

- Other reference databases
- Streaming video

Part IV: General Academic Policies

Course Regulation

Every degree applicable course at Reagan National University carries a credit value that applies to the overall credit requirement to graduate. State regulators require that every degree credit hour have at least 15 contact hours. For example, a three credit course should have a total of 45 contact hours. RNU courses are designed to follow such standards and students are expected to remain in class for the full duration. Students should notify the department chair if any faculty member is not conducting their class in accordance to this section.

Attendance

Effective learning is also facilitated by an interaction between an instructor and students regarding material covered in the course. Students are still required to attend their classes in a regular manner. Each faculty member is responsible for establishing and communicating to students the specific attendance requirements of their courses that are consistent with the objectives of the course. While the importance of class attendance may vary, depending on the course and on instructional methods, frequent absences may result in administrative withdrawal of a student from a class. Administrative withdrawal is limited to the “withdraw without grade penalty period.”

Full-time Course Load

Students who are pursuing a degree program are classified as regular students. Those who are pursuing a graduate degree (master’s) and who are enrolled in six (6) or more academic credit hours per quadmester or undergraduate degree who are enrolled in nine (9) or more academic credit hours per quadmester are considered to be full-time regular students. Part-time regular students are those who enroll for fewer credit hours than what was mentioned in the previous sentence. This designation does not apply to graduating seniors or those who are completing the final term of their degree. In order to maintain satisfactory progress and remain in good standing, the part-time student must meet the same standards as full-time regular students.

Adding and Dropping Courses

The adding and dropping of courses may be completed up through the end of add/drop period. Refer to the academic calendar or contact the Registration Office to obtain the exact dates of the add/drop period. An add/drop fee will be assessed for all adding and dropping of courses conducted after the term has begun.

Withdrawal

A withdrawal is essentially dropping a class beyond the timeframe allowed by Reagan National University and must be used sparingly. Students will not receive a refund of tuition or course related fees from the course which they withdrew. A withdrawal fee will be charged for the processing of each course withdrawal. Students may withdraw up through the fourth week of a

course and not have the withdrawal indicated on their Official Transcript. After the fourth week, the withdrawal will appear along with a designation indicating whether the student was passing or failing at the time of the request to withdraw from the course. “W/P” and “W/F” indicate that the student was either passing or failing, respectively, at the time of the withdrawal.

Incomplete

An incomplete grade (‘I’) may be given in lieu of a grade when circumstances beyond a student’s control have prevented completing a significant portion of the work of a course within the allotted time. The student’s performance in the course must be deemed satisfactory, by the instructor. An Incomplete grade must be removed in the manner and within the time frame determined by the instructor. The time to resolve an ‘I’ grade may not exceed the end of the term following the term that the ‘I’ grade was received.

If the student successfully completes the requirements to resolve the ‘I’ grade to the satisfaction of the instructor, the instructor will inform the Registration Office of the grade change and the student will be assessed the fee for removing an ‘I’ grade. Failure of the student to remove the ‘I’ grade within the prescribed timeframe will result in an automatic ‘F’ grade for the course which will also show on the transcript. An ‘I’ grade may not be converted to a withdrawal grade for any reason.

The following guidelines must be considered by faculty before issuing an ‘I’ grade to a student.

- Incompletes are not granted based on a student’s request. The faculty should evaluate the circumstances that led to the Incomplete and decide at their own discretion.
- Students who have not completed the majority of their work or have otherwise demonstrated academic disinterest (e.g. poor attendance, class disruption, etc.) should not be approved for receiving the ‘I’ grade.
- Generally, and in the interest of overall fairness, faculty should grade the student based on what they have earned through the normal duration of the course. However, if the faculty member wants to accept late assignments and change the grade at a later date, it is at their own discretion.
- The University monitors the frequency of ‘I’ grades to ensure the policy is not being abused. Incompletes should be given in only exceptional cases.

Grading System

Grades

Grades are based on student achievement, knowledge, and skill proficiency demonstrated in the classroom. The grading policy for each class will be clearly communicated with students.

Weighted Grades

RNU instructors will specify the percentage weight of grades in their syllabi in compliance to the school grading policy. Instructors will use a weighted grading system that will be reflected in the grading program.

A grade is reported for each course in which a student has enrolled to indicate the quality of performance in that course. Normally, the course grades are assigned as:

90 – 100%	=	A
80 – 89%	=	B
70 – 79%	=	C
60 – 69%	=	D
Below 60%	=	F

The grading system used at the Reagan National University is as follows:

Grade Point Value Significance

<u>Grade</u>	<u>Point Value</u>	<u>Significance</u>
A	4.00	
B	3.00	
C	2.00	
D	1.00	Only for Undergraduate
F	0.0	Failure
AU	0.0	Audit
I	0.0	Incomplete**
R	0.0	Repeat
S	0.0	Satisfactory***
U	0.0	Unsatisfactory***
W	0.0	Withdraw
TR	0.0	Transfer****

** An incomplete “I” may be given in lieu of a grade when circumstances beyond a student’s control have prevented completing a significant portion of the work of a course within the allotted time. The student’s performance in the course must otherwise be satisfactory. An incomplete must be removed in a manner and within the time determined by the instructor. It may not be continued beyond one quadmester from the end of the quadmester in which the “I” is given. Failure of the student to remove the “I” by that date will result in an automatic grade of “F” being placed on the student’s permanent transcript. An “I” cannot become a withdrawal “W”.

*** Given only for classes using the Satisfactory/ Unsatisfactory Grading Option.

**** To be eligible for transfer credits, students must have passed the course(s) with a C or better grade (2.0 on a 4.0 grade point average scale). Credits taken pass / fail cannot be transferred.

Cumulative Grade Point Average (CGPA)

The CGPA is the overall quantification of a student's academic performance at the University, thus far. As the case with the derivative numbers, the CGPA is also based on the traditional American four-point scale. The CGPA is reflective of such factors as student achievement and student interest which play a large role during studies at RNU and after graduation.

As indicated in the previous section, each grade is assigned a point value. Each course is assigned a credit worth which can be found in the *University Catalog*. By multiplying the grade value by the number of credit hours, "quality points" can be calculated. Dividing the quality points by the total number of credit hours attempted will yield the CGPA.

Example: Mary is a graduate student and has just completed her first term at RNU in which she enrolled in four courses. All the courses she took were worth three credit hours. Mary received two 'A' grades, one 'B' grade, and one 'C' grade. This is how she calculates her CGPA.

1. Calculate the quality points by multiplying the credit hours by the grade value.

Course 1, A Grade:	$3 \times 4.0 = 12.0$
Course 2, A Grade	$3 \times 4.0 = 12.0$
Course 3, B Grade	$3 \times 3.0 = 9.0$
Course 4, C Grade	$3 \times 2.0 = 6.0$
Total Quality Points =	39.0

2. Calculate the CGPA by dividing the total quality points by the number of credits attempted.

$$39 \div 12 = \boxed{3.25} = \text{Cumulative GPA}$$

Repeating Courses

Students may not repeat courses in which an 'A', 'B', 'C', or 'S' was earned. Students who violate this policy risk having their courses administratively dropped and falling below the required course load. Consequently, they may lose any benefits or statuses that were afforded as a result of maintaining a full course load. RNU is not responsible for the outcomes or consequences that occur after a student fails to maintain a full course load.

If an 'F', 'U', or 'AU' was earned, the course may be repeated in an attempt to progress academically or earn a higher grade to count towards increasing the CGPA. The transcript will indicate that the course was retaken with an 'R' appearing next to the course that was retaken. Every grade earned will continue to be visible on the transcript even after the courses have been retaken. All grades earned will affect the overall calculation of the CGPA; however, repeating the course results in the most recent grade being factored into the CGPA. This includes scenarios when the latest grade is worse than the previous grade(s).

At any point in the process of repeating courses, RNU may recommend a student to be reviewed due to failure to meet Satisfactory Academic Progress. Such a review may result in the student being warned, suspended, or expelled.

Dean's List

An Honor Roll of undergraduate students who earn 12 credits hours and graduate students who earn 9 credit hours with a 3.5 or higher CGPA is released at the end of each quadmester. At least half of those credit hours must have been assigned letter grades.

Undergraduate students who earn 12 credits hours and graduate students who earn a CGPA of 3.9 or better while carrying at least 9 hours will be named to the Dean's List.

Academic Warnings, Probation & Suspension

Academic Regulations

Academic regulations have a two-fold purpose:

- To prevent the dissipation of RNU resources and time to students who fail to make reasonable academic progress.
- To facilitate the maintenance of high academic standards at the University.

Satisfactory Academic Progress

Students at RNU are required to maintain satisfactory academic progress toward the completion of their degree. Academic progress is defined using both quantitative and qualitative measures. Minimum cumulative grade point averages of 3.0 is required for graduate degree students and 2.0 for undergraduate students.

In addition to GPA requirements, students demonstrate academic progress by completing their programs within a prescribed time frame. Incompletes 'I', withdrawals from a class 'W', and failing grade 'F' do not reflect satisfactory academic progress. Progress is reviewed at the end of each quadmester. Any deviation from the academic progress policy must be approved by RNU's Dean for Academic Affairs.

Unsatisfactory Academic Progress

RNU understands that certain circumstances will cause a student to fall behind in academic progress or below established academic standards. Seeking assistance from school counselors and officials is highly advised once a student suspects that factors that will cause a decline in their academic progress are imminent.

Academic progress of each student is tracked and monitored at the end of each quadmester by the Registrar's office and Academic's Department. If a drop below minimum GPA requirements or perceived downward trend is noticed, RNU will issue an Academic Warning letter to the student.

Academic Warning: At this time, the student is informed that they are in danger of or have already fallen below academic standards. They are advised to be more attentive to their studies and return to good standing. Students should increase their efforts towards their degree or re-evaluate their

options. Seeking advice from a RNU counselor or official is highly recommended. If good academic status is not reestablished or improvements are not being made by the end of the quadmester the warning was issued, the University will issue a Final Academic Warning.

Final Academic Warning: Receiving this notice is an indication that the student has not made sufficient (or any) improvement towards their academic status or progress. Upon receiving this notice, the student must meet their academic counselor for an academic progress review. The student will either be barred or restricted (at the discretion of the Academic Dean) from the following activities:

- Registering for more courses beyond the minimum full time course load
- Removal from sports and other extracurricular activities
- Removal and/or ineligibility to hold office in any RNU sanctioned organization

In addition to the above actions, those participating in any cooperative education or internship programs will have their employers notified of the students' academic progress and that withdrawal from the program will occur if there continues to be lack of improvement.

In situations of complete absence of progress (e.g. failing or not completing all enrolled courses), an Academic Final Warning can be issued forgoing all other warnings. Failure to reestablish good academic status or make improvements (at the discretion of the Academic Dean) by the end of the quadmester the final warning was issued will result in the student being placed on academic probation.

Academic Probation: Being placed in the status of Academic Probation entails the following restriction of privileges:

- Registering for more courses beyond the minimum full time course load
- Withdrawal from any cooperative education or internship programs and notification sent to employer

Students in a state of academic probation are at risk of suspension from the University. Probation and the Final Academic Warning may be invoked concurrently if seen fit by RNU officials. Probation will also be indicated on the student's academic records and grade reports. There are no more Academic Warnings after the first probation period goes into effect. If no progress is made towards academic improvement and the student is still below standards, the student may be placed on suspension.

Academic Suspension: A student on academic suspension is denied the privilege of enrolling at Reagan National University for the next quadmester after their probation period. After the suspension period, the student will be placed back on probation. If it is evident that during the second probation an attempt at maintaining good academic standing is once again absent, the second suspension will be for no less than one academic year. The student will then be required to apply for readmission as described in the catalog. Students who were suspended and granted readmission to the University will start their first term on probation.

Notification of Probation and Suspension: Indication of academic probation or suspension will appear on the student’s grade report at the end of each quadmester and will also appear on the student’s official transcript. An official letter of student status from RNU will also indicate failure to meet academic standards. RNU will attempt to notify students via email to their RNU email address and sending a letter to the home address. Failure to receive such notices does not negate the adverse action. Students are encouraged to ensure that their contact information with the school is always current.

Any student who, after conferring with his or her advisor and the Registrar, feels that he or she has been unjustifiably placed on probation or suspension may appeal for a change of status by written petition to the student’s Department Chair. Petitions must be submitted to the Registration office within 30 days of the date on the notice. The Department Chair will start the process to reevaluate the student’s status.

Student Accounts

Each student who attends Reagan National University is provided an official institutional email account. RNU prefers to use this email account to communicate with students, RNU faculty, administrators and support staff.

- Be sure to check your email often. Your student email is an official form of communication from RNU.
- We have replaced many postal mailings with student email communications.
- Resetting passwords regularly and not sharing passwords.

For detailed instructions on how to retrieve and activate your student e-mail and access your account, follow the link below: [Email/ www.rnu.edu](mailto:www.rnu.edu).

Fees and Tuition (in USD) 2018 – 2019

Application Fee*	\$75.00
English Placement Test Fee*	\$25.00
ESL Tuition **	\$1250.00
Tuition per Credit Hour (Undergraduate)	\$305.00
Tuition per Credit Hour (Graduate)	\$375.00
Audit Tuition	1/3 of Regular Current Tuition
Registration Fee per Course*	\$60.00
Late Registration Fee*	\$60.00
Add/Drop Fee *	\$60.00
Course Extension Fee *	\$60.00
Removal of Incomplete Grade*	\$30.00
Withdrawal Fee*	\$30.00
Replacement Diploma*	\$100.00
Registrar’s Affidavit for Diploma*	\$50.00
Replacement ID Card*	\$25.00
Graduation Fee*	\$200.00

Challenge Exam Fee*	\$250.00
Transcripts per Copy*	\$10.00
- Add \$20.00 for Express Transcript* (process within 48 hours)	
Returned Check Fee*	\$50.00
University Notary Service*	\$5.00
Overnight/Express Shipping*	Varies
Apostille Fee*	\$150.00

Tuition and fees are subject to change without notice pending Board of Directors approval.

*non-refundable fees

** for eight-week term

Prepaid Tuition Policy

Student Business Services is your Prepaid contact at Reagan National University. We identify students with RNU Prepaid Plans and bill your plan automatically every quadmester. Your billing will post to your my.rnu.edu account statement by the end of the first week of classes.

What does RNU need to bill my Prepaid account?

We do not need any paperwork from you and we do not need to see your Prepaid card. Our billing system links to RNU Prepaid through your social security number, so we already know if you have RNU Prepaid. If you keep your RNU Prepaid Account current, we bill it automatically each quadmester. Your RNU Prepaid billing will reflect on your my.rnu.edu bill by the end of the first week of classes every quadmester.

When does RNU Prepaid Pay?

Your my.rnu.edu account statement will reflect your RNU Prepaid billing before we disburse Financial Aid. Look for Tuition Billing on your account statement. Since students register for classes at different times, the simplest time-line is to expect that your account will reflect Prepaid by the end of the first week of class.

RNU Prepaid will not actually remit payment to RNU to satisfy this billing until later in the quadmester, so your RNU Prepaid account and remaining Prepaid hours will not update until about a month or so into the quadmester. This exchange happens behind-the-scenes and is largely unnoticed by most students. Careful observers, though, might note that when RNU Prepaid actually pays the University, the Tuition Billing on your my.rnu.edu account will be replaced by Tuition Payment.

What does RNU Prepaid Pay?

We bill RNU Prepaid for the credit hours you take each quadmester and RNU Prepaid pays RNU based on your plan features and the actual dollar value RNU assesses for each fee that RNU Prepaid covers.

All RNU Prepaid plans cover tuition, but it turns out that the University assesses various mandatory per-credit class fees outside tuition and all students will be left with some class fee balance not covered by RNU Prepaid.

CANCELLATION AND REFUND POLICY

1. Student notification of cancellation may be conveyed to the Reagan National University in any manner.
2. Students have five (5) calendar days after signing an enrollment agreement to cancel enrollment and receive a full refund of all monies paid to the institution.
3. A student requesting cancellation more than five (5) calendar days after signing an enrollment agreement but prior to beginning a course or program is entitled to a refund of all monies paid minus
 - a. an application fee of \$75 and
 - b. an one-time registration fee per program of no more than 20 percent of the total costs and not to exceed \$200.
4. Upon cancellation, a student whose costs for education are paid in full but who is not eligible for a refund is entitled to receive all materials, including kits and equipment.
5. Any money due a student must be refunded within 30 days of a cancellation request, regardless of whether materials have been returned.
6. When a student cancels enrollment the Reagan National University retains the application fee (\$75), the one-time registration fee not to exceed \$200 plus a percentage of all costs paid by the student in accordance with the following refund schedule:

Class	Percentage of Tuition refund
1st	80%
2nd	70%
3rd	60%
4th	50%
5th	40%
6th	30%
7th	20%
8th	10%
9th	0%

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A RNU student who withdraws from the University as a result of the student being called to active duty in a military service of the United States or National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - 1. satisfactorily completed at least 90 percent of the required coursework for the program and received passing grades of all assessments; and
 - 2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 30 days after the effective date of termination.

Change of Name and Contact Information

All students are required to notify the University of changes to their mailing address and phone number. Mailing addresses may not be P. O. Boxes. Contact information may be changed by sending a completed Change of Address form to the Registration Office. This may be done by fax, email or in person.

If the student wishes for this information to be used by only university staff for university purposes and not by other students or the public, the student must specifically notify the Registration Office in writing of the request.

Transcript Information

Students who wish to request the delivery of their RNU academic transcripts to another party should perform one of the following actions:

- Print out the "Transcript Request Form" from the RNU website, complete it and send the form along with payment to the Registration Office. Checks must be made payable to Reagan National University.
- Visit the Registration Office and request a transcript in person.

Students who have outstanding balances at RNU will have to clear remaining balances before the transcript request may be completed. Contact the Business Office for further guidance regarding student accounts.

Transcripts that were submitted to RNU as part of the admissions process, for credit transfer purposes, or other purposes become the property of RNU and cannot be returned to the student or forwarded to an outside recipient.

Graduation and Diploma

The University prides itself in the success of its students. The degree and recognitions attained and the diploma that represents hard work and accomplishment are the rewards that students leave with when they graduate. RNU further recognizes outstanding scholars with such distinctions as *summa cum laude* and *magna cum laude*. Those awarded the *magna cum laude* distinction have shown excellence in academic performance, and those awarded *summa cum laude* have attained the highest recognition by RNU. Below, the following sections give detailed instructions on the graduation application process and receiving diplomas from RNU.

Graduation Application

Students intending to graduate must submit the *Application for Degree and Diploma* along with the accompanying payment by the scheduled deadline. Deadlines are indicated on the website or by contacting the Registration and Records Office. The application is also available on the website or by contacting the Registration and Records Office. Applying for graduation indicates to the University that the student is ready to graduate and initiates the degree review process by the University. The application and payment receipt should be submitted to the Registration Office by email: www.rnu.edu or mail. Students are responsible for submitting their own applications and for remitting fees by the deadline.

Students must meet the requirements set by their respective academic department in order to qualify for graduation. It is highly recommended that students consult with their academic advisor before submitting the application for graduation. Existing student account balances may at the discretion of RNU, result in the denial of the application until balances are cleared. If the application is denied, the student may be required to re-apply at a later time. Students who do not meet the degree requirements will be denied graduation until requirements are met and the degree is approved. All applications will be reviewed by the corresponding departments.

If a student's application is not approved by the department, she/he will receive an email from the Registration office. Students wishing to appeal the department's decision should submit an appeal form. The appeal form can be requested by sending an email to the Registration office: www.rnu.edu.

Students who are approved for graduation will receive an email from the Registration office with details regarding preparation, next steps and about the commencement ceremony. For additional questions or clarification, contact the Registration and Records Office.

Diploma Mail-out

RNU offers a mail-out service for diplomas, if the alumnus prefers that option. Diplomas may be mailed to the student's address in the US free of charge. There is a \$50.00 minimum charge to mail a diploma outside of the continental United States. The mail-out form may be requested from the Registration office.

Diploma Corrections and Replacement

If there is an error on a diploma, the student must request a *Diploma Reprint Request Form* from the Registration office. The original diploma with the error must be returned before the correction request will be processed. This is free of cost if RNU is responsible for the error. If the error was caused by the student through misinformation or other means, the total fee is \$150.00 for a correction statement and replacement diploma. Review the next paragraph for replacement procedures.

To request a replacement diploma, the student must submit a notarized letter to the University Registrar stating why a replacement diploma is needed. If the diploma was damaged or destroyed, return the paper remains along with the form. The fee is \$150 and must be paid in advanced to the University. All supporting documents and forms must be submitted to the Registration office. For additional questions or clarification, contact the Registration office.

Part V: Other Policies

Transcript Validation

Official transcripts carry the signature of the University Registrar or designated university official, the issue date, and the seal of the Reagan National University. When issued to the student, official transcripts are noted accordingly. This record is for the recipient only and may not be reproduced.

Verification of Student Identity

The purpose of this policy is to ensure that Reagan National University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 concerning the verification of student identity in distance learning.

All credit-bearing courses and programs offered through distance learning methods must verify that the student who registers for a distance education course or program is the same student who participates in and completes the course or program and receives academic credit. One or more of the following methods must be used:

- A secure login and pass code;
- Proctored examinations; and/or
- New or emerging technologies and practices that are effective in verifying student identification.

All methods of verifying student identity in distance learning must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they must be notified of these charges in writing at the time of registration or enrollment.

Family Educational Rights and Privacy Act of 1974 (FERPA)

In compliance with The Family Educational Rights and Privacy Act of 1974, FERPA, the Reagan National University has established policies to protect the accuracy and privacy of student educational records. FERPA affords students certain rights with respect to their educational records. They are as follows:

- The right to inspect and review the student's education records within 45 days of the day the University receives the written request. Students should submit a written request to the Registrar that clearly identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the record(s) may be inspected.
- The right to request the amendment of educational records that the student believes to be inaccurate or misleading. Students may request that the University amend a record by writing a letter to the Registrar clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Disclosures can be made without student consent to the following: school officials with legitimate educational interests; accrediting agencies or organizations conducting educational studies; personnel in connection student applications for, or receipt of, financial aid; public authorities with a judicial order or subpoena for such information; those involved in an emergency situation if the information is necessary to protect the health or safety of students or other persons; and directory information services.
- The right to file a complaint with the US Department of Education concerning alleged failures by the Reagan National University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-8520

The University has designated the following as directory information:

- Name of Student
- Address of a currently enrolled student
- Major field of study
- Dates of enrollment
- Degrees and dates conferred
- Academic honors and awards received

If students do not wish Reagan National University to release directory information, they must submit a request in writing to the Registrar for non-disclosure of directory information. All questions may also be directed to the RNU Registration Office.

Part VI: Rights, Privileges, and Responsibilities of Students

Students and alumni of Reagan National University are presumed to be serious in purpose and are expected to conduct themselves as good citizens of the university community.

An effective guardianship of the health, general safety, and welfare of all students must be maintained. The final responsibility for the accomplishment of these purposes must rest upon the administration and faculty of the institution who may prescribe certain rules and enforcement procedures for guidance toward these ends. Information concerning such rules and additional procedures is contained in this *Reagan National University Student Handbook* and in supplementary bulletins that may be published from time to time.

RNU is committed to the full support of the rights of its students, including due process in student disciplinary matters. Detailed procedures designed to safeguard student rights and to guarantee fair and impartial treatment of any and all disciplinary cases are published in this *Reagan National University Student Handbook*.

Complaint and Grievance Policies and Procedures

Most students will complete their education at RNU without feeling the need to register a complaint against a faculty member or university staff. However, if a student believes that he or she has a reason to file a complaint, the University is obligated to listen. RNU has established procedures to respond to student complaints in a fair and equitable manner.

Academic Based Complaints

Grade Appeals

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that, every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and, instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally. Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be explained to students at the beginning of the term. Reagan National University presumes that the judgment of the instructor of record is authoritative, and the final grades assigned are correct.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor's grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and project grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other

students. Only the final grade in a course or project may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final. In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.

Prejudice: The grade awarded was motivated by ill will, and is not indicative of the student's academic performance.

Error: The instructor made a mistake in fact. This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his or her own initiative. This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct, which are included in RNU's Academic Honesty Policy. Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of RNU's Sexual Harassment Policy, which shall be referred to the appropriate office at RNU as required by law and by RNU policy. The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in an expeditious and collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion, and for the formal adjudication by faculty only when necessary. In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the instructor of record.

Grade Appeal Procedure

Students must complete Steps 1-3 of the Appeal Procedure within the first two weeks of the term after the disputed grade is received.

1. A student who wishes to question a grade must discuss the matter first with the instructor of record at the start of the next academic term after receiving the grade. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond Step 1 is to establish that an instructor assigned a grade that was arbitrary, prejudiced, or in error.

2. If the student's concerns remain unresolved after the discussion with the instructor, the student may submit a written request to the appropriate Department Chair, after speaking with the instructor. For a grade in a course or independent study, the appropriate person is the instructor's Department Chair. If the instructor of record is a Department Chair or the Dean of the School, then the student should submit a request to the Academic Dean. The Academic Dean will contact the student through email or meet with the student, and, if he or she believes that the complaint may have merit, with the instructor. After consultation with the Department Chair or the Academic Dean, the instructor may choose to let the grade remain or to change a course grade. The Department Head or the Academic Dean will communicate the result of these discussions to the student.

3. If the matter remains unresolved after Step 2, the student should submit a written request before the end of the second week of the term after the disputed grade is received to the Academic Dean Office to request an ad hoc Faculty Committee for Appeal of a Grade. The Academic Dean will ask the Faculty Review Committee (FRC) to appoint the ad hoc Committee for Appeal of a Grade. The FRC, in consultation with the Academic Dean, will select the members of the ad hoc committee. The Chair of the FRC will convene the ad hoc committee and serve as its non-voting chair. The ad hoc Faculty Committee for Appeal of a Grade in a course or independent study will be composed of three faculty members chosen in the instructor's department or in closely allied fields. Appointees to the ad hoc committee must not have any apparent conflicts of interest with the instructor of record. The committee would examine available written information on the dispute, would be available for meetings with the student and with the instructor and would meet with others as it sees fit.

Through its inquiries and deliberations, the ad hoc committee is charged to determine whether the grade was assigned in a fair and appropriate manner, or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. The ad hoc committee will make its decisions based on a majority vote. If the committee concludes that the grade was assigned in a fair and appropriate manner, the ad hoc committee will report its conclusion in writing to the student and instructor and the matter will be considered closed. If the ad hoc faculty committee determines that compelling reasons exist for changing the grade, it would request that the instructor make the change, providing the instructor with a written explanation of its reasons. Should the instructor decline, he or she must provide a written explanation for refusing.

The ad hoc faculty committee, after considering the instructor's explanation and upon again concluding that it would be unjust to allow the original grade to stand, will then determine what grade is to be assigned. The new grade may be higher than, the same as, or lower than the original grade. Having made this determination, the three members of the committee will sign the grade change form and transmit it to the Registrar. The instructor and student will be advised of the new grade. Under no circumstances may persons other than the original faculty member or the review committee change a grade. Should the ad hoc faculty committee feel that the instructor's written explanation justifies the original grade, the ad hoc committee will report this in writing to the student and instructor and the matter will be closed.

Faculty Grade Change Procedure

The Student Grade Appeal Procedure affirms the principle that grades should be considered final. The principle that grades for courses or projects should be considered final does not excuse an instructor from the responsibility to explain his or her grading standards to students and to assign grades in a fair and appropriate manner. The appeal procedure also provides an instructor with the opportunity to change a grade for a course or project on his or her own initiative. The appeal procedure recognizes that errors can be made and that an instructor who decides that it would be unfair to allow a final grade to stand due to error, prejudice or arbitrariness may request a change of grade for a course or project without the formation of an ad hoc committee.

Other Complaints

Student complaints that are not related to instruction, grading, or course/program content are typically not handled by the Academics Department and are considered “other complaints.” These complaints should be directed to the administrative or supportive department that the complaint originated from. If the appropriate department is not clear, contact the main line at RNU or send an email to www.rnu.edu. Complaints regarding a specific employee should be reported to the head of that employee’s department and/or to the President Office.

Academic Calendar

2018 – 2019

Fall Quadmester

September 2018

- 27 New Student Orientation
- 30 Last Day to Register Without Late Fee

October 2018

- 1 Fall Quadmester Begins
- 8 Columbus Day (University Closed, No Classes)
- 13 Last Day for Registration

November 2018

- 12 Veterans Day (University Closed, No Classes)
- 21-26 Thanksgivings (University Closed, No Classes)

December 2018

- 8 Winter Registration Starts
- 11 Last Day to Completely Withdraw
- 23 Fall Quadmester Ends
- 24-4 Winter Break (University Closed)

Winter Quadmester

January 2019

- 3 New Student Orientation
- 5 Last Day to Register Without Late Fee
- 5 Winter Quadmester Begins
- 17 Last Day for Registration
- 21 Martin Luther King, Jr. Holiday (University Closed, No Classes)

February 2019

- 20 President's Day (University Closed, No Classes)

March 2019

- 9 Spring Registration Starts
- 19 Last Day to Completely Withdraw
- 30 Winter Quadmester Ends

Spring Quadmester

April 2019

- 3 New Student Orientation
- 5 Last Day to Register Without Late Fee
- 6 Spring Quadmester Begins
- 16 Last Day to Apply for Graduation
- 17 Last Day for Registration

May 2019

- 27 Memorial Day (University Closed, No Classes)

June 2019

- 9 Summer Registration Starts
- 15 Last Day to Completely Withdraw
- 26 Commencement
- 27 New Student Orientation
- 28 Last Day to Register Without Late Fee
- 28 Spring Quadmester Ends

Summer Quadmester

July 2019

- 4 Independence Day Holiday (University Closed, No Classes)
- 5 Summer Quadmester Begins
- 12 Last Day for Registration

September 2019

- 2 Labor Day (University Closed, No Classes)
- 7 Fall Registration Starts
- 13 Last Day to Completely Withdraw
- 27 Summer Quadmester Ends

Academic Calendar

2019 – 2020

Fall Quadmester

September 2019

- 29 New Student Orientation
- 30 Last Day to Register Without Late Fee

October 2019

- 1 Fall Quadmester Begins
- 14 Columbus Day (University Closed, No Classes)
- 16 Last Day for Registration

November 2019

- 11 Veterans Day (University Closed, No Classes)
- 27-30 Thanksgivings (University Closed, No Classes)

December 2019

- 6 Winter Registration Starts
- 14 Last Day to Completely Withdraw
- 23 Fall Quadmester Ends
- 23-4 Winter Break (University Closed)

Winter Quadmester

January 2020

- 4 New Student Orientation
- 4 Last Day to Register Without Late Fee
- 5 Winter Quadmester Begins
- 17 Last Day for Registration
- 20 Martin Luther King, Jr. Holiday (University Closed, No Classes)

February 2020

- 17 President's Day (University Closed, No Classes)

March 2020

- 9 Spring Registration Starts
- 19 Last Day to Completely Withdraw
- 30 Winter Quadmester Ends

Spring Quadmester

April 2020

- 3 New Student Orientation
- 5 Last Day to Register Without Late Fee
- 6 Spring Quadmester Begins
- 13 Last Day to Apply for Graduation
- 19 Last Day for Registration

May 2020

- 25 Memorial Day (University Closed, No Classes)

June 2020

- 14 Summer Registration Starts
- 16 Last Day to Completely Withdraw
- 27 Commencement
- 30 New Student Orientation
- 30 Last Day to Register Without Late Fee
- 30 Spring Quadmester Ends

Summer Quadmester

July 2020

- 4 Independence Day Holiday (University Closed, No Classes)
- 5 Summer Quadmester Begins
- 13 Last Day for Registration

September 2020

- 7 Labor Day (University Closed, No Classes)
- 11 Fall Registration Starts
- 17 Last Day to Completely Withdraw
- 30 Summer Quadmester Ends

Staff Directory

The information within this listing is subject to change with or without notice. Contact the Human Resources office to report any discrepancies or errors.

Harold Harris, LCSW, DCSW – President

MSW, Tulane University

Adam C. Yang – Dean of Academic Affairs/ Chair, School of Management

Ph. D., Columbia University

Raied Salman – Chair, School of Technology

Ph. D., Virginia Commonwealth University

Rongping Yan – Admissions Director

M. S., University of South Alabama

Eric Boon Keat – Registrar

M. S., Georgia Institute of Technology

Henry H. Lee – Director of Student Services

M. S., University of Pittsburg

Thomas Pulver – Librarian and Learning Resource Manager

MS-LIS, The Catholic University of America

Ke Cheng, CPA – Business Manager

MS, Reagan National University

Chao Huang – Compliance Officer

MS, Reagan National University

Faculty List

Amir Afzal, D. S., George Washington University

Computer Science, Information Systems

Marcus Andrusko, M. A., Bethel University

Communication

Ajay Bhatt, J. D., University of Oregon

Legal Studies

Jacqueline Blackwell, M. A., University of Virginia

English

George Burgess, M. S., Oregon State University

Chemistry, Environmental Science

Ke Cheng, CPA, M.S., Reagan National University

Accounting

Xiao Y. Dai, Ph. D., George Washington University

Information Systems, Management

Michael Dowally, Ph. D., University of Oklahoma

Finance, Management

Bantz Duane, Master of Accounting, Washington State University

Accounting

Beverly Elson, Ph. D., University of Maryland

Art History, English

Natalia Gavrilova, M. S., University of Chicago

Computer Science

David Glazer, Ph. D., George Washington University

Finance, Management, Marketing

Hank H. Hai, Ph. D., Duke University

Economic, Management

Jane Hart, MBA, University of Pennsylvania
Management

Paul Hicks, M. A., California State University – Los Angeles
Philosophy

David D. Huang, Ph.D., University of Iowa
Computer Science, Mathematics, Statistics

Eric Boon Keat, M. S., Georgia Institute of Technology
Computer Science

Katrina Klaasmeyer, M. A., University of Oregon
Art History

Lynsey LeMay, M. S., College of William and Mary
Geology, Marin Science

Ruiyan Luo, Ph. D., Wisconsin University
Statistics

Mohammad Najand, Ph. D., Syracuse University
Finance, Management

David Pindel, M. S., Western Illinois University
Biology

Michael Powers, M. A., Eastern New Mexico University
History

Tonya Rondinone, M. A., Southern Connecticut State University
Psychology

Raied Salman, Ph. D. Virginia Commonwealth University
Computer Science

Bethany Wengerd, M. A., California State University – Fullerton
Anthropology

Adam C. Yang, Ph.D., Columbia University
Political Science

Jon X. Zhang, Ph.D., University of West Virginia
Computer Science, Mathematics, Statistics

Jinmin Zhou, M.S., Bowie State University
Computer Science, Information Systems

Raymond Zich, M. S., Indiana University of Pennsylvania
Physics

Acknowledgement of Receipt of Handbook

I acknowledge receipt of the policies and procedures contained in the Reagan National University Student Handbook. By signing this statement, I agree to abide by all the regulations, policies and procedures contained herein, including by reference or hyperlink, and any amendments that may occur from time to time.

I understand that the University will periodically review its policies and procedures in order to serve the needs of the University and to respond to mandates of the RNU Board of Directors, the federal government, and other regulatory and accrediting agencies. Reagan National University reserves the right to change, rescind, or include additional regulations, policies and procedures in the RNU Student Handbook. I understand that such changes may occur without notice and that I agree to periodically check the online version of RNU Student Handbook for the latest version.

Signature: _____

Date: _____

Print Full Name:

Submit this signed form to the Admissions Office by the end of Orientation Week. Your Registration will not be complete until this signed form is returned.

28th Citation Narrative

The University Catalog has been revised. This revision has been approved by the Board of Directors on November 4, 2019.

Section 3-6-800

The academic regulations (catalog p. 17 (UG), p. 77 (G)), course description (catalog p. 56 – 75 (UG), p. 89 – 86 (G)), SAP (catalog p. 38 – 43 (UG), p. 78 – 82 (G)) and Refund Policy (catalog p. 16 – 17 (UG), p. 83 (G)) have been separated and placed into the undergraduate and graduate sections of the catalog.



REAGAN NATIONAL UNIVERSITY

2018 – 2020 Catalog

(Revised 2019.10.16)

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A Message from the President...

Dear Students:

As President of Reagan National University, I would like to take this opportunity to welcome you to the RNU family. I take great pride in being a part of a university that has a goal of educating people to become productively employed.

Our University is designed to provide consistent, high-quality and appropriate academic advising, monitoring, mentoring, nurturing and coaching to ensure your academic and personal success. RNU fosters achievement in management and technology areas of study, believing that exposure to the creative process is an essential part of a rigorous and broad-minded education, a flourishing society, and a good life.

One topic that we are sure to discuss is the issue of student success. Nationally, colleges and universities are working hard to increase student retention and graduation rates. Our students engage in a vibrant university experience. They meet new people with similar interests and make lifelong friends through student clubs and organizations. Reagan National University, in its thrust to promote and accelerate leadership as well as professional development not only among its student body but also its faculty and other employees, harnesses only current researches, relevant curricular offerings and responsive extension services.

As you browse through the University website, please keep in mind that your success at the University depends on your hard work and dedication. I trust that you will do everything possible to meet all of the program requirements and I assure you that the University faculty and staff will do all they can to assist you in meeting your goals. I wish you all the best in the coming challenges.

We look forward to supporting your academic and personal success at Reagan National University!

Sincerely,

(b)(6)

Harold L. Harris

President

Notice

This catalog provides general information about Reagan National University, its programs and services, and summarizes those major policies and procedures of relevance to the student. This catalog should answer most questions students have about RNU's educational programs. But this catalog is not intended to be a contract, nor is it intended to otherwise create any legally enforceable obligations on the part of RNU or any applicant, student, staff or faculty member. Although information was current at the time of publication, it is subject to change without notice.

General policies and direction of the University are established by the Board of Directors and administered by University departments under the responsibility and authority of the President. A variety of committees of the faculty, students, and administration contribute to policy formulation and internal policy decisions. The written policies in the catalog are the University policies in force at the time of publication. It is the responsibility of each student to know the requirements and academic policies in any University publications. Further, the University can add or delete, without notice, any course offerings or information contained in the catalog. All updates of University policies and course offerings will be posted on the University website. If there are any changes in degree program requirements and/or academic policies, students will be informed by the academic Departments through RNU email accounts assigned by the University to students. Additional specific academic information may be obtained from an academic advisor and/or division counselor. Regular catalog updates are posted and made to the electronic version on the University's website: www.rnu.edu.

RNU complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, and all applicable federal and state laws and regulations. It does not discriminate on the basis of race, color, national origin, sex, sexual orientation, political view, age, religion, disability, status as a veteran or any other personal delimitation or attribute in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial assistance, and educational services.

About Reagan National University

Previously known as Si Tanka University, Reagan National University is located near the heart of the state of South Dakota home of the Mount Rushmore National Memorial. Chartered by Sioux Tribe in 1973, Si Tanka University got its name to honor one of its leaders, Si Tanka (Bigfoot). Reagan National University is an independent, private, nonsectarian, comprehensive university with a diverse learning community offering unique undergraduate and graduate programs.

Reagan National University offers active learning in a vibrant atmosphere where students connect the classroom and their world. With a focus on undergraduate and graduate studies, RNU's nurturing environment offers a traditional business and IT education combined with practical experiences such as internships, academic and career counseling and volunteer opportunities. Ours is a diverse intellectual community in a unique learning environment that provides the best of all worlds: small, intimate classes in a collaborative information technology setting dedicated to the advancement of students from all over the world. RNU is committed to diversity, sustainability, discovery and excellence, and to inspiring students to think, care, create, and pursue justice in a global community. With our strength of academic programs, the broadening of our global perspective, and our ongoing commitment to diversity, we continue to do what we have done from the beginning with a keen eye to the future.

Please visit our web site at: www.rnu.edu to learn more about our University. You will be able to download an electronic version of this catalog, give us your comments, access your student or faculty portal, and much more.

Reagan National University is authorized to offer post-secondary education by the Secretary of State of the State of South Dakota. Reagan National University is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS) to award Bachelor and Master degrees. ACICS is a non-profit education corporation that is recognized by the United States Department of Education as an independent and autonomous national accrediting body.

Statement of Legal Control

Reagan National University, Inc., located at 114 S. Main Ave., Sioux Falls, SD 57108, is a private for profit co-educational institution incorporated under the laws of the state of South Dakota. The corporation operates a main campus in Sioux Falls, SD. The University operates under guidelines and policies established by its Board of Directors. The University President is the Chief Executive Officer of the University and has the responsibility of managing all aspects of the campus and has authority to exercise policies established by the Board of Directors. The institution's corporate officers execute legal documents and perform functions as required of corporate officers by law. The Board of Directors are: Ayman J Al Kisswany, Mital Patel, Sean S. Lin, Harold Harris and Jon X. Zhang.

Mission of Reagan National University

The Board of Directors has established the mission of Reagan National University as follows:

Reagan National University prepares committed students for successful employment in a rewarding profession through high-level training, real world experience and student-centered support that develops the knowledge, skills, and professionalism required in today's workplace.

-Board Action (Reapproved January 2019)

Vision Statement

The Board of Directors developed a Vision Statement in order to focus the strategic planning process.

The Reagan National University aspires to be a nationally recognized, comprehensive university that nurtures an environment of intellectual vitality.

-Board Action (Reapproved January 2019)

Institutional Goals and Objectives

In accomplishing our mission, we are guided by the following basic goals and objectives:

- To help students achieve a superior level of professional skills in business and information technologies.
- To provide programs that meet the needs of the community while consistently reviewing the curriculum ensuring that the applicable skills and knowledge acquired result in employment.
- To offer graduates viable career options by providing quality educational programs based on employer-driven requirements.
- To provide job placement and maintain healthy relationship with students and employers.
- To instill, through knowledge, the ability to contribute to society in a professional and successful manner.
- To provide variable and accessible training opportunities that remain current with the most recent technologies.
- To hire faculty members who are industry experts and demonstrate expertise in their respective fields both professionally and academically.
- To provide our students with a facility that offers technologies and equipment relevant to the field of study.
- To develop within students a desire for life-long learning and education.

-Board Action (Reapproved January 2019)

Reagan National University Location

Reagan National University is located in Sioux Falls, the largest city of the State of South Dakota. The community-wide efforts in Sioux Falls to maintain one of the healthiest environments in the nation in which to live, work and raise a family are making headlines. Sioux Falls is knowing as a

regional and national leader in economic development, retail sales, health care, manufacturing, financial and business services and quality of life.

Hours of operation: Monday to Friday 10 AM to 6 PM except holidays.

University Governance

The primary function of the University is teaching. However scholarly research and other professional activities of the faculty, continuing education, and community service are encouraged, promoted, and supported. In keeping with its focus on teaching, the University seeks to recruit, develop, and retain faculty who are dedicated to quality teaching by providing dynamic classroom learning experiences that integrate theory and practice. The institution values academic freedom and the professional opinions of its diverse faculty.

The Board of Directors is responsible for establishing academic and administrative policy and reviewing the performance of the University and its designated officers. Performance is reviewed by regularly evaluating the accomplishment of goals that may be set forth by the Board of Directors. Board Directors are appointed by the shareholders at the corporate shareholder meeting. According to RNU Bylaws, a faculty representative will sit on the Board of Directors as a voting member. The members of the Board hold their offices for a term of five years from the first day of their appointment and until their successors are appointed and qualified. Directors may be reappointed to serve one additional term for a total of ten years. The Board acts only as a committee of the whole; no member or subcommittee of the board acts on behalf of the Board except by formal delegation of authority by the governing board as a whole. At present, the Board has 5 members.

The Faculty Council is a deliberative, representative, and legislative body for Reagan National University faculty. The Council is empowered to act for the university faculty in all matters pertaining to the immediate governance of the University. As such, the Faculty Council is the major, regularly meeting body in which curricular issues, faculty tenure and promotion issues, and faculty salary and benefits issues are presented. The Faculty Council has the fundamental general responsibility to speak and act for the General Faculty on matters affecting the University as a whole. Participation in the faculty governance process, in the Faculty Council on committees, helps to improve the University and to protect faculty rights. The Chair of the Faculty Council is the faculty representative to the Board of Directors and is a voting member. Elections to the Faculty Council are conducted every other year during the Winter quadmester.

Ownership of Documents

It is the University's policy that all forms, applications, papers, documents, and other material, either in paper or electronic format, submitted by the student are the legal property of the University. All tests, papers and class projects may be retained by RNU to document students' work effort in their classes. Professors may require the student to return graded material as evidence of the student's efforts in a graded class. All legal documents will be held as prescribed by law and access provided only as established by law.

Student Right-To-Know and Campus Security Act

The Student Right-to-Know Act, passed by Congress in 1990 refers to a federally mandated public disclosure of a college's completion rate and transfer rate. The intent of SRTK is to provide to the consumer a statistic of comparable effectiveness to be used in the determination of college choice. All colleges nationwide are required to participate in these disclosures.

In compliance with the Student Right-To-Know and Higher Education Act of 1965, as amended, and the Campus Security Act of 1990, Reagan National University makes available its completion/transfer rates and Campus Crime information to all current and prospective students.

Admission to the University

Reagan National University is an equal-opportunity educational institution. Admission to study at the University will be fair, clear and explicit, and all policies/procedures relating to admissions are implemented consistently. Our decisions regarding admissions to higher education are made by staff equipped to make those decisions. RNU is committed to the pursuit of excellence and welcomes applicants who have the same high standards. The University strives to give each of our students an employment-driven educational experience. The admissions policies and procedures of RNU assure applicants equal access to the opportunity to develop the knowledge, skills and attitudes necessary for them to secure personally satisfying and socially productive employment. Applicants who meet or exceed the minimum admission requirements are not guaranteed admission. Unless otherwise indicated, all applicants are required to submit all documents listed on page 10 in order to complete an application for admission.

For undergraduate:

1. Completed/signed application form
2. Non-refundable \$75 application fee
3. Secondary or high school transcript or high school diploma
4. Test results of the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT) (for reference and guidance) (Optional)
5. College transcripts
6. Two letters of recommendation from the applicant's principal, teachers, employers or guidance counselor.

For graduate:

1. Completed/signed application form;
2. Non-refundable \$75 application fee;
3. College transcripts;
4. Have a bachelor's or higher degree from an accredited institution or the equivalent from a foreign college or university;
5. Have a 2.5 G.P.A or above. If an applicant's undergraduate G.P.A. is less than 2.5, extensive review and approval from the Admissions Committee is required.

6. Two letters of recommendation from the applicant's principal, teachers, employers or guidance counselor.
7. If potential graduate students have taken the GMAT or GRE and submit their scores, this will enhance the opportunity for admissions.

In some cases, additional information may be required before an admission decision can be rendered. Even though paper applications will be accepted, but online applications are preferred. Applicants also may download, complete and send the application with fee to the appropriate mailing address.

Application Procedures

Reagan National University follows an open-door with guided placement admissions policy and there is no difference in admissions procedures between in-class programs applications. The University is an affirmative action, equal opportunity institution and does not discriminate on the basis of race, sex or sexual orientation, color, age, religion, national origin, or disability in admitting students. Although potential students may apply any time, applicants are encouraged to complete the admission process by the enrollment due dates.

Application forms for admission to the University may be obtained from the:

Reagan National University
114 S. Main Ave.,
Sioux Falls, SD 57105
Admissions Office
Telephone: (605) 728-1529

Or, downloaded from www.rnu.edu.

Application for admission must be submitted to the Admissions Office. A nonrefundable application fee is required. It is the prospective student's responsibility to make certain that appropriate college transcripts, recommendations and financial support documents (for international students only) are provided either with the application or promptly thereafter. Until all required records are provided, the student's status will be placed as provisional. Provisional admission is intended for those who are missing admissions documents other than an application, application fee and an official transcript from the institution granting their highest completed degree. Provisional admission status may be granted upon the recommendation of an academic department. If this is the case, a student's official admission will not be completed until the University receives documents such as financial statements and proofs of English proficiency (international students), recommendation letters and official transcripts. While a student who is admitted provisionally will be allowed to enroll for his/her first quadmester, all admission provisions must be cleared by the end of the first quadmester of enrollment. If students fail to clear their provisional status by the end of the first enrolled quadmester, an administrative hold will be placed on their academic record, preventing their registration for future quadmester, and their student status may be revoked. The University reserves the right to refuse admission to an applicant if it appears that this action is in the best interest of the applicant and/or the University.

Acceptance of Reagan National University

Applicants will be notified of the Admissions' decision in writing as soon as possible after receipt of all application materials, usually within three weeks. A health certificate will be mailed on acceptance and must be returned to the Admissions Office before Orientation. RNU requires a negative tuberculosis test with the health form. Upon receiving a letter of acceptance from the University, any person with a disability who might require special accommodation by the University should discuss their needs with the Student Service staff.

Reagan National University reserves the right to rescind an offer of admission at its discretion and if any information contained in the application is found to be incomplete, inaccurate or misleading or if additional information leads to serious concerns.

Readmission

Former students who have not been in attendance for one year or more must apply for readmission by filing an application for readmission with the Registrar's Office. Students seeking readmission who were previously suspended or expelled from Reagan National University must provide reason(s) for readmission, including documentation that all previous issues, activities and/or violations of the University Standards of Student Behavior have been rectified and/or resolved. Students have the option of graduating under either the catalog in effect at the time they re-enter the University, or the catalog in effect at the time they complete requirements for a degree provided they maintain continuous enrollment of at least one credit per year. Students applying for readmission who have attended other higher education institutions since their most recent enrollment at RNU must submit an official transcript from each institution attended to the Registrar's Office before a readmission decision can be made.

If accepted for readmission, a student previously suspended due to academic probation will begin the first term automatically placed back on probation. Again failing to meet the minimum CGPA and academic requirements will result in suspension from the University permanently. There will be no more warning after the first probation period is in effect.

Conditional Enrollment Status

Conditional enrollment is a classification for provisional students. A student may be in "conditional enrollment status" for no more than one quadmester. Requests for the continuance of this status will be decided on a case-by-case basis.

Computer Literacy and Competency

In today's world of rapid technological advances the prevalence of computers in the home and the office increases the demand for computer literacy and competency. Computer literacy at RNU is defined as a demonstrated ability to use technology to access, manipulate, evaluate, use and present information. The computer literacy requirement is to assure RNU graduates possess basic computer skills necessary for success in today's work environment. Students who are not proficient with computers will be required to take a computer literacy course.

Transfer Policies

Reagan National University welcomes applications from transfer students from other higher education institutes. RNU's policy is to help each incoming student transfer the maximum number of applicable credits, minimizing course repetition and ensuring appropriate course selection.

The Reagan National University Transfer Policies are:

1. Minimal acceptable grades are: 'C' for undergraduate and 'B' for Master's programs.
2. Reagan National University accepts credits transfer from institutions accredited by agencies recognized by the U.S. Department of Education or CHEA.
3. Types of course that will be considered, including any courses offered outside of an institutional setting, such as those offered by the military, in the workplace, through apprenticeship and/or training programs, or other such programs recognized by the American Council on Education's Center for Adult Learning and Education Credentials programs.
4. Reagan National University accepts earning credit through examinations such as the ACT Proficiency Examination Program (PEP), the College Board's Advanced Placement (AP) program and College-Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Testing (DSST), widely accepted industry certification, or institution-developed tests.
5. To be eligible for transfer credit, official transcripts must be submitted to the Office of Admissions by the end of the student's first quadmester of study. Student must submit all official college transcripts from each college attended prior to RNU. Transcripts must be in English. Students with international transcripts must have their transcript translated into English and evaluated by a service that is a member of AICE or NACES.
6. Reagan National University will only accept credits within the most recent 7 years or fewer. The maximum numbers of credit transfer are:
 - Undergraduate Degrees: A maximum of three-fourths of the credits required may be awarded for transfer credit or a combination of transfer credit or equivalent credit (including challenge/test-out credits). For no student, however, may the credit given for experiential or equivalent learning (including challenge/test out credits) exceed one-fourth of the credits required for a degree.
 - Master's Degrees: A maximum of one-half of the credits required for master's degrees may be given through transfer credit or a combination of transfer credit or equivalent credit (including challenge/test out credits). For no student, however, may the credit given for experiential or equivalent learning (including challenge/test out credits) exceed one-fourth of the credits required for a degree.
7. Transfer credit is evaluated in relationship to the desired degree program. Only credit which is applicable to the degree program requested will be accepted in transfer. Once enrolled in a RNU degree program, a student may not take courses elsewhere and apply them for transfer credit, except in extenuating circumstances and when permission is

granted by the Academic Dean's office. Only transfer credits will be issued and will show upon your transcript as "TR". No grade will be transferred.

8. Documentation that is required, e.g., transcript, catalog, syllabi, or course outlines.
9. Student must submit all official college transcripts from each college attended prior to RNU. Transcripts must be in English. Students with international transcripts must have their transcript translated into English and evaluated by a service that is a member of AICE or NACES.
10. If a student does not agree with RNU's decision on the granting of credit that he/she earned at a prior higher education institution, he/she has the right to submit an appeal to the Admissions Office. Once all of the required information is received, the expectation is that the Admissions Office will provide he/she with a written response within 15 business days. If the decision finds merit to change the course to meet a major requirement, the Admissions Office will notify the student, the Department Chair will see that the change is made to the student record. If the decision is unchanged, the student may take the appeal to the Academic Dean by submitting in writing along with requested materials. The Academic Dean will respond to the appeal within five business days from receipt of the completed appeal application. The decision made by the Academic Dean is final.
11. There is no fees for evaluation, or granting transfer of credit.

Transferability of Courses and Programs

Students who wish to have courses and programs completed at RNU transferred to other educational institutions must seek the academic counseling of the receiving institution. The decision to accept coursework completed at other institutions is at the sole discretion of the receiving institution and policies may vary from institution to institution.

Graduation Requirements

All Bachelor's degree require the successful completion of a minimum of 120 credit hours with a 2.0 CGPA, and Master's degree require the successful completion of a minimum of 36 credit hours with a 3.0 CGPA. The Chair of the appropriate department must approve the course sequence and program completion. All financial obligations to the University must be fulfilled before a student will be permitted to graduate.

Degree with Distinction

The University recognizes high-level academic achievement with citations. At graduation a student may receive the degree "with great distinction" or "*magna cum laude*" if his or her cumulative grade point average (CGPA) is at least 3.9 on a four-point scale. Those with the outstanding CGPA of 4.0 will be honored with "*summa cum laude*" or "with highest distinction."

Fees and Tuition (in USD) 2019 – 2020

Application Fee*	\$75.00
English Placement Test Fee*	\$25.00
Tuition per Credit Hour (Undergraduate)	\$450.00

Tuition per Credit Hour (Graduate)	\$525.00
Audit Tuition	¹ / ₃ of Normal Tuition
Registration Fee per Course*	\$70.00
Late Registration Fee*	\$70.00
Add/Drop Fee *	\$70.00
Removal of Incomplete Grade*	\$45.00
Withdrawal Fee*	\$45.00
Replacement Diploma*	\$200.00
Registrar's Affidavit for Diploma*	\$50.00
Replacement ID Card*	\$25.00
Graduation Fee*	\$200.00
Challenge Exam Fee*	\$250.00
Transcripts per Copy*	\$15.00
- Add \$20.00 for Express Transcript* (process within 48 hours)	
Returned Check Fee*	\$50.00
University Notary Service*	\$5.00
Overnight/Express Shipping*	Varies
Apostille Fee*	\$150.00

Tuition and fees are subject to change without notice pending Board of Directors approval.

*non-refundable fees

Expenses and Payments

Tuition and other charges at Reagan National University are set by the University Board of Directors and may be changed by Board's action. Gifts and grants received through the generosity of alumni, industry, foundations, government and friends play an important part in keeping the cost of tuition as low as possible.

Students are expected to meet all financial obligations when they are due. RNU reserves the rights to deny admission, withhold transcripts, refunds, payments, and other educational records or cancel the registration of any student who fails to meet financial obligations. The student will be responsible for payment of reasonable collection costs, including attorney fees and other charges, necessary for the collection of any amount not paid when due.

Add/Drop Fees

If a student decides to either drop, add, or both drop and add after the first day of the quadmester and before the end of the late registration period, an add/drop fee will be charged.

Late Registration Fees

If a student initially registers for a class either on or after the first day of the quadmester, a late registration fee will be charged.

CANCELLATION AND REFUND POLICY (UNDERGRADUATE)

1. Student notification of cancellation may be conveyed to the Reagan National University in any manner.
2. Students have five (5) calendar days after signing an enrollment agreement to cancel enrollment and receive a full refund of all monies paid to the institution.
3. A student requesting cancellation more than five (5) calendar days after signing an enrollment agreement but prior to beginning a course or program is entitled to a refund of all monies paid minus
 - a. an application fee of \$75 and
 - b. an one-time registration fee per program of no more than 20 percent of the total costs and not to exceed \$200.
4. Upon cancellation, a student whose costs for education are paid in full but who is not eligible for a refund is entitled to receive all materials, including kits and equipment.
5. Any money due a student must be refunded within 30 days of a cancellation request, regardless of whether materials have been returned.
6. When a student cancels enrollment the Reagan National University retains the application fee (\$75), the one-time registration fee not to exceed \$200 plus a percentage of all costs paid by the student in accordance with the following refund schedule:

Week/Class	Percentage of Tuition refund
1st	80%
2nd	70%
3rd	60%
4th	50%
5th	40%
6th	30%
7th	20%
8th	10%
9th	0%

- (a) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (b) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.
- (c) A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE

A RNU student who withdraws from the University as a result of the student being called to active duty in a military service of the United States or National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
 - (1) satisfactorily completed at least 90 percent of the required coursework for the program and received passing grades of all assessments; and
 - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 30 days after the effective date of termination.

Academic Policies & Procedures

Regular Students

Students who are pursuing a degree program are classified as regular students. Those who are pursuing a graduate degree and who are enrolled in six (6) or more academic credit hours per quadmester are considered to be full-time regular students. Part-time regular students are those who enroll for fewer credit hours than what was mentioned in the previous two sentences. This designation does not apply to graduating seniors or those who are completing the final term of their degree. In order to maintain satisfactory progress and remain in good standing, the part-time student must meet the same standards as full-time regular students. The table below indicates how many three (3) credit courses constitute full time study per quadmester.

Degree Program	Minimum Courses per quadmester
Undergraduate	3
Graduate	2

Non-matriculated Students

An individual may enroll at RNU for special study on either a full-time or part-time basis as a non-matriculated student. Such individuals are provided an opportunity for academic study with concentration in a particular area of interest. The non-matriculated student status may be used to obtain exposure to a particular area as a foundation for further academic work. Many persons with a degree use this status to gain exposure to another discipline without pursuing a degree. For some courses, certification may be offered for those who receive passing grades. Individuals must matriculate after completing 12 credits at the University.

Special Students

Students who are not pursuing a degree program are classified as special students. They do not have to submit school records or recommendation letters for admissions. Special students may enroll in as many classes as they want to take. But if they want to change their status to regular, they must go through the required application process.

Academic Advising

The basic goal of academic advising for undergraduate and graduate students at Reagan National University is to provide students with the information and guidance needed to complete a degree program successfully. The aim is not only to provide specific information about courses and degree requirements but also to help students explore educational and career options to further their understanding of the nature and purpose of higher education. The advising system is designed so that:

- Each student has an assigned advisor. A student with a declared major is assigned to a faculty member in the student's major department.
- Each student meets with the assigned advisor during the registration or pre-registration process and has ample opportunity to discuss the academic program and other concerns with that faculty member.
- Each student has access to departmental checklists that outline and summarize specific degree requirements. Students must meet the prerequisites for a course or have special permission from the course-offering department to waive the prerequisites. Students may be dropped from the class if they are found not to meet requirements.
- Each student has the ultimate responsibility for completing his or her degree program.

Registration

Students can register either in person or through their student portal (online) with approval from their academic advisor. Students are not officially enrolled until they have paid all registration and tuition costs. Students must be enrolled in a course or auditing in order to participate in the class. A late registration fee will be charged to students registering for a class on or after the first day of the new quadmester. Late registration is permitted only during the first week of classes. Students are strongly recommended to consult with their Academic Advisor or Department Chair prior to registration in order to choose the proper courses.

Student Contact Information

The University will contact the students primarily by phone or by email. Such contact information must be updated as soon as the student is aware of a change. This is to ensure that students are kept up to date with university events and news.

Upon acceptance to RNU, newly enrolled students will be assigned a RNU email address which they are required to use for the remainder of their degree at the University. However, RNU email addresses may remain active after graduation if the student chooses to continue using it.

Once a RNU email has been created for students, RNU staff and faculty will contact students and provide official information to students only to the RNU email address. This ensures a secure and effective channel of communication. Students are encouraged to use the RNU email and to check their email regularly.

Calendar

Reagan National University operates on a quadmester system and each year is divided into four quadmesters: Fall, Winter, Spring, and Summer. Students may apply for acceptance into any one of these quadmesters.

Credit/Academic Year

Reagan National University awards credit based on a semester system. One credit hour is equal to one hour and fifteen minutes per week in class for a traditional quadmester. Most classes are three credit hours. For every credit hour spent in class, plan two to three hours studying each week. Full-time enrollment is 9 or more credits (undergraduate) and 6 or more credits (graduate) a quadmester. Part-time enrollment is fewer than 9 credit hours (undergraduate) and fewer than 6 (graduate) in a quadmester.

A school year is comprised of four quadmesters: fall, spring, summer and winter. Every quadmester includes 12-week of classes.

Change in Registration

Students may withdraw up through the fourth week of a course and not have the “Withdrawal” appear on the student transcript. After the fourth week, the “Withdrawal” will appear along with a designation indicating whether the student was “passing” or “failing”. A withdrawal fee will be charged for all withdrawals submitted after the last day of late registration of the quadmester. Dropping and adding a course may be done up through the end of the late registration period. A add/drop fee will be charged for all add/drops submitted on or after the first day of the new quadmester.

Withdrawal from Reagan National University

Before withdrawing from the University, a student is responsible for the return of all previously issued RNU property and settling or making arrangements for all financial obligations to RNU. The student must submit a Withdrawal Notice to the Registrar and complete a Withdrawing Student Survey Form at Student Services. Withdrawal from RNU at any time without satisfactory notice and settlement may result in the withholding of transcript or credits until all university obligations are satisfied.

A student may petition for “Withdrawal Without Prejudice” under extremely unusual circumstances such as serious illness or a death in the student’s immediate family. Such a petition must be presented in writing with supporting documentation (i.e. a statement from a physician, military authorities, etc.) before the end of the quadmester to the Academic Dean for review and consideration. The student may request a refund of tuition. The Academic Dean will make a decision based on the facts presented in each case.

Reagan National University reserves the right to administratively withdraw students from registered courses, due to a medical emergency, academic dishonesty, disruptive conducts, or violation of laws.

Grading System

Grades

Grades are based on student achievement, knowledge, and skill proficiency demonstrated in the classroom. The grading policy for each class will be clearly communicated with students.

Weighted Grades

RNU instructors will specify the percentage weight of grades in their syllabi in compliance to the school grading policy. Instructors will use a weighted grading system that will be reflected in the grading program.

A grade is reported for each course in which a student has enrolled to indicate the quality of performance in that course. Normally, the course grades are assigned as:

91– 100%	=	A
81 – 90%	=	B
71 – 80%	=	C
61 – 70%	=	D
Below 61%	=	F

The grading system used at the Reagan National University is as follows:

<u>Grade</u>	<u>Point Value</u>	<u>Significance</u>
A	4.00	
B	3.00	
C	2.00	
D	1.00	Only for Undergraduate
F	0.0	Failure
AU	0.0	Audit
I	0.0	Incomplete**
R	0.0	Repeat
S	0.0	Satisfactory***
U	0.0	Unsatisfactory***
W	0.0	Withdraw
TR	0.0	Transfer****

** An incomplete “I” may be given in lieu of a grade when circumstances beyond a student’s control have prevented completing a significant portion of the work of a course within the allotted time. The student’s performance in the course must otherwise be satisfactory. An incomplete must be removed in a manner and within the time determined by the instructor. It may not be continued beyond one quadmester from the end of the quadmester in which the “I” is given. Failure of the student to remove the “I” by that date will result in an automatic grade of “F” being placed on the student’s permanent transcript. An “I” cannot become a withdrawal “W”.

*** Given only for classes using the Satisfactory/ Unsatisfactory Grading Option.

**** To be eligible for transfer credits, students must have passed the course(s) with a C or better grade (2.0 on a 4.0 grade point average scale for undergraduate and 3.0 for graduates). Credits taken pass / fail cannot be transferred.

Grade Point Average (GPA)

The total quadmester hours in which grades of “A“, “B“, “C“, “D“ and “F” have been received at this institution divided into the corresponding total quality points earned constitute the student’s cumulative grade point average (CGPA). Likewise, the student’s GPA for any time period is found by dividing the credit hours in which grades other than “S” and “U” were received into the total quality points earned during that period. For example:

3 credit hours x A (4.0)	=	12.0 quality points
3 credit hours x B (3.0)	=	9.0 quality points
3 credit hours x C (2.0)	=	6.0 quality points
9 credit hours	=	27.0 quality points
27.0 total quality points/9 hours	=	3.0 GPA

The student’s GPA indicates scholastic standing. Factors like effort, self-esteem, or placement prospects should be extraneous to the determination of grades.

Attendance

Students are expected to attend all classes. The penalties for missing classes without an approved excuse vary. Students should consult the respective course syllabus or their instructor. Students are responsible for all material covered or referred to in class whether they are present or absent. Students must contact their professor to determine whether or not the work can be made up. Illness or other circumstances that necessitate extended absence from class should be reported as promptly as possible to the course instructor and Department Chair. Class attendance will be monitored by the instructor or another designated staff member. For additional information regarding student course attendance, refer to the most recent version of the *Reagan National University Student Handbook*.

Academic Regulations

Academic regulations have a two-fold purpose:

- To prevent the dissipation of RNU resources and time to students who fail to make reasonable academic progress.
- To facilitate the maintenance of high academic standards at the University.

Degree Requirements

Course requirements for graduation are listed under each individual program. A student who is continuously enrolled, i.e. is registered for at least one course in a year, may choose the degree requirements to be satisfied from:

1. the catalog in effect when the student first enrolled or;
2. any subsequent catalog.

A readmitted student may choose degree requirements to be satisfied from:

1. the catalog in effect when the student was readmitted or;
2. any subsequent catalog provided the student is continuously enrolled after readmission.

The total number of credit hours from courses taken at RNU (except those on an “S/U” basis) and presented to meet the requirements for a specific degree, divided into the total quality points received, must equal to 2.0 or greater for Bachelor’s and 3.0 or greater for Master’s degrees.

A candidate for a degree, upon registering for the final quadmester of enrollment, must announce graduation candidacy to the Registrar by filing a formal Graduation Intent Form. At that time, the Registrar must be furnished with a list of all courses the student wishes to submit in fulfillment of the requirements for the degree. It is the responsibility of the candidate, after consultation with the major department and the Registrar, to make sure that the courses fulfill all requirements for graduation. The student’s major advisor, who certifies that the courses taken meet the requirements for the degree specified, must sign the Graduation Intent Form. Any arrangement involving a departure from the regular requirements for graduation requires the approval of the Academic Dean.

All fees, and financial, and academic obligations to RNU must be resolved before a student will be awarded a degree or receive a transcript.

The University reserves the right to make curriculum changes. Assurance is given to students that proper measures will be employed to avoid hardships that may result from such changes. An annual degree check is available to all RNU degree students who wish to verify their progress toward a degree.

Terminal transfer credits, i.e. credits earned at another college or university in order to complete the last degree requirements at the university, are not allowed except by approval of the Academic Dean when unusual circumstances appear to justify it. A student who anticipates the need for requesting terminal transfer credit should do so as soon as practical and in no event later than the time of filing the Graduation Intent form for a degree. The request should be addressed to the Academic Dean. It should contain a statement of the circumstances which, in the student's judgment, justify the request, and a specific statement of the program proposed for obtaining the terminal credits. Approval, if granted, will be of a specific program. The student is responsible for providing an original transcript of completed coursework from the approved institution. No degree will be awarded without completion of all conditions identified in the approval letter.

Students' Rights, Privileges and Responsibilities

Students who enroll at Reagan National University should do so with the realization that they are presumed to be serious and committed to academic purposes and are expected to conduct themselves as good citizens of the university community.

An effective guardianship of the health, general safety, and welfare of all students must be maintained.

The final responsibility for the accomplishment of these purposes must rest upon the administration and faculty of the institution who may prescribe certain rules and enforcement procedures for guidance toward these ends. Information concerning such rules and additional procedures is contained in the RNU *Student Handbook* and in supplementary bulletins that may be published from time to time.

RNU is committed to the full support of the rights of its students, including due process in student disciplinary matters. Detailed procedures designed to safeguard student rights and to guarantee fair and impartial treatment of any and all disciplinary cases are published in the RNU *Student Handbook*. Methods developed to provide due process in student disciplinary matters are based on the 1967 joint recommendations of the American Association of University Professors, the National Association of Students, and the National Association of Student Personnel Administrators; they conform to Title IX-Educational Amendments of 1972.

Student Services

The mission of Student Services is to develop and provide access to programs that pertain to student lifestyle and culture in order to strengthen the bonds within in the student community and improve the overall student experience.

Some of the responsibilities and programs in the Student Services Office include:

- Alumni Services
- Job placement
- Academic advising
- Liaison with other educational institutions

Alumni Services

Our students' relationship with the University does not stop upon graduation. The Alumni Services Office works to foster and strengthen those lifelong relationships and keep them connected with the Reagan National University. Whether it is attending an event, donating to a scholarship or referring a student, RNU alumni lead the way.

Alumni Association

Alumni Services office works closely with the Alumni Association in its endeavor to support the advancement, growth and development of Reagan National University. All graduates of RNU are members of the RNU Alumni Association, which is governed by a Board of Directors. For more information, please check:

www.rnu.edu/alumni

Job Placement

The mission of the Student Services Office is that it is dedicated to assisting RNU students and alumni in preparing and maintaining a successful career. Job placement services are available to graduates, currently enrolled students and former students. This office serves as a source for employment opportunities. Student Services Office receives information of career-oriented positions, thus, providing students the opportunity to match their majors or interests with related employment.

Services of the Job Placement program include, but are not limited to:

- **Résumé Assistance:** Résumé assistance is offered through workshops and by appointment. Regularly, the Career Services Office sponsors résumé building workshops and job fairs. All students and alumni are urged to attend.
- **Job Opportunity Listings:** Employers may email, fax, or mail any employment opportunities to the University. These openings will remain active until the position is filled or until the employer is no longer interested. Students may find job listings through the Student Services Office.

Library Services and Learning Resources

In order to provide a vast array of electronic resources to RNU faculty and students, the library subscribes to commercial library services that provide online resources: LIRN. Each is described below.

Within the LIRN online services the following resources are available.

Reference collection – The Reference library contains 112 titles.

Infotrac Databases – There are now over 75,000,000 articles in the Infotrac databases. It is estimated that there are over 150,000,000 articles, television and radio transcripts, photographs, video and audio clips, encyclopedias, books and reference titles in the collection.

Business Resource Center – Business and Company Resource Center is a fully integrated resource bringing together company profiles, brand information, rankings, investment reports, company histories, chronologies and periodicals. Predicast's PROMT and Newsletter databases are fully integrated in this database. Search this database to find detailed company and industry news and information. Business and Company Resource Center contains 4,090 periodical titles

Computer Database – This database contains computer-related product introductions, news and reviews in areas such as hardware, software, electronics, engineering, communications and the application of technology. There are 669 titles in this database.

Custom Newspapers – Indexing and full text for the London Times (1/97-), Intl Herald Tribune (1/96-), Atlanta Journal-Constitution (3/98-), New York Times (11/00-), Los Angeles Times (1996-), Christian Science Monitor (1996-), and St Petersburg (FL) Times (11/99-).

General Business File – Analyze company performance and activity, industry events and trends as well as the latest in management, economics and politics. Access to a combination of broker research reports, trade publications, newspapers, journals and company directory listings with full text and images is available. The general business file includes 3,916 titles.

Health & Wellness Resource Center & Alternative Health Module – The Resource Center gives students access to magazines, journals, newspapers, definitions, directories, with information on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug abuse, Prescription Drugs, etc. Included are links to diet, cancer, and health assessment sites as well as government databases.

Health & Wellness Resource Center includes 886 journals. H&WRC also contains the health articles from 1000 general interest periodicals. There are also 300 full-text pamphlets. There are 28 reference titles. H&WRC also includes the Health & Lifestyle sections of approximately 30 newspapers. Also included in this database is an alternative health module.

Health Reference Center Academic – This database has articles on: Fitness, Pregnancy, Medicine, Nutrition, Diseases, Public Health, Occupational Health and Safety, Alcohol and Drug abuse, HMOs, Prescription Drugs, etc. There are 926 titles in the database.

LegalTrac contains 1,448 titles supporting paralegal and criminal justice programs.

Literature Database – Literature Resource Center provides access to biographies, bibliographies, and critical analyses of authors from every age and literary discipline. Combining Gale Group's core literary databases in a single online service, the Literature Resource Center covers more than 120,000 novelists, poets, essayists, journalists, and other writers, with in-depth coverage of 2,500 of the most-studied authors.

There are 269 titles linked to the MLA international bibliography, 22 reference titles, and 16 titles from the Scribner writer's series and the Twayne's Author series covering 552 authors.

Newsletters ASAP provides access to information from specialized business, industry and technology newsletters issued by various news services and industry watchers. There are over 500 full text newsletters in the database.

OneFile contains all of Gale Group publications – 10,070 titles to date.

Opposing Viewpoints Resource Center draws on the acclaimed social issues series published by Greenhaven Press, as well as core reference content from other Gale and Macmillan Reference USA sources to provide a complete one-stop source for information on social issues. Students have access to viewpoint articles, topic overviews, statistics, primary documents, links to websites, and full-text magazine and newspaper articles. Opposing Viewpoints has over 200 reference titles including several specialized encyclopedias, 199 full-text periodicals, and 5 newspapers. OVRC also contains web sites, primary source documents and a statistics file. The database is also linked to the Academic ASAP database for document searches.

Student Resource Center Gold – This is a fully integrated database containing thousands of curriculum-targeted primary documents, biographies, topical essays, background information, critical analyses, full-text coverage of magazines, newspapers, over 20,000 photographs and illustrations, and more than 8 hours of audio and video clips. It includes the Student Resource Center-Health Module. The resource center also includes style writing guides and tutorials on research. The database has 1,268 titles. Current information on titles in these databases is available at: http://www.gale.com/title_lists/. Online training resources concerning these databases are available at:

<http://support.gale.com/display/4/search.esp?tab=search>

ProQuest–Psychology – With complete information from over 400 top psychology and related publications, this database meets the needs of both students and mental-health professionals. All the source publications are available in the ASCII full-text format. Nearly all of them also offer articles in the full-image and Text+Graphics Science & Technology formats.

Research Library Complete – This is a comprehensive General Reference database. The major subject areas covered are; Arts, Education, General Interest, Health, Humanities, International, Law, Military, Multicultural, Psychology, Sciences, Social Science and Women's Issues. There are 3,723 titles in this database. To access updates on the research collection the library user can go to: <http://www.proquest.umi.com/pqdweb?PQT=317&SQ=&vDBID>

Books in Print Bowker Publishing – Books in Print provides librarians with access to all books and reviews.

As a result of the self-study process, the University became aware of the need to establish a standing library advisory committee made up of faculty and administrators.

To formally monitor ongoing library usefulness and needs, the library intends to conduct an annual survey of student and faculty opinions on library resources and services in support of the academic and research endeavors. Survey instruments that have been used by other university libraries for this purpose are being collected and examined by the librarian; most are internet tools. Naturally, the RNU survey will be customized to relate to the mission and the goals of this university; to create a uniquely RNU instrument. The results of this survey effort will be compiled and distributed within the university community. Informally, user feedback on library resources, services and equipment are received through the library suggestion email box and other informal channels – online communication with librarian and staff; e-mail messages and “chat” input.

RNU librarian or trained assistants are accessible either by telephone or e-mail during the following operation hours: 9 AM to 6 PM Monday through Friday and 9 AM to 5 PM Saturday, and Sunday when there are classes. The online library is open 24 hours everyday.

Code of Conduct

The Reagan National University is an academic community committed to fostering an environment of trust, respect and intellectual learning. All members of RNU are responsible for the consequences of all their actions, including, but not limited to, those that defame, libel, injure or sexually harass others.

Academic Integrity

Work assigned to be completed such as projects assignments (group or individual), essays, research papers, or programming projects play a particularly important role in the learning and knowledge retention process. In recognition and reinforcement of this importance, instructors place significant weight in the grading process to this aspect of class work. It is thus essential that each student's work reflect his or her own capability. RNU has consistently taken a strong stand on cheating, plagiarism, and other forms of dishonesty. Instructors retain considerable latitude in the penalties they may invoke for dishonesty. Usually, the **first time**, the student will receive a **0 grade** for that individual assignment. The **second time**, the student will receive an **'F' for that course**. The **third time**, the student will be **dismissed from the University**. Consequences are determined from a case-by-case basis by the University. Students involved in research must give proper credit for other people's ideas when presenting those ideas in their own writing. Research deals in ideas, just as banking deals in dollars, and it is equally vital to give an accurate accounting of each. Any student undertaking research must thoughtfully consider the University's policy on ethics in research. Utilizing another individual's work without giving proper credit or citation to the individual is considered plagiarism. The University has many methods and processes for

detecting plagiarism. Students who plagiarize may be subject to remedial plagiarism avoidance trainings or expulsion from RNU.

In order to constantly improve the standards of academic quality at RNU, students must understand that they play an integral role in this process. If a student should witness dishonest behavior, he or she is expected to report that behavior to university officials. Failure to do so makes the witness as culpable as those committing acts of dishonesty.

Enforcing the Reagan National University Code of Conduct (Refer to *the Student Handbook*)

- Students' responsibility to enforce the RNU Code

All students observing a violation of the RNU Code are obligated to report the incident to the instructor involved, or to an appropriate faculty or staff if the alleged act is not associated with a specific class.

- Faculty and staff responsibility to enforce the RNU Code

Each faculty or staff member who discovers a violation of the University's Academic Honesty policy is obligated to follow the procedures set forth by the University. The RNU administration fully supports all faculty and staff members in adhering to these rules.

- Ethics Advocates

A group of students and faculty members shall be appointed by the President to serve as Ethics Advocates. Ethics Advocates are charged with the following responsibilities:

1. Assisting in RNU Code revisions and approval processes;
2. Facilitating distribution of the RNU Code to all segments of the RNU communities;
3. Assisting in the development and distribution of RNU business ethics programs and informational materials.

Verification of Student Identity

The purpose of this policy is to ensure that Reagan National University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA), Public Law 110-315 concerning the verification of student identity in education.

One or more of the following methods must be used:

- A secure login and pass code;
- Proctored examinations; and/or
- New or emerging technologies and practices that are effective in verifying student identification.

All methods of verifying student identity must protect the privacy of student information. If any fees associated with the verification of student identity will be charged to students, they must be notified of these charges in writing at the time of registration or enrollment.

Complaint and Grievance Policies

The Reagan National University complies with Federal regulations (Title IX of the Education Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the American Disabilities Act of 1992) designed to provide equitable treatment of all students regardless of race, national origin, sex, age, sexual orientation, or disability. It is committed to the ideal that all students should have recourse from unfair and improper action on the part of any member of the University community. The University believes many complaints can be resolved through an open, honest dialogue between the persons involved. Students are strongly encouraged to resolve any concern informally through the appropriate department or division administrator. If needed, the Registration Office will direct the student to the appropriate department or division administrator to initiate the informal process. The administrator will work with the student to resolve the student's question, concern, or complaint. If the student is not satisfied with the discussion and any suggested resolution, the student may file a formal complaint.

Student complaints or grievances are handled through one of two procedures depending on the nature of the grievance – **academic** (not include grade or evaluation dispute) and **non-academic or non-grade** related. When a grade or evaluation dispute occurs, students are required to file their written petition or grievance within 60 days to the Chair of the appropriate academic department after the grade has been rendered. Petitions or grievances initiated after the 60 day deadline will not be considered. Based upon professional judgment, the instructor is solely responsible for the grade assigned. No instructor may be directed to change a grade unless a mistake, fraud or bad faith by the instructor is proven. The burden of proof for the existence of mistake, fraud or bad faith on the part of the instructor is the responsibility of the student. A student who believes University academic regulations including University grading procedures and/or grading criteria have not been followed must attempt to resolve the issue by discussing the differences of opinion with his/her instructor as a first step. If the student is unable to reach agreement with the instructor, the student may take the complaint to the department chair and then, if no resolution is reached, to the Academic Dean, whom will make the final decision.

An **academic complaint** is any non-civil rights related complaint generated by an individual student concerning the work-related activities of any faculty member except for grade evaluation. The informal process is to provide information to the student that will assist the student and instructor in mutually resolving the concern or problem. If the student is not satisfied with the discussion and suggested resolution, the student may file a formal complaint against the faculty member. Any formal complaint must refer to actions of the Faculty member within the course and scope of his/her employment. A grade change request based strictly upon academic considerations shall not be considered a complaint against a Faculty member. If the student believes the decision offered by the faculty member or the faculty member's supervisor through the informal process did not provide a resolution, the student may then use the formal complaint process.

Students should make every attempt to pursue concerns in a timely manner and should be reported within 30 calendar days from the date the decision was provided to the student.

Formal Process: A student may petition the Academic Dean in writing to resolve a complaint not resolved during the informal process. The petition must be as well defined, objective as possible and contain the following information:

1. Name of the faculty member.
2. Statement of facts and nature of the formal complaint.
3. Date(s) of the incident(s).
4. Resolution being sought by the student(s).
5. Name of the student(s) filing the formal written complaint.
6. Signature of the student(s) and the date submitted.

The Academic Dean will either make a decision or refer the matter to the Academic Committee. Should the Academic Dean refer the issue to the Academic Committee, the committee will review the complaint and make a determination on the issue. The decision/recommendation of the committee will be communicated to the Academic Dean in writing. The Academic Dean will review the decision/recommendation and communicate it to the student in writing.

Appeals Process: A student complaint arising from an action of the Academic Committee must be addressed in writing to the Academic Dean. Following receipt of the decision taken by the committee by the student, the student must file a written appeal to the Academic Dean within 10 calendar days or the complaint is waived. The Academic Dean may refer the appeal back to the committee for review or to the Appeals Committee for consideration and recommendation. If the appeals process is initiated, the following protocol will be followed:

- a. The chair of the Academic Committee or Appeals Committee provides the student with written notice of the hearing not less than seven calendar days prior to the hearing.
- b. The student must present all relevant evidence at the hearing and may be accompanied by a faculty advisor of his/her choice.
- c. The recommendation of the Academic Committee or Appeals Committee is submitted in writing to the Academic Dean.
- d. The Academic Dean, after review of the record and recommendation(s), renders a decision and notifies the student in writing.
- e. The decision of the Academic Dean is final.

A **non-academic or non-grade** complaint may be a complaint related to civil rights, services, violation of FERPA Regulations, or other complaints not academic in nature. This include: any act or threat of intimidation, discrimination or harassment; any act or threat of physical aggression; arbitrary action, violation of student rights, or imposition of sanctions without proper regard to University policy as specified in the Education Code, Board Policy, and/or Administrative Procedures; violation of Title IX and any violation of Section 504 with reference to the rights of disabled students.

Formal Process: If the student is not satisfied with the outcome of that attempt, then he or she should submit a formal complaint, within 30 business days after the attempt to resolve the issue to the Academic Dean.

Step 1: The petition must be as well defined, objective as possible and contain the following information:

1. Name
2. Date
3. Brief description of the incident being grieved
4. Remedy requested
5. Signed and informal remedy attempted by student and outcome

If the grievance is against the Academic Dean, the student shall file the grievance with the Office of the President.

Step 2: The Academic Dean will investigate the matter and supply a written response to the student within 30 business days.

Step 3: Appeal of Staff Response: If a student is unsatisfied with the response from the Academic Dean, the student may appeal the decision to the President of the University. The University staff has no right to appeal.

a. A student shall file a written appeal to the President within ten business days of receiving the response from the Academic Dean.

b. The appeal will be decided based entirely on documents provided by the student and the administration; therefore, the student must ensure that he/she has provided all relevant documents with his/her appeal.

c. At the President's sole discretion, grievance appeals will be held in one of the following two ways:

1. The President may review the information provided by the student and administration and make the final decision; or
2. The President may appoint a cross-functional committee comprised of five members, including one chair, to make the final decision.

d. The decision of either the President or the cross-functional committee shall be made within ten business days of receipt by the President of the appeal.

e. Whichever process is chosen by the President, the decision of the grievance appeal is final. Retaliation against a student for filing a grievance is strictly prohibited.

Administrative Policies

School Closing

Normally, a decision on closing is made early in the morning of the affected day. Once the decision is made, the media are notified and notices begin appearing on the radio and TV at 7 am. Shortly thereafter, the web site and answering machine will be updated. The notices all expire at midnight. The next day's status may not appear until after 7 am or until a new determination is made. It is university policy to reschedule these days when, and if, an excessive number of class days must be canceled because of inclement weather.

Transcript Validation

A transcript is official only when imprinted with the embossed, dated seal of the Registration Office of Reagan National University and the signature of the Registrar. Official transcripts bear a University ink stamp. This record is for the recipient only and may not be reproduced.

All international undergraduate transcripts have to be evaluated by member organizations of AICE and NACES. Copies of their original and evaluated transcripts are attached.

Family Educational Rights and Privacy Act of 1974 (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that protects the privacy of student education records. In accordance with regulations issued under FERPA, the Reagan National University provides notification to our enrolled students of their rights under FERPA, as well as an explanation of the exceptions under FERPA that allow the University to disclose information from the student's education record without consent. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives the written request. Students should submit a written request to the registrar that clearly identifies the record (s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the record (s) may be inspected.
2. The right to request the amendment of education records that the student believes are inaccurate or misleading. Students may request that the University amend a record by writing a letter to the registrar clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Disclosures can be made without student consent to the following: school officials with legitimate educational interests; accrediting agencies or organizations conducting educational studies; personnel in connection student applications for, or receipt of, financial aid; public authorities with a judicial order or subpoena for such information; those involved in an emergency situation if the information is necessary to protect the health or safety of students or other persons; and directory information services.

4. Reagan National University has designated the following as directory information:
 - Name of student
 - Address of a currently enrolled student
 - Major field of study
 - Dates of enrollment
 - Degrees and dates conferred
 - Academic honors and awards received
5. If students do not wish the University to release directory information, they must submit a request in writing to the University Registrar for non-disclosure of directory information.
6. Students may also file a complaint with the Accrediting Council for Independent Colleges and Schools (ACICS) at:

1350 Eye Street, NW, Suite 560
Washington, DC 20005
(202) 336-3780
www.acics.org

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Reagan National University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

All questions with respect to a student's rights under FERPA should be directed to the Registrar's Office.

Change of Name and Address

It is the student's responsibility to maintain current contact information (address, phone and email) on their RNU account. The University must have up-to-date information on file for mailing important correspondence or for use in the event of an emergency. The student's address should reflect the location at which they wish to receive all correspondence.

Students can submit address changes online. Addresses are validated through the University at point of entry to prevent errors and ensure USPS requirements are met. If an address cannot be submitted and all fields have been verified as accurate, the student may contact the Registration Office for assistance.

To change your name, you must submit the legal documentation to the Registrar's Office with the official declaration of your name change (e.g., copy of new driver's license, marriage license, divorce decree, or other legal document).

Dean's List

An Honor Roll of undergraduate students who earn 9 credits hours and graduate students who earn 6 credit hours with a 3.5 or higher CGPA is released at the end of each quadmester. At least half of those credit hours must have been assigned letter grades.

Undergraduate students who earn 9 credits hours and graduate students who earn a CGPA of 3.9 or better while carrying at least 6 hours will be named to the Dean's List.

COURSE CODES

A course is recognized by its prefix (e.g., “ACC 500”), and its full title (e.g. “Financial Accounting Analysis”). The prefix is composed of two parts, a letter part indicating a field of study, and a numeric part indicating the level to which the course belongs. Thus,

ACC	=	Accounting
ANT	=	Anthropology
ART	=	Art
COM	=	Management Communications
CSC	=	Computer Science
ECO	=	Economics
FIN	=	Finance
HST	=	History
IFS	=	Information Systems Technology
LAW	=	Law
MAT	=	Mathematics
MGT	=	Business Management
MKT	=	Marketing
PHI	=	Philosophy
POL	=	Political Science
SCI	=	Nature Sciences
SOC	=	Social Sciences
STA	=	Statistics

Generally, the numbering system works as following:

001 – 099	Non-credit Courses
	Bachelor Courses
101 – 299	Lower Level Bachelor Courses
200 – 499	Upper Level Bachelor Courses
501 – 599	Master Courses

Undergraduate Programs

Admissions

Application for admission must be submitted to the Admissions Office. The Admissions Department places particular emphasis upon the following:

1. Completed/signed application form;
2. Non-refundable \$75 application fee;
3. Secondary or high school transcript or high school diploma;
4. Test results of the Scholastic Aptitude Test (SAT) or American College Testing Program (ACT) (for reference and guidance) (Optional)
5. College transcripts
6. Two letters of recommendation from the applicant's principal, teachers, employers or guidance counselor.

English Proficiency Requirements

A minimum score of Test of English as a Foreign Language (TOEFL) 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS) or 44 on the PTE** Academic Score Report.

If a student does not fulfill the University's English proficiency requirements, he or she must take RNU's English Placement Test. Students may register for it through their advisor. The English Placement Test will assess student skills and correlate them with a recommended English Proficiency Program course.

Transfer Policy

- Minimal acceptable grades are: 'C' for undergraduate.
- Reagan National University will only accept credits within the most recent 7 years or fewer. The maximum numbers of credit transfer are:

A maximum of three-fourths of the credits required may be awarded for transfer credit or a combination of transfer credit and experiential or equivalent credit (including challenge/test-out credits). For no student, however, may the credit given for experiential or equivalent learning (including challenge/test out credits) exceed one-fourth of the credits required for a degree.

Graduation Requirements

All Bachelor's degree require the successful completion of a minimum of 120 credit hours with a 2.0 CGPA. The Chair of the appropriate department must approve the course sequence and program completion. All financial obligations to the University must be fulfilled before a student will be permitted to graduate.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) FOR UNDERGRADUATE STUDENTS

Even though Reagan National University does not participate in federal financial aid and/or grant programs, it still complies with the Satisfactory Academic Progress Policy (SAP) in order to meet the accreditation requirements of the US Department of Education and ACICS. This Policy is used as a guide for the student and University to make sure students are making satisfactory academic progress toward their degree. All undergraduate students must comply with SAP in order to continue their enrollment at RNU.

RNU's SAP policy serves as an accurate and honest measure of student success, assessing the completion of coursework toward degree or diploma attainment while providing early identification of students requiring additional academic support.

Satisfactory Progress

Once grades are available to the Registrar at the end of each quadmester, an evaluation of each student's SAP progress will take place by the Registrar's staff. The student's SAP progress will be measured by:

1. Maximum Time Frame for Program Completion
2. A required minimum cumulative grade point average of 2.0 for undergraduates on a 4.0 scale.
3. A required minimum completion rate

Students who fail to meet any of the above minimum SAP requirements will be considered not maintaining satisfactory academic progress and be notified of their SAP status via RNU email and/or USPS. It is the student's responsibility to monitor their SAP status and should they not receive notice from the University their SAP status and its implications still hold and do not go away. The consequences of not maintaining SAP requirements are explained in the "Failure to Meet Sap Requirements" section.

Maximum Time Frame for Program Completion

Federal regulations require that students complete their program within a maximum time frame of 150% of the normal program length measured by attempted credit hours. For an undergraduate degree program, the normal program length is 120 credits thus a student should complete their program in 180 attempted credit hours ($120 \text{ credit hours} \times 150\% = 180 \text{ attempted credit hours}$).

All registered hours including repeated courses, withdrawals and all accepted transfer hours will be counted towards maximum time frame.

Qualitative-Requirement: Minimum Required Cumulative Grade Point Average

According to the Federal regulations, undergraduate students must have a cumulative grade point average (CGPA) of 2.00 at the end of the second academic year and thereafter and a CGPA of 2.0

for graduation. In addition, undergraduate students must meet the following CGPA minimum requirements at the close of each quadmester:

<u>Credit Hours</u>	<u>Attempted Minimum CGPA</u>
0 - 23	1.60
24 - 47	1.80
48 - 180	2.00

Quantitative Requirement: Minimum Required Completion Rate

Undergraduate students must successfully complete a percentage of all attempted credit hours at the end of each quadmester according to the table below:

<u>Credit Hours</u>	<u>Attempted Completion Rate</u>
0 - 23	50%
24 - 47	60%
48 - 180	67%

Failure to Meet SAP Requirements

SAP Warning

Students are placed on SAP Warning for one quadmester if they do not meet the qualitative or quantitative SAP requirements. Students who fail to meet the qualitative requirement at the end of the second academic year will be placed on SAP Suspension.

SAP Suspension

Students are placed on SAP Suspension for one of the following reasons:

1. Do not meet the qualitative or quantitative SAP requirements after one quadmester on SAP Warning.
2. Do not meet the qualitative or quantitative SAP requirements after one quadmester on SAP Extended Enrollment.
3. Do not meet the qualitative or quantitative SAP requirements at the end of SAP Probation period.
4. Do not meet the requirements of their Academic Plan while on SAP Probation.
5. Do not maintain a CGPA of 2.0 at the end of second academic year.
6. Exceed the maximum time frame for program completion.

Students are not eligible to enroll in classes while on SAP Suspension. Students who are placed on SAP Suspension may file an appeal if any mitigating circumstances resulted in their suspension. Details of the appeal procedures are explained in the Appealing SAP Suspension section.

SAP Probation

A student whose appeal is approved by the SAP Appeals Committee may be placed on SAP Probation. SAP Probation is one quadmester with the possibility of additional quadmesters if it is

approved in the Academic Plan (as listed below). The Academic Plan is developed by the SAP Appeals Committee and the student, and is a written agreement between a student and the University in order for the student to improve his/her academic performance. The Academic Plan includes a minimum GPA and a minimum completion rate that the student must achieve every quadmester during the probationary period. The student is also required to meet SAP requirements at the end of the probationary period as a part of the Academic Plan. The Registrar's Office will monitor the academic progress of the student at the end of each quadmester. An academic Plan may be made for students who attempted less than 144 credit hours.

If a student does not meet the SAP requirements at the end of their probationary period, or fail to achieve the Academic Plan requirements at any quadmester while on SAP Probation, the student will be placed on SAP Suspension.

If a student on SAP Probation meets the SAP requirements at the end of or during their probationary period, the SAP Probation status will be removed and the student will be deemed as maintaining satisfactory academic progress.

SAP Extended Enrollment

A student whose appeal is approved by the SAP Appeals Committee may be placed on SAP Extended Enrollment. SAP Extended Enrollment is one quadmester and students are expected to meet SAP requirements at the end of the quadmester.

Appealing SAP Suspension

A student who is placed on SAP Suspension may file an appeal if extenuating circumstances prevented him/her from meeting the SAP requirements.

The following is a list of conditions that can be considered as extenuating circumstances which have negatively impacted the student's academic progress.

- Student illness or injury that caused the student to be hospitalized. US medical doctor's proof of serious illness or injury of the student which includes mental health issues.
- Death of an immediate family member (parent, spouse, child or sibling). US medical doctors proof of illness of an immediate family member where the student is the primary caregiver or the family member is the primary financial support for the student.
- Major changes at the student's place of employment that keeps the student from attending school or doing their school work.
- Military deployment or call-up.
- Natural disaster
- Any other extraordinary circumstances that affect the student's ability to meet SAP requirements.

The student should submit an Appeal Request Form to the Registrar's Office by the deadline indicated in the notification letter along with the following documents:

1. An appeal letter, explaining the extenuating circumstances that resulted in unsatisfactory academic progress, explain how the circumstances have been cured or changed to ensure that the student will be able to meet SAP requirements.
2. Supporting documentation of the extenuating circumstances, and the remediation or change. Appeals are reviewed by a committee that is chaired by the Academic Dean and includes the Registrar and Admission's Director. If necessary, The SAP Appeals Committee may seek information from the student's advisor or related department chair. The committee evaluates the appeals and determines whether the student is able to meet the SAP requirements by a specific time. The committee may
 - reject the appeal; or
 - approve the appeal and place the student on SAP Probation for one quadmester; or
 - approve the appeal and place the student on SAP Probation with an academic plan; or
 - approve the appeal and place the student on SAP Extended Enrollment.

Students placed on SAP Suspension due to failure to meet the qualitative requirement at the end of the second academic year are not eligible for SAP Probation. SAP Probation with an academic plan option is not applicable for graduate students.

If a student on SAP Probation or SAP Extended Enrollment is placed on SAP Suspension at the close of a quadmester, the student will not be able to appeal the suspension immediately unless the extenuating circumstance claim that affected unsatisfactory academic progress is different than the one indicated in the first approved appeal. Students are not allowed to appeal the suspension for a third time unless they have demonstrated, by attending another institution, the ability to succeed academically.

Reinstatement of Suspended Students

Students suspended from Reagan National University will not be allowed to reenter the institution for at least one quadmester except as provided in the suspension appeals process above.

Any student who has been suspended for at least one quadmester and wants to return to the university must submit an appeal to the Registrar's Office. The SAP Appeals Committee evaluates the appeals and determines whether the student is eligible to return to RNU. Suspended students will return to RNU on either SAP Probation or SAP Extended Enrollment status and are expected to maintain satisfactory academic progress at the end of each quadmester they are enrolled in.

Additional SAP Information

Transfer Credits and SAP Evaluation

Transfer credits are not counted in the calculation of CGPA, but as credit hours attempted and credit hours earned toward successful course completion percentage and maximum time frame allowed.

Withdrawals and SAP Evaluation

Courses dropped during the “last day to drop courses with a “W” dates will appear as a “W” (withdrawal) on the student transcript. It will count towards attempted coursework credit but will not contribute towards GPA calculation.

Incomplete Grades and SAP Evaluation

An incomplete grade from a course does not affect the CGPA. This course is considered as an attempted course but not counted as earned credit in the calculation of course completion percentage for satisfactory academic progress.

If a student fails to meet SAP requirements because of receiving the grade of “I”, he or she has to pay the cost of attendance until the incomplete grade is changed.

Repeated Course and SAP Evaluation

Each repeated course is counted toward attempted credit hours but counted only once as earned credit hours.

Non-punitive Grades and SAP Evaluation

A non-punitive grade from a course does not affect the CGPA. This course is counted as attempted credit hours and in the maximum time frame.

Non-credit Remedial Courses and SAP Evaluation

Non-credit remedial courses are counted as attempted credit hours and in the maximum time frame but not used for computing the CGPA.

Change of Program / Additional Credentials and SAP Evaluation

When a student changes his/her program of study at RNU, credits in previous program are counted in the calculation of the CGPA, credit hours attempted, credit hours earned toward successful course completion percentage and maximum time frame allowed in the new program.

For students seeking additional credentials, credits in both programs are counted in the calculation of the CGPA, credit hours attempted, credit hours earned toward successful course completion percentage and maximum time frame allowed.

Students who change majors or seek additional credentials may appeal for an extension of the maximum time frame provision of this policy.

ACADEMIC PLAN FOR SAP IMPROVEMENT

- An academic plan will, if followed, ensure that the student is able to meet SAP standards by a specific point in time that does not exceed three quadesters of enrollment.
- The Academic Plan for SAP improvement includes targets and specific plans for improvement.
- The Academic Plan for SAP improvement may be a multi-quadester plan (up to three quadesters). The student must adhere to it each and every quadester. Any deviation will make this plan void. Changes to a previous approved plan must be approved by the Office of Registrar.
- If it is not mathematically possible for a student to achieve minimum SAP standards within three quadesters, they could be denied aids, if applicable.

Academic Warnings, Probation & Suspension

Academic Warning: At this time, the student is informed that they are in danger of or have already fallen below academic standards. They are advised to be more attentive to their studies and return to good standing. Students should increase their efforts towards their degree or re-evaluate their options. Seeking advice from a RNU counselor or official is highly recommended. If good academic status is not reestablished or improvements are not being made by the end of the quadester the warning was issued, the University will issue a Final Academic Warning.

Final Academic Warning: Receiving this notice is an indication that the student has not made sufficient (or any) improvement towards their academic status or progress. Upon receiving this notice, the student must meet their academic counselor for an academic progress review. The student will be either barred or restricted (at the discretion of the Academic Dean) from the following activities:

- Registering for more courses beyond the minimum full time course load
- Removal from sports and other extracurricular activities
- Removal and/or ineligibility to hold office in any RNU sanctioned organization

In addition to the above actions, students participating in any cooperative education or internship programs will have their employers notified of their academic progress and that withdrawal from the program will occur if there continues to be lack of improvement.

In situations of complete absence of progress (e.g. failing or not completing all enrolled courses), an Academic Final Warning can be issued forgoing all other warnings. Failure to reestablish good academic status or make improvements (at the discretion of the Academic Dean) by the end of the quadester the final warning was issued will result in the student being placed into academic probation.

Academic Probation: Being placed in the status of Academic Probation entails the following restriction of privileges:

- Registering for more courses beyond the minimum full time course load

- Removal and/or ineligibility to hold office in any RNU sanctioned organization
- Withdrawal from any cooperative education or internship programs and notification sent to employer
- Denial of annual vacation leave

Students in a state of academic probation are at risk of suspension from the University. Probation and the Final Academic Warning may be invoked concurrently if seen fit by RNU officials. Probation will also be indicated on the student's academic records and grade reports. There are no more Academic Warnings after the first probation period goes into effect. If no progress is made towards academic improvement and the student is still below standards, the student may be placed on suspension.

Academic Suspension: A student on academic suspension is denied the privilege of enrolling at the Reagan National University for the next quadmester after their probation period. After the suspension period, the student will be placed back on probation.

If it is evident that during the second probation an attempt at maintaining good academic standing is once again absent, the second suspension will be for no less than one academic year. The student will then be required to apply for. Students who were suspended and granted readmission to the University will start their first term on probation.

Notification of Probation and Suspension: Indication of academic probation or suspension will appear on the student's grade report at the end of each quadmester and will also appear on the student's official transcript. An official letter of student status from RNU will also indicate failure to meet academic standards. Reagan National University will attempt to notify students via email to their RNU email address and sending a letter to the home address. Failure to receive such notices does not negate the adverse action. Students are encouraged to ensure that their contact information with the school is always current.

Any student who, after conferring with his or her advisor and the Registrar, feels that he or she has been unjustifiably placed on probation or suspension may appeal for a change of status by written petition to the student's Department Chair. Petitions must be submitted to the Registrar's office within 30 days of the date on the notice. The Department Chair will start the process to reevaluate the student's status.

Bachelor's degree in Finance

The Bachelor's degree in Finance is designed to prepare students for professional financial careers in industrial, financial, governmental, not-for-profit, and consulting organizations. Students majoring in finance have access to a faculty working across a wide range of subjects, including international finance, investment, corporate finance, finance economics, and commodity markets. Exposure to new research and age-old questions prepares students to be leaders in the financial services industry. The 120-credit Bachelor of Science in Finance develops a solid foundation in principles of finance, including capital management, investment and portfolio management, financial institutions, and personal finance.

Course requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with "*" are required.)

English: minimum 9 credit hours

COM 303	Intercultural Communications
COM 305	Writing for the Internet
ENG 111*	College English I
ENG 112*	College English II
ENG 113*	Introduction to Speech

Analytical Reasoning: minimum 9 credit hours

MAT 103*	College Algebra
MAT 114	Mathematics for Computer Science
MAT 231*	Calculus
STA 201*	Introduction to Statistics

Cultural Studies: minimum 6 credit hours

ANT 122	Introductory Anthropology
ANT 214	Human Evolution
ANT 219	Environmental Anthropology
HST 111	Early American History
HST 112	Islam and the Middle East
HST 213	History of Traditional East Asia

Arts & Humanities: minimum 6 credit hours

ART 115	Modern Art History
PHI 201	Introduction to Western Philosophy
PHI 301	Logic
PHI 302	Ethics

Natural Sciences: minimum 6 credit hours

SCI 124	Introduction to Chemistry
SCI 134	Introduction to Biology
SCI 144	Introduction to Physics
SCI 154	Introduction to Geology
SCI 164	Introduction to Environmental Science

Social & Behavioral Sciences: minimum 6 credits

POL 120	American Political Thoughts
POL 130	Climate Changes and International Politics
SOC 300	Social Psychology
SOC 313	Law and Society

Major Requirements: 60 credit hours

Concentrations: 45 credit hours

ACC 201	Introduction to Financial Accounting
ECO 201	Principles of Microeconomics
ECO 202	Principles of Macroeconomics
FIN 201	Finance Theory
FIN 301	Financial Law
FIN 333	Financial Quantitative Methods
FIN 356	Financial Capital
FIN 380	Entrepreneurship
FIN 411	Investment
FIN 420	Real Estate Finance
FIN 422	Corporate Finance
FIN 423	International Trade
FIN 499	Finance Project
MGT 201	Principles of Management
MKT 201	Marketing Principles

Major/Concentration Electives (choose 5): 15 credit hours**

ACC 215	Computerized Accounting
ACC 319	Managerial Accounting
ECO 307	The Global Economy
FIN 267	Personal Finance
FIN 352	Security Valuation
FIN 439	Behavioral Finance
MGT 300	Strategic Planning
MGT 313	Teams, Groups and Leadership
MKT 377	E-Commerce

** In selecting concentration courses, students are advised to consult with the Chair of the Finance Department.

Bachelor's degree in Business Administration

The Bachelor's degree in Business Administration degree program is organized to provide a general overview of the operations of business and the business environment. Students learn to balance theory and practice to become effective managers within all sectors of organizational life. This degree with a full range of management courses and management concentrations that prepares students for specific management responsibilities. Course work and a whole array of student resources help undergraduate students develop the communications, presentation, and analytical skills required by contemporary managers. More specifically, professional development is available through various student activities as well as the career services offered by the University.

Course requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with "*" are required.)

English: minimum 9 credit hours

COM 303	Intercultural Communications
COM 305	Writing for the Internet
ENG 111*	College English I
ENG 112*	College English II
ENG 113*	Introduction to Speech

Analytical Reasoning: minimum 9 credit hours

MAT 103*	College Algebra
MAT 114	Mathematics for Computer Science
MAT 231*	Calculus
STA 201*	Introduction to Statistics

Cultural Studies: minimum 6 credit hours

ANT 122	Introductory Anthropology
ANT 214	Human Evolution
ANT 219	Environmental Anthropology
HST 111	Early American History
HST 112	Islam and the Middle East
HST 213	History of Traditional East Asia

Arts & Humanities: minimum 6 credit hours

ART 115	Modern Art History
PHI 201	Introduction to Western Philosophy
PHI 301	Logic
PHI 302	Ethics

Natural Sciences: minimum 6 credit hours

SCI 124	Introduction to Chemistry
SCI 134	Introduction to Biology
SCI 144	Introduction to Physics
SCI 154	Introduction to Geology
SCI 164	Introduction to Environmental Science

Social & Behavioral Sciences: minimum 6 credits

POL 120	American Political Thoughts
POL 130	Climate Changes and International Politics
SOC 300	Social Psychology
SOC 313	Law and Society

Major Requirements: 60 credit hours

Concentrations: 45 credit hours

ACC 201	Introduction to Financial Accounting
ECO 201	Principles of Microeconomics
ECO 202	Principles of Macroeconomics
FIN 201	Finance Theory
FIN 301	Financial Law
IFS 220	Information Policy
MGT 201	Principles of Management
MGT 300	Strategic Planning
MGT 312	Human Resource Management
MGT 313	Teams, Groups and Leadership
MGT 412	Managerial Psychology
MGT 450	International Management
MGT 472	Operations Management
MGT 499	Management Project
MKT 201	Marketing Principles

Major/Concentration Electives (choose 5): 15 credit hours**

ACC 215	Computerized Accounting
ACC 319	Managerial Accounting
ECO 307	The Global Economy
FIN 267	Personal Finance
FIN 352	Security Valuation
FIN 439	Behavioral Finance
MGT 431	Project Management
MGT 445	Small Business Management

MKT 377 E-Commerce

** In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

Bachelor's degree in Computer Science

Reagan National University's Bachelor's degree in Computer Science degree empowers students to expertly design and implement computational solutions that tackle the world's most challenging social, political, environmental, scientific, medical, economic, and business problems in a socially just manner. This program focuses on the concepts and techniques used in the design and development of advanced software systems. Students in this program explore the conceptual underpinnings of Computer Science -- its fundamental algorithms, programming languages, operating systems, and software engineering techniques. In addition, students choose from a rich set of electives that includes: data science, computer graphics, artificial intelligence, database systems, computer architecture, and computer networks, among other topics.

Course Requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with "*" are required.)

English: minimum 9 credit hours

COM 303	Intercultural Communications
COM 305	Writing for the Internet
ENG 111*	College English I
ENG 112*	College English II
ENG 113*	Introduction to Speech

Analytical Reasoning: minimum 9 credit hours

MAT 103*	College Algebra
MAT 114	Mathematics for Computer Science
MAT 231*	Calculus
STA 201*	Introduction to Statistics

Cultural Studies: minimum 6 credit hours

ANT 122	Introductory Anthropology
ANT 214	Human Evolution
ANT 219	Environmental Anthropology
HST 111	Early American History
HST 112	Islam and the Middle East
HST 213	History of Traditional East Asia

Arts & Humanities: minimum 6 credit hours

ART 115	Modern Art History
PHI 201	Introduction to Western Philosophy
PHI 301	Logic

PHI 302 Ethics

Natural Sciences: minimum 6 credit hours

SCI 124 Introduction to Chemistry
SCI 134 Introduction to Biology
SCI 144 Introduction to Physics
SCI 154 Introduction to Geology
SCI 164 Introduction to Environmental Science

Social & Behavioral Sciences: minimum 6 credits

POL 120 American Political Thoughts
POL 130 Climate Changes and International Politics
SOC 300 Social Psychology
SOC 313 Law and Society

Major Requirements: 60 credit hours

Concentration: 45 credit hours

CSC 121 Computer Science I
CSC 122 Computer Science II
CSC 210 Database Management
CSC 211 Introduction to Digital Logic Design
CSC 224 Principles of Programming Languages
CSC 261 Introduction to Algorithm
CSC 325 Operating Systems
CSC 327 Data Structure
CSC 331 Computer Architecture
CSC 332 Data Communication
CSC 345 Computer Graphics
CSC 499 Computer Science Project
IFS 427 The Laws in Cyber Space
IFS 435 Cyber Intelligence
IFS 442 Software Engineering

Major/Concentration Electives (choose 5): 15 credit hours**

CSC 365 Programming Hand Held Devices
CSC 368 Web Programming
CSC 417 Object-Oriented Programming
CSC 420 Image Processing
CSC 433 Information Retrieval
IFS 337 Principles of Decision Making
IFS 377 Data Mining

IFS 411 Cyber Security

** In selecting concentration courses, students are advised to consult with the Chair of the IT Department.

Bachelor's degree in Management Information Systems

The Bachelor's degree in Management Information Systems offers an opportunity to develop the expertise necessary for the successful deployment of new technologies. This degree prepares students to design and manage information systems for businesses. Students will complete courses in information systems with an emphasis on software development and database design as well as business courses. In addition, students will learn about configurations, methods of analysis, and system support for information systems within the context of a business environment. Students will develop proposals for implementing new information systems within an organization, choosing from a variety of methods.

Course Requirements: 120 credit hours

General Studies Courses: 60 credit hours

(Courses marked with "*" are required.)

English: minimum 9 credit hours

COM 303	Intercultural Communications
COM 305	Writing for the Internet
ENG 111*	College English I
ENG 112*	College English II
ENG 113*	Introduction to Speech

Analytical Reasoning: minimum 9 credit hours

MAT 103*	College Algebra
MAT 114	Mathematics for Computer Science
MAT 231*	Calculus
STA 201*	Introduction to Statistics

Cultural Studies: minimum 6 credit hours

ANT 122	Introductory Anthropology
ANT 214	Human Evolution
ANT 219	Environmental Anthropology
HST 111	Early American History
HST 112	Islam and the Middle East
HST 213	History of Traditional East Asia

Arts & Humanities: minimum 6 credit hours

ART 115	Modern Art History
PHI 201	Introduction to Western Philosophy
PHI 301	Logic
PHI 302	Ethics

Natural Sciences: minimum 6 credit hours

SCI 124	Introduction to Chemistry
SCI 134	Introduction to Biology
SCI 144	Introduction to Physics
SCI 154	Introduction to Geology
SCI 164	Introduction to Environmental Science

Social & Behavioral Sciences: minimum 6 credits

POL 120	American Political Thoughts
POL 130	Climate Changes and International Politics
SOC 300	Social Psychology
SOC 313	Law and Society

Major Requirements: 60 credit hours

Concentration: 45 credit hours

ACC 201	Introduction to Financial Accounting
CSC 121	Computer Science I
CSC 122	Computer Science II
CSC 210	Database Management
CSC 331	Computer Architecture
FIN 201	Finance Theory
IFS 101	Information Systems Principles
IFS 220	Information Policy
IFS 377	Data Mining
IFS 411	Cyber Security
IFS 427	The Laws in Cyber Space
IFS 435	Cyber Intelligence
IFS 442	Software Engineering
IFS 499	Information Systems Project
MGT 201	Principles of Management

Major/Concentration Electives (choose 5): 15 credit hours**

CSC 325	Operating Systems
CSC 327	Data Structure
CSC 332	Data Communication
CSC 417	Object-Oriented Programming
CSC 433	Information Retrieval
IFS 381	Business Process Management
IFS 439	Business Intelligence
IFS 444	Systems Analysis and Design

** In selecting concentration courses, students are advised to consult with the Chair of the IT Department.

Undergraduate Course Descriptions

Accounting

ACC 201 Introduction to Financial Accounting (3 Cr.)

This course is an introduction to concepts on financial accounting, and principles for analyzing the three basic financial statements: the income statement, balance sheet, and statement of cash flows. It covers the preparation of timely, relevant, and reliable reports for decision makers to make important decisions. Important business operations that impact financial positions of firms will be introduced.

No prerequisite.

ACC 215 Computerized Accounting (3 Cr.)

This course introduces the computer in solving accounting problems. It focuses on operation of computers and presents the accounting cycle and financial statement preparation in a computerized system and other applications for financial and managerial accounting.

Prerequisite – ACC 201

ACC 319 Managerial Accounting (3 Cr.)

This course emphasizes advanced accounting theory, principles and practices for the corporation form of ownership. A major focus of the course is on managerial, cost, and manufacturing accounting and related issues in the corporate environment.

Prerequisite – ACC 201

Anthropology

ANT 122 Introductory Anthropology (3 Cr.)

This course focuses on the variety found in the human condition around the world and the evolutionary biological study of human social behavior. It covers all aspects of humankind and other primates in all places and times. Archaeology, cultural anthropology, linguistics and physical anthropology and their relationship to human beings will be discussed.

No prerequisite.

ANT 214 Human Evolution (3 Cr.)

This course provides an overview of the fossil and archaeological evidence for human origins, theory and method in paleoanthropology are emphasized. Furthermore, in this course we will explore the fascinating field of biological anthropology and its underlying mechanisms that allow scholars to construct our historical past (human origins) using evidence from several fields such as genetics, paleoanthropology, archaeology, geology, ecology, zoology and comparative primate morphology.

No prerequisite.

ANT 219 Environmental Anthropology (3 Cr.)

This course introduces students to the various ways in which anthropology has sought to understand human-environment relations, both from utilitarian perspectives (such as cultural ecology, ethnoecology, and political ecology) and symbolic ones (where anthropologists have focused on the meanings people give to the non-human world).

No prerequisite.

Art

ART 115 Modern Art History (3 Cr.)

This course is an introduction to the western contemporary art that comprise 19th- and 20th-century modern art. It will be a detailed survey of the beginning of art, including painting, sculpture, architecture and photography as well as recent developments in the idea of medium such as conceptual art. The focus will be heavily theoretical, but it will also require students to acquire some basic historical knowledge of contemporary events.

No prerequisite.

Communications

COM 303 Intercultural Communications (3 Cr.)

This course provides an introduction to intercultural communication theories and methods. It covers barriers to successful communication that involve cultural differences and focuses on the application of theory and research to intercultural communication. The influence of cultural elements on individuals, groups, and organizations will also be discussed.

Prerequisite – ENG 111, ENG 112

COM 305 Writing for the Internet (3 Cr.)

This course is designed for the learning of the principles, research, and practices of creating and publishing work on the cyberspace. It also will cover the principles of and research on effective Web rhetoric as well as explore Internet publications that most resemble traditional print publications.

Prerequisite – ENG 111, ENG 112

Computer Science

CSC 121 Computer Science I (3 Cr.)

This first course in computer science develops foundational skills in computer programming to an audience with no prior computer experience. It introduces the process of developing algorithms to solve problems, and the corresponding process of developing computer programs to express those algorithms. Specific topics covered include the following: expression of algorithms in pseudo code and a programming language and functional and imperative programming techniques.

No prerequisite.

CSC 122 Computer Science II (3 Cr.)

This course continues introduction to basic computer science concepts begun in Computer Science I. Essentially, this course covers the use of object-oriented programming to design and implement software solutions. Concepts taught include pointers, classes, operator overloading, inheritance, and polymorphism and a high-level language will be used as a vehicle for the further development of these concepts.

Prerequisite – CSC 121

CSC 210 Database Management (3 Cr.)

This course covers fundamentals of database architecture, database management systems, and database systems. It focuses on the development of well-formed databases for the purpose of data management from the initial design of the database to the implementation and query. Web based database applications are also introduced.

Prerequisite – CSC 122

CSC 211 Introduction to Digital Logic Design (3 Cr.)

This course introduces the basics of electronics and digital systems and is designed to expose students to engineering design and troubleshooting techniques that are used in the electronics field. It covers the basic methods for the design of digital circuits and provides the fundamental concepts used in the design of digital systems. Emphasis is placed on computer components such as adders, comparators, multiplexors, memory, counters, and bus-related circuits.

Prerequisite – CSC 122

CSC 224 Principles of Programming Languages (3 Cr.)

This course covers the fundamental concepts underlying design of programming languages. It focuses on the formal specification of programming languages such as: syntax, analysis, and

semantics; evolution of programming languages and concepts; names and scope; data representation; evaluation sequence at expression, statement, and subprogram levels.

Prerequisite – CSC 122

CSC 261 Introduction to Algorithm (3 Cr.)

This course introduces the techniques for designing efficient computer algorithms and analyzing their running times. It focuses on the particular algorithms for sorting, searching, set manipulation, arithmetic, graph problems, pattern matching. Methods for showing lower bounds on computational complexity will be discussed.

Prerequisite – CSC 122

CSC 325 Operating Systems (3 Cr.)

This course provides the fundamental principles of operating system design and implementation. The two fundamental tasks of an operating system – to manage a computer's resources and to provide applications with an abstract interface to these resources will be discussed. This course focuses on major OS subsystems: process management, memory management, file systems, and operating system support for distributed systems.

Prerequisite – CSC 122

CSC 327 Data Structure (3 Cr.)

The course provides the concept of data abstraction and the problem of building implementations of abstract data types. It focuses on logical structures of data, their physical representation, design and analysis of algorithms operating on the structures, and techniques for program development and debugging.

Prerequisite – CSC 122

CSC 331 Computer Architecture (3 Cr.)

This course presents the structure and behavior of the various functional modules of the computer with respect to hardware design and instruction set architecture. It also explores the interface between a computer's hardware and its software as well as provides system-level context for students interested in emerging technologies and digital circuits.

Prerequisite – CSC 122

CSC 332 Data Communication (3 Cr.)

This course introduces the basic concepts, theories and components in data communications such as protocols, network equipment and the infrastructure. It covers the design and evaluation of

computer networks using current trends in hardware and software. Topics include data transmission, signal encoding techniques, digital data communication techniques, optical fiber communications.

Prerequisite – CSC 122

CSC 345 Computer Graphics (3 Cr.)

This course provides students the basic concepts necessary for successful use of the computer as a graphic tool. It covers topics such as survey of the applications of computer graphics, video games, the renderers behind Hollywood's special effects, graphics art and design, 2-dimensional and 3-dimensional display techniques and an examination of computer graphics technologies.

Prerequisite – CSC 122

CSC 365 Programming Hand Held Devices (3 Cr.)

This course covers Android/IOS programming. The major topics include: GUIs, layouts, menus, resource files, events, touch/gesture processing, accelerometer and motion event handling, images, video, audio, graphics, animation, maps, geo-location, threading, web services, timers, supporting various screen sizes/resolutions, and more. We will write Apps for Android phones/watches, iPhone, and Apple Watch.

Prerequisite – CSC 122

CSC 368 Web Programming (3 Cr.)

This course presents and applies the web programming languages (HTML, DHTML, Javascript, Coldfusion), tools, and techniques used to develop professional web sites. The course moves step-by-step through the processes involved in planning, designing, launching, and maintaining successful web sites, with an emphasis on teamwork.

Prerequisite – CSC 122

CSC 417 Object-Oriented Programming (3 Cr.)

Advanced use of an object-oriented programming language in the implementation of object-oriented systems. The language is studied in depth to see how advanced concepts are realized in the language, and is used to produce example systems. Emphasis is placed on the most recent advanced features.

Prerequisite – CSC 122

CSC 420 Image Processing (3 Cr.)

This course introduces principle techniques and fundamental algorithms used to manipulate digital image imagery in the spatial and frequency domains. Topics covered in this course include: image sampling, quantization and representation, image enhancement (histogram equalization), filtering (sharpening, blurring and noise), image transformation, segmentation and color. Several assignments will be given requiring students to process digital images using techniques discussed in class. Software used in this course includes the use of Python and MATLAB.

Prerequisite – CSC 122

CSC 433 Information Retrieval (3 Cr.)

Information retrieval is the identification of textual components, be them web pages, blogs, microblogs, documents, medical transcriptions, mobile data, or other big data elements, relevant to the needs of the user. Relevancy is determined either as a global absolute or within a given context or view point. Practical, but yet theoretically grounded, foundational and advanced algorithms needed to identify such relevant components are taught.

Prerequisite – CSC 122

CSC 499 Computer Science Project (3 Cr.)

This is a special course for selected students to carry out research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair.

Prerequisite: At least 8 CSC courses completed.

Economic

ECO 201 Principles of Microeconomics (3 Cr.)

This course provides analysis of the behavior of individual economic agents. It introduces the terminology and analytic principles used in microeconomics, which is broadly defined as the study of markets, and to the application of these conceptual tools to several policy issues. It focuses on microeconomic issues and problems, such as competition and monopoly, pricing, consumer demand, and producer supply.

No prerequisite.

ECO 202 Principles of Macroeconomics (3 Cr.)

This course introduces economics which focuses on the aggregate behavior of households, firms and the government. It focuses on supply, demand, business organization, income, social security, management-labor relations, taxation, money and banking, consumption, savings and investments.

Economic development, globalization, and the role of international lending institutions will also be discussed.

No prerequisite.

ECO 307 The Global Economy

This course aims to deepen your understanding of real world economic issues, while providing you with a stronger analytical base. We will focus on international trade theory and policy, and issues in international finance.

Prerequisite – ECO 201, 202

English

ENG 111 College English I (3 Cr.)

This course incorporates reading, research and critical thinking of the college level student. It focuses on skills required for effective writing in a variety of contexts, with emphasis on exposition, analysis, and argumentation, and also includes introductory use of a variety of research skills.

No prerequisite.

ENG 112 College English II (3 Cr.)

In this continuation of College English I, it enhances students' ability to read and think critically, to research and evaluate evidence competently, and to write clearly. Students will continue practice of expository writing in three genres of literature, including drama, poetry, and short fiction, and culminating in a research paper.

Prerequisite – ENG 111

ENG 113 Introduction to Speech (3 Cr.)

This course introduces speaking skills, including the selection, preparation, and delivery of speeches for various audiences and situations. It also addresses particular issues associated with public speaking, such as listening skills, interpersonal, and public communication, audience analysis as well as self and peer evaluations.

No prerequisite.

Finance

FIN 201 Introductory Finance (3 Cr.)

This course provides an introduction to the basic concepts and principles of finance. It examines financial concepts and analytical techniques, capital structure, financial performance, short-term financial planning, time value of money, measurement of risk and return, capital budgeting. Value assets and businesses given forecasts of future cash flows will be covered.

No prerequisite.

FIN 267 Personal Finance (3 Cr.)

This course teaches students to negotiate the retail financial landscape, emphasizing issues that have a large impact on their future financial well-being. It covers topics such as understanding and appreciating the time value of money, the financial planning process, financing the purchase of a house and other consumer loans, saving for retirement and other goals, selecting a financial advisor, taxes, estate planning, behavioral finance and common investment scams.

Prerequisite – FIN 201

FIN 301 Regulation of Capital Markets and Financial Institutions (3 Cr.)

This course introduces the regulation of financial markets and the role that financial institutions. It examines important current issues in the regulation of the U.S. capital markets and potential future actions. It analyzes the financial disclosure requirements of non-financial corporations and the impact of these requirements on corporate policies.

Prerequisite – FIN 201

FIN 333 Financial Quantitative Methods (3 Cr.)

This course covers statistical methods and mathematical models for forecasting future market movements. The objective of this course is to use economic theories and quantitative methods for investments that have wide applicability in business and financial decision making. It prepares students to develop the theoretical knowledge and practical skills required for successful working with multiple types of risks in modern financial markets

Prerequisite – FIN 201

FIN 352 Security Valuation (3 Cr.)

This course is designed for students interested in investment banking, fixed-income valuation or equity analysis. Students develop tools and techniques for the valuation of different securities. Topics covered include: bond pricing, bond duration, the term-structure of interest rates, financial statement analysis, equity valuation models, and firm valuation.

Prerequisite – FIN 201

FIN 356 Financial Capital (3 Cr.)

This course discusses the available corporate securities that firms can use to finance investment. The different kind of securities covered include corporate and junk bonds, bank loans, common and preferred equity, commercial paper, securitization Topics include are the design of these securities, the issuing process for these securities, the underwriting process, the pricing of these securities and the cost of capital.

Prerequisite – FIN 201

FIN 380 Introduction to Entrepreneurship

This course introduces the role of small business in contemporary society and how small business organization and management with an emphasis on the marketing mix. It provides exposure to the stresses of a start-up business, the uncertainties that exist, and the behavior of entrepreneurs. The route from consider legitimate ideas oriented towards the formation of an enterprise will be discussed.

Prerequisite – FIN 201

FIN 411 Investment (3 Cr.)

This course provides empirical evidence when making investment decisions. It covers portfolio theory, equilibrium models of security, market efficiency, intrinsic value and risk, the empirical behavior of security prices, venture capital, performance evaluation and behavioral finance. Domestic and international financial markets will be discussed.

Prerequisite – FIN 201

FIN 420 Real Estate Finance (3 Cr.)

This course covers investment and financing issues in real estate as well as real estate knowledge. It focuses on understanding, calculating, and analyzing potential cash flow, tax, and future benefits of real estate asset. It also emphasizes the entrepreneurial management style and risk analysis techniques used by successful investors and developers.

Prerequisite – FIN 201

FIN 422 Corporate Finance (3 Cr.)

This course provides the fundamental concepts, principles and approaches of corporate finance and practice of decision-making within the corporation. It covers the analytical skills for making corporate investment and financial decisions and risk analysis. Topics covered include the

concepts of present value and the opportunity cost of capital, discounted cash flow analysis and other valuation techniques.

Prerequisite – FIN 201

FIN 423 International Trade (3 Cr.)

This course provides the characteristics of international financial markets and evaluates the risks and benefits involved in operating globally. It focuses international finance from both corporate and international banking viewpoints. It also covers pricing in the foreign currency, market efficiency in the international money markets, foreign currency options and international capital asset pricing.

Prerequisite – FIN 201

FIN 439 Behavioral Finance (3 Cr.)

In this course we will examine how individuals and firms make financial decisions, and how those decisions may deviate from those predicted by traditional financial theory. We will explore psychological biases in financial decision making, and examine the impacts these biases have on financial markets and financial decision making.

Prerequisite – FIN 201

FIN 499 Finance Project (3 Cr.)

This is a special course for selected students to carry out research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair.

Prerequisite: At least 8 FIN courses completed.

History

HST 111 Early American History (3 Cr.)

This course is the foundational American story from colonization through the Civil War and Reconstruction. It covers issues as race, war, gender construction, technology, and republicanism from different social and cultural points of view in the colonial, revolutionary and early national periods. Topics covered are environmental transformation, colonialism; immigration, economic development, slavery, ethnicity, practices of freedom and equality.

No prerequisite.

HST 112 Islam and the Middle East (3 Cr.)

This is a survey course of Middle Eastern history until the end of the twentieth century and the emergence of Islam in the region in the 7th century. It presents the encounters and exchanges between the Islamic world and the West. It focuses on the transformation of state and society under the impact of a changing world economy today.

No prerequisite.

HST 213 History of Traditional East Asia (3 Cr.)

This course introduces the constituent characteristics that originally linked East Asia as a region. It focuses on the development of the region from the mid-nineteenth century until the end of the twentieth century and the impact of the West and China in this region. Nationalism and industrialization of China, Japan and Korea will be covered.

No prerequisite.

Information Systems

IFS 101 Information Systems Principles (3 Cr.)

This course emphasizes the use of information technology to develop distinct the competitive potential for strategic use of information systems with competitors, customers and suppliers with respect to products and services. It also examines strategies of actual companies and identifies other strategies that can be deployed to gain competitive advantage.

No prerequisite.

IFS 220 Information Policy (3 Cr.)

This course provides an introduction to the conceptual, institutional, historical, and legal foundations of contemporary information and communication policy. Current US Government policies in areas involved with information and information technology will be examined as well as the associated issues of ethical uses of information and of privacy considerations.

No prerequisite.

IFS 337 Principles of Decision Making (3 Cr.)

This course is designed to make student a better decision maker with better decision-making skills by providing strategies for further improvement in the future. It covers decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. It also presents formal, optimal models and psychological, descriptive models to help student understand decision making abilities.

Prerequisite – IFS 101

IFS 377 Data Mining (3 Cr.)

This course covers data mining concepts, techniques, and software utilized in the overall process of discovering knowledge within data. It presents intelligent analysis of information stored in data sets that deals with extracting useful knowledge from raw data. The knowledge discovery process includes data selection, cleaning, coding, using different statistical and machine learning techniques.

Prerequisite – IFS 101

IFS 381 Business Process Management (3 Cr.)

Modeling business work systems with focus on processes and the information technology (IT) to support business processes. The focus is on using IT to create, automate, and integrate business processes. Major topics covered: modeling work systems, major business processes and their relationships, modeling tools, business process/application integration approaches, creating and managing a business process using business process management software.

Prerequisite – IFS 101

IFS 411 Cyber Security (3 Cr.)

This course presents all functional levels within the enterprise to deliver information system security. It provides the technical and analytical skills to implement computer security. It covers topics such as technical, analytical, and communication skills, further engaging students in the practice of cybersecurity. It also focuses on multiple cybersecurity environments, technologies, processes, and concepts.

Prerequisite – IFS 101

IFS 427 The Laws in Cyber Space (3 Cr.)

This course covers the essentials of computer and network technologies and it explores specific problems in applying law to cyberspace. It explores the sources of Internet law from intellectual property to tort and the legal complexities. Topics such as intellectual property, privacy, content control and the bounds of jurisdiction will be covered.

Prerequisite – IFS 101

IFS 435 Cyber Intelligence (3 Cr.)

This course covers intelligence and how it relates to both the physical and cyber domains. It also presents the techniques of computational intelligence, especially evolutionary computation and neural networks and how it enhances human decision making and learning and the automation of computing processes. It also focuses on the development of human source intelligence as a discipline.

Prerequisite – IFS 101

IFS 439 Business Intelligence (3 Cr.)

Business intelligence provides the highest level of information support to aid the manager in the decision-making process. This course provides the skills necessary to conceptualize, build, and implement systems utilizing business intelligence in organizations.

Prerequisite – IFS 101

IFS 442 Software Engineering (3 Cr.)

This course covers the nature of software and software projects, software development models, software process maturity and project planning. It presents the fundamental concepts and principles that underlie current and emerging methods, tools, and techniques for the cost-effective engineering of high-quality software systems.

Prerequisite – IFS 101

IFS 444 Systems Analysis and Design (3 Cr.)

Emphasis on development of business application systems using object-oriented and structured analysis tools and techniques for describing processes, use cases, data structures, system objects, file designs, input and output designs, and program specifications. Includes a service-learning project with requirements gathering, planning, and development of a prototype for an internal/external client.

Prerequisite – IFS 101

IFS 499 Information Systems Project (3 Cr.)

This is a special course for selected students to carry out research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair.

Prerequisite: At least 8 IFS courses completed.

Mathematics

MAT 103 College Algebra (3 Cr.)

This course provides a solid foundation in algebraic operations such as linear, quadratic, polynomial, rational, inverse, exponential and logarithmic functions. It also covers topics as solve equations involving these functions, and systems of linear equations in two variables, as well as inequalities.

No prerequisite.

MAT 114 Mathematics for Computer Science (3 Cr.)

This course is an introduction to the mathematics underlying computer science. It covers fundamental concepts and tools in discrete mathematics with emphasis on their applications to computer science. It covers topics like logic and Boolean circuits; sets, functions, finite automata, randomized algorithms, and analysis techniques.

No prerequisite.

MAT 231 Calculus (3 Cr.)

This course is an introduction to calculus which examines polynomial, rational, exponential and trigonometric functions and their transformations. Those in integration include the area under a curve, definite and indefinite integrals, numerical integration, substitution and applications of integration. Topics include: limits, the rate of change of a function, derivatives of algebraic and trigonometric functions, applications of derivatives and integration.

Prerequisite – MAT 103

Management

MGT 201 Principles of Management (3 Cr.)

This course focuses on the theory and fundamental concepts of management including planning, organization, leadership, and control. It presents the management role and its practices and techniques. Various dimensions of management, organizational structure and functions of managers, growth and re-engineering of business will be covered.

No prerequisite.

MGT 300 Strategic Planning (3 Cr.)

This course introduces basic concepts of strategic planning and management. It provides an overview and applications of strategic planning theories, methods, and group processes in different organizational environments. It helps organizations formulate a strategy on how to best achieve their goals and define an operational plan.

Prerequisite – MGT 201

MGT 312 Human Resource Management (3 Cr.)

This course presents essentials of human resources management principles and practices in business and industry. It analyzes the policies and practices used by human resource management staff to build and maintain an effective work force. Topics include human resource planning, labor

relations, job analysis, manpower development, recruitment, selection, performance appraisal and compensation.

Prerequisite – MGT 201

MGT 313 Teams, Groups and Leadership (3 Cr.)

The course evaluates several leadership issues including power, authority and influence, team building and coalitions and ethics and values. It examines components that comprise teams, highlights key factors that influence team effectiveness, skills in diagnosing opportunities and threats that face teams. It also focuses on identifying and developing workplace leadership skills.

Prerequisite – MGT 201

MGT 412 Managerial Psychology (3 Cr.)

This course focuses on interpersonal effectiveness about understanding and managing behavior in the work environment. It presents the theoretical background for practical tasks solving while working with diverse groups of people. It covers topics like ethics and confidentiality, assessment, crisis intervention, treatment planning, counseling, case management, record keeping and consultation.

Prerequisite – MGT 201

MGT 431 Project Management (3 Cr.)

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.

Prerequisite – MGT 201

MGT 445 Small Business Management (3 Cr.)

This course reviews considerations faced by an individual planning to establish and manage a small business venture in today's complex business environment. It includes a review of legal forms of ownership, financial planning and resources, considerations of management, operations and control, ethical issues, and the importance of social responsibility.

Prerequisite – MGT 201

MGT 450 International Management (3 Cr.)

This course focuses on opportunities and challenges created by globalization and the management issues related to management in an international marketplace. It explores the opportunities and

problems that confront international managers through complex and ever-changing global economic, political, legal, technological and cultural environment.

Prerequisite – MGT 201

MGT 472 Operations Management (3 Cr.)

This course introduces the concepts, principles, problems, and practices of operations management by covering both service industries and manufacturing. It focuses on the designing, planning, organizing, operating and controlling of operating systems. It also covers managerial processes for effective operations in both goods-producing and service-rendering organization.

Prerequisite – MGT 201

MGT 499 Management Project (3 Cr.)

This is a special course for selected students to carry out research under the guidance of a faculty member. This course requires the student to prepare a proposal, which must be approved by the Department Chair.

Prerequisite: At least 8 MGT courses completed.

Marketing

MKT 201 Marketing Principles (3 Cr.)

This course presents the business functions of marketing – marketing mix, segmentation, targeting, positioning, customer value, branding and services. It focuses on the principles and problems of the marketing of goods and the methods of distribution from producer or manufacturer to the consumer. Market planning, market research and competitive analysis will be covered.

No prerequisite.

MKT 307 Contemporary Globalization (3 Cr.)

This course focuses on the ideas, theories and issues about the understanding of contemporary globalization. It analyzes economic globalization in a historical perspective and the arguments of both its critics and advocates. It also covers the nature of globalization in relation to the emergence of a global economy, global cultures, politics and environmental issues.

Prerequisite – MKT 201

MKT 377 E-Commerce (3 Cr.)

This course introduces the realities and implications of e-commerce from a marketer's perspective. It presents the ways in which an enterprise can become technically and operationally proficient in

e-commerce. It also presents concepts and skills for the strategic use of e-commerce and related information system technologies.

Prerequisite – Permission from Instructor

Orientation

ORT 001 New Student Orientation (0 Cr.)

This is a college success and orientation course designed to develop confidence and improve chances of student success and retention. This course will provide students with active participation in the assessment and development of abilities in line with college expectations including an orientation to college services and activities, learning and test taking skills, using traditional and electronic resources, problem solving, people skills, self-management skills, and career/life planning strategies.

No prerequisite.

Philosophy

PHI 201 Introduction to Western Philosophy (3 Cr.)

This course provides an overview of the history of western philosophy from its beginnings among the ancient Greeks through the 14th century. Particular emphasis is given to Plato, Aristotle, Augustine, and Thomas Aquinas. It is a survey course of several major areas of Western philosophy: metaphysics and epistemology, ethics, philosophy of mind, philosophy of language, philosophy of religion, and philosophy of science.

No prerequisite.

PHI 301 Logic (3 Cr.)

This course covers some basic rules, concepts, and skills of logic. It focuses on the symbolic logic, sentential and predicate logic. It also presents the evaluation of arguments, the basic principles of formal logic, and the evaluation of arguments. Special emphasis will be placed upon the logical appraisal of everyday arguments and the analysis of value arguments.

No prerequisite.

PHI 302 Ethics (3 Cr.)

This course introduces to philosophical ethics and ethical theory about the nature of morality. It covers the fundamental questions related to human conduct and the basis of moral rightness and moral wrongness. It presents an evaluation of classical and contemporary ethical theories concerning the good life, human conduct in society, morals, and standards of value.

No prerequisite.

Political Science

POL 120 American Political Thought (3 Cr.)

This course is an introduction to American political institutions and behavior. It is a study of governmental politics, functions, and programs. It introduces the primary intellectual traditions and key political questions that have motivated and shaped American political thought. It also covers the public opinion, political culture, parties, and elections of the United States.

No prerequisite.

POL 130 Climate Changes and International Politics (3 Cr.)

This course introduces the complex political phenomenon as climate change in decision-making in international society. It explores the difficulty to build collective action at the global level. It discusses possible avenues forward and the sources and impacts of climate change at international policies. It also covers the world's effort to effectively meet the prospect of catastrophic climate change.

No prerequisite.

Natural Sciences

SCI 124 Introduction to Chemistry (3 Cr.)

A study of the fundamental principles of chemistry emphasizing modern atomic theory, the structure and behavior of atoms, the properties and states of matter, energy relations, periodicity and mole concepts. Topics includes the concept of energy and its uses, gas laws, kinetic molecular theory, laws of chemical combination, atomic and molecular structure, periodic classification of the elements, and chemical bonding.

No prerequisite.

SCI 134 Introduction to Biology (3 Cr.)

This course introduces to basic principles of biology in the areas of cell biology, genetics, development, vertebrate physiology, ecology and evolution. Functions of cellular organelles, including protein synthesis, genetics, cellular respiration, and cell reproduction will be emphasized. Topics include chemistry of living organisms, cell structure and function, energy and its transformations, cell division process, genetics and review of current biology research will be covered.

No prerequisite.