Intermediate Financial Management
40 hours, 4 credits
This course uses financial theories and skills as a foundation to help students learn to make effective financial decisions. Students will assimilate advanced financial topics such as efficiency analysis and risk management. The course also provides a detailed discussion of mortgages and commercial loans.
Prerequisite: Advanced Principles of Financial Management

FIN 3368 International Finance
40 hours, 4 credits
This course will focus on the exchange rate, trade, and international finance of the organization. This course focuses on the tools and techniques available to the student to remain as competitive as possible within the international environment.
Prerequisite: Advanced Principles of Financial Management

FIN 3434 Applications in Corporate Finance
40 hours, 4 credits
This course will instruct the student on the evaluation of the institution's financial policy. The topics covered in the course will be the time value of money, financial ratio analysis, cash flows, capital budgeting, and international issues.
Prerequisite: Advanced Principles of Financial Management

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

FIN 4372 Investment Portfolio Management
40 hours, 4 credits
This course will focus on the design of common stock portfolios and other investments. The student will incorporate analytical procedures in modern asset investment decisions based on quantitative analysis and portfolio construction, management, and protection using the Eagle Investment Group portfolio.
Prerequisite: Advanced Principles of Financial Management

FIN 4955 Finance Capstone II
30 hours, 3 credits
This course will combine and apply the finance, business, and general education courses offered in the Finance Bachelor of Science Degree Program. The student will also apply ethics and professional standards to the world of finance.
Prerequisite: Offered last or second-to-last quarter for Bachelor of Science Degree Students

GEB 2830 Business Capstone
20 hours, 2 credits
This course is designed to allow students to integrate the knowledge and skills gained in the Business Management Associate’s degree program. Through case analysis, class discussion, and supervised field experience, students will synthesize and demonstrate their understanding of core business concepts via the completion of a Capstone Project. Students have the opportunity to participate in an optional internship.
Prerequisite: None for students enrolled in AccelerED programs

GEB 3020 Advanced Principles of Financial Management
40 hours, 4 credits
This course provides an introduction to advanced concepts and methods of financial management for professionals. Topics include an analysis of corporate finance, asset pricing, leverage, risk and return, short- and long-term investment decisions, business financial planning, working capital management, capital structure, and multinational finance, as well as other topics from Harvard Business Publishing.
Prerequisite: Financial Accounting I

GEB 3110 Research and Report Writing
40 hours, 4 credits
Students will learn research and report writing techniques in research settings. Topics will include qualitative and quantitative research methodology, literature reviews, information literacy, and academic report writing.
Prerequisite: English Composition or Professional Communication

GEB 3275 Consumer Behavior
40 hours, 4 credits
Students focus on demographics, lifestyle, social and cultural trends, and the impact on consumer motivations and buying behavior. Topics for exploration include the consumer decision-making process, family, learning, personality, group dynamics, market adjustment, product innovation and the impacts on the business world. Market research techniques and strategies in conjunction with the analysis of business to business as well as business to consumer sales are included. Students assess the managerial application of consumer behavior including ethics and legal implications.
Prerequisite: Principles of Marketing

GEB 3388 Winning Customer Service Strategies
40 hours, 4 credits
Motivating and empowering employees to provide outstanding customer service is critical to an entrepreneur. This course teaches students the strategies, techniques, and tools for developing and sustaining long term customer relationships. Cutting-edge customer relationship management tools will be explored, as well as how to create customers who are “promoters” of your brand.
Prerequisite: none

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

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

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

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

GEB 4310 Statistics for Business
40 hours, 4 credits
This course teaches students how to use statistical techniques in business decision-making, including marketing, management, accounting, and finance.
Prerequisite: College Math course

GEB 4410 Advanced Principles of Marketing
40 hours, 4 credits
This course examines developing, designing, and implementing marketing programs, processes, and activities. Key areas of focus include capturing market insights, brand management, marketing strategies, market segmentation, and delivering and communicating value. This course includes educational resources from Harvard Business Publishing.
Prerequisite: Principles of Marketing
ICD 4291 Advanced Business Process Management 40 hours, 4 credits
This course is a study of the characteristics and functions of business process management systems as a tool to improve business performance. The course explores the installation of a BPM system and the specialized tools and advanced techniques made available from such a system. Prerequisite: none

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

ICD 4572 Systems Analysis and Design 30 hours, 3 credits
This course is a study of the Systems Development Life Cycle and the various models that employ the techniques and methods of the SOLC. Systems analysts and designers will utilize a set of methods and procedures used to design information systems that focuses on requirements, validation, training, and stakeholders. Prerequisites: none

ICD 4637 Business Systems Analysis Capstone 30 hours, 3 credits
This is a capstone course that will integrate prior business processes analysis courses into a comprehensive senior project that covers business process analysis, database analytics, enterprise reporting, network administration, business process management, and database administration. Students will develop a conceptual analysis project in the context of planning, managing, designing and implementing a large scale enterprise system. Course applies the skills learned in various areas of the program. Prerequisite: Students complete in last or second to last quarter of the program.

ICD 4733 Database Security Management 50 hours, 4 credits
In this course, students learn how to design database strategies and security processes for business processes. The course addresses IT security architecture, user access policies, and auditing. Students also learn how databases are designed to be secure. Emphasis of the course will include an exciting project in which they act as a Database Administrator and design a network security strategy for a business. Prerequisite: none

INS 3010 International Marketing 40 hours, 4 credits
This course is a study of concepts in international marketing dealing with the uniqueness of cross-cultural market challenges of global businesses. The focus will be placed on diversity encountered on the various target markets in the world. The notion of sensitivity and cultural dynamics dealing with the various world cultures is addressed as well as economic and cultural issues, conducting research internationally, and many other topics dealing with promoting company and products abroad. Prerequisite: Principles of Marketing

INS 3072 International Legal and Ethical Business Issues 40 hours, 4 credits
This course is a study of the key elements of legal and ethical issues when conducting business worldwide. It will examine principles, foundations, and laws of international law regulating financial, maritime, commercial, and trade transactions across international frontiers. There are many topics under the umbrella of legal and ethical issues. This course will survey and apply a variety of these issues in an international setting. Prerequisite: Business Law
MAN 3322 Human Resource Information Systems
40 hours, 4 credits
This course examines the role of human resource information systems in today's organizations and human resource departments. Key areas of focus include human resource information systems design, acquisition, and implementation. The role of these systems in talent acquisition and management is also examined.
Prerequisite: None for students enrolled in AcceleratED programs

MAN 3429 Modern Human Resource Management
40 hours, 4 credits
This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. Students will learn how to analyze the influence of unions and government in determining the compensation of the labor force, including compensation of hourly workers and managerial employees.
Prerequisite: Principles of Management

MAN 3504 Operations Management
40 hours, 4 credits
In this course students examine the operations function of managing people, information, technology, materials, and facilities to produce goods and services. Specific areas covered will include designing and managing operations: purchasing raw materials, controlling and maintaining inventories, and producing goods or services in a way that meets customer expectations. Quantitative modeling will be used for solving business problems.
Prerequisite: None for students enrolled in AcceleratED programs

MAN 3668 Strategic Human Resource Management
40 hours, 4 credits
This course will focus on the role and responsibilities of human resource management and the role of human resource professionals in the organization. Key concepts include understanding the context of human resource management, understanding the role of human resource management in organizations, and the impact of human resource management on the organization.

MAN 4142 Contemporary Leadership Challenges
40 hours, 4 credits
This seminar course examines current issues within the management field. This course is highly interactive in that both students and faculty are actively engaged in researching, presenting, and discussing course materials.

MAN 4240 Organizational Behavior Analysis
40 hours, 4 credits
This course is designed to explore human behavior in work settings from an interdisciplinary perspective. The following topics will be studied and analyzed from a management perspective: organizational structure, leadership, power, conflict, organizational communication, and behavior in organizations. The course will also cover the role of organizations in society and the impact of organizations on society.

MAN 4230 Compensation Administration
40 hours, 4 credits
This course addresses tangible and intangible compensation and the use of compensation to motivate and reward employee performance. The course also covers job analysis, job description, and job evaluation on the basis of compensable factors as well as designing an equitable pay structure. Students will learn how to analyze the influence of unions and government in determining the compensation of the labor force, including compensation of hourly workers and managerial employees.

MAN 4320 Human Resource Recruitment and Selection
40 hours, 4 credits
This course introduces students to the basic principles and techniques of staffing the workplace. Students will analyze theories and strategies utilized in staffing, planning, recruiting, and selection and performance assessment. This course includes an overview of human resource management and a focus on professional learning community.
Prerequisite: None for students enrolled in AcceleratED programs

MAN 4330 Strategic Human Resource Management
40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural, and business environments. Students will develop an understanding of the role and responsibilities of human resource management in organizations and the influence of the global environment on human resource management.

MAN 4402 International Business
40 hours, 4 credits
This course provides management students with an introduction to international economic, political, cultural, and business environments. Students will develop an understanding of the role and responsibilities of human resource management in organizations and the influence of the global environment on human resource management.

MAN 4679 Performance-based Training and Instructional Design
40 hours 4 credits
This course is designed to introduce students to the field of instructional design and development. The course is structured to cover the basics of instructional design and development and is designed for students who are interested in pursuing a career in instructional design or training.

MAN 4701 Leading Change
40 hours 4 credits
This course will focus on the impact of change in an organizational setting. Various management models will be explored, providing students with a foundation for understanding change and developing effective skills and techniques to perform in the workplace when change occurs. Students apply business concepts to real-world case studies and determine strategies for bringing innovative change to an organization.
Prerequisite: none

MAN 472D Strategic Management
40 hours, 4 credits
This course is designed to integrate prior business courses through study, discussion, and creation of strategic management plans. Students will evaluate the key functions of organizations and integration of these functions to understand the best practices used to achieve competitive advantages. Topics will include strategic formulation, implementation, and evaluation.
Prerequisite: None for students enrolled in AcceleratED programs

MAN 4845 Leadership and Teams
40 hours 4 credits
This course provides an applied approach to leadership, team building, collaboration, and conflict resolution. Students will understand and apply these concepts to workplace settings. Students will develop strategies and processes, and organizational buying behavior, market teams, gender, culture, individuality, and telecommuting in team dynamics will also be explored.

Prerequisite: none

MAN 4928 Human Resource Management and Organizational Leadership Capstone
20 hours 2 credits
In this course students apply the knowledge and skills they have learned in the Human Resource Management and Organizational Leadership Bachelor of Science degree to a real-world business scenario. Key areas of focus include strategic human resource management, organizational leadership, workplace performance, interpersonal and team dynamics, motivation, morale, and communication.

Prerequisite: None for students enrolled in AcceleratED programs

MAN 4930 Leadership and Teams
40 hours 4 credits
This course will focus on the impact of change in an organizational setting. Various management models will be explored, providing students with a foundation for understanding change and developing effective skills and techniques to perform in the workplace when change occurs. Students apply business concepts to real-world case studies and determine strategies for bringing innovative change to an organization.

Prerequisite: none

MAR 3325 Internet Marketing, Public Relations and Social Media
40 hours, 4 credits
This course is designed to give students an in-depth understanding of E-Marketing strategies and techniques and how to apply them to help organizations achieve their online marketing objectives. Key areas of focus include email marketing, social media, and online PR.

Prerequisite: None for students enrolled in AcceleratED programs

MAR 3592 Strategic Sales and Sales Management
40 hours 4 credits
This course is designed to help students understand the sales process and the importance of building relationships with customers. Students will learn how to develop effective sales strategies, communicate effectively with customers, and manage sales activities.

Prerequisite: none

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

MAR 4329 Marketing and Product Management
40 hours 4 credits
Students will explore the amalgamation of marketing and product management. The approach and focus will allow students to develop a marketing plan with a concentration on product lifecycle management and customer relationship management. Students will apply theory and concepts in the areas of marketing, management, economics, as well as finance in the marketing planning process.
Prerequisite: none

MAR 4355 Web Analytics
40 hours, 4 credits
This course teaches the fundamentals of how to use web analytics concepts, tools, and techniques to harness the power of an organization’s website to create measurable business value. Increase customer retention, and build customer loyalty.
Prerequisite: Search Engine Optimization and Marketing Strategies

MAR 4592 Internet Law
40 hours, 4 credits
This course gives students an in-depth understanding of Internet law and how it applies to online commerce and today’s business transactions.
Prerequisite: Business Law

MAR 4600 Marketing Capstone
20 hours 2 credits
In this course students apply the knowledge and skills they have learned in the Marketing Bachelor of Science degree to a real-world business scenario. Key areas of focus include public relations and advertising, internet marketing, consumer behavior, website development for business professionals, and sales management. This course is designed to be taken at the end of the program.

Prerequisite: Marketing Bachelor’s student in last or second-to-last quarter

MMC 3209 Realities of Crime and Justice
40 hours, 4 credits
This course will focus on the role and responsibilities of human resource management and the role of human resource professionals in the organization. Key areas of focus include understanding the context of human resource management, understanding the role of human resource management in organizations, and the impact of human resource management on the organization.

Prerequisite: Ethics in Criminal Justice

MMC 3407 Visual Communication in the Media
40 hours, 4 credits
This course examines how people understand their world through visual images. Students will examine how people visually gather, process, and interpret information presented through media sources.

Prerequisite: none

POT 4001 Political Thought
40 hours, 4 credits
This course will focus on the role and responsibilities of human resource management and the role of human resource professionals in the organization. Key areas of focus include understanding the context of human resource management, understanding the role of human resource management in organizations, and the impact of human resource management on the organization.

Prerequisite: none

TAX 2578 Partnership and Corporate Taxation
40 hours, 4 credits
This course is a comprehensive study of corporate taxation. It includes how to prepare and file corporate tax returns, taxes for liquidating corporations, and how to form and dissolve corporations and partnerships and the associated tax considerations.
Prerequisite: none
# Student Investment Disclosure Information

The information below details our student completion rate, our college-wide placement rate, potential financial aid awards, and estimated degree costs. For degrees and programs with less than 10 graduates in the previous reporting year, NA is provided due to the small sample size. Call 888-5-RASMUSSEN to speak with a program manager about the information below.

Our on-time completion and placement rates exceed the national averages of 22% and 74%, respectively. With our SUPPORT+ team members working one-on-one with you, including our student advisors and career services advisors, we help support your success. Contact a program manager to learn more about how you can become a Rasmussen College graduate.

## Loans and Financial Aid

Our SUPPORT+ team will help you complete your financial aid application and review your financial aid award letter. Contact a financial services advisor to discuss your individual needs and goals.

## Tuition and Fees

The tuition shown is the full tuition cost and does not reflect scholarships, grants, loans, or any credit transfers—all of which can lower your tuition cost. Contact a program manager to discuss your unique situation and tuition costs for your degree.

<table>
<thead>
<tr>
<th>ACCELERATED DEGREES</th>
<th>Degree Level</th>
<th>SOC Code</th>
<th>On-Time Completion Rate (%)</th>
<th>Rasmussen Placement Rate (%)</th>
<th>Federal Student Loan</th>
<th>Institutional Loans</th>
<th>Minnesota Tuition and Fees</th>
<th>Minnesota Books and Supplies</th>
<th>Room and Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accelerated Business Systems Analysis</td>
<td>Bachelor's</td>
<td>13-1111</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,660</td>
<td>$2,400</td>
</tr>
<tr>
<td>Accelerated Business Systems Analysis</td>
<td>Certificate</td>
<td>13-1111</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$9,880</td>
<td>$1,000</td>
</tr>
<tr>
<td>Accelerated Criminal Justice Leadership &amp; Management</td>
<td>Bachelor's</td>
<td>11-3011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,140</td>
<td>$2,200</td>
</tr>
<tr>
<td>Accelerated Entrepreneurship</td>
<td>Bachelor's</td>
<td>33-1012</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,660</td>
<td>$2,300</td>
</tr>
<tr>
<td>Accelerated Entrepreneurship</td>
<td>Certificate</td>
<td>11-3011</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$9,880</td>
<td>$1,000</td>
</tr>
<tr>
<td>Accelerated Finance</td>
<td>Bachelor's</td>
<td>13-2051</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,660</td>
<td>$2,300</td>
</tr>
<tr>
<td>Accelerated Human Resources and Organizational Leadership</td>
<td>Bachelor's</td>
<td>11-9111</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,400</td>
<td>$2,300</td>
</tr>
<tr>
<td>Accelerated Marketing</td>
<td>Bachelor's</td>
<td>11-1021</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>NA*</td>
<td>$23,400</td>
<td>$2,300</td>
</tr>
</tbody>
</table>

1. The percent of graduates who complete the program in normal time (assumes students take 12 credits per quarter)
2. Internal placement rate methodology can be found at Rasmussen.edu/SID
3. Median loan debt for completers from Federal Stafford Loan program (does not include Federal PLUS loans)
4. Median loan debt for completers from private educational loans
5. Median amount that completers owe to Rasmussen College upon graduation
6. Tuition and fees charged for completing the program in normal time
7. Total cost of books and supplies when completing the program in normal time
8. Total cost of room and board is not applicable at Rasmussen College

*Information about median loan amounts, on-time completion rates, and placement rates are unavailable for new programs.
Academic Information and College Policies

Admissions and Enrollment Procedures

Congratulations on taking the first steps toward earning your degree and achieving your professional goals. If you haven’t already done so, schedule a time to discuss your educational and career objectives with a member of our admissions team. Contact information is at the end of this document and on our website at rasmussen.edu. Our staff is knowledgeable in helping you select the right major to prepare you for your desired career.

Our staff will assist you in planning your course schedule and will connect you with our student financial services team to get you started on your journey toward earning a college degree.

When you’ve chosen the program that best meets your needs, apply for admission by submitting or completing the following:

- Application Form
- Attestation of high school graduation or equivalency
- Enrollment Agreement
- Rasmussen College Entrance Placement Exam(s) (if applicable)
- All financial arrangements are complete, submitted and verified
- Criminal Background Check. Some programs require applicants to complete a criminal background check. Please see College Acceptance or Rejection of Application for Admission for more details.
- International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
  - TOEFL test score of 500 paper-based or 173 computer-based or 61 for Internet-based.
  - 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.

Rasmussen College Admissions

Nondiscrimination Policy

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

Student Definition

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

College Acceptance or Rejection of Application for Admission

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

- Completed application form and enrollment agreement
- Application fee received by College
- 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.
- For students completing the application process on or before September 30, 2012 and thereafter, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College. Alternatively, applicants providing a college transcript* indicating a grade of C or higher in college-level English and/or Mathematics are not required to complete entrance placement examinations in the corresponding subject area and will not require remedial coursework in areas in which they have previously proven this proficiency. Students who have not completed a college-level English course are required to complete the 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.
- For students completing the application process on or before September 30, 2012, completed College entrance placement examinations (taken at Rasmussen College) achieving a score acceptable for admission into the College.
- 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:
  - Students enrolled in Individual Honors program and Individual Progress students and re-entry students who have already successfully completed the College Experience Course.
  - All financial arrangements are complete, submitted and verified.
  - For selected programs, applicants must also pass a criminal background check. See additional information.
  - Individuals applying for admission to the Computer Science, Law Enforcement, Medical Laboratory Technician, Software Application Development, Surgical Technologist, or School of Nursing programs must meet program-specific admissions requirements, in addition to all general Rasmussen College admissions requirements. See the admissions policies for these programs under Academic Information and College Policies.
  - International Students are required to submit the following in addition to that above in order to apply for admission to Rasmussen College:
    - Graduates of high schools outside of the United States need to provide an official transcript or high school diploma along with their standard attestation. Additionally, if the transcript/diploma is not in English, it needs to be evaluated by an academic credential evaluation agency to indicate the student’s education level equivalent to U.S. secondary education standards.
    - TOEFL test score of 500 paper-based or 173 computer-based or 61 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.

Rasmussen College will notify you in writing of your acceptance or rejection. All money paid to the College will be refunded if you are not accepted. All new students will complete an orientation program prior to beginning classes which includes an informational session covering college policies and services. This required orientation program provides students with valuable tools and knowledge necessary for success at Rasmussen College.

rasmussen.edu
Academic and College Policies

Assessment

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

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

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

At designated points in their programs of study students are required to complete with a passing grade a seminar course. Students who have completed E242 Career Development prior to summer quarter of 2011 will not be required to take the seminar course. Following is the most common method by which students will complete the various seminar courses, but there may be some variation from this depending on course sequencing or other scheduling considerations that are required for a student’s program completion.

• Students must complete the senior seminar the quarter in which they finish the Bachelor’s degree requirements to graduate from a Bachelor’s degree program.

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

Re-Enter Policy

Students may re-enroll in certificate or diploma programs one time. Associate’s degree programs two times, and Bachelor’s degree programs up to four times, unless the Dean, Campus Director, or the Center of Student Affairs determines mitigating circumstances exist. Any student who withdraws from classes after the first week of the initial quarter of attendance and then elects to return in a subsequent quarter is defined as a re-enter. Re-entering students are treated as new students for the purposes of tuition, academic program requirements, and graduation standards. For the calculation of Satisfactory Academic Progress, re-entering students are treated as continuing students and must meet progress requirements. All re-entering students, regardless of time away from the College, must successfully complete the College Experience Course or have a record of successfully completing the College Experience Course as part of the acceptance process for returning to the College. All re-entering students must comply with all other college acceptance criteria outlined in the current catalog before being accepted into the College as a re-enter.

Determination of whether a student is eligible to re-enroll is based on the criteria below. A student will be allowed to start the enrollment Process and re-enter if the student meets the following criteria:

1. All enrollment qualifications are met.
2. The student is in good academic standing as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the most recent withdrawal: the student has no outstanding balance owed to the College; and the student has successfully completed any required Foundations Writing courses or placed into Reading and Writing Strategies previously or through re-test, and has a previous clear background check.

A re-entry process will be initiated for a student who is not meeting Satisfactory Academic Progress as defined in the Standards of Satisfactory Academic Progress guidelines in this catalog at the time of the re-entry request and/or has an outstanding balance with the College or has not met the foundations course requirements at the time of the request. As part of the re-entry process the student will be required to submit a re-entry letter following the Re-entry Process Guidelines. The re-entry request will either be approved or denied based on a review of the student’s current academic standing at the time of withdrawal, financial status and progress to date with Rasmussen College and the information provided in the re-entry letter.

A complete description and the requirements of the re-entry application process is available through the Campus Registrar.

Students in Health Sciences programs and Nursing programs who wish to re-enter into any program in the Health Sciences and Nursing programs must complete a programmatic assessment in order to determine an appropriate level of re-entry. These students will be allowed to re-enter at the appropriate level if a space in the program is available.

Admissions Requirements

Background Checks

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

The programs that require a background check for admission are the following:

- Accounting (Florida, Minnesota, and Wisconsin Only)
- Business Management: Child Development Specialization
- Criminal Justice
- Early Childhood Education
- Fire Science
- Health Information Management
- Health Information Technician
- Healthcare Management
- Human Services
- Law Enforcement
- Law Enforcement Academic
- Law Enforcement Skills
- Medical Administration
- Medical Assisting
- Medical Billing and Coding
- Medical Laboratory Technician
- Nursing
- Pharmacy Technician
- Practical Nursing
- Professional Nursing
- Professional Nursing: Mobility Degree
- Public Accounting
- Surgical Technologist

Programs listed here may not be available in each state. See program pages in this catalog or program listings on www.rasmussen.edu for program availability.

Minnesota Students Only: In addition to the general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Health Information Technician, Health Information Management, Medical Billing and Coding, Medical Assisting, Medical Laboratory Technician, Pharmacy Technician, Surgical Technologist, and Nursing programs must also submit to a Minnesota Department of Human Services background check. In addition to the general background check.

Florida Students Only: In addition to the general background check, applicants to the School of Nursing programs must submit to a Florida Department of Law Enforcement background check.

A student enrolling in any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. Completion will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will contact the provider’s background to determine whether the applicant is eligible to start the program. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program. and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- 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 materials.
- If a student chooses to appeal their termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a background check will not be able to enroll in a Florida Department of Law Enforcement background check.

Minnesota Students Only: In addition to the general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Health Information Technician, Health Information Management, Medical Billing and Coding, Medical Assisting, Medical Laboratory Technician, Pharmacy Technician, Surgical Technologist, and Nursing programs must also submit to a Minnesota Department of Human Services background check. In addition to the general background check.

Florida Students Only: In addition to the general background check, applicants to the School of Nursing programs must submit to a Florida Department of Law Enforcement background check.

A student applying for any of the designated programs must complete a Background Release Form, as well as a Background Check Attestation. Completion will be notified directly of applicants whose background check results are clear. If the background check reveals a potential problem, Rasmussen College will contact the provider’s background to determine whether the applicant is eligible to start the program. If a student is not eligible for a program, he/she is also not eligible for financial aid while attending school for that program. and any financial aid funds disbursed must be returned to the lender. This also applies to a student whose appeals are denied. If a student is determined ineligible for admission, the following must be completed:

- All Title IV, state and grant aid (Grants, Scholarships and VA) must be returned.
- The student must return all course materials.
- 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 materials.
- If a student chooses to appeal their termination from the school, all appeals must be completed by the end of the first quarter, or the student may not continue to the next quarter.

A student enrolling in a program that requires a background check will not be able to enroll in a Florida Department of Law Enforcement background check.

Minnesota Students Only: In addition to the general background check, applicants to the Law Enforcement programs must submit to a Minnesota Bureau of Criminal Apprehension background check. Applicants to the Health Information Technician, Health Information Management, Medical Billing and Coding, Medical Assisting, Medical Laboratory Technician, Pharmacy Technician, Surgical Technologist, and Nursing programs must also submit to a Minnesota Department of Human Services background check. In addition to the general background check.

Florida Students Only: In addition to the general background check, applicants to the School of Nursing programs must submit to a Florida Department of Law Enforcement background check.
Each campus has a professionally staffed Student Financial Services Office designed to help you apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with you and your family. Aid is based upon documented financial need — the difference between the cost of college and your ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs.

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

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

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

## PRIMARY SOURCES OF FINANCIAL AID AND HOW TO APPLY

### GIFT AID

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Pell Grant Program</td>
<td>Grant based on financial need.</td>
<td>$575 - $5,550</td>
<td>Free Application for Federal Student Aid (FAFSA)</td>
</tr>
<tr>
<td>Federal Supplemental Educational Opportunity Grant (SEOG)</td>
<td>Grant based on financial need awarded by the institution. Notification is made by the College regarding eligibility.</td>
<td>$100 - $4,000, based on availability</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
<tr>
<td>Florida Student Assistant Grant</td>
<td>Grant based on financial information provided by the student on the FAFSA.</td>
<td>Varies</td>
<td>Free Application for Federal Student Aid (FAFSA) – Awarded by the College</td>
</tr>
</tbody>
</table>

### EMPLOYMENT

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

### FEDERAL LOAN PROGRAMS

<table>
<thead>
<tr>
<th>Program</th>
<th>Type of Award</th>
<th>Amount Per Year</th>
<th>Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Subsidized Stafford Loan Program</td>
<td>Payment deferred until six months after student leaves college or attends less than half time. Need-based calculation.</td>
<td>1st Year - $3,500, 2nd Year - $4,500, 3rd Year+ - $5,500</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Unsubsidized Stafford Loan Program</td>
<td>Principal and interest may be deferred until after student leaves college or attends less than half time. Same as subsidized limits with additional $2,000 for Dependent, Independent 1st &amp; 2nd Year $6,000, 3rd Year &amp; above $7,000.</td>
<td>Same as subsidized limits with additional $2,000 for Dependent, Independent 1st &amp; 2nd Year $6,000, 3rd Year &amp; above $7,000.</td>
<td>Free Application for Federal Student Aid (FAFSA) and Promissory Note processed through College and Lender</td>
</tr>
<tr>
<td>Federal Parent Loan for Undergraduate Students (PLUS)</td>
<td>For credit-worthy parents of dependent undergraduates.</td>
<td>Up to college cost of attendance PLUS application and</td>
<td>Promissory Note processed through College and Lender</td>
</tr>
</tbody>
</table>

### VETERANS’ BENEFITS

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

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

Rasmussen College offers the following institutional scholarship and grant programs. All scholarships are non-cash scholarships. Some campuses have additional scholarships available; please contact your Student Financial Services Office for more information.

10% Military Discount
All current and retired military personnel, as well as veterans, enrolling in a Degree, Diploma, or Certificate program are eligible for a 10% tuition discount.

Community Business Success Grant
Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

Corporate Discount
Some companies receive a tuition discount or grant from Rasmussen College for eligible employees. Contact your campus for details.

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

- 10% Military Discount
- Corporate Discount
- Community Business Success Grant
- AcceleratED Partner Success Grant

Employer Tuition Reimbursement
Many employers today offer tuition reimbursement to their employees earning a degree. Whether it’s full reimbursement or partial, we want to make using your tuition reimbursement plan as seamless as possible so you can reduce the cost of your education, as well as potentially reduce the amount of loans required to fund your degree.

To take advantage of tuition reimbursement, check with your employer about what tuition reimbursement options may be available to you. Then, contact your program manager or the Student Financial Services Department to discuss your tuition reimbursement options.

High School Professional Program
Rasmussen College waives tuition for High School Teachers and Counselors who meet the required criteria. This program is only available to teachers and counselors who are employed at a high school (grades 9-12) in Minnesota, North Dakota, Florida, Illinois and Wisconsin. Current status as a high school professional will be verified by Rasmussen College prior to the initial start of any course. Attendance is required at an orientation, which must be completed prior to the start date of the professional’s first course.

Offer is limited to one course, per quarter, per high school professional. A maximum of 50 seats in online courses will be made available to high school teachers and counselors each quarter. There is no maximum on cumulative number of classes that may be taken. Tuition free courses for high school professionals are offered on a space-available basis, with priority given to other enrolled Rasmussen students who must complete the course as part of their degree program at Rasmussen College.

Participants are responsible for purchasing books or supplies needed for the course. Books may be purchased through the online bookstore. Grades will be recorded as audit grades with the student classified as an audit student.

AcceleratED Partner Success Grant
Rasmussen College is proud to offer our AcceleratED Bachelor’s degree students who enrolled through a Corporate Partnership or Articulation Partner agreement an AcceleratED Partner Success Grant in the amount of $2,000. The grant will be awarded in a lump-sum as a one-time credit against tuition in the last session of a student’s program immediately prior to graduation.

Eligibility Guidelines for the AcceleratED Partner Success Grant are as follows:

- Students must be enrolled in a Rasmussen AcceleratED Bachelor degree program.
- Student must meet all Satisfactory Academic Progress requirements including a cumulative GPA of 2.0 or higher.
- The student must have been continuously enrolled in the AcceleratED coursework since the time of first enrolling.
- The student must have taken at least one course every session of the AcceleratED program. Any breaks in enrollment will disqualify the student from eligibility for the grant.

Academic Policies

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

Class Standing
Rasmussen College determines class standing by the number of credit hours a student has completed. The College assigns class standings according to the following criteria:

- Freshman: 0-36 credits completed
- Sophomore: 37-72 credits completed
- Junior: 73-129 credits completed
- Senior: 130+ credits completed

Developmental Education and Rasmussen College Entrance Placement Exam Re-test Policy
The goal of developmental education is to provide students with a solid foundation of basic skills and knowledge as they move on to college-level classes. Placement into Foundation courses reflects the commitment Rasmussen College has to ensuring the success of all students, and to providing educational opportunities to those who enroll. All new students who enroll in a Degree, Diploma, or Certificate program are required to take the Rasmussen College Entrance Placement Exam reading, writing, and math placement tests. Applicants providing a college transcript* indicating a grade of C or higher 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.

Returning students who did not take the STEP or COMPASS test but who have successfully completed the courses at Rasmussen College for which Foundation courses are prerequisites, or their equivalents, do not need to take the College entrance placement examination. Returning students who have not successfully completed the Foundation courses, their equivalents, or the courses for which Foundation courses are prerequisites must take the College entrance placement examination. Coursework in Math or English that is numbered below 100 is considered to be developmental. College entrance placement examination scores are used to appropriately place students in English and Math courses according to skill level. See Entrance Assessment Table for placement scores.

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

Students who place below the level of BO80 Reading and Writing Strategies are not eligible for admission to Rasmussen College. Students who place below the level of BO80 Reading and Writing Strategies are not admitted to Rasmussen College. A new student who enrolls in the first term of the fall semester must successfully complete Foundation courses within the first term of the fall semester and will not be considered for the retention policy.

Foundation Courses Timeframe
To help ensure student success, students requiring a Foundation course must complete one such course in their first full quarter of enrollment. Additionally, all required Foundation courses must be taken in the student’s first two full quarters 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. Foundation courses are BO80 and BO99. A “full quarter” excludes the mid-quarter start.

Foundation Course Grading
1. All Foundation courses are satisfactory/unsatisfactory (S/X/U) courses. In each of these courses, the final exam comprises 40% of the final grade. The cumulative grade of the final grade is determined by other coursework.
2. Students automatically pass BO80 Reading and Writing Strategies if they achieve a score of 25 or more (out of 35 items) on the final exam/end of quarter post-test in this class.

888-5-RASMUSSEN
Repeating Courses Policy

Students who are repeating Satisfactory Academic Progress may retake courses up to three times, but only at regular tuition rates. Students repeating a course for a second time may count the student for that course for financial aid award calculation only if the original grade earned was an F/FA. A third attempt at a failed course will not be eligible for any financial aid. If a student attempts to repeat a course for which a grade above F/F/A was earned, the credits are not included in the financial aid award calculation, thereby making the student responsible for payment for work not completed. These credits are not included in credits attempted for purposes of determining satisfactory academic progress.

Incomplete Grade Policy

On occasion it is appropriate to change a final grade submitted by an instructor at the end of a quarter. Except for situations outlined below, only the instructor who issued the original grade may authorize the change. Instructors may change grades at their discretion, with the following guidelines:

- Circumstances that may warrant a change of grade include:
  - Emergencies situations that prevent a student from submitting a petition to receive an incomplete grade. Examples of such emergencies are hospitalization, car accident, death of a close family member, or mandatory military service.
Graduation Requirements

Degrees 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 90% of their program requirements at Rasmussen College. The student must have no more than 10% of the total program requirements completed by transfer credits. Course waivers, credit by examination, or other means may not be used to meet program requirements. Students who fail to complete the last 30% or more of the credits required for graduation must withdraw from the College. Students who withdraw and do not pass all coursework will no longer be eligible to receive any financial aid.

Accelerated Drop/Add Class Policy

Course registration practices ensure that the College is able to provide quality instruction through a minimum program size of 12 students per course. Students may add courses through the second day of the six-week session and may drop a course through the first Friday of the six-week session, which is the close of the drop/add period. When a student notifies the College of withdrawal from a class:

1. On or before the close of the drop/add period, the class will be dropped without being recorded on the student’s transcript and tuition will not be charged.

2. Following the first week of the six-week session and on or before the third Friday of the six-week session, students will receive a W/WD on their transcript. The student’s grade point average will not be affected, the credits will be counted as cumulative credits attempted, and tuition will continue to reflect the tuition billed at the close of the drop/add period.

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

Course Withdrawals

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

School of Business Mission Statement

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

RASMUSSEN COLLEGE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

Satisfactory Academic Progress, or SAP, is defined as the successful progression through an academic program within a specified timeframe. Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. If a student is not meeting the standards, a Learning Plan will be created describing the steps the student needs to take to meet SAP standards during the upcoming term. The College’s staff will attempt to meet in person or via phone with the student regarding this plan. If the student does not respond, a copy of the plan will be sent via email and mailed to the student’s home address. The student must sign the plan and return it to the Campus Dean by the first Friday of the quarter. Failure to return the plan may result in an administrative withdrawal from the College.

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

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

2. Percentage of Credits Attempted Toward Maximum Time Frame

Cumulative grade point averages and successful completion of credits attempted are monitored quarterly, and students not meeting the standards are notified. A student who chooses to change programs must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent Study Policy

Independent study applies when a student contracts to meet regularly with a qualified instructor to fulfill the assignments. A student who chooses to change program must provide written authorization in the form of a completed change of status form and a new enrollment agreement.

Independent students may take, and the College may offer, courses designed to fulfill the clock hour requirements of a program. Independent study requires a student to be motivated and organized. Because an independent study does not provide the student with the classroom interaction normally expected in higher education, it is to be offered only when there is no alternative and as infrequently as possible.

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Transfer of Previously Earned College Credit and Prior Learning Assessment

General Transfer Credit Policy
Rasmussen College reserves the right to accept or deny transfer of credit based on the guidelines below.

Students who wish to transfer credits to Rasmussen College must first apply for admission to the College.

Students must request that official transcripts containing coursework for review be sent directly to Rasmussen College. It is the student’s responsibility to ensure that all official transcripts have been received by Rasmussen College.

• As part of the acceptance process, official transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen College courses.

• A student may send copies of transcripts or documents during the initial admissions process for estimating purposes only. Any transfer credit conditioned, awarded through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen College prior to the completion of the student’s first quarter, after which the student will be required to complete the necessary credits in order to receive the degree.

• College-level courses completed at regionally or nationally accredited institutions of higher learning as recognized by the Department of Education and the Council on Higher Education Accreditation (CHEA) will be considered for college transfer.

• Students must complete 33% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits. Course waivers, credit by examination, or other means.

• Students in the Medical Assisting, Medical Laboratory Technician, Surgical Technologist and Associate Nursing programs must complete at least 50% of their program requirements at Rasmussen College, and no more than 50% may be completed via transfer credits. Course waivers, credit by examination, or other means, with the exception of “block transfer,” candidates for the Surgical Technologist and Medical Assisting Associate’s degree programs. Students in the Professional Nursing Mobility Associate’s degree program may complete up to 67% of their program via transfer of credit or block transfer of credit.

• Students eligible and approved for the Surgical Technology AAS Complete Block Transfer must complete 32% of their program requirements at Rasmussen College, and no more than 67% may be completed via transfer credits. Course waivers, credit by examination, or other means.

• Rasmussen College awards quarter credits. In considering transfer courses, a semester credit is equivalent to 1.5 quarter credits. The calculation above is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred.

International Transcripts must be evaluated by a NACES approved organization (National Association of Credential Evaluation Services) to ensure the student’s credit transfer is equivalent to Rasmussen College coursework. The evaluation is the student’s responsibility.

• Transfer credit is evaluated based on the program in which the student is enrolled.

credit earned at Rasmussen College will be transferred directly from Rasmussen College campus to another. Only the courses that are applicable to the current program will be posted or calculated.

• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average, but will be counted as credits attempted and earned determining Satisfactory Academic Progress. All credits considered to be earned toward program completion, including test-out, transfer and course waiver credits, are also credits attempted.

• Courses which have been accepted for transfer will be listed on the student’s transcript with a Transfer (TR) designation. Transfer credits which have been conditionally accepted pending the receipt of an official transcript will be listed with a Pending Transfer (PT) designation. Any pending transfer credits still remaining at the end of the student’s program will be removed and the student will be required to complete the program requirements in order to graduate.

• Courses for which a student has received credit by examination will be listed on the student’s transcript with a Course Waiver (CW) designation.

• When courses are not accepted for transfer, a student may file an appeal through the following process:

1. The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.

2. The appeal will be reviewed by the College Registrar.

3. The student will receive written notice of the decision.

For students who enter Rasmussen College and are required to take the Rasmussen College entrance placement exam following the exam will apply: If a student tests at a level of remediation in English or in 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.

The following Early Childhood Education externship courses cannot be transferred into the program from another Rasmussen College.

Course by Course Transfer

• Course by course transfer credits from regionally or nationally accredited institutions of higher learning will be evaluated on a course-by-course basis. Most courses that are comparable in content will be accepted.

• Course must have the minimum number of credits to that of the Rasmussen College course.

• Only courses completed with a grade of C or higher will be eligible for transfer credit.

• Grade points from institutions other than Rasmussen College will not be computed in the Rasmussen College grade point average. Grade point averages and grades from courses taken at any of the Rasmussen College campuses, which pertain to the current program, will be computed in the student’s final grade point average.

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

• Credits in information technology or computer science/computer applications must be earned within the previous three (3) years of the assessment date.

Associate Nursing Program (prefixes of PN/NU and NUR/NU in Florida) will accept any core course transfers. For Associate Nursing program only, there is a five (5) year limit on Anatomy & Physiology, Microbiology, Human Biology and Nutrition courses. All grades must be C or higher.

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

• The following courses in the Medical Assisting Program are transferrable: MA110 Clinical Skills I, MA145 Clinical Skills II, MA225 Laboratory Skills, and MA265 Medical Assisting Externship.

• For transfer of credit to Rasmussen College candidates for the Surgical Technology Associate of Applied Science (AAS) program, the curriculum will be based on program space availability.

• Seminar Courses cannot be transferred into another institution of higher learning.

• For students in MN who enroll in the Law Enforcement Associate’s, Law Enforcement Academic Certificate, or Law Enforcement Skills Certificate programs, transfer credits for law enforcement specific classes (J or LE prefixes) may only be accepted if the student is from a regionally accredited college that is CQAC approved.

• Students who have an associate’s degree from a college that is accredited by an agency recognized by the United States Department of Education will receive 91 quarter credits of transfer to Rasmussen College (90 quarter credits in the Entrepreneurship and Finance 85 degree programs) and begin their degree with Junior standing.

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

Accelerated Bachelor’s Degree Programs Transfer Policies
Students entering the Accelerated Bachelor’s Degree Program must also provide evidence of having at minimum a bachelor’s degree, or degree status of the programs listed below in order to gain acceptance into the program. Students who have a conferred associate’s degree and have transferred credits into the program, but who are not listed below will be considered on a case by case basis at the sole discretion of the Director of the School of Justice Studies.

Acceptable Programs:
– Criminal Justice
– Law Enforcement
– Justice Administration
– Management
– Corrections
– Public Safety
– Emergency Management

Accelerated Baccalaureate Degrees

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

• Conferred Associate’s degrees may be posted as a 32-credit (34-credit in Illinois) general education block.

• Conferred Baccalaureate degrees may be posted as a 56-credit block (58-credit block in Illinois) comprised of 32 lower-level and 24 upper-level credits (34 lower-level and 24 upper-level credits in Illinois).

• All required general education courses must be met to fulfill accreditation requirements.

• For those students without an earned degree, successfully completed general education credits will be applied.

Credit by Examination

Enrolled students may request credit by examination for courses if an exam has been developed.

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

• The examination grade will be posted as Test-out (TO) on the student transcript.

• Credits earned count in the transfer maximum.

• Credit by examination will not count as credits for financial-aid eligibility.

• A credit by examination may be taken only once for each course.

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

• The following are not available for credit by examination: Program specific, Medical Assisting, Medical Laboratory Technician, Surgical Technologist, and Nursing courses, and 200- level Pharmacy Technician courses.

In addition, Healthcare Information Technologies, Pharmacy Software, Automation/Insurance Billing, Career Development, practicum, or designated capstone courses are not available for credit by examination.

Accelerated Bachelor’s Degree Programs Transfer Policies
For students enrolled in Accelerated Bachelor of Science degree programs, the following transfer policies apply:

• Students who have an associate’s degree from a college that is accredited by an agency recognized by the United States Department of Education will receive 91 quarter credits of transfer to Rasmussen College (90 quarter credits in the Entrepreneurship and Finance 85 degree programs) and begin their degree with Junior standing.

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

Accelerated Criminal Justice Bachelor’s Degree Transfer Policy
Students entering the Accelerated Criminal Justice Bachelor’s Degree Program must also provide evidence of having at minimum a bachelor’s degree, or degree status of the programs listed below in order to gain acceptance into the program. Students who have a conferred associate’s degree and have transferred credits into the program, but who are not listed below will be considered on a case by case basis at the sole discretion of the Director of the School of Justice Studies.

Acceptable Programs:
– Criminal Justice
– Law Enforcement
– Justice Administration
– Management
– Corrections
– Public Safety
– Emergency Management

Accelerated Finance Bachelor’s Degree Transfer Policy
Students entering the Finance Bachelor’s program must also provide evidence of having successfully completed with a grade of C or higher, Financial Accounting I, Financial Accounting II, and Principles of Finance, or equivalent courses. Any student who is not transferring successfully completed Financial Accounting I, and Principles of Finance, or equivalent courses will be required to successfully complete the required coursework within a regularly scheduled offering at the institution.

Accelerated Business Systems Analysis Certificate Transfer Policy
To be considered for admission to the Accelerated Business Systems Analysis Certificate program, students must hold a conferred Associate’s degree from an accredited institution as recognized by the Department of Education. Enrolled students will receive 91 quarter credits of transfer to Rasmussen College.

College Equivalency Credit
Credits earned through college-equivalency programs will be posted on student transcripts as Test-out credits (TO) and will not be assigned letter grades or applied to cumulative grade-point average. Rasmussen College recognizes the following college equivalencies:

• Advanced Placement (AP) examinations administered by The College Board. A score of 3 or higher required.

• College-Level Examination Program (CLEP) examinations administered by The College Board. A score of 50 or higher is required.

• DSST, DANTES, Excelsior College Exams. Passing scores are determined by the individual test requirements.
Policies and Grievances

Accommodations Policy
The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities do not have to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Academic Dean or Campus Director.

Attendance
A basic requirement for employment in any organization is regular, on-time attendance. Rasmussen College students are expected to be on time and in regular attendance for all of their classes. Workplace etiquette also requires a call be made if an absence is necessary. Rasmussen College students are expected to call the College and to indicate if they will be absent, or if they will be late, or if they will be leaving class early. It is the student’s responsibility to contact the instructor to get missed information, class work, and assignments.

Attendance requirements are met by (a) attending a face-to-face course session at the campus or other class location, or (b) substantive online activity, including commentary in the discussion section of the online classroom, mailing of required assignments and course quizzes and exams in a timely manner. Discussion posts in the student lounge area of the classroom are encouraged but do not count as attendance activities. Attendance is not equivalent to participation at student groupings or activities impacted by the frequency and quality of participation in class, whether face-to-face or online, consistent with the requirements of the particular course and as outlined in the Rasmussen College Catalog.

Rasmussen College uses a standard grading scale for its courses (although some programs may be required to follow additional standards). Faculty are required to keep accurate attendance records which are submitted to the Business Office. Rasmussen College makes attendance records available to supporting agencies and prospective employers. Students must maintain regular attendance and be in satisfactory academic standing to remain eligible for financial aid.

First Week Attendance: Students are expected to meet attendance requirements in their courses on or before the seventh (7th) day of the start of a term. Students who have not met the attendance requirement in at least one scheduled College course within seven days of the start of a term may be administratively withdrawn from the course.

Course Attendance: If a student has not been in attendance in a course within 14 days of their last date of attendance in that course, he or she may be administratively withdrawn from the course. A student has no attendance in any courses within 14 days of their last day of attendance. He or she may be administratively withdrawn from the College. Upon withdrawal a student’s financial aid eligibility will be adjusted according to the Institution’s refund policy as described in the College catalog and will be assigned grade according to the Rasmussen College Drop/Add Class Policy.

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

Rasmussen College Academic Integrity Policy
I. Introduction
As an institution of higher learning, Rasmussen College is committed to preparing students to be active, productive and successful contributors to a global community. In pursuit of this commitment, students, faculty and staff of Rasmussen College are expected to uphold the highest standards of personal and academic ethics. Students of Rasmussen College commit to holding themselves and their peers to the framework of academic honesty and accept responsibility should behaviors and actions fall short of the College's expectations.

II. Definitions
a) Academic Misconduct is the violation of the Academic Integrity Policy, including all forms of academic cheating including but not limited to acts listed below and any other act permitted to give unfair advantage to the student.

b) Cheating: Distributing or receiving answers or information by any means other than those expressly permitted by an instructor for any academic exercise. Examples include:
- i. Copying answers, data, or information for any academic exercise from another student in which the student is not expressly permitted to work jointly with others.
- ii. Impersonation: Assuming another student's identity or allowing another person to complete an academic exercise on one's own behalf.
- iii. Using or attempting to use unauthorized materials, texts, devices, notes, information or aids in any academic exercise (i.e., assignments, discussions, tests, quizzes, papers, labs).

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

IV. Course Completion: An instance of misconduct that occurs at the same time as another instance (i.e., more assignments submitted at the same time in the same or different courses), or instances of misconduct that occur prior to the student receiving notice of the immediate prior misconduct. Course offenses will be treated as a single offense, and the appropriate penalty will be applied for all concurrent violations.

V. Appeal: A student who disagrees with a ruling of Academic Misconduct has one week to appeal the ruling to his or her Dean. All appeals are reviewed by the Academic Integrity Committee, which has no more than two weeks from the day they receive the appeal to thoroughly investigate and rule on the appeal. If the issue remains unresolved, the student may submit a written statement of appeal to the Assistant Vice President of Academic Affairs thereafter.

Response will be given within 30 days.

Conduct/Dismissal
Students are expected to conduct themselves with the same standards of behavior as are expected in the workplace and in the community at large. Consequently, the following is an encompassing policy regarding student conduct.

Conduct/dismissal guidelines for School of Health Sciences students enrolled in the Medical Assistant, Health Information Technician/Medical Laboratory Technician and Surgical Technology programs can be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to:
- By students, faculty, or staff that is detrimental to the education or educational environment.
- That interferes with the well-being of the fellow student(s) and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- That interferes with the proper operation of the College or with the proper function of the College.
- That infringes upon any personal rights or privileges of any other students.
- That is an instance of Academic Misconduct.

The student will be
- Required to pay all outstanding financial obligations to the College.
- Required to hold a meeting with the Dean of Student Development.
- Required to hold a meeting with the College’s Academic Integrity Committee.
- Required to hold a meeting with the College’s Academic Review Board.
- Required to hold a meeting with the College’s Vice President of Academic Affairs.

As an institution of higher learning, Rasmussen College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment.

Conduct/dismissal guidelines for School of Business students enrolled in the Business Administration, Office Administration and IT programs can be found in each programmatic handbook provided at programmatic orientation. This includes, but is not limited to:
- By students, faculty, or staff that is detrimental to the education or educational environment.
- That interferes with the well-being of the fellow student(s) and/or faculty and staff members.
- That causes damage to the appearance or structure of the College facility and/or its equipment.
- That interferes with the proper operation of the College or with the proper function of the College.
- That infringes upon any personal rights or privileges of any other students.
- That is an instance of Academic Misconduct.

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- Required to hold a meeting with the College’s Academic Review Board.
- Required to hold a meeting with the College’s Vice President of Academic Affairs.

As an institution of higher learning, Rasmussen College reserves the right to suspend or terminate any students whose conduct is detrimental to the educational environment.
Borrowing Materials: General
The following persons are permitted to check out materials owned by our campus libraries:
• Rasmussen College students and alumni in good financial standing with the College
• Rasmussen College faculty and staff in good standing with the Library
• Community, consortia, and interlibrary loan patrons in good standing with the library
A patron in good standing with the library is a definition that includes any person who has no overdue items and owes no fees toward damaged or lost items. A library user is responsible for any items checked out in his or her name. Rasmussen College reserves the right to deny borrowing privileges to any person in violation of this or any other library policy.

Loan Periods
Circulating materials are loaned for 21 calendar days and may be renewed up to two times if there are no outstanding holds on the material. Special materials are loaned for 3 hours or 3 days, depending on the material type. Restricted materials may not be renewed. Library materials must be returned to the library on or before the end of the loan period. Returned materials are accepted at any campus library and may be delivered in person or mailed to the campus.

Non-circulating materials are not loaned but may be used in the library.

Fees and Restriction of Borrower Privileges
Users will receive a reminder 2 days in advance of an item’s due date. Following the grace period (5 days for circulating items; 10 hours for special materials), items are considered overdue and borrower privileges will be restricted until items are returned or fees are paid for lost materials.

After 30 days past the end of the grace period, the material is considered lost. The library reserves the right to charge for replacement costs. Replacement costs are assessed per each individual item. The library will charge $55.00, or the cost of replacing the item plus a $5.00 processing fee.

In the event that a library material is returned damaged, the borrower will be assessed a fee to repair or replace the damaged item. In the event that an irreplaceable item is damaged, the library will charge the cost of replacement, which is $55.00.

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

Circulation Policy
Library Mission
Rasmussen College Library System, in accordance with the mission of the College, promotes life-long learning, develops information literacy skills, and fosters education development and sharing; and is dedicated to supporting the diverse education and information needs of our online and residential communities.

In support of this mission, we:
• Extend our resources and personalized services to all students and employees of the College.
• Empower students to access information independently in the changing world of technology.
• Support faculty by providing professional development and instructional partnerships.
• Engage in responsive collection development and resource sharing; and
• Collaborate with faculty to select resources in a variety of formats.

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

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 for any online course, you may need to attend a campus to complete some assignments.

Some courses require the use of software that is not Mac compatible. If you use a Mac, you may need to attain a campus, use PC, or run the software in Windows emulation mode in order to complete some required course activities and assignments.

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

The representatives include: President, Vice President, Treasurer, and Secretary. Student Senate is open to all students, however student groups vary from campus to campus. Therefore, students should see their Campus Director for information regarding student groups.

Exit Interviews
Students contemplating the termination of their education at Rasmussen College should contact the Dean or Campus Director or the Director of Student Affairs and then the Student Financial Services Office. Academic and financial aid files are not complete until both exit interviews have been completed.

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

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

Resolution and Informal Complaints
Members of this College community who believe they have been sexually harassed or have been the victims of sexual assault may properly turn for assistance to the Campus Director, Regional Vice President, Executive Vice President or President. Whether or not a person consents with school official, he/she has the option of making an informal or formal complaint according to the procedures outlined below.

No retaliatory actions may be taken against any person because he/she makes such a complaint or against any member of the College community who serves as an advisor or advocate for any such complaint.

No retaliatory actions may be taken against any member of the College community merely because he/she is or is has been the object of sexual harassment.

Informal Resolution
Early efforts to control a potentially harassing situation are very important. 1. Sometimes sexual harassment can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.
2. Writing a letter to the person or talking to the person’s supervisor can also be effective.
3. Go to a sexual harassment/violence information counselor or discuss the matter with a trusted friend.
4. Talk to others who might also be victims of harassment.
5. Any employee, faculty member, staff member, or student is encouraged to discuss incidents of possible sexual harassment with the Campus Director, Regional Vice President, or College President.

If a Campus Director contacted by a person who may have been subjected to sexual harassment will give advice and guidance on both informal and formal procedures for solving the problem. During the informal inquiry process, all information will be kept confidential to as great a degree as legally possible.

No specific circumstances, including the names of the people involved, will be reported to anyone else, except the President. Executive Vice President and the Human Resources Director and Corporate Counsel, without the written permission of the person making the complaint. However, in the course of the inquiry Rasmussen College finds that the circumstances warrant a formal investigation, it will be necessary to inform the person complained against.

Incidents should be reported within 30 days.

At any time during the procedures, both the person bringing a complaint and the person against whom the complaint is made may have a representative present in discussions with the Campus Director.
Sexual assault: Sexual activity, including sexual penetration, that occurs under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/survivor is mentally or physically incapacitated or helpless constitutes criminal sexual conduct.

Having a previous relationship of any nature, including prior sexual contact with the victim/survivor does not accept the consent to sexual assault. The victim/survivor does not need to prove that she/he resisted and another witness is needed to independently prosecute the perpetrator. The relative age of the persons involved, the victim’s/survivor’s fear of bodily harm to self or another, the use or threat to use a weapon by the perpetrator, and the infliction of either physical or emotional anguish upon the victim/survivor are among the criteria taken into account by state laws on Criminal Sexual Conduct and under the Crime Victims Bill of Rights.

Formal Complaints by Students and Employees

1. The College will investigate formal complaints in the following manner:

   a. A formal complaint of sexual harassment must include a written statement, signed by the complainant specifying the incident(s) of sexual harassment. The statement may be prepared by the complainant or by an advisor as a record of the complaint filed. The complaint shall be directed to the Campus Director or other manager who will immediately report such complaint to an Executive Vice President or President and Human Resource Director or Corporate Counsel.

   b. The Campus Director or other manager will formally investigate the complaint and present the findings and recommendations to an Executive Vice President or President.

   c. The College will investigate formal complaints in the following manner:

      1. The person who is first contacted, after initial discussions with the complainant, will inform the College specifying the individuals involved. Rasmussen will decide whether the circumstances reported in the complaint warrant a formal investigation or an informal inquiry.

      2. If the circumstances warrant an investigation, Rasmussen will determine if the person complained against of the name of the person making the complaint as well as of the substance of the complaint. The College will then limit the investigation to what is necessary to resolve the complaint or make a recommendation. If it is necessary for the College to speak to any person other than those involved in the complaint, they will do so only after informing the complaining person and the person complained against.

      3. The College’s first priority will be to attempt to resolve the problem through a mutual agreement of the complainant and the person complained against.

      4. The College will be in communication with the complainant until the complaint is resolved. The complainant will be informed of procedures being followed throughout the investigation although not of the specific conversations held with the person complained against.

      5. The College will resolve complaints expeditiously. To the extent possible, the College will complete its investigation and make its recommendations within 60 days from the time the formal investigation is completed.

      6. If a formal complaint has been preceded by an informal inquiry, the College will decide whether there are sufficient grounds to warrant a formal investigation.

After an investigation of the complaint the College will:

1. Look at all the facts and circumstances surrounding the allegations to determine if there is reasonable cause to believe that harassment has occurred and report its findings and the resolution to an Executive Vice President or President; or

2. Report its findings with appropriate recommendations to the College’s management or appropriate action to an Executive Vice President or President; or

3. Report to an Executive Vice President or President its finding that there is insufficient evidence to support the complaint.

Victims’ Rights Under Sexual Assault Policy

If the assault is alleged to have been committed by a member of our college community on property owned by the College the following additional policy applies:

1. The victim is aware that criminal charges can be made with local law enforcement officials;

2. The prompt assistance of campus administration, Rasmussen management at the request of the victim. in notifying the appropriate law enforcement officials of a sexual assault incident;

3. A sexual assault victim’s participation in and the presence of the victim’s attorney or other support person at any campus or college facility disciplinary proceeding concerning a sexual assault;

4. Notice to a sexual assault victim of the outcome of any campus or college facility disciplinary proceeding concerning a sexual assault complaint consistent with laws relating to data practices;

5. The complete and prompt assistance of campus administration; or Rasmussen management at the direction of the law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault complaint;

6. The assistance of campus administration or Rasmussen management in preserving, for a sexual assault complaint or victim, materials relevant to a campus disciplinary proceeding;

7. The assistance of campus and/or other Rasmussen personnel, in cooperation with the appropriate law enforcement authorities, of a sexual assault victim’s request, in shielding the victim from unwanted contact with the alleged assailant, including transfer of the victim to alternative residences.

8. Further information can be obtained from the following source:

   Florida Commission on Human Relations
   1000 Apalachee Parkway, Suite 100
   Tallahassee, FL 32301
   Phone: (850) 488-7082
   Toll-Free: 1-800-342-8170
   Fax: (850) 488-9291
   Website: http://fcchr.state.fl.us
   E-Mail: fcchrinfo@fcchr.myflorida.com

   For Those with Communication Impairments:
   The Florida Relay Service Voice (statewide) 711
   TDD ASL: (800) 955-1339
   TDD Baudot: (800) 955 - 8771

   The campus administration will inform victims of their rights under the Crime Victims Bill of Rights, including the right to assistance from the Office of the Crime Victim Ombudsman and the Crime Victims Reimbursement Division.

   For further information refer to the Office of the Crime Victim Ombudsman website at http://www.city.state.me.us/
   (207) 287-3050; or the Crime Victims Reimbursement Board website at http://www.city.state.me.us/MCCVS/
   (207) 287-3625.

   Nothing in this policy shall prevent the complainant or the respondent from pursuing formal or legal remedies or resolution through state of federal agencies or the courts.

Drug Abuse Policy

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other unlawful activities among its employees. This policy is based in substantial part on Rasmussen's concern regarding the safety, health and welfare of its employees and their families, its students and the community.

Consistent with this commitment, Rasmussen College strictly prohibits:

1. The presence of employees or students on campus or in corporate offices 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 are defined under state, local health, law enforcement, or other applicable laws, or at any time on Rasmussen College campuses or in Rasmussen College owned housing.

Rasmussen College has the right to:

1. Discipline employees, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.

2. Take disciplinary action against employees who violate this policy. Employees may also be suspended pending outcome of an investigation regarding compliance with this policy.

Drug-Free School and Workplace

In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 98, this institution is hereby declared a drug- and alcohol-free college and workplace. For more information visit www.ed.gov. Rasmussen College participates in a state, local health, law enforcement, or other appropriate agency.

In compliance with the law, this institution will make a good faith effort to maintain a drug- and alcohol-free college and workplace through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.

Fact sheets associated with unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol anywhere on property belonging to the College including grounds, parking areas, anywhere within the building(s), or while participating in College-related activities. Students and Employees are prohibited from participating 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, this institution will make a good faith effort to maintain a drug- and alcohol-free college and workplace through implementation of the preceding policy and will establish and maintain a drug- and alcohol-free awareness program.
to be involved in drug-related crimes on or near the public housing premises. But any 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 drug-related crimes on or near the public housing premises are subject to a loss of any federal contracts. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a drug-related crime 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, inappropriate, 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. Thus as well. Some examples of this are a hangover, or a feeling of being “burned out”, being preoccupied with drugs or alcohol, inability to get along with family or friends; uncharacteristic temper flares-ups; increased “secret” type behavior; abrupt changes in mood or attitude; and resistance to discipline at home or school. Getting into a “slump” at work or school; increased borrowing of money; and a complete set of new friends.

We recommend that any person observing any of the above changes in any student or employee of Rasmussen College immediately notify their Campus Director or the Human Resources Department.

Weapons Policy

Rasmussen College prohibits the possession of weapons of any kind inside campus buildings. Prohibited weapons include but are not limited to: firearms, BB/pellet guns, slingshots, paint guns, arrows, swords, and knives other than cooking utensils and alcohol and other pocket knives with a blade length of 3 inches or less. This policy applies to all staff, faculty, students and visitors with the exception of licensed peace officers and law enforcement/security agents as allowed by applicable statute. The approved storage and use of weapons for training purposes as part of a School of Justice Studies program is also permitted. This policy includes both campus buildings and offline events sponsored and controlled by the college including graduation ceremonies. The possession and use of a firearm by a separate parking ramp owner/operator. Rasmussen policy defers to agency/site-specific rules regarding School of Justice Studies training facilities.

Family Educational Rights and Privacy Act (FERPA)

Amended 10/01 to include the USA Patriot Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the institution receives a request for access.
Arbitration
Any controversy or claim arising out of or relating to a current or former student’s recruitment by enrollment in or education at Rasmussen College (“Controversy or Claim”), shall be resolved first in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. If, following completion of the Grievance Policy procedures, any current or former student (the “Student”) or Rasmussen College remains dissatisfied, then the Controversy or Claim, in accordance with the Enrollment Agreement, shall be resolved by binding arbitration administered in accordance with the Commercial Arbitration Rules of the American Arbitration Association then in effect. Arbitration shall be the sole remedy for resolution of any Controversy or Claim which is not satisfactorily resolved in accordance with the procedures in the Grievance Policy published in the then current Rasmussen College catalog. Unless the Student and Rasmussen College agree otherwise, the arbitration shall take place in Minneapolis, Minnesota, before a single neutral arbitrator. The Federal Arbitration Act shall govern the arbitration to the fullest extent possible, excluding all state laws. Arbitration shall be binding arbitration administered by American Arbitration Association, but otherwise the Student and Rasmussen College may arbitrate their own costs and expenses of the arbitration, including attorney’s fees. The arbitrator shall have no authority to award punitive damages, consequential or indirect damages, or other damages not measured by the prevailing party’s actual damages. The arbitrator also shall have no authority to award attorney’s fees or to collectively arbitrate any Controversy or Claim of or against more than one Student regardless of whether or how many other similarly circumstanced Students there may be. The Student and Rasmussen College shall bear an equal share of the arbitrator’s fees and administrative costs of arbitration charged by the American Arbitration Association. Otherwise, the Student and Rasmussen College shall bear their own costs and expenses of the arbitration, including attorney’s fees. Except as may be required by law, no party to the arbitration nor any arbitrator may disclose the existence, content, or results of any arbitration hereunder without the prior written consent of both the Student and Rasmussen College.

Disclosure Policy
Availability of financial information regarding the College may be requested from the Chief Financial Officer.

Rasmussen College is currently authorized or licensed to operate in Alabama, Arkansas, Delaware, Florida, Illinois, Iowa, Kansas, Minnesota, North Dakota, Wisconsin, and Wyoming. Rasmussen College will continue to monitor developments in state laws in each state in which it enrolls students and, if authorization or licensure is or becomes necessary, will work to obtain such additional approvals...

*Many states do not require specific authorization or licensure for their residents to enroll in online programs.

State Contact Information for Student Complaints *

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<tr>
<th>State</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>ALABAMA</td>
<td>Alabama Commission on Higher Education P.O. Box 302000 Montgomery, AL 36100-2000</td>
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<tr>
<td>ALASKA</td>
<td>Alaska Commission on Postsecondary Education PO Box 11055 Juneau, AK 99811-0505</td>
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<tr>
<td>ARIZONA</td>
<td>Arizona State Board for Private Postsecondary Education 1400 W. Washington Street,</td>
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<tr>
<td></td>
<td>Phoenix, AZ 85007, 1311 W. Fourth Avenue, Suite 200 Anchorage, AK 99501,</td>
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<td><a href="mailto:attorneygeneral@alaska.gov">attorneygeneral@alaska.gov</a> <a href="http://www.law.state.ak.us/pdf/consumer/FORM_complaint.pdf">http://www.law.state.ak.us/pdf/consumer/FORM_complaint.pdf</a></td>
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<tr>
<td>ARKANSAS</td>
<td>Arkansas Higher Education Coordinating Board Arkansas Department of Higher Education</td>
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<tr>
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<td>114 East Capitol Ave Little Rock, AR 72201, <a href="mailto:ADHE_info@arkansas.gov">ADHE_info@arkansas.gov</a> <a href="http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDiv/ICAC%20Rules%20and%20Regulations/APPENDIXD.pdf">http://www.adhe.edu/SiteCollectionDocuments/AcademicAffairsDiv/ICAC%20Rules%20and%20Regulations/APPENDIXD.pdf</a></td>
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<td>Arkansas State Board of Private Career Education 501 Woodlawn, Suite 3215 Little</td>
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<td>Rock, AR 72201, <a href="mailto:sbpec@arkansas.gov">sbpec@arkansas.gov</a> <a href="http://www.sbpec.org/complaint_process.html">http://www.sbpec.org/complaint_process.html</a></td>
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<tr>
<td>CALIFORNIA</td>
<td>California Bureau of Private Postsecondary Education P.O. Box 940918 W. Sacramento,</td>
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<td>CA 95798-0818, <a href="mailto:bppe@cdca.ca.gov">bppe@cdca.ca.gov</a> <a href="http://www.bppe.ca.gov/forms_pubs/complaint.pdf">http://www.bppe.ca.gov/forms_pubs/complaint.pdf</a></td>
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<tr>
<td>COLORADO</td>
<td>Colorado Department of Higher Education 1560 Broadway, Suite 1600 Denver, Colorado</td>
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<td>80202, <a href="http://www.colrado.edu/Academics/Complaints/default.html">http://www.colrado.edu/Academics/Complaints/default.html</a></td>
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<tr>
<td>CONNECTICUT</td>
<td>Connecticut Department of Higher Education 61 Woodland Street Hartford, CT 06105-2326</td>
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<td><a href="mailto:info@ccthe.org">info@ccthe.org</a></td>
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<td></td>
<td>Connecticut Department of Consumer Protection 165 Capitol Avenue, Room 110 Hartford</td>
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<td>CT 06106, <a href="mailto:trade.practices@ctct.gov">trade.practices@ctct.gov</a> <a href="http://www.ct.gov/dps/lib/dps/pdf/forms/">http://www.ct.gov/dps/lib/dps/pdf/forms/</a></td>
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<td>consumer_statementctrf-2_rev_9-06_-_edited206.pdf Consumer Complaint Hotline: (800) 842-2649</td>
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DELAWARE
Delaware Higher Education Office Carvel State Office Building, 5th Floor 820 N. French Street
Wilmington, DE 19801-3509 http://www.doe.k12.de.us Delaware Attorney General Consumer Protection Division 820 N. French Street, 5th Floor Wilmington, DE 19801 consumer.protection@state.de.us

DISTRICT OF COLUMBIA

FLORIDA

HAWAII
Hawaii State Board of Education P.O. Box 2136 Honolulu, Hawaii 96804, oca@hawaii.gov http://hawaii.gov/dcca/ocp/consumer_complaint

IDAHO
Idaho State Board of Education Attr: State Superintendent for Private Colleges and Proprietary Schools 600 West State Street P.O. Box 6720 Boise, ID 83720-0037

ILLINOIS
Illinois Higher Education Office 5555 S. Western Avenue, 2nd Floor Springfield, IL 62704-1004 http://www.litecattorneypa.gov/ Consumer Complaint Form.pdf

INDIANA
Indiana Commission on Proprietary Education Att: Director of Regulatory Compliance 1020 W Washington Street, Room E201 Indianapolis IN 46204 http://www.mI.gov/cpe/files/3589280-complaint.pdf

IOWA

KANSAS
Kansas Board of Regents 1000 SW Jackson Street, Suite 520 Topeka, KS 66612-1068 http://www.kansasregents.org/resources/PDF/524-ComplaintProcedureandForm.pdf

KENTUCKY
Kentucky Council on Postsecondary Education 1024 Capital Center Dr., #210 Frankfort, KY 40601-7512

Kentucky Board of Proprietary Education 911 Leeward Drive


LOUISIANA
Louisiana Board of Regents P.O. Box 5677 Baton Rouge, LA 70802-3677 http://regents.louisiana.gov/assets/docs/ProprietarySchools/StudentComplaintProcedure.pdf

MAINE
Maine Department of Education Consumer Investigator 23 State House Station Augusta, ME 04333-0023 jonathan.braff@maine.gov

Maine Attorney General, Consumer Protection Division 8 State House Station Augusta, ME 04333 http://www.maine.gov/mag/consumer/complaint_form.shtml

MARYLAND
Maryland Higher Education Commission 839 Bestgate Road, Suite 400 Annapolis, MD 21401-3033 http://www.chea.md.edu/ForConsumers/complaint_form.aspx

Maryland Attorney General, Consumer Protection Division 200 St. Paul Place Baltimore, MD 21202 consumer@oag.state.md.us https://web.oag.state.md.us/editor/customers/onlineinformhelpers/formsview.aspx?lcname=MCGeneral.htm

Maryland Consumer Protection Hotline (410) 528-8662

MASSACHUSETTS
Massachusetts Board of Higher Education One Ashburton Place Room 1401 Boston, MA 02108 http://www.mass.edu/forstudents/complaints/complaint_process.asp

MICHIGAN
Michigan Department of Labor & Economic GrowthOffice of Postsecondary Services, Proprietary School Unit Staff 201 N. Washington St. Lansing, MI 48913 http://www.michigan.gov/complaint.aspx

MINNESOTA


888-5-RASMUSSEN
CONSORTIUM AGREEMENT

Consortium Agreement
Rasmussen College has signed consortium agreements among all Rasmussen College campuses.
Course requirements for programs may be completed at any of the campus locations as the schools have common ownership and common courses, and students will have the flexibility to take courses from all locations as they choose. Students who attend a class at a location other than their home campus (primary attendance location) will have their total tuition and fees charged by their home campus. All financial aid will be awarded and disbursed from the home campus. The home campus monitors satisfactory progress.
A copy of the consortium agreement is kept on file at each campus. Students have the right to review and acknowledge the agreement prior to taking courses at other campuses.

CAMPUS SECURITY CRIME STATISTICS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
Rasmussen College provides prospective and enrolled students and employees with its current Crime Awareness and Campus Security Act statistics. This policy contains information pertaining to the reporting procedure of criminal activities, security and access to campus facilities, campus law enforcement and criminal offenses reported to the campus or local police. As part of our campus crime prevention plan, Rasmussen College provides training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse.

REFUNDS

Florida Cancellation, Termination, Refund Policy
If a student cancels, discontinues attending or is terminated from the College the following policy will apply:
• The student must give written notice to the College. Date of withdrawal is the last day of recorded attendance. If the student has not attended classes for 21 consecutive days without giving the College an explanation about the absences, before or during the period of attendance, the student may be regarded as having withdrawn from College.
• The College will acknowledge in writing any notice of cancellation within 10 business days after the receipt of request and will refund any amount due within 30 business days. Written notice of cancellation shall take place on the date the letter of cancellation is postmarked, or in the cases where the notice is hand carried, it shall occur on the date the notice is delivered to the College.
• Notwithstanding anything to the contrary, if a student gives written notice of cancellation following written acceptance by the College and prior to the start of the period of instruction for which he/she has been charged (“Period of Instruction”), all tuition and fees paid, except the application fee, will be refunded. If any books and supplies provided by the College are not returned unused and in condition such that they can be returned to the supplier, the student will be assessed a fee of $100 per course for these books and supplies. All prepaid tuition is refundable.
• If a student has been accepted by the College and given written notice of cancellation or termination after the start of the period of instruction for which they have been charged, but before completion of 60% of the Period of Instruction, the amount charged for tuition, fees and all other charges for the completed portion of the Period of Instruction shall not exceed the prorated portion of the total course tuition, fees, and all other charges that the length of the completed portion of the Period of Instruction bears to its total length. After the completion of 60% of the Period of Instruction, no refund will be made.
• In compliance with Iowa Code 714.23, the $100.00 course fee will be refunded for students who are residents of the state of Iowa.
• Student refunds are made within 45 days of the date of determination of withdrawal if the student does not officially withdraw. In compliance with Iowa Code 714.23, refund of tuition charges will be made within 30 days for students who are residents of the state of Iowa.
• The refund policy is not linked to compliance with the College’s regulations or rules of conduct.
• Any promissory note instrument received as payment of tuition or other charge will not be negotiated prior to completion of 50% of the course.

Cancellation, Termination, Refund Policy (Alabama Resident Students Only)
Students may cancel enrollment at any time, complying with the notification procedures established by the school. Refunds of unearned prepaid tuition, fees and other charges shall be made in the following manner within thirty (30) days of termination:
• If cancellation occurs within seventy-two (72) hours of enrollment date, all money paid by the prospective student shall be refunded.
• If cancellation occurs after seventy-two (72) hours of enrollment date, but before classes begin or correspondence materials are delivered, a refund shall be made of all money paid, except the registration fee.
• If cancellation occurs after classes begin or after shipment of correspondence materials, a pro rated refund will be made of all unearned prepaid tuition, fees, and charges for books and supplies not issued to the student. Once books and supplies are issued and received by students, these become the property of students and refunds may be made only at the discretion of the private school.
• A full refund is due students whose contracted educational services are denied by the school as a result of economic or academic fraud as defined in the Code of Alabama §16-48-17(1) and (B) (1975).

Return of Title IV Funds Policy
If a student withdraws or is expelled, they need to visit with the Campus Director or Dean to complete the Rasmussen College Notice of Change in Student Status form, which will begin the withdrawal process. Students are allowed to convey their withdrawal verbally or in writing to the Campus Director or Dean.
Rasmussen College uses the state-mandated refund policy to determine the amount of institutional charges it can retain. The federal formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula requires a Return of Title IV aid if the student received federal financial assistance in the form of a Federal Pell Grant, Federal SEOG, Federal Direct Student Loan, or Federal PLUS Loan and withdrew on or before completing 60% of the quarter.

The percentage of Title IV aid to be returned is determined by dividing the number of calendar days remaining in the quarter by the number of total calendar days in the quarter. Scheduled breaks of five or more consecutive days are excluded. If funds are released to a student because of a credit balance on the student’s account, the student may be required to repay some of the federal grants if they withdrawal.

The federal return of Title IV funds formula calls for a second calculation, similar to the one outlined above, where the school determines the percentage and amount of Title IV aid which was unearned. The school compares the unearned tuition with the unearned Title IV aid, and returns the lesser of the two amounts to the student.

A student withdrawing from school may be eligible for post-withdrawal disbursements according to federal regulations.
A post-withdrawal disbursement occurs when a student who withdrew earned more aid than had been disbursed to the student.
Post-withdrawal disbursements are made first from available grant funds before available loan funds and must be done within 45 days of the school’s determination that the student withdrew.
Rasmussen College credits the student’s account for any outstanding current period charges. If there is any remaining post-withdrawal disbursement to be made to the student, an offer is made to the withdrawn student in writing (letter sent to student) within 45 days of the school’s determination that the student withdrew.
The letter explains the type and amount of fund available and explains to the student the option to accept or decline all or part of the monies. A 14-day response time is given to the student for their decision.
If no response is received within the 14 days, the remaining post-withdrawal disbursement is cancelled.
Federal regulations dictate the specific order in which funds must be repaid to the Title IV programs by both the school and the student. The student is required. Rasmussen College follows this mandate by refunding monies in the following sequence: Unsubsidized Stafford Loans, Subsidized Stafford Loans, and PLUS Loans. Pell Grant, FSEOG, and then other Title IV programs.
Rasmussen College uses the software and printed worksheets provided by the U.S. Department of Education to document the Return of Title IV Funds Calculation along with the Post-Withdrawal Disbursement Tracking Sheet.

ACADEMIC INFORMATION AND COLLEGE POLICIES

TUITION

AcceleratED Bachelor’s Degrees and Certificates
New Starts and Re-entering Students as of January 1, 2012:

<table>
<thead>
<tr>
<th>School of Business</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Business Systems Analysis</td>
</tr>
<tr>
<td>• Human Resources and Organizational Leadership</td>
</tr>
<tr>
<td>• International Business</td>
</tr>
</tbody>
</table>

School of Justice Studies
• Criminal Justice (Leadership and Management)

Tuition Rates are as follows:

- $140 per credit for courses required to complete program (except noted below)
- $280 per credit for courses required to complete program (except noted below)

English Composition, Math, or Natural Science coursework and all other coursework taken outside of the required curriculum $50 per credit

- There is a required course materials fee of $100 per course.
- Students taking sixteen (16) or more credits shall only be charged for sixteen (16) credits and will be assessed an additional course materials fee of $100 for every course over four courses.
- Continuously enrolled students in bachelor programs will not be subject to tuition increases for four years from the time they begin their program of study.
- Students who need to complete pre-requisites coursework in order to start an AcceleratED program will be charged $350 per credit for each 11-week course required. These are considered pre-qualified students.
- Students must be enrolled in one of the AcceleratED programs; IP students do not have the option to enroll in AcceleratED course work.
Accelerated Bachelors Degree Completion Programs Return of Title IV Funds Policy

Students who cease enrollment prior to graduation in the Bachelors Degree Completion Programs are subject to the federal refund formula to dictate the amount of federal assistance that must be returned by the school and/or the student before completing 60% of the term/session. Students who fail to continue within the second session of the program will have grant funds reduced to reflect payment of funds only for the courses attended in the first session. The second session will be deemed ineligible in the total grant award. Additionally, if loan funds have not been posted to the student's account during the second session the student will be ineligible to receive any loan funds for failure to continue into the second session.

Excess Funds Form (completed upon enrollment).

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

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

Medical Withdrawals may be one of the following:
1. Medical Withdrawal: intended for students who do not plan to return to Rasmussen College.
2. Involuntary Medical Withdrawal: initiated by campus administration for students who are suspended or are dismissed due to conduct policy violations, or who pose a direct threat to themselves or others.

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

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

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

1. If the student takes Medical Leave or a Medical Withdrawal on or before the close of the drop/add period the course(s) will be dropped without being recorded on the student’s transcript and tuition will not be charged. A grade of “WX” will be recorded for each course for which a student was registered if the student takes Medical Leave or Medical Withdrawal from the College at any time following the first week of the quarter.

NOTE: Official transcripts will not be released by Rasmussen College until all outstanding financial obligations have been met. The usual rules for transferring credit to Rasmussen College for courses taken elsewhere while on leave will apply to any academic work done by the student while on Medical Leave or while on Medical Withdrawal from the College. All academic probation, warnings and dismissals take precedence over any Medical Leaves or Medical Withdrawals. If a student is already on probation or placed on probation while on leave, the conditions of his or her probation are continued to the quarter in which he or she returns to the College.

Involuntary Medical Withdrawal Appeal Process

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

When a Student Wants to Return After an Involuntary Medical Withdrawal

Re-enrollment is permitted for students who have been on leave and have completed the Medical Leave of Absence and Medical Withdrawal policy. The student must meet with his or her Student Advisor prior to the first day of classes to complete a re-admission application. The student must sign the Medical Leave of Absence and Medical Withdrawal Re-enrollment Form. The Student Advisor must verify the student is able to return to Rasmussen College, is not on academic probation or is placed on probation while on leave, meets all financial obligations, and has been cleared by all appropriate persons.

Non Federal Refund Distribution Policy

For Florida Campuses

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

For Minnesota Campuses

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

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

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

Amount of Institutional Share of the Title IV Refund

Remaining refund due to the State Aid Programs

Refunds for state aid programs are calculated on a proportional basis. To calculate the minimum refund due to the Minnesota State Grant Program, the SELF Loan Program, and other Minnesota State Aid Programs. If the student received funds from other State Aid Programs, those refunds would be calculated in the same manner.

For North Dakota Campuses

If the disbursement is made by the North Dakota State Grant while the student is enrolled, any refund will be due. If the disbursement is made while the student is no longer in attendance, a full refund to the North Dakota State Grant program is due.

For Illinois and Wisconsin Campuses

Please note that neither Illinois nor Wisconsin have state grant programs, so the Non-Federal Refund Distribution Policy does not apply to students attending campuses in either Illinois or Wisconsin.

For Minnesota Campuses

Vets Refund

In the event a veteran discontinues training for any reason, the College will retain a $10 registration fee. Any supplies or textbooks issued to and paid for by the veteran become the property of the veteran. The remaining amount of prepaid tuition will be refunded on a prorated basis computed to the date of discontinuance of training.
ACCREDITATION, LICENSING, APPROVALS AND OWNERSHIP

The State of Wisconsin Educational Approval Board has approved all of Rasmussen College's programs except the Law Enforcement AAS degree and certificates:
- Wisconsin Department of Regulation & Licensing
  5035 P.O. Box 8935
  Madison, WI 53708-8935
  (800) 266-2172

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

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

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code 6-81-301.

Approved For:
- Veterans’ Benefits by the Florida State Approving Agency
- Florida Board of Nursing

Statement of Ownership
Rasmussen College, Inc. is a private corporation under the laws of the State of Delaware. Rasmussen, Inc. is the parent company of Rasmussen College, Inc., with campuses located in the States of Florida, Illinois, Minnesota, North Dakota, and Wisconsin.

Corporate Officers:
- J. Michael Locke, Chairman, President, Chief Executive Officer, Secretary
- Patrick D. Branch, Chief Financial Officer, Treasurer
- Michael J. Malek, Vice President

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

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

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

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

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

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

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

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Campus President
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At Rasmussen College, we pride ourselves on supporting our students’ academic and career goals through our industry-experienced, inspiring, and dedicated faculty and in-demand variety of degree options.

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715-841-5000

CAMPUS LOCATIONS
Scan these codes with your mobile device to learn more about Rasmussen College and our programs. You must have a QR scanner installed on your mobile device.

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