

KAPLAN UNIVERSITY

2009–2010 CATALOG ADDENDUM

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Addenda are published on a regular basis and reflect changes to policies and programs based on decisions made by the University during the previous term.



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Kaplan University

Contact Information

ONLINE

ONLINE REGISTRAR'S OFFICE

550 West Van Buren Street, 7th Floor
Chicago, IL 60607

Tel: 866.522.7747 (Toll Free)

Fax: 800.588.4127 (Toll Free)

ONLINE PROGRAMS/ ADMISSIONS

6301 Kaplan University Avenue
Fort Lauderdale, FL 33309

Tel: 866.527.5268 (Toll Free)

Office for Returning Students

Tel: 888.252.7895,

ext. 4911 (Toll Free)

4646 East Van Buren Street

Phoenix, AZ 85008

Tel: 866.527.5268 (Toll Free)

6600 North Andrews Avenue

Fort Lauderdale, FL 33309

Tel: 866.527.5268 (Toll Free)

12650 Ingenuity Drive

Orlando, FL 32826

Tel: 866.527.5268 (Toll Free)

ONLINE SUPPORT CENTERS

6301 Kaplan University Avenue

Fort Lauderdale, FL 33309

550 West Van Buren Street, 7th Floor

Chicago, IL 60607

Tel: 866.522.7747 (Toll Free)

Email: techsupport@kaplan.edu

PRIOR LEARNING ASSESSMENT CENTER

550 West Van Buren Street, 7th Floor

Chicago, IL 60607

Fax: 800.582.9261 (Toll Free)

CONCORD LAW SCHOOL

10866 Wilshire Boulevard,

Suite 1200

Los Angeles, CA 90024

Tel: 310.689.3200

Fax: 310.470.3547

CAMPUSES

MAIN CAMPUS

Davenport

1801 East Kimberly Road, Suite 1

Davenport, IA 52807

Tel: 563.355.3500

Tel: 800.747.1035 (Toll Free)

Fax: 563.355.1320

IOWA

Cedar Falls

7009 Nordic Drive

Cedar Falls, IA 50613

Tel: 319.277.0220

Cedar Rapids

3165 Edgewood Parkway, SW

Cedar Rapids, IA 52404

Tel: 319.363.0481

Council Bluffs

1751 Madison Avenue, Suite 750

Council Bluffs, IA 51503

Tel: 712.328.4212

Des Moines

4655 121st Street

Des Moines, IA 50323

Tel: 515.727.2100

Mason City

Plaza West

2570 4th Street, SW

Mason City, IA 50401

Tel: 641.423.2530

MARYLAND

Frederick

5301 Buckeystown Pike, Suite 150

Frederick, MD 21704

Tel: 877.510.2300 (Toll Free)

Tel: 301.682.4882

Hagerstown

18618 Crestwood Drive

Hagerstown, MD 21742

Tel: 800.422.2670 (Toll Free)

Tel: 301.739.2670

NEBRASKA

Lincoln

1821 K Street

Lincoln, NE 68508

Tel: 402.474.5315

Omaha

5425 North 103rd Street

Omaha, NE 68134

Tel: 402.572.8500

KAPLAN UNIVERSITY LEARNING CENTER

WISCONSIN

Milwaukee

201 West Wisconsin Avenue

Milwaukee, WI 53203

Tel: 414.223.2105

When confirming accreditation, please note that Kaplan University's main campus is located in Iowa.

Business Offices

	6301 KAPLAN UNIVERSITY AVENUE FORT LAUDERDALE, FL (ONLINE)	6600 NORTH ANDREWS AVENUE FORT LAUDERDALE, FL (ONLINE)	CHICAGO, IL (ONLINE)	DAVENPORT, IA (ONSITE)	PHOENIX, AZ (ONLINE)	ORLANDO, FL (ONLINE)
Academic Advising	X	X	X	X	X	
Admissions	X		X	X	X	X
Financial Aid	X		X	X	X	X
Online Registrar's Office			X			
Support Services	X			X		

Kaplan University Program Offerings

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Frederick	Hagerstown	Lincoln	Mason City	Omaha	Learning Center, Milwaukee
PROFESSIONAL LAW DEGREES												
Juris Doctor (JD)	X											
Executive Juris Doctor (EJD)	X											
MASTER'S DEGREES												
Master of Arts in Teaching*	X											
Master of Business Administration	X	X	X	X	X	X			X	X	X	
Master of Science in Accounting	X											
Master of Science in Criminal Justice	X											
Master of Science in Education*	X											
Master of Science in Higher Education*	X											
Master of Science in Information Technology	X											
Master of Science in Legal Studies	X											
Master of Science in Management	X											
Master of Science in Nursing*	X											
BACHELOR'S DEGREES												
Advanced Start												
Advanced Start Bachelor of Science in Accounting	X	X		X		X					X	X
Advanced Start Bachelor of Science in Business Administration	X	X	X	X	X	X		X	X	X	X	X
Advanced Start Bachelor of Science in Communication	X	X										
Advanced Start Bachelor of Science in Criminal Justice	X	X	X	X		X			X	X	X	X
Advanced Start Bachelor of Science in Criminal Justice Administration and Management	X											
Advanced Start Bachelor of Science in Environmental Policy and Management	X											
Advanced Start Bachelor of Science in Fire and Emergency Management	X											
Advanced Start Bachelor of Science in Fire Science	X											
Advanced Start Bachelor of Science in Health and Wellness*	X											X
Advanced Start Bachelor of Science in Health Science*	X					X			X			X
Advanced Start Bachelor of Science in Human Services	X											X
Advanced Start Bachelor of Science in Information Technology	X	X	X	X		X		X	X		X	X
Advanced Start Bachelor of Science in International and Comparative Criminal Justice	X											
Advanced Start Bachelor of Science in Legal Studies	X	X										
Advanced Start Bachelor of Science in Nutrition Science*	X											X
Advanced Start Bachelor of Science in Paralegal Studies	X	X										X
Advanced Start Bachelor of Science in Professional Studies	X											
Advanced Start Bachelor of Science in Public Administration and Policy	X											
Advanced Start Bachelor of Science in Psychology	X	X										X
Bachelor of Science												
Bachelor of Science in Accounting	X	X		X		X					X	X

*Available only in the United States.

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Frederick	Hagerstown	Lincoln	Mason City	Omaha	Learning Center, Milwaukee
Bachelor of Science (continued)												
Bachelor of Science in Business Administration	X	X	X	X	X	X		X	X	X	X	X
Bachelor of Science in Communication	X	X										
Bachelor of Science in Criminal Justice	X	X	X	X		X			X	X	X	X
Bachelor of Science in Criminal Justice Administration and Management	X											
Bachelor of Science in Environmental Policy and Management	X											
Bachelor of Science in Fire and Emergency Management	X											
Bachelor of Science in Fire Science	X											
Bachelor of Science in Health and Wellness*	X											X
Bachelor of Science in Health Information Management*	X											
Bachelor of Science in Health Science*	X					X			X			X
Bachelor of Science in Human Services	X											X
Bachelor of Science in Information Technology	X	X	X	X		X		X	X		X	X
Bachelor of Science in International and Comparative Criminal Justice	X											
Bachelor of Science in Legal Studies	X	X										
Bachelor of Science in Liberal Studies	X											X
Bachelor of Science in Nursing*	X											
Bachelor of Science in Nutrition Science*	X											X
Bachelor of Science in Paralegal Studies	X	X										X
Bachelor of Science in Public Administration and Policy	X											
Bachelor of Science in Professional Studies	X											
Bachelor of Science in Psychology	X	X										X
ASSOCIATE'S DEGREES												
Associate of Science in Interdisciplinary Studies	X	X	X	X	X	X			X	X	X	X
Associate of Science in Nursing (offered in Fort Lauderdale, Florida, only)*	X											
Associate of Applied Science in Accounting	X	X	X	X		X		X	X	X	X	X
Associate of Applied Science in Business Administration	X	X	X	X	X	X		X	X	X	X	X
Associate of Applied Science in Computer Forensics								X				
Associate of Applied Science in Criminal Justice	X	X	X	X	X	X		X	X	X	X	X
Associate of Applied Science in Fire Science	X											
Associate of Applied Science in Global Travel and Hospitality Management	X	X										X
Associate of Applied Science in Graphic Design								X				
Associate of Applied Science in Health Information Technology*	X							X	X		X	
Associate of Applied Science in Human Services	X											X
Associate of Applied Science in Information Technology	X	X	X	X	X	X		X	X	X	X	X
Associate of Applied Science in Medical Assisting*	X	X	X	X	X	X		X	X	X	X	
Associate of Applied Science in Medical Office Management*	X	X		X	X	X						
Associate of Applied Science in Medical Transcription*	X	X						X				
Associate of Applied Science in Paralegal Studies	X	X	X			X		X	X	X	X	X

*Available only in the United States.

PROGRAM	Online	Davenport	Cedar Falls	Cedar Rapids	Council Bluffs	Des Moines	Frederick	Hagerstown	Lincoln	Mason City	Omaha	Learning Center, Milwaukee
Associate's Degrees (continued)												
Associate of Applied Science in Public Administration	X											
DIPLOMA PROGRAMS												
Dental Assistant Diploma											X	
Practical Nursing Diploma			X	X		X			X		X	
CERTIFICATE PROGRAMS												
Computer Systems Technician Certificate		X	X	X		X			X	X	X	
Corrections Certificate	X											
Crime Scene Technician Certificate	X											
Dental Assistant Certificate							X					
Global Travel and Hospitality Management Certificate		X										
Information Technology Pathway Certificate	X	X										
Internet and Website Development Certificate	X	X										
Introduction to Computer Programming Language Certificate	X	X										
Legal Secretary Certificate	X											
Management and Supervision Certificate in Criminal Justice	X											
Medical Assistant Certificate							X	X				
Medical Billing/Coding Certificate								X				
Office Management Certificate		X	X	X	X	X			X	X	X	
Pathway to Paralegal Postbaccalaureate Certificate	X	X										
Phlebotomist Certificate								X				
Private Security Certificate	X											
Private Security Management Certificate	X											

*Available only in the United States.

POLICY INFORMATION

Unless otherwise noted, students enrolled at a Learning Center must adhere to Kaplan University online policies and procedures as stated in the University Catalog and Addendum.

UNIVERSITY INFORMATION

The following addition to Kaplan University's Accrediting Agencies, Approvals, and Memberships is effective August 5, 2009:

Accrediting Agencies, Approvals, and Memberships

- Kaplan University is regulated by the Indiana Commission on Proprietary Education:

302 West Washington Street, Room E201
Indianapolis, IN 46204-2767
Tel: 800.227.5695 (Toll Free)
Tel: 317.232.1320

The following addition to Kaplan University's facilities is effective August 5, 2009:

Facilities

LEARNING CENTER

The Milwaukee Learning Center is located at 201 West Wisconsin Avenue and encompasses 7,355 square feet.

The following changes to Kaplan University's Tutoring policy are effective August 5, 2009:

Tutoring

Students who need extra assistance because of academic difficulties may inquire about available tutoring services through their Academic Advisor (online), the Academic Success Center (onsite), or the Academic Dean (Learning Center). Tutorial sessions help students clarify points from lectures, labs, discussion sessions, or assigned readings. Any tutorial sessions are intended to supplement, not replace, class attendance or personal study time. The availability of tutoring resources may be limited to certain courses and/or subject areas.

ADMISSIONS INFORMATION

The following changes to Kaplan University's International Applicants Admissions Policy are effective September 14, 2009:

International Applicants

The University is authorized under federal law to enroll nonimmigrant, alien students. International applicants are not permitted to enroll in online nursing, health sciences, or education programs. In addition to the general requirements listed above, additional requirements apply to all international students. International students who wish to be admitted to any Kaplan University for-credit program must:

1. Be 18 years or older;
2. If applying to an onsite program, submit bank statement(s), with balance(s) converted into U.S. dollars, indicating that the student or parent/guardian has sufficient funds to cover the costs of tuition, fees, and/or living expenses for the entire program of study, or a certified government sponsor letter indicating that tuition, fees, and/or living expenses will be paid in advance of each term. If enrolled in English language course(s) at another institution, bank statement(s) or a certified government sponsor letter proving sufficient funds for the entire University program can be submitted along with the Enrollment Agreement;
3. Demonstrate a command of oral and written English skills to ensure they are prepared to complete the college-level coursework.

Minimum required TOEFL or IELTS scores are as follows:

TOEFL	PAPER-BASED	COMPUTER-BASED	INTERNET-BASED
Undergraduate	525	195	71
Graduate	550	213	80

IELTS	
Undergraduate	6
Graduate	6.5

4. If applying to an onsite program, submit an enrollment fee of \$100.00 U.S. with the Enrollment Agreement, which will exempt the student from paying administrative, application, and registration fees stated on the Tuition and Fees Schedule, if applicable. The application fee is fully refundable if the applicant decides not to complete the enrollment process or is not accepted by the University;
5. If applying to an onsite program, submit a registration fee of \$100.00 U.S. Upon receipt of the Enrollment Agreement, the University will issue the appropriate paperwork to students attending a residential campus in order to apply for a student visa. If enrolled in English language course(s) at another institution, final acceptance will be contingent upon the above-referenced TOEFL/IELTS score and sufficient funds to cover the costs of tuition, fees, and/or living expenses for the entire University program;
6. If applying to an online program, submit a tuition deposit and/or application fee as stated on the Enrollment Agreement; and
7. Submit a high school or official college transcript (as required by the program of application). Transcripts from foreign institutions must meet the same requirements as domestic institutions. Foreign transcripts must be translated into English along with an explanation of the grading scale, and evaluated for equivalency to a United States high school or college diploma by an authorized school official, appropriate outside agency, or approved foreign credential evaluator and submitted prior to enrollment. Evaluation documents must include U.S. equivalency of the degree and/or diploma, and a course-by-course equivalency evaluation if the student desires to receive credit for individual courses. For undergraduate students, any costs incurred as a result of this service will be the responsibility of the student, and may range from approximately \$50.00 to \$150.00 U.S.

ACADEMIC INFORMATION

The following changes to Kaplan University's definition of an academic year for graduate programs are effective August 5, 2009:

Definition of an Academic Year

GRADUATE

Master of Science in Criminal Justice, Master of Science in Education, Master of Science in Higher Education, Master of Science in Information Technology, Master of Science in Legal Studies, Master of Science in Nursing, and Master of Arts in Teaching

The University defines an academic year as a period of time in which a full-time student is expected to complete 24 credit hours in 30 weeks.

Standard Graduate Programs

The University defines an academic year as a period of time in which a full-time student is expected to complete 24 credit hours in 36 weeks.

Nonstandard Graduate Programs

Given the accelerated pace of nonstandard graduate programs, the University defines an academic year as a period of time in which a student is expected to complete 20 credit hours in 30 weeks.

The following changes to Kaplan University's Program Transfers policy are effective August 5, 2009:

Program Transfers

While reasonable efforts are made to direct students to a program of study best suited to their individual goals and abilities, students may request a program transfer between most programs through their Academic Advisor or the onsite Office of the Registrar.

Program transfers may substantially impact financial aid eligibility, and additional charges for a program transfer may be assessed. All coursework from previous programs that is accepted toward the new program will be used in calculating satisfactory academic progress.

Admitted undergraduate students who wish to transfer to a different undergraduate program at the University must have achieved a 2.0 cumulative GPA in their current Kaplan University program of study and meet the admissions requirements of the desired program of study. Students with a Kaplan University cumulative GPA below 2.0 may change academic programs with the permission of the Dean of the new program, provided their Kaplan University cumulative GPA in all nonmajor courses is a 2.0 or above.

Students who have been officially admitted to a graduate program at the University and wish to transfer to a different graduate program of study at the University must have achieved a 3.0 cumulative GPA in their current program of study and meet the admissions requirements of the desired program of study. Graduate students meeting these requirements may submit a request to change academic programs to their Academic Advisor along with any other admissions documents required by the new program of study. The student's Academic Advisor will then submit the request and other materials to the Dean of the new program of study, who will approve or deny the request.

Students transferring to a new program must complete a new Enrollment Agreement and will be charged the current tuition rate for the newly selected program. Students must meet all applicable admissions requirements within the new program.

FINANCIAL INFORMATION

The following changes to Kaplan University's Financial Aid Services Workforce Investment Act policy are effective August 5, 2009. The addition of Arizona and Florida state grants to Kaplan University's Financial Aid Services policy are effective September 2009:

Financial Aid Services

Prior to enrolling at the University, applicants are encouraged to explore all options available to them for financing their education, including employer or military tuition assistance or reimbursement, veterans benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is provided by the University Financial Aid Office to help students and their families understand their options before entering into a contractual agreement. The University is approved for the following loans and grants:

Federal Grants (undergraduate only)

- Federal Pell Grant Program
- Federal Supplemental Educational Opportunity Grant Program
- Academic Competitiveness Grant (ACG)
- National SMART Grant (specifically identified degree programs only)

State Grants (undergraduate only)

- State of Iowa Scholarship Program (Iowa residents)
- Iowa Tuition Grant (Iowa residents)
- Iowa Grant (Iowa residents)
- Rhode Island State Grant (Rhode Island residents)
- Vermont State Grant (Vermont residents)
- Nebraska State Grant (Nebraska state residents—onsite only)
- Iowa National Guard (Iowa residents)
- Arizona Early Graduation Scholarship Grant Program (Arizona residents)
- Arizona Postsecondary Education Grant Program (Arizona residents)
- Arizona Postsecondary Education Student Assistance Program (must possess associate's degree from an Arizona community college)
- Florida Scholarship for Children and Spouses of Deceased or Disabled Veterans and Servicemembers (Florida residents)
- Florida Bright Futures Scholarship Program (Florida residents)
- Florida Post-Secondary Student Assistance Grant (Florida residents)
- Florida Access to Better Learning and Education Grant Program (Florida residents)
- Florida José Martí Scholarship Challenge Grant Fund (Florida residents)

State Grant (undergraduate or graduate)

- Florida Critical Teacher Shortage Tuition Reimbursement Program (Florida residents)

Loans (available to all students, subject to eligibility requirements)

- Subsidized Federal Stafford Loan
- Unsubsidized Federal Stafford Loan
- Federal PLUS Loan
- Alternative Loans

Work Study (undergraduate only)

- Federal Work Study Program
- State Work Study Program

Other Agencies or Programs (undergraduate and graduate)

- Promise Jobs
- Veterans Administration Benefits
- Workforce Development Center
- Workforce Investment Act*
- Division of Vocational Rehabilitation
- Defense Activity for Non-Traditional Education Support (DANTES)

*Kaplan University may be eligible to be an approved training provider for Workforce Investment Act (WIA) student aid. Students must contact their local WIA One-Stop Centers or their Local Workforce Investment Boards to determine training program eligibility.

Students who receive loans to pay for their course of instruction must realize that it is their responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of such agencies. Although the University will assist students in completing necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

Some alternative loans are only available to pay any direct tuition charges that are not covered by a student's federal, state, or institutional funding. Students are encouraged to take advantage of federal Title IV funding before making application toward the alternative loan programs. Students and, when applicable, their parents have the right and ability to choose any lender they wish, and the University does not require that any loans be obtained from any particular lender or source.

UNDERGRADUATE PROGRAMS

Program and Course Changes

COLLEGE OF ARTS AND SCIENCES

The following changes to the College of Arts and Sciences Admissions Requirements for the Bachelor of Science in Professional Studies are effective August 5, 2009:

ADMISSIONS REQUIREMENTS

In addition to the general University admissions requirements, the College of Arts and Sciences has specific requirements for the following program:

Bachelor of Science in Professional Studies

Students applying for admission to the Bachelor of Science in Professional Studies must submit an unofficial transcript indicating previously earned college credit from a regionally accredited institution or an institution accredited by an agency recognized by the U.S. Department of Education. Students without prior college credit may gain entry to the program if they possess prior learning from work or other experience that can be evaluated by Kaplan University and applied to degree requirements. Students interested in this option should contact their Admissions Advisor for more information on qualifying for experiential learning credit.

Students who do not possess either prior college credit or prior learning from work or other experience, but who feel qualified to enter this program, can appeal to the Dean or Department Chair of the program.

SCHOOL OF HEALTH SCIENCES

The following program changes are effective August 5, 2009:

XX. Bachelor of Science in Health Science

Curriculum

Courses	Credits
BACHELOR'S DEGREE REQUIREMENTS	
CORE REQUIREMENTS	
100/200-level: Communication Course	5
100/200-level: Mathematics Course	5
200-level: Communication Course	5
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
TOTAL CORE REQUIREMENTS	33
MAJOR REQUIREMENTS	
CS 119: Academic Strategies for the Health Care Professional OR CS 121: Pathways to Academic Success*	5
HS 120: Anatomy and Physiology I	5
HS 130: Anatomy and Physiology II	5
HS 200: Diseases of the Human Body	5
HS 230: Health Care Administration	5
HW 215: Models for Health and Wellness	5
SC 155: Introduction to Chemistry— Matter and Equilibrium	5
100/200-level: Major Elective	5
HS 305: Research Methods for Health Sciences	6
HS 310: Epidemiology and Biostatistics	6
HS 315: Public Health	6
300/400-level: Major Electives	24
HS 499: Bachelor's Capstone in Health Science	6
TOTAL MAJOR REQUIREMENTS	88
OPEN ELECTIVE REQUIREMENTS	
Open Electives	59
TOTAL OPEN ELECTIVE REQUIREMENTS	59
TOTAL PROGRAM REQUIREMENTS	180
ADVANCED START BACHELOR'S DEGREE REQUIREMENTS	
ASSOCIATE'S/BACHELOR'S DEGREE REQUIREMENTS	
Comparable Associate's or Bachelor's Degree†	
TOTAL PRIOR DEGREE CREDITS	90
PREREQUISITE REQUIREMENTS	
HS 260: Anatomy, Physiology, and Chemistry	
HS 265: Drugs, Disease, and Health Care	
HW 215: Models for Health and Wellness	
CORE REQUIREMENTS	
300/400-level: Arts and Humanities Course	6
300/400-level: Physical Science Course	6
300/400-level: Social Science Course	6
TOTAL CORE REQUIREMENTS	18

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MAJOR REQUIREMENTS

HS 305: Research Methods for Health Sciences	6
HS 310: Epidemiology and Biostatistics	6
HS 315: Public Health	6
300/400-level: Major Electives	24
HS 499: Bachelor's Capstone in Health Science	6

TOTAL MAJOR REQUIREMENTS	48
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OPEN ELECTIVE REQUIREMENTS

Open Electives	24
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TOTAL OPEN ELECTIVE REQUIREMENTS	24
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TOTAL PROGRAM REQUIREMENTS	180
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Note: Students should be aware that, depending on the program of enrollment and campus scheduling, some courses will only be available online. Onsite course scheduling decisions are at the discretion of the campus.

Not all programs or courses are offered at all locations.

*Online students will take the program-specific Academic Strategies course.

†Comparability is determined by a course-by-course examination of the prior associate's or bachelor's degree against the core requirements of a Kaplan University associate's degree.

UNDERGRADUATE COURSE DESCRIPTIONS

Discontinued Courses

Effective August 5, 2009, the following course is discontinued:

SA 442: ETHICS AND COMPLIANCE—HIPAA AND HEALTH INDUSTRY REGULATIONS

Course Prerequisite Changes

The following course prerequisite change is effective September 11, 2009:

MA 260: CLINICAL COMPETENCIES I

Prerequisite: HS 210

Course Descriptions

The following course description changes are effective August 5, 2009:

Courses offered at the University are identified by a code indicating subject area, followed by a three-digit number indicating the level of the course offering. The following subject codes and numbers are used:

ALLIED HEALTH	AH
ANATOMY	ANA
BUSINESS	
Accounting	AC
General Business	BU
Human Resources	HR
Management	MT
Retail Management	RT
Security and Assurance	SA
Travel and Hospitality Management	TH
CHILDHOOD EDUCATION	CE
COMMUNICATION AND COMPOSITION	CM
CRIMINAL JUSTICE	CJ
DENTAL ASSISTING	DA
EDUCATIONAL PARAPROFESSIONAL	EP
ENGLISH	ENG
ENVIRONMENTAL POLICY AND MANAGEMENT	EM
EXPERIENTIAL LEARNING	EL
FIRE SCIENCE	FS
FOUNDATIONS	KU
HEALTH SCIENCES	
Exercise and Fitness	EF
Health and Wellness	HW
Health Information Technology	HI/HIT
Health Science	HS

Medical Assisting	MA/MED
Medical Office Management	MO
Medical Records	MR
Nutrition Science	NS
HUMANITIES	HU
HUMAN SERVICES	HN
INFORMATION SYSTEMS AND TECHNOLOGY	IT
Computer Forensics	CF
Graphic Design	GD
INTERDISCIPLINARY STUDIES	IS
LEGAL STUDIES	LS
LIBERAL STUDIES	LI
MATHEMATICS	MM
NURSING	NU
Practical Nursing	NR/PN
OFFICE TECHNOLOGY DIVISION	OTD
PARALEGAL STUDIES	PA
PROFESSIONAL STUDIES	CS/PR
PSYCHOLOGY	PS
PUBLIC ADMINISTRATION AND POLICY	PP
SCIENCE	SC
SOCIAL SCIENCE	SS

COURSE NUMBERING:

- 100–199 First-year courses
- 200–299 Second-year courses
- 300–399 Third-year courses
- 400–499 Fourth-year courses

CM 214: PUBLIC SPEAKING

This course provides students with practical advice and essential skills for public speaking. In addition to learning how to be effective oral communicators, students will explore addressing diverse audiences and analyze the ethical impact of their communication. Students will learn how to use organization and research to support their views. They will write and deliver speeches on diverse topics and also view and critique examples from professional speeches.

5 Quarter Credit Hours

Prerequisite: Any College Composition I course

GRADUATE PROGRAMS

Program and Course Changes

SCHOOL OF BUSINESS AND MANAGEMENT

The following changes to the School of Business and Management's Admissions Requirements for the Master of Science in Accounting are effective August 5, 2009:

ADMISSIONS REQUIREMENTS

Master of Science in Accounting

In addition to the general University admissions requirements, the Master of Science in Accounting program requires an unofficial transcript, submitted prior to enrollment, indicating receipt of a bachelor's degree in business with an upper-level major in accounting or finance from a college or university accredited by a regional or national accrediting agency recognized by the U.S. Department of Education. By the end of the second term, students must provide the University with an official copy of the transcript. If official transcripts are not submitted by the end of the second term, the student will be blocked from future classes, and the student's academic credentials will be withheld until such documentation is provided. If, for any reason, the student does not furnish a transcript or the transcript submitted is found to be false or untrue, the student will be subject to immediate dismissal from the University, all credits earned will be invalidated, and the University will take all other appropriate actions.

SCHOOL OF GRADUATE EDUCATION

The following changes to the School of Graduate Education's Progression Requirements for the Master of Science in Education are effective August 5, 2009:

PROGRESSION REQUIREMENTS

In addition to the general graduate student progression and satisfactory academic progress requirements, the School of Graduate Education has specific requirements for the following programs:

Master of Science in Education

- The grade of "C" is the minimum acceptable score for Master of Science in Education courses. Candidates earning a grade of "F" in a course are required to immediately retake the course. Candidates may only take a course twice and must earn the required grade of "C" or higher. Failure to earn the required grade will result in dismissal from the University after the second attempt.
- Any candidate whose cumulative GPA has fallen below 3.0 will be placed on immediate probation.
- Candidates in the Master of Science in Education program can enroll in no more than three courses per term without written permission from the Dean of the program.

- Candidates enrolled in the Master of Science in Education program may not use transfer credit to replace ED 512: Action Research I or ED 572: Action Research II (Capstone Course) without written permission from the Dean of the program. Candidates must complete these courses at Kaplan University.

- Applicants who received National Board Certified Teacher (NBCT) status through the National Board for Professional Teaching Standards (NBPTS) prior to enrollment may receive transfer credit for ED 502: Transforming Teaching Practice, ED 532: Curriculum Design, and ED 562: Student Assessment.

In order to receive credit, candidates must submit by the end of their first term an official transcript from the American Council on Education for review and verification by the Prior Learning Assessment Center. This transcript can be obtained by visiting www.acenet.edu/transcripts. Transcripts received by the Prior Learning Assessment Center after the end of first term may be denied eligibility for an official transfer credit evaluation.

CONCORD LAW SCHOOL

SCHOOL POLICIES

The following changes to Concord Law School's Financial Aid Services policy are effective August 5, 2009:

Financial Aid Services

Prior to enrolling at Concord, applicants are encouraged to explore all options available to them for financing their education, including employer or military tuition assistance or reimbursement, veterans benefits, and financial aid funding through state and federal agencies. Financial aid information and application assistance is provided by the School's Financial Aid Office to help students understand their options before entering into a contractual agreement. Concord is approved for the following loans and programs:

Loans (available to all students, subject to eligibility requirements)

- Subsidized Federal Stafford Loan
- Unsubsidized Federal Stafford Loan
- Federal PLUS Loan
- Alternative Loans

Other Agencies or Programs

- Promise Jobs
- Veterans Administration Benefits
- Workforce Development Center
- Workforce Investment Act*
- Division of Vocational Rehabilitation
- Defense Activity for Non-Traditional Education Support (DANTES)

*Concord Law School may be eligible to be an approved training provider for Workforce Investment Act (WIA) student aid. Students must contact their local WIA One-Stop Centers or their Local Workforce Investment Boards to determine training program eligibility.

Students who receive loans to pay for their course of instruction must realize that it is their responsibility to repay the full amount of the loan, plus interest, less the amount of any refund. Defaulting on loans guaranteed or reinsured by the state or federal government could result in damage to credit ratings, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, withholding of state and federal income tax refunds, initiation of court action, and garnishment of wages.

Additional information on eligibility requirements, alternate financing, amounts available, interest rates, scholarships, and repayment schedules is available from the Financial Aid Office.

Third-party funding sources may be available to students from outside agencies. Students are encouraged to seek such funding and familiarize themselves with the policies of such agencies. Although the University will assist students in completing necessary forms and will provide any required information to the agency, it is ultimately the student's responsibility to ensure the agency's requirements are met.

Some alternative loans are only available to pay any direct tuition charges that are not covered by a student's federal, state, or institutional funding. Students are encouraged to take advantage of federal Title IV funding before making application toward the alternative loan programs. Students and, when applicable, their parents have the right and ability to choose any lender they wish, and the University does not require that any loans be obtained from any particular lender or source.

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Lewiston, ME 04240

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265 Western Avenue
South Portland, ME 04106

BAUDER COLLEGE, ATLANTA CAMPUS

384 Northyards Boulevard, NW
Suite 190 and 400
Atlanta, GA 30313

CAREER CENTERS OF TEXAS, BROWNSVILLE CAMPUS

1900 North Expressway, Suite O
Brownsville, TX 78521

CAREER CENTERS OF TEXAS, CORPUS CHRISTI CAMPUS

South Coast Plaza
1620 South Padre Island Drive,
Suite 600
Corpus Christi, TX 78416

CAREER CENTERS OF TEXAS, EL PASO CAMPUS

8360 Burnham Road, Suite 100
El Paso, TX 79907

CAREER CENTERS OF TEXAS, FORT WORTH CAMPUS

2001 Beach Street, Suite 201
Fort Worth, TX 76103

CHI INSTITUTE, BROOMALL CAMPUS

1991 Sproul Road, Suite 42
Broomall, PA 19008

CHI INSTITUTE, FRANKLIN MILLS CAMPUS

125 Franklin Mills Boulevard
Philadelphia, PA 19154

HESSER COLLEGE, CONCORD CAMPUS

25 Hall Street, Suite 104
Concord, NH 03301

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3 Sundial Avenue
Manchester, NH 03103

HESSER COLLEGE, NASHUA CAMPUS

410 Amherst Street
Nashua, NH 03063

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170 Commerce Way
Portsmouth, NH 03801

HESSER COLLEGE, SALEM CAMPUS

11 Manor Parkway
Salem, NH 03079

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540 Commonwealth Avenue
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