

SCI 144 Introduction to Physics (3 Cr.)

This course covers an introduction to fundamental principles of mechanics, waves, heat, electricity and magnetism, light, atomic and nuclear physics are covered. This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe.

No prerequisite.

SCI 154 Introduction to Geology (3 Cr.)

This course is a general survey of the rocks and minerals composing the earth. It focuses on the chemistry and properties of minerals, the composition of igneous, sedimentary and metamorphic rocks. It examines the common rock-forming minerals and their properties, different geologic environments, plate tectonics and other issues related to geology.

No prerequisite.

SCI 164 Introduction to Environmental Science (3 Cr.)

Introduction to the ecological foundation of environmental systems, the ecological impacts of environmental degradation by humans, and strategies for sustainable management of environment and natural resources. The course addresses problems related to human society and explores possibilities for alleviating these problems. The course will provide the student with knowledge of how the environment functions and understanding of the issues of scale, complexity and conflict resolution.

No prerequisite.

Social Sciences**SOC 300 Social Psychology (3 Cr.)**

This course introduces the scientific study of how individuals think, feel and behave in social situations. It covers topics such as the social self-concept, social judgment, attitudes, persuasion, conformity, aggression, helping behavior, prejudice, and interpersonal relationships as well as some of the most important theories and research in the field of social psychology.

No prerequisite.

SOC 313 Law and Society (3 Cr.)

This course introduces a wide variety of topics related to law's varying functions in a society. It focuses on social and legal theory and analyzes law and legal institutions especially in relation to

equality, justice, and fairness. It also examines the importance, influence and impact of law in society as well as the impact of people on the law.

No prerequisite.

Statistics

STA 201 Introduction to Statistics (3 Cr.)

This course provides the student with an understanding of using descriptive and inferential statistical techniques for solving business and technical problems. It covers sampling distribution, analyzing, presenting numerical data, frequency and sampling distributions, averages, dispersion, hypothesis testing confidence intervals, hypothesis testing, simple regression and time series.

No prerequisite.

Graduate Programs

Admissions

Application for admission must be submitted to the Admissions Office. A graduate application must:

1. Completed/signed application form;
2. Non-refundable \$75 application fee;
3. College transcripts;
4. Have a bachelor's degree 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.

English Proficiency Requirements

A minimum score of Test of English as a Foreign Language (TOEFL) 71 on the Internet Based Test (iBT), 6.5 on the International English Language Test (IELTS) or 50 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: 'B' for graduate.
- 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 one-half of the credits required for master's degrees may be given through 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 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.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) FOR GRADUATE 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 graduate 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 3.0 for graduate students 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 the Master of Business Administration in Finance and in Management and Master of Science in Computer Science degree programs, the normal program length is 36 credits and a student should complete the program in 54 attempted credit hours ($36 \text{ credit hours} \times 150\% = 54 \text{ attempted credit hours}$).

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

Graduate students must maintain a CGPA of 3.00 at the close of each quadmester after attempting a minimum of 6 credit hours.

Quantitative Requirement: Minimum Required Completion Rate

Graduate students must successfully complete at least 75% of attempted credit hours at the end of each quadmester after attempting 6 credit hours.

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:

4. Do not meet the qualitative or quantitative SAP requirements after one quadmester on SAP Warning.
5. Do not meet the qualitative or quantitative SAP requirements after one quadmester on SAP Extended Enrollment.
6. Do not meet the qualitative or quantitative SAP requirements at the end of SAP Probation period.
7. Do not meet the requirements of their Academic Plan while on SAP Probation.
8. Do not maintain a CGPA of 3.0 at the end of second academic year.
9. 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 54 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.

CANCELLATION AND REFUND POLICY (GRADUATE)

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
 - c. an application fee of \$75 and
 - d. 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%

- (d) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
- (e) 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.
- (f) 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:
 - (3) satisfactorily completed at least 90 percent of the required coursework for the program and received passing grades of all assessments; and
 - (4) 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.

Master's degree in Computer Science

The Master's degree in Computer Science program is intended for people who wish to broaden and deepen their understanding of computer science. This lauded graduate computer science program furnishes students with an in-depth understanding of core and advanced topics in computer science. The curriculum provides a solid foundation and training for both academically oriented students and students with professional goals in the many business, industrial and governmental occupations that require advanced knowledge of computer theory and technology. The ultimate goal of the program is to assist students to discover what it takes to become an innovator and leader who can thrive on the cutting edge of technology and computing.

Course Requirements: 36 credit hours

Cornerstone Courses: 15 credit hours

CSC 511	Computer Architecture
CSC 512	Operating Systems
CSC 513	Data Structure
CSC 514	Database Theory
IFS 500	Information Technology for Managers

Concentration (choose 6)*: 18 credit hours

CSC 521	Artificial Intelligence
CSC 537	Data Communications
CSC 540	Programming Languages Principles
CSC 543	Software Engineering
CSC 545	Programming Languages Topic: Java
CSC 552	Computer Graphics
CSC 553	Digital Electronic
CSC 561	Man-Machine Studies

Capstone Course: 3 credit hours**

CSC 599	Computer Science Project
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* In selecting concentration courses, students are advised to consult with the Chair of the IT Department.

** Required..

Master's degree in Finance

Increase students' marketability by acquiring financial management and investment analysis skills with a Master's degree in Finance from Reagan National University. This degree prepares students for leadership roles in financial corporations, healthcare industries and government. In the program, students learn about all aspects of corporate finances, such as conducting analyses, managing portfolios and developing business strategies. Students get real-world experience by completing a corporate residency prior to graduation, which can prepare them for careers as financial analysts or personal financial advisors.

Course Requirements: 36 credit hours

Cornerstone Courses: 15 credit hours

ACC 500	Accounting for Managers
COM 500	Managerial Communication
FIN 500	Financial Management
IFS 500	Information Technology for Managers
MGT 500	Principles of Management

Concentration (choose 6)*: 18 credit hours

FIN 506	Financial Statement Analysis
FIN 517	Financial Theory
FIN 534	Financial Institutions and Markets
FIN 551	Portfolio Management
FIN 552	Investment Analysis and Management
FIN 562	Entrepreneurial Finance
LAW 510	Law and Legal Reasoning
MKT 510	Electronic Commerce

Capstone Course: 3 credit hours**

FIN 599	Finance Project
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* In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

** Required.

Master's degree in Management

The ideal preparation for the dynamic business world of today and tomorrow, the Master's degree in Management is a systems approach designed to produce effective managers who understand the linkages between their organizational domain and the larger corporate environment. In RNU's Master's degree in Management program, students develop their skills in teamwork, critical thinking, problem-solving, and networking. The objective of this program is to develop students into broadly educated business managers and executives who understand the nature of business as a whole, with the tools and techniques applicable to a wide variety of business situations. Courses in the MBA in Management program integrate information and theories from various disciplines, including accounting, economics, finance, marketing, production operations, and strategic management.

Course Requirements: 36 credit hours

Cornerstone Courses: 15 credit hours

ACC 500	Accounting for Managers
COM 500	Managerial Communication
FIN 500	Financial Management
IFS 500	Information Technology for Managers
MGT 500	Principles of Management

Concentration (choose 6)*: 18 credit hours

ECO 533	International Economics
ECO 540	Climate Changes and Economy
FIN 562	Entrepreneurial Finance
LAW 510	Law and Legal Reasoning
MGT 520	Human Resource Management
MGT 522	Strategic Management
MGT 525	Organizational Behavior
MGT 531	Business Intelligence
MGT 544	Managerial Psychology
MGT 599	Management Project
MKT 510	Electronic Commerce

Capstone Course: 3 credit hours**

MGT 599	Management Project
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* In selecting concentration courses, students are advised to consult with the Chair of the Management Department.

** Required.

Graduate Course Descriptions

Accounting

ACC 500 Accounting for Managers (3 Cr.)

This course focuses on using accounting information for strategic, tactical, and operating decisions for decision makers within an organization. It is a study of financial statement analysis, accounting information systems and accounting principles as they apply to managers. It covers the accounting methods utilized by corporations and the utilization of accounting data for cost accounting, decision making, and planning and control.

No prerequisite.

Communications

COM 500 Managerial Communication (3 Cr.)

This course examines the roles of communication networks and strategies in managerial decision making. It studies the challenges exist for creating and implementing effective communication both inside and outside organizations. It also focuses on the role of the communication skills in managing change, organizational conflict, and corporate cultures.

Prerequisite – Permission from Instructor

Computer Science

CSC 511 Computer Architecture (3 Cr.)

This course provides an understanding of modern computing technology through an in-depth study of the interface between hardware and software. It demonstrates the computer architecture from the application programs down to the hardware levels. Topics covered are applications of digital logic circuits, register transfer logic and assembly language to the design and operation reviewed.

Prerequisite – Permission from Instructor

CSC 512 Operating Systems (3 Cr.)

This course introduces the facilities provided in modern operating systems. It examines the issues in operating system design and implementation such as inter-process communication, process scheduling, deadlock, memory management, virtual memory, file systems and distributed systems. Particular emphasis will be given to the major OS subsystems.

Prerequisite – CSC 511

CSC 513 Data Structure (3 Cr.)

This course covers data structures and associated algorithms that allow complex tasks to be solved in simple and elegant ways. It focuses on program design and organization ideas such as abstract

data types, data structures and object-oriented programming. Topics include are: lists, stacks, queues, heaps, dictionaries, maps, hashing, trees and balanced trees, sets, and graphs.

Prerequisite – CSC 511

CSC 514 Database Theory (3 Cr.)

This course provides the understanding of the fundamentals of relational systems including data models, database architectures, and database manipulations. The main subjects of the course include the understanding of relational database theories, industry standard SQL, and database design. A conceptual/semantic data modeling with the entity-relationship diagramming technique is also covered.

Prerequisite – Permission from Instructor

CSC 521 Artificial Intelligence (3 Cr.)

This course is an introduction to the basic principles, techniques, and applications of Artificial Intelligence. It focuses on the materials on AI programming, logic, search, game playing, machine learning, natural language understanding, and robotics introduce the student to AI methods, tools, and techniques, their application to computational problems.

Prerequisite – CSC 511

CSC 537 Data Communications (3 Cr.)

This course provides the foundation for work in data communications and local area network management. It focuses on the primary aspects of data communications networking, including a study of the Open Systems Interconnection (OSI) and Internet models. Topics include in this course are: data transmission principles, media, major protocols, topologies, routing methods, introduction to networking principles, and Network operating system management fundamentals.

Prerequisite – CSC 511

CSC 540 Programming Languages Principles (3 Cr.)

This course presents the principles of programming language design, and programming in multiple paradigms, including functional programming, logic programming and object-oriented programming. It focuses on programming language specification and semantics such as language models, functional, object-oriented, logic, string, and concurrent programming.

Prerequisite – Permission from Instructor

CSC 543 Software Engineering (3 Cr.)

This course covers the software engineering methods and tools used for systematic development of software products. It focuses on the software development process, from requirements initiation

and analysis, through specification and design, to implementation, integration, testing, and maintenance. It also provides a solid introduction to design patterns: their usage, benefits and implementations.

Prerequisite – CSC 540

CSC 545 Programming Languages Topic: Java (3 Cr.)

This course provides an overview to basic concepts and techniques of programming in Java, It focuses on the fundamental areas of software development: syntax, control-flow mechanisms, keyboard and mouse interactions, object modelling, and debugging. Topics covered include the Java language syntax, object oriented programming using Java, exception handling, file input/output, threads, collection classes, and networking.

Prerequisite – CSC 540

CSC 552 Computer Graphics (3 Cr.)

The course is an introduction to theory and praxis of computer graphics. It covers the fundamental concepts and terminology for creating and editing basic electronic paint and draw-type graphics. It introduces techniques for 2D and 3D computer graphics, including modeling and representation, illumination and shading, rendering, texturing, and advanced software tools.

Prerequisite – CSC 511

CSC 553 Digital Electronic (3 Cr.)

This course covers the principles of digital electronics and the electronic circuits that are used to process and control digital signals. It focuses on the design process of combinational and sequential logic design, engineering standards, and technical documentation. Topics include are: Boolean algebra, basic gates, logic circuits, flip-flops, registers, arithmetic circuits, counters, interfacing with analog devices, and computer memory.

Prerequisite – CSC 511

CSC 561 Man-Machine Studies (3 Cr.)

This course explores the new forms of human-computer interaction based on measurement of brain function and properties. It also introduces methods for extracting rules or learning from data and analysis of integrated man-machine systems. Basics of both supervised and unsupervised learning paradigms will be covered in this course.

Prerequisite – Permission from Instructor

CSC 599 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 courses completed towards the degree.

Economic

ECO 533 International Economics (3 Cr.)

This course provides a broad overview of international trade theory, policy, and international finance. Topics covered are: global trade protectionism, gains from trade and their distribution; pre-determined trade barriers; the trade deficit; currency exchange rate war; and government intervention in foreign exchange markets.

No prerequisite.

ECO 540 Climate Changes and Economy (3 Cr.)

This course examines the science on climate change and its impacts and alarming prospects for global economics and politics. It presents the connection between human activity and the current warming trend which influence the potential social, economic and environmental consequences of climate change. Key concepts of climate-change including decision-making in the face of risk and uncertainty, and the management of global public goods will be covered.

Prerequisite – Permission from Instructor

Finance

FIN 500 Financial Management (3 Cr.)

This course examines the general nature of financial management and focuses in corporate finance. It presents the necessary tools required to objectively approach and solve financial problems as well as enhances the understanding of basic financial theory and practices. It also discusses the topics such as capital budgeting, capital structure and working capital decisions.

No prerequisite.

FIN 506 Financial Statement Analysis (3 Cr.)

This course provides students with tools to analyze and exploit information in corporate financial statements. It helps students with understanding and analysis the corporate issues on financial reporting strategies effectively. It also covered include financial distress prediction, the impact of

accounting information on security returns and the evaluation of short-term and long-term loan requests.

Prerequisite – FIN 500

FIN 517 Financial Theory (3 Cr.)

The course introduces the functions of public and private financial institutions. It focuses on classical ideas in finance, such as expected utility, risk aversion, mean - variance portfolio analysis, separation theorem, state prices and risk neutral valuation, efficient market. It also provides specific technical knowledge of financial decision-making at these institutions.

Prerequisite – FIN 500

FIN 534 Financial Institutions and Markets (3 Cr.)

This course introduces the structure and functions of financial institutions and markets in the United States. It covers topics such as the money market and short-term money management; the equity and bond markets; financial assets and the primary market; and the difference between electronic and floor-based equity markets.

Prerequisite – FIN 500

FIN 551 Portfolio Management (3 Cr.)

This course provides an introduction to the tools needed to enter the field of professional money management. It covers the theory and practice of money management and analysis of the theory and practice involved when securities are combined into portfolios. Modern portfolio theory, such as market efficiency and behavioral finance will be included.

Prerequisite – FIN 500

FIN 552 Investment Analysis and Management (3 Cr.)

This course is a survey course of investments including corporate and government securities, real property and financial intermediaries. It examines investment policies, timing purchases and sales, types of securities, factors that influence pricing changes. The study of investment pricing techniques and of the institutional background will be covered.

Prerequisite – FIN 500

FIN 562 Entrepreneurial Finance (3 Cr.)

This course is designed to help entrepreneurs and financiers make better investment and financing decisions. It focuses on the financial aspects of the management of small business and entrepreneurial firms and analyzes principles of corporate finance, valuation, and coordination and

control of firms, with an eye toward developing the tools and concepts of entrepreneurial financial management.

Prerequisite – FIN 500

FIN 599 Finance Project (3 Cr.)

The goal of this course is to make students acquainted with current problems in finance. It is designed to give students a survey of the current literature in the field of finance. It also provides a solid grounding in the financial key issues. This course requires the student to prepare a proposal, which must be approved by the Department Chair.

Prerequisite: At least 8 courses completed towards the degree.

Information Systems

IFS 500 Information Technology for Managers (3 Cr.)

This course presents an introduction to information systems and dominant supportive technologies. It explores necessary management actions to use of the best practices and methods such as: information systems architectures, software and hardware standards, database management systems, transaction processing, e-commerce, for improvement for already in place.

Prerequisite – Permission from Instructor

Legal Studies

LAW 510 Law and Legal Reasoning (3 Cr.)

This course introduces the American legal system and the types of legal reasoning used by lawyers and judges. It covers the nature, function and application of the U.S. legal system as it applies to the modern business environment. It also examines the American legal system's role in the development and growth of business with an emphasis on ethics and business decision making.

Prerequisite – MGT 500

Management

MGT 500 Principles of Management (3 Cr.)

This course presents fundamentals and concepts of management, administrative policies, objectives and procedures and problem of organization and leadership. It covers various concepts of management including management controls, operations management, and human resource management. It also provides various concepts required for an overall understanding of management's role in the contemporary organization.

Prerequisite – Permission from Instructor

MGT 520 Human Resource Management (3 Cr.)

This course presents the human resources function within today's organizations, such as an organization acquires, rewards, motivates, uses, and generally manages its people effectively. It explores the role managers play in the successful management of the organization's human resources. It emphasizes the employee-supervisor relationship and applications involved in effectively managing people in organizations.

Prerequisite – MGT 500

MGT 522 Strategic Management (3 Cr.)

This course presents the strategic analyses, decisions and actions with the consideration of both the internal condition and the external environment. It examines management theory and practice through a framework involving strategic thinking and strategic planning. The context of strategy, leadership, managerial uses of structure and design and performance will be covered.

Prerequisite – MGT 500

MGT 525 Organizational Behavior (3 Cr.)

This course covers the analysis and application of organizational theory, group dynamics and the integration of interdisciplinary concepts from the behavioral sciences. It focuses on individual behavior and impact of work teams in an organization. Topics include development, structure, leadership, decision making, power and conflict will be discussed.

Prerequisite – MGT 500

MGT 531 Business Intelligence (3 Cr.)

This course provides an introduction to business intelligence, including the processes, infrastructure, methodologies and current practices used to transform business data into useful information and support business decision-making. It focuses on the features, uses, and design strategies for IT-enabled managerial decision support.

Prerequisite – MGT 500

MGT 544 Managerial Psychology (3 Cr.)

This course presents the theoretical, methodological and practical areas of managerial psychology and sociology. It covers the importance issues of leadership and what makes someone a successful leader. It addresses the behaviors and their influences on managerial thinking and business decisions. The difference between leadership and management will be discussed.

Prerequisite – MGT 500

MGT 599 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 courses completed towards the degree.

Marketing

MKT 510 Electronic Commerce Strategy (3 Cr.)

This course refers to corporations that have adopted e-commerce practices and designs. It explores of the basic notions of changes in technology and business models looking at internal as well as external factors. It also examines the digital economy and its impact on commerce by focusing on the operation within a business ecology framework.

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.

English Proficiency Program

The purpose of Reagan National University's ESL Program is to raise the student's English proficiency quickly, so that the student can enroll in regular credit-earning university courses. The ESL program is designed to improve the full range of English language skills: reading, writing, speaking and listening.

The RNU College-level English as a Second Language (ESL) Program offers a series of courses for college-bound students whose native language is not English. These courses are designed to help students who already have a basic level of English skills gain academic English language proficiency to help them be successful in college study.

All English language learners can be assigned a level of English proficiency based on their ability to speak and understand English. These levels are determined at the time of entrance into the University. The proficiency levels reflect the abilities and skills that students are capable of demonstrating at each level. Course completion is graded "Satisfactory"/ "Unsatisfactory".

Level 1:

ESL 010 – Beginner Speaking & Listening

Prerequisite: None. This course will enable students to use linguistic forms accurately, meaningfully, and appropriately, emphasizing conversational skills: listening and speaking in small groups, using new grammar structures, learning new words and expressions, comprehending and using idiomatic expressions.

ESL 012 – Beginner Reading and Writing

Prerequisite: None. This course is designed to enable students to identify and use linguistic forms accurately, meaningfully and appropriately in written expression. The course focuses on simple and compound sentences, questions, modifiers, phrases, and verb tenses, especially simple present, simple past, and present progressive.

Level 2:

ESL 020 – High Beginner Speaking & Listening

Prerequisite: ESL 010. This course will enable students to use linguistic forms accurately, meaningfully, and appropriately, emphasizing academic listening and speaking skills: listening and speaking in small groups, listening to short lectures on academic topics, learning academic vocabulary and expressions, making presentations on new topics.

ESL 022 – High Beginner Reading and Writing

Prerequisite: ESL 012. The focus of the course is on creating effective sentences and paragraphs, including a review of grammar, punctuation and usage. The grammatical emphasis of this course

will be on present, past and future continuous tenses and modal usage. The lessons taught in this course will build on the skills developed in the prior series of ESL courses. It also has some emphasis on pronunciation, listening and speaking.

Level 3:

ESL 030 – Low Intermediate Speaking and Listening

Prerequisite: ESL 020. This course is designed to give advanced ESL students more practice using oral English. The emphasis is on small group work, problem solving, role plays, and informal discussion. Intensive practice in recognizing and pronouncing the sounds of American English with emphasis on words and phrases: stress, intonation, phrasing, reduction. Attention to individual as well as group priorities.

ESL 032 – Low Intermediate Reading and Writing

Prerequisite: ESL 022. The course is designed to enable students to use and interpret linguistic forms accurately, meaningfully, and appropriately in written expression. Classes will focus on writing simple and compound sentences in short paragraphs, on developing strategies for increasing reading comprehension and flexibility, on interactive reading, and on developing academic vocabulary. Students will develop cultural understanding and fluency through a variety of writing and reading tasks.

Level 4:

ESL 040 – High Intermediate Speaking and Listening

Prerequisite: ESL 030. This course focuses on improving student's ability to speak and to understand spoken English through a variety of listening, pronunciation, and speaking activities. Active participation in individual, pair, and group activities is required in each class session.

ESL 042 – High Intermediate Reading and Writing II

Prerequisite: ESL 032. This course is designed to enable students to use and interpret linguistic forms accurately, meaningfully, and appropriately in written expression. Classes will focus on writing simple, compound, and complex sentences in structured paragraphs, on developing 0

Level 5:

ESL 050 – Low Advanced Speaking and Listening

Prerequisite: ESL 040. This course provides a highly interactive class that develops low advanced speaking and listening skills such that students are able to carry out a variety of simple tasks in straightforward situations in English. Listening, critical thinking skills, and presentation skills are honed through targeted listening and speaking exercises. Students produce both oral and written work for assessment.

ESL 052 – Low Advanced Reading and Writing

Prerequisite: ESL 042. The focus of this course is on creating effective sentences and paragraphs, including a review of grammar, punctuation and usage. The lessons taught in this course will build on the skills developed in the prior series of ESL courses.

Level 6:

ESL 060 – Advanced Speaking and Listening

Prerequisite: ESL 050. This course provides a highly interactive class that develops advanced speaking and listening skills such that students are able to speak with ease and poise when in most normal situations. Listening, critical thinking skills, and presentation skills are honed through targeted listening and speaking exercises. Students produce both oral and written work for assessment.

ESL 062 – Advanced Reading and Writing

Prerequisite: ESL 052, This course focuses on compound and complex sentences and short paragraphs, overview of the verb tense system in English, verb forms with gerunds and infinitives, verb forms in modifying phrases, and modals. This course also emphasizes analyzing grammar and meaning, detecting and correcting grammatical errors, and self-editing skills.

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

❧❧❧The Board of Directors❧❧❧

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Mital Patel, Vice Chair (term expires 2022)

Sean S. Lin, Treasurer (term expires 2021)

Harold Harris, President

MSW, Tulane University

Jon X. Zhang, Faculty Council Representative (term expires 2021)

Ph. D., University of West Virginia

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MSW, Tulane University

Ke Cheng, CPA – Business Manager
MS, Reagan National University

David Glazer -- Chair, Department of Management
Ph. D., George Washington University

Chao Simon Huang – Compliance Officer/Director of Student Services
MS, Reagan National University

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Ph. D., Virginia Commonwealth University

Ronnie R. Yan – Admissions Director
M. S., University of South Alabama

Adam C. Yang – Dean of Academic Affairs
Ph. D., Columbia University

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Computer Science, Information Systems

Ajay Bhatt, J. D., University of Oregon
Legal Studies

Jacqueline Blackwell, M. A., University of Virginia
English

Michael Dowally, Ph. D., University of Oklahoma
Finance, Management

David Glazer, Ph. D., George Washington University
Finance, Management, Marketing

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

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

Ruiyan Luo, Ph. D., Wisconsin University
Statistics

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

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Computer Science

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

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



REAGAN NATIONAL UNIVERSITY

Reagan National University

Faculty Handbook (Full-time and Adjunct)

Revised November 5, 2019

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Faculty Handbook (Full-time and Adjunct)

From the President

This new edition of the Reagan National University *Faculty Handbook* includes a description of the University's governance and administrative structure, faculty rights and responsibilities. It is the latest version of an evolving document that reflects the core academic values, policies and procedures of the University.

Changes to the *Faculty Handbook* are frequently considered, and this volume is the latest revision. Faculty members who have a question or a concern about any part of the *Handbook* should consult the chair of their department.

It is my honor to serve as the President of Reagan National University. I am pleased to welcome new faculty to our community.

On behalf of the Board of Directors, welcome to Reagan National University.

(b)(6)

Harold Harris
President

(b)(6)

Ayman J Al Kisswany
Chairman of the Board

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From the President

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List of Acronyms

ABLE	Advanced Placement for Advanced Standing and Assessment by Local examination
ACE	American Council of Education
ADA	Adults with Disabilities Act
AEC	American Educational Consortium
AIDS	Acquired Immune Deficiency Syndrome
CD-R	Compact Disk – Read only
CLEP	College Level Examination Program
D.B.A.	Doctor of Business Administration
D.D.S.	Doctor of Dental Surgery
D.I.T.	Doctor of Information Technology
D. Sc.	Doctor of Science
D.V.M.	Doctor of Veterinary Medicine
DANTES	Defense Activity for Non-Traditional Educational Support
DD	Department of Defense
DVDR	Digital Video Disk – Read only
E.D.	Doctor of Education
ECBR	European Council for Business Education
EEOC	Equal Opportunity Employment Commission
ESL	English as a Second Language
FERPA	Family Educational Rights and Privacy Act
GPA	Grade Point Average
HIV	Human Immune Virus
IACBE	International Assembly for collegiate Business Education
IT	Information Technology
J.D.	Doctor of Jurisprudence
LLD	Doctor of Laws
M.D.	Doctor of Medicine
Ph.D.	Doctor of Philosophy
SCE	Student Course Evaluation
SD	South Dakota
RNU	Reagan National University
TBD	To be determined
U.S.	United States
USB	Universal Single Bus
USCIS	United States Customs and Immigration Service
VA	Veterans Administration

Section 1

Introduction

Institutional Overview. 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. 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.

Institutional Mission.

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 2018) (RNU catalog, p.7)

Institutional Vision.

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

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

-Board Action (Reapproved January 2018) (RNU catalog, p.8)

Institutional Goals

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 stays 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 2018) (RNU catalog, p.8)

Organization of the University. Reagan National University has an effective system of leadership, staffed by qualified administrators, with appropriate levels of responsibility and accountability, who are charged with planning, organizing, and managing the institution and assessing its achievements and effectiveness. Reagan National University is governed by the Board of Directors. The Board ensures that the University is organized and staffed to reflect its mission, size, and complexity.

Governing Boards and Advisory Committees. 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.

Faculty Council. 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, regulatory 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 through the Faculty Council, helps to improve the University and to protect faculty rights.

The members of the Council are all University faculty members serving in full- or part-time faculty positions. Centrally involved in the governance of the university, it comprises elected

Representatives (6), Department Chairs, and ex officio members, including the Academic Dean. Representatives of the Council are elected by the faculty of the academic units. Elections to the Faculty Council are conducted every other year during the Winter quadmester. During the first meeting of the Faculty Council, after elections, the Council members will vote on their officers. The Council meets three times throughout the academic year.

The members of the Executive Council are:

Chair

The chair presides at Council meetings, appoints special or ad hoc committees (in consultation with the Council), maintains lines of communication between the Council and the President, university faculty and Staff Council, serves as an ex officio non-voting member on all committees of the University and is the voting faculty representative to the Board of Directors.

Vice Chair

The vice chair assumes the duties and responsibilities of the chair in the absence of the chair, and performs such other duties as assigned by the chair or by the Council.

Secretary

The secretary supports the Faculty Council and Faculty Council standing committees. The position also ensures faculty participate in the development of university policies and procedures. Meeting records for Faculty Council, General Faculty Meetings and Faculty Council standing committees are kept in the secretary's archives and are accessible upon request.

There are four Standing Committees of the Council (Academic Standards, Curriculum, Faculty and Graduate). The committees are authorized to act for and in the name of the Council. Such actions are reported to the Executive Council and to the Council.

Resources and Environment. To develop and acquire adequate fiscal, capital, and community resources and to use these resources efficiently and effectively to provide the physical environment and tools necessary to assure student success.

Support Services. To provide an array of quality support services that enhance student success.

Instructional Programs. To provide an instructional programs that are accessible, affordable, and educationally sound that supports the needs of a diverse student body and enhances student success. The University offers programs in Bachelor's and Master's degrees. Entering students may be evaluated for English placement before beginning their program of study. Refer to the catalog for a detailed description of the programs and courses. Below are the degree programs offered by Reagan National University:

- Bachelor degree in Finance

- Bachelor degree in Management
- Bachelor degree in Computer Science
- Bachelor degree in Management Information Systems
- Master degree in Computer Science
- Master degree in Finance
- Master degree in Management

General Education Goals. General education is that portion of the collegiate experience that addresses the knowledge, skills, and affective behaviors characteristic of educated persons. It is unbounded by disciplines and honors the connections among bodies of knowledge. Graduates of RNU will demonstrate competency in the following general education areas:

- Communication
- Critical Thinking
- Cultural and Social Understanding
- Information Literacy
- Personal Development
- Quantitative Reasoning
- Scientific Reasoning

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). 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.

Section 2

Administrative Policies

Faculty Member Philosophy. Faculty members, guided by a conviction of the worth and dignity of the advancement of knowledge, should recognize the special responsibilities placed upon them. The faculty members' primary responsibility is to seek and to state the truth as they see it. To this end, the faculty member devotes his or her energy to developing and improving scholarly competence and feels the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. Faculty members should practice intellectual honesty. Although they may follow subsidiary interests, these interests must never hamper or compromise the freedom of inquiry. As teachers, faculty members should encourage the free pursuit of learning in their students. Faculty members should demonstrate respect for the student as an individual, and they adhere to the proper role as intellectual guide and counselor. Faculty members make every effort to foster honest academic conduct and to assure that students' evaluations of reflect the students' true merit. Faculty members respect the confidential nature of the relationship between faculty member and student. They avoid any exploitation, harassment, or discriminatory treatment of students. Faculty members acknowledge significant academic or scholarly assistance from students. Faculty members protect students' academic freedom. As colleagues, faculty members have obligations that derive from membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas faculty members show due respect for the opinions of others. Faculty members acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the academic governance of the institution. As members of the institution, they seek above all to be effective teachers and scholars. They observe the stated regulations of the institution, watch that they do not contravene academic freedom, and maintain their right to criticize and seek revision, while recognizing that the rights of others should not be abridged. Faculty members regulate the scope and character of their interests outside the institution with due regard to their responsibilities within it. As members of their community, they have the rights and obligations of any citizen. Faculty members measure the urgency of these obligations in the light of their responsibilities to their subject, students, profession, and institution. As citizens engaged in a profession that depends upon freedom for its health and integrity, faculty members have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Background Check. The University strives to create a welcoming and safe environment for all individuals. Consistent with this goal, the University will not employ individuals or appoint unpaid affiliates with prior criminal convictions or driving records (when applicable) who are determined to pose an unacceptable safety risk to the University or its employees, students and visitors. The University's background check process is intended to identify the presence of any such circumstances and to provide a basis for making good-faith and sound determinations as to whether such matters rise to the level barring appointment. A background check must be satisfactorily completed prior to employment or appointment. In order to be considered for an appointment, each covered individual must provide accurate and truthful

information about his/her criminal conviction record and driving infractions. A covered individual who fails to provide the required information in a complete and timely manner, or who willfully omits, conceals or falsifies such information, may have his/her candidacy for appointment rejected, have his/her offer of appointment withdrawn, or be terminated from his/her active employment or affiliation with the University.

Since most of our online faculty are coming from out of state, the University needs to consider implications of hiring out-of-state faculty as related to state authorization and requirements of labor determined by the Secretary of State for each state where faculty are hired.

Full-time Faculty Member Defined. Full-time faculty members are those hired in a full-time capacity as per South Dakota employment laws. The primary responsibility of full-time faculty members is to teach courses as assigned by the Department Chair and Academic Dean.

Adjunct Faculty Member Defined. Adjunct faculty members are employed to teach less than a normal faculty load or to teach less than a full session on a term-by-term basis. The adjunct faculty appointment contains no guarantee of continued employment. The Department Chair and Academic Dean will assign a teaching load to full-time faculty prior to consideration of a teaching load for adjunct faculty or restricted faculty.

Faculty Qualifications. Following are minimum criteria to be employed as a faculty member at RNU:

Academic Degree. Both full-time and adjunct faculty members are required to possess at least a Master Degree from an accredited institution of higher education. To teach a specific course, the faculty member must have achieved at least 18 credit hours in the subject of the course. To teach at the Master's level, the faculty member must receive an earned Doctorate degree from an accredited institution of higher education. The Academic Dean and Department Chairs must receive an earned doctorate from an accredited institution of higher education.

English Proficiency. Faculty members must be fluent and proficient in written and spoken English.

Teaching Experience. For initial employment, full-time and adjunct faculty members must have had at least five years of teaching experience or the equivalent number of years occupational experience in the field being taught. Online teaching experience is necessary.

Faculty Appointments. Faculty appointments are made to individuals fully devoted to faculty work at the University and are made to those who make substantial and sustained contributions to the scholarly mission of the University in the areas of education. For every faculty appointment, a written document specifying the initial title, initial term with dates, starting salary, and other appropriate conditions shall be provided to the faculty member with a copy supplied to his/her department. Any subsequent extensions or modifications of an appointment shall be stated in writing to the faculty member with a copy to his/her department. Tenure is not awarded to faculty at Reagan National University.

All faculty members of Reagan National University are appointed, promoted, or terminated according to current RNU Faculty Handbook. Faculty members are reappointed annually in July. Faculty performance reviews will be held annually to coincide with the reappointment letters.

Faculty Promotions. Adjunct faculty will be promoted based upon their academic qualifications, longevity with the University, and occupational history. Promotions are effective at the beginning of the subsequent term. For adjuncts who subsequently are offered full-time faculty status, a rank adjustment would be made.

Faculty Ranks. Following are RNU Faculty ranks and criteria. These titles apply to both full-time and adjunct, however, the pay-scales are different. Following are academic credentials and experience criteria for faculty ranks.

Professor or Adjunct Professor. Minimum earned Doctorate from an accredited institution of higher education and at least five years full-time employment as a RNU faculty member or 60 classes taught. Classes need not be different courses.

Associate Professor or Adjunct Associate Professor. Minimum earned Master's degree from an accredited institution of higher education and at least three years full-time employment as a RNU faculty member or 45 classes taught. Classes need not be different courses.

Assistant Professor or Adjunct Assistant Professor. Minimum earned Master's degree from an accredited institution of higher education.

Lecturer. Minimum qualifications shall be prescribed by the Academic Dean on a case-by-case basis.

Degree Equivalency. An earned doctorate degree is defined as a Doctor of Philosophy (Ph.D.) or Doctor of a specific discipline, such as Doctor of Education (E.D.) Doctor of Science (D.Sc.), Doctor of Business Administration (D.B.A.), Doctor of Accountancy (D.AC). Degrees such as Doctor of Medicine (M.D.), Doctor of Dental Surgery (D.D.S.), Doctor of Veterinary Medicine (D.V.M.), Doctor of Jurisprudence (J.D.) or Doctor of Laws (LLD). are normally equivalent either to the master's or specialist degrees and must be evaluated on the basis of the number of years or credits of applicable graduate study.

For appointment and promotion purposes, the first professional degrees may be regarded as equivalent to the earned doctor's degree if these degrees include seven years post-baccalaureate quadmester credit hours in actual classroom instruction. In considering University degrees for initial appointment or promotion, the highest degree accepted for consideration must have been awarded by a regionally accredited educational institution. If the highest degree is from a non-regionally accredited institution outside the United States, evidence must be presented showing that the faculty member has appropriate academic preparation. Foreign transcripts must be evaluated by an approved credential evaluation service.

Items Required for Faculty Personnel File. Each faculty member shall have a personnel file maintained by the University. Each faculty member must have on file the following documents:

- an official academic transcript from each post-secondary institution of higher education attended;
- a resume current within the last two years that includes actual course taught (teaching experience) or summary of equivalent occupational experience relevant to the courses to be taught, and occupational history, and at least two current references (professional or personal)
- a completed RNU employment application;
- personal contact information to include a minimum of address and phone number.
- a copy (or original) employment or appointment agreement
- a copy (or original) faculty annual evaluation
- Original I-9 with copies of supporting documents.
- Copy of W-2
- Copy (or original) RNU Employee Ethics Agreement
- Copy (or original) RNU Sexual Harassment Training form

Faculty Teaching Load. Full-time faculty members will be required to teach a minimum of five course per term for the Fall, Winter and Spring terms. Adjunct faculty members may teach as many courses as the Department Chair and Academic Dean allow.

Employment of Classified Employees As Adjuncts. Classified employees (as defined by South Dakota employment laws) may teach as an adjunct faculty member if they obtain written approval from their supervisor. Such person's must undergo the same application and approval process as other adjunct faculty members. Once the classified employee has been approved for teaching duties, the Human Resources office shall be informed of any subsequent teaching assignments. The classified employee will be assigned an appropriate faculty rank. All teaching by classified employees should be outside of their regular working hours. Full-time classified employees shall be limited to a maximum of two courses per term.

Compensation and evaluation shall be as required for all faculty members, except that Non-exempt classified employees must be compensated at time and a half the adjunct rate to comply with the *Fair Labor Standards Act*.

Faculty Pay. Full-time faculty pay will be based on the established rate for full-time employees and their respective academic credentials. Full-time pay will be according to South Dakota and federal laws, that is, subject to FICA, taxes, and other withholding. Full-time faculty pay will be disbursed in bi-weekly installments.

Adjunct faculty pay will be based on qualifications and experience according to the current adjunct faculty salary and paid on a term-by-term basis according to their contracts. Adjunct pay will be disbursed in bi-weekly installments from the start of each term. Pay will be on a Form 1099 with no FICA or taxes withheld.

Faculty Member Evaluation. Each full-time faculty member shall be evaluated once during the academic year.

Each adjunct faculty member shall be evaluated once during the first term of employment and, following this initial evaluation, at least once during each academic year in which the adjunct faculty member is employed.

Student evaluation of adjunct faculty (through the Student Course Evaluation (SCE)) will be an integral as a component of the evaluation of full-time and adjunct faculty. This form will be administered to each student near the end of each course being taught. The responses will be anonymous and completed and collected while the instructor is not present. Completed forms will be returned to administration office by a student in the class. After review by the faculty member's supervisor (Department Chair and/or Academic Dean), the faculty member will receive copies of the evaluations to include student comments. The faculty member will be given the opportunity to respond to comments and the evaluation during his/here periodic Faculty Member evaluation.

Affirmative Action. RNU strives to hire the most qualified candidates for all open positions from among those who best meet the needs of the institution. In seeking these candidates, RNU takes affirmative action to assure that hiring pools areas diverse as possible by making its employment opportunities broadly known to people of diverse backgrounds. Special efforts to inform under represented minorities and women of opportunities at RNU are part of its affirmative action plan. Affirmative Action does not require or permit the lowering of bona fide job requirements, performance standards, or qualifications to give preference to any state employee or applicant for state employment. The University shall comply with the provisions of the *Americans with Disabilities Act of 1991*, Section 504 of the *Rehabilitation Act of 1973*, Executive Order of the Governor of the State of South Dakota, and the South Dakota Plan for Equal Opportunity in State Supported Institutions of Higher Education. It is the policy of Reagan National University to maintain and promote equal employment and educational opportunities without regard to race, color, sex or age (except where sex or age is a bona fide occupational qualification), religion, disability, national origin, marital status, veteran status, political affiliation, sexual orientation, or other non-merit factors. Inquiries concerning affirmative action and equal opportunity policies should be addressed to the University's director of Affirmative Action.

Hiring qualifications for both entry and experience level positions will be fairly applied. Any person who wishes to be considered for employment shall have the opportunity to file an application or resume for any externally advertised position. It is University policy to retain applications and resumes for advertised full-time and regular part time positions for a period of one year. Unsolicited resumes for full-time employment will not be considered or acknowledged. Unsolicited applications or resumes for adjunct faculty positions will be filed by the academic Department Chair and retained in the Human Resources Office as an applicant pool for up to one year.

Personal Obligations. Employees of the University are expected to handle their personal and financial obligations in such a manner as to prevent the involvement of the University.

Garnishment of wages clearly involves the University as a court-ordered collection agent. Failure to comply with this policy may be grounds for dismissal.

AIDS Policy. Because there is no evidence that the AIDS virus can be transmitted via work interaction, the University will not discriminate against applicants for employment or employees because they have AIDS or are suspected of having AIDS. Should an employee express concern about working with a coworker who has AIDS, ARC, or HIV, the supervisor should arrange for that employee to talk with an expert resource to try to allay the concern. If the employee is still concerned, the supervisor may assist the employee by rearranging the employee's work assignment based on the needs of the organization. The determinative question is whether or not the affected parties can perform the job.

Drug-free Workplace, Illegal Substance, and Drug Abuse Policy. Recognizing the serious consequences resulting from the inappropriate use of drugs by practically all ages and segments of our society, the University prohibits the possession or consumption of illicit drugs on campus. Beyond potential disciplinary action that could result, the University recognizes the need and the responsibility to provide information and counseling services regarding the hazards of substance abuse.

The University adheres to the *Federal Drug-Free Workplace Act of 1988* and the *Drug-Free Schools and Communities Act Amendments of 1989* that state that it is unlawful to manufacture, dispense, distribute, possess or use a controlled substance in the workplace (state owned, controlled or leased property where state work is performed). The use of alcohol or other drugs in the workplace is prohibited, except when legal drugs are used for legitimate medical purposes. Employees who come to work impaired by the use of alcohol or illegal drugs are subject to discipline. Anyone convicted under criminal drug statutes must report it no later than five days after the conviction. Satisfactory participation in a drug-free rehabilitation assistance program may be necessary, or sanctions may be imposed up to and including termination from employment. As a condition of employment, all RNU employees must abide by the provisions of these laws.

The following program of activities and services constitute the University's efforts to prevent drug abuse on the part of its students, faculty and staff.

Firearms and Other Dangerous Weapons. RNU policy prohibits bringing firearms and other dangerous weapons onto campus, except by duly sworn law enforcement officers. Civilian-attired law enforcement officers carrying fire arms must carry them concealed so as not to alarm others.

Smoking. Smoking by anyone (University employee or student) is prohibited in all University facilities.

Dismissal. Full-time faculty members may be dismissed or terminated according to South Dakota employment laws. Adjunct Faculty members are appointed to teach during a particular period of instruction. Such appointments carry no expectation of continued appointment in subsequent periods. However, the University may recognize circumstances that justify termination of an adjunct faculty member's appointment prior to the normal expiration of that appointment.

Copyright and Intellectual Property Protection. Pursuant to Public Law 101-553 (December 1990) the University can now be held liable for copyright violation. In addition, the University will not indemnify nor hold harmless any persons who violate copyright provisions. Substantial fines for copyright violation can be levied, and acquiring permission to reproduce copyrighted materials will protect individuals and the University from liability. If found to be in violation, the University will seek to recover damages from the particular individual(s) at fault. (See Section 2.19, Intellectual Property.)

The University may claim an interest in intellectual property with market value produced by University employees when it was produced within the course of University employment and with the substantial use of state facilities or funds. The University encourages and recognizes the creative efforts of its employees by sharing any financial returns equitably with creators.

Electronic Mail (E-Mail). The University provides electronic mail to all faculty and staff. The e-mail system provides password protected electronic communication with the University. To protect student privacy, faculty should only use the official student email address. Students may forward their email to another address if they choose. Faculty may issue assignments to students and allow students to submit their work via e-mail. The University also provides faculty and students with access to Moodle ®, a Web-based learning management system.

Computers. A full-function computer is available to every faculty member. Full-time faculty members have a computer assigned to them. Adjunct faculty members, generally, will share computers. Faculty members are responsible for learning how to use their computers and the software the University provides. This responsibility includes the requirement of reading and responding to University e-mail.

University Computer Use Agreement. Reagan National University's computing resources have been deployed to enhance the educational experience of its students and the operating efficiency of its faculty and staff. As with its other resources, these computing resources are the property of the University and are to be used for University purposes. Computers and other computer resources are University property and the rules and regulations that apply to University property apply to computing resources. Computer software, databases, and electronic documents are protected by copyright law, and users may not violate the copyright protection of any information, software, or data with which they come into contact through the University's computing resources. Students, faculty, and staff are responsible for understanding how copyright law applies to their electronic transactions. Users of University's computing resources are required to respect the privacy of other users. They may use only their own user identification unless they have been authorized by a University official to use someone else's. They may not allow others to use their user identification. Users may take advantage only of the computing equipment and services they have express permission to use. They may use these resources only for the purposes for which they have been given permission. They may not use any system loop holes or special knowledge of computer systems to make any changes in the system, to make use of any extra resources or to take resources from others. Users may not attempt to gain access to information owned by the University or by its authorized users without the permission of the owners of that information. They may not attempt to intercept or read messages not intended for them. Users must identify themselves in all messages sent from University computers. The University's computing resources may not be used to support any commercial venture or for

personal financial gain, unless such use has been specifically approved in advance by the University president. The University's computing resources may not be used to send or seek out obscenities or obscene materials except to the extent that doing so is a component of a bona fide University activity. Users must follow any special rules that are posted or communicated to them by responsible staff members, whenever they use the University's computing laboratories and classrooms and computers in the Learning Resources Services. Users shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Users may neither transmit nor make accessible offensive or harassing material. Users must report problems with the University's resources to the staff in charge, or to the IT Help Desk. Violating University policy regarding computer use is a serious offense that will result in disciplinary action as well as possible prosecution under federal and state law.

Computer Security and Portable Storage Devices. Sharing files, copying and moving files, and flexibility with respect to digital information is essential to the instructional process, as well as for disaster recovery and continuity of operations. The University is willing to assume the risk associated with the use of portable storage devices (such as USB drives, laptops, CD-R, DVD-R, floppy disks, etc.), and will rely on our antivirus software and other network safeguards to protect our network and digital information. To provide further protection of the University's network and sensitive information without interfering with the instructional process and academic freedom, the use of portable storage devices – US drives, laptops, CD-R, DVD-R, and floppy disks – must be limited to data that can be made public (in case they are lost or stolen). Private, sensitive data should never be stored on these devices – especially identifiable personal data like social security numbers, employee numbers, student grades, etc. Any of these devices that are owned by the University (especially laptops), connected to a University computer, or connected to the University network should use ITSS approved encryption software to protect all document/data files on these types of devices to prevent them from being compromised if the device is lost or stolen. In the limited cases where potentially sensitive data that should not be made public must be stored on a portable device (such as for disaster recovery or continuity of operations), ITSS approved encryption software must always be used. The University provides free and easy to use encryption software available for all faculty and staff.

Software loaded on RNU computers must be approved by IT staff. Exceptions are provided for machines designated for specific purposes, such as those in classrooms or for faculty research and development in faculty resource centers. Campuses are encouraged to set up sufficient computers for research and development to meet faculty and staff needs. These machines must be configured according to guidelines established by IT Support Services. Faculty and staff who need software loaded on their individual workstation should make the request to the IT Help Desk for “Software Installation.” Except in unusual situations, IT staff will make contact to arrange for loading the software within two business days. If the IT staff member determines that the software should not be loaded, the reason must be provided to the requestor in writing and a notation made on the Help Desk ticket. It is not the intent to restrict loading of legitimate software of use to the faculty/staff member. This policy is to prevent the inadvertent loading of unlicensed software, software that can compromise the network and University data, or software that can interfere with machine or system operation. If an IT staff member determines that software should not be loaded, the requestor may appeal to their supervisor. The supervisor may request guidance from campus or University IT staff.

Use of University Computers to Copy Copyrighted Works. U.S. copy right law and the policies of the University limit the use of computers for copying or transferring copies of music, videos, text, software, and other copyrighted works. Users may not use RNU computers or the RNU network to download or store any copyrighted works without the express written permission of the copyright owner. This policy applies to shared music files and software as well as other copyrighted works, where the user has not paid the appropriate license fee. Users may not make copies of any copyrighted software using RNU equipment except as authorized in the applicable license agreement. Users may download software for evaluation purposes, only to the extent permitted by the copyright owner. It is the user's personal responsibility to assure that his or her use of copyrighted material complies with all applicable laws and policies. Violators of the RNU policy on computer copying may be subject to dismissal or personal legal liability.

Office Space. The assignment of office space is the responsibility of the Department Chair. Faculty members should make their requests and preferences known to the Department Chair.

Conflicts of Interest. In an environment of academic freedom and ethics based upon trust, faculty members have a special obligation to make sure that all selection, evaluation, and assessment is as fair as possible. Subjective judgments often must be made, which means that those making such decisions must be free from irrelevant bias and conflicts of interest. Faculty members must take special care whenever they have financial or personal investments that might be seen by others as likely to affect their judgment. In the academic setting, a conflict of interest arises when faculty members can give a grade, award recognition or benefits, influence a hiring decision or other employment related benefits, or participate in a financial transaction when they are not appropriately disinterested. Even when faculty members believe they are able to make objective judgments, they should take care when others perceive reasons to distrust that objectivity. Objectivity will almost certainly be distrusted when those being evaluated or seeking benefits have or have had in the past, a close personal relationship to a person with the authority to evaluate or to award benefits.

Whenever University employees recognize in themselves, personal conflicts of interest that might affect the fairness of a University decision, they must report that conflict to their supervisors and offer to withdraw from that evaluation activity. Even when employees believe they are fully able to operate fairly, free of bias, when others are likely to distrust their objectivity because of special circumstances, then too, they should discuss the matter with their supervisors. Supervisors notified of such actual or perceived conflicts shall do all that is possible to assure a fair decision, and shall keep records of those efforts in case the decision is challenged later. In some cases, there is no way to resolve a conflict of interest situation.

Supervisors also have responsibilities to call their employees' attention to situations that appear to have potential conflicts, and to try to assure fairness wherever possible. However, the burden is placed primarily on the individual with the personal or financial interest to disclose it and to give the supervisor the opportunity to assist in ensuring a fair and defensible process.

Academic Freedom Policy

DESCRIPTION

The Board of Directors of Reagan National University affirms that institutions of higher education are conducted for the common good and not to further the interest of either the individual faculty member or the institution as a whole. The common good depends upon the free search for truth and its exposition.

Academic freedom is essential to these purposes and applies to all disciplines. Freedom in research is fundamental to the advancement of truth. Academic freedom in all disciplines is fundamental for the protection of the rights of the faculty and the student. It carries with it duties correlative with rights, regardless of employment status.

The academic community “is a questioner, a worrier, a critic, and idealist, seeking a better way toward human aspiration and fulfillment.” Academic freedom is essential for the maintenance of excellence in education, and moreover, exists so that society may have benefits of objective and independent criticism, and honest answers to scientific, social and artistic questions that might otherwise be withheld for fear of offending and influential social group or transient social attitude. Accordingly, there shall be no adverse consequences to employment status (hiring, promotion, and retention) as a result of expressions protected by academic freedom.

ACADEMIC FREEDOM

Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the University.

Faculty are entitled to freedom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. RNU faculty are members of a learned profession, and officers of an educational institution. When they communicate as individuals, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

ACADEMIC RESPONSIBILITY

Membership in the academic community imposes on students, faculty members, and administrators an obligation to respect the dignity of others, to acknowledge their right to express differing opinions, and to foster and defend intellectual honesty, in instruction and counseling, and expression on and off campus. In addition, faculty are responsible for but not limited to policies and procedures defined in board policy, administrative regulations, and the employment agreement between the University and the Faculty.

Students are entitled to an atmosphere conducive to learning and to even-handed treatment in all aspects of the faculty-students relationship. In the development of knowledge, research endeavors, and creative activities, University faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence and to participate as responsible citizens in community affairs. Faculty members must fulfill their responsibility to society and to their profession by manifesting academic competence, professional discretion, and good citizenship. When faculty members speak or write as citizens, they are free from institutional censorship or discipline, but their special position in the community imposes special obligations. As professional educators, they must remember that the public may judge their profession and institution by their utterances. Hence, faculty members should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson.

Faculty are entitled to due process, where applicable under the provision of the employment agreement, and where applicable under the Grievance Procedure as conducted under the provisions of University Policy.

Recording Conversations. The recording of conversations with other University employees or with students, either individually or as a group, without the permission of all subjects being taped is considered unprofessional and unethical. The unauthorized taping of coworkers, supervisors or students shall not be done on University property or during University sponsored events. Acts of unauthorized electronic taping of conversations may be considered misconduct in accordance with this handbook and can lead to dismissal or civil prosecution.

Americans with Disabilities Act (ADA). The *Americans with Disabilities Act* (ADA) gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, state and local government services, and telecommunications. The University has an internal procedure that provides for the prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act (ADA). The ADA provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. Faculty members and staff seeking accommodations for any disability they may have should put their request in writing addressed to the Office of Affirmative Action, Minority and Legal Affairs. Student complaints shall be directed to the dean of students at the respective campus of the student complainant. Complaints by faculty/staff and applicants for employment should be addressed to the director of Affirmative Action who has been designated to coordinate ADA compliance efforts. In filing an ADA complaint the following procedures apply.

Protection of Student and Employee Information. The *Family Educational Rights and Privacy Act of 1974*—Public Law 93-380. (FERPA) and state law makes illegal the disclosure of student information (such as address, identification numbers, phone numbers, etc.) and employee information (including salary compensation) and punishable by fines. Violation of these laws is ground for dismissal from the University. Faculty members should make every effort to protect

student information, such as that appearing on student rosters, from disclosure or unauthorized viewing.

Inclement Weather Policy. 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.

Administrative Hearing. Any faculty member may request a hearing to discuss any administrative action taken against him or her. The complainant or the accused may request a University administrative hearing through the Employee Grievance Procedures. Hearings of this type are administrative in nature, not criminal, and therefore are not subject to criminal court procedures. The primary consideration in the administrative hearings is fundamental fairness and adherence to each individual's rights of due process. To meet this standard, a hearing must involve the following three components: written notification, opportunity to be heard, and a decision made on the record.

- *Written Notification*— The accused must receive written notice within ten working days of an alleged violation that would enable a reasonable person to recognize that the charge is consistent with the definition of the prohibited behavior as it appears in this policy.
- *Opportunity To Be Heard*— The person charged must be given the opportunity to hear the evidence against them and to present their side of the alleged incident. There is no absolute right of counsel or cross examination in these types of proceedings. The complainant and the accused may consult with an attorney of their choosing during disciplinary proceedings.
- *Decision On The Finding*— A finding will be made only on the basis of what is presented during the administrative hearing. The standard of evidence for disciplinary proceedings is not as stringent as in criminal court proceedings.

Sexual Harassment. The University does not and will not tolerate sexual harassment of students, faculty, or staff. Violation of this policy will subject individuals to disciplinary action, up to and including dismissal for employees and students. As a consequence, any faculty or staff member who engages in such conduct or encourages such behavior by others shall be subject to disciplinary action that may include dismissal from state service. A student who engages or assists in such conduct shall be subject to disciplinary measures including reprimands, suspension or dismissal, when justified, to remedy violations of this policy. Students accused of sexual harassment will have the right to a fair due process hearing.

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. In keeping with the guidelines provided by the U.S. Equal Employment Opportunity Commission (EEOC) on sexual harassment in employment, RNU defines sexual harassment as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed at an individual, or action taken in retaliation for reporting such behavior, regardless of where such conduct may occur.

University Jurisdiction. University jurisdiction extends to the property boundaries of each campus. Jurisdiction also includes all property owned, leased, controlled, used or occupied by the University except where the University may be bound by legal restrictions which may be contrary to these regulations.

Solicitation and Distribution of Materials on University Property. The University welcomes and respects the free expression of ideas. In order that these activities not be disruptive to the regular operations of the University, conditions of time, place, manner and frequency will generally be established by the campus dean of students.

Commercial Distribution or Solicitation. No commercial distribution or solicitation is permitted except with the approval of the Academic Dean. Distribution and solicitation involving faculty and/or staff must have prior approval of the Academic Dean. All requests for commercial distribution or solicitation must be reviewed in light of existing contracts. Approval will be subject to regulation as to time, place, and manner to assure non-interference with operations of the University.

Posting Printed Materials. Printed materials outside the classroom on University property may be posted only upon approval from the Academic Dean.

Speakers or Consultants Not Affiliated With the University. When a faculty member wishes to have a speaker who is not a member of the faculty and no cost is involved, he/she must obtain approval from the Department Chair in advance of the proposed appearance date. When cost is involved, prior approval must be obtained from the Academic Dean.

Press or Other Media Organizations Visiting Classes. When consideration is being given to having representatives from the press or other media organizations visit University classes, either at their initiation or at the initiation of a faculty member or other University representative, approval must be obtained from the Department Chair and the faculty member in advance of the proposed visit. As appropriate, consultation will also occur with the Vice President. Special care should be taken to ensure that the presence of the press or other media does not unduly disrupt the processes of teaching and learning expected for the class. The Office of Public Information should be informed of any such visit and should be available to provide assistance and coordination as needed.

Public Speaking. Faculty members representing the University are welcomed to speak before community groups. However, the Department Chair should be informed prior to such engagements.

University Website Policy. The RNU website (www.Rnu.edu) is an online information system that provides access to services and resources of interest to the University and community. The RNU website is designed to improve communications, accessibility, and ease use of information.

Faculty Grievance Procedure. The University's grievance procedures are established to resolve personnel conflicts not involving discrimination, sexual harassment or other potential employment law issues (matters concerning discrimination, harassment, or employment law should be taken up directly with the Academic Dean or the Human Resources Director).

Most concerns can and should be resolved informally at the lowest possible administrative level. This may be accomplished by a conference between the grievant and his/her immediate supervisor. If the aggrieved person's concern arises from a decision or an action of the immediate supervisor and together they cannot work out a solution, or if the supervisor does not have the authority to resolve the grievance, the matter may be appealed to their next higher level of supervision. Such appeals must be made in writing within ten (10) working days of the date of the unsatisfactory resolution. A response to the appeal from the next higher level of supervision should be issued within fifteen (15) working days of receipt of the appeal. If the grievant is still not satisfied, an appeal may be made to the Academic Dean whose decision is final. In those cases where the second level review is the Chief Academic Officer, the decision shall be made by the Principal, whose decision is final.

Section 3

Teaching and Classroom Policies

Teaching Functions and Duties. The primary responsibility of a faculty member of Reagan National University shall be to provide quality instruction to the students. The major emphasis shall be on good teaching by working with students in classrooms, laboratories, individual conferences, and related activities, to help the student develop his/her interests and abilities to his/her fullest capacity in order to become a better person, a better worker, and a better citizen. As apart of this primary responsibility, the University expects each faculty member to:

- Meet assigned classes regularly
- Submit required records and reports routinely
- Teach the prescribed courses of study with the established texts
- Hold office hours as required
- Attend to assigned divisional and University duties
- Contribute to the development of the program of instruction
- Adhere to the statement on professional ethics in accordance with University policies, procedures, and regulations
- Maintain current competence in the particular discipline or field of specialization, and
- Advise students.

Teaching Assignments. Department Chairs are responsible for determining the schedule of courses to be taught, and for assigning courses to individual faculty members. In making course schedules and teaching assignments, consideration should be given to the course offerings required to meet student needs, areas of faculty specialization, appropriate balance of time for teaching and research, equity of load between faculty members, and other factors.

Class Attendance by Students. Effective learning is also facilitated by an interaction between an instructor and students regarding material covered in the course. Even though all classes offering at RNU are online, 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.”

Accommodations for Religious Observances. The University recognizes the rich and diverse religious backgrounds of its students and is committed to providing them access to education without undue hardship. Since religious observances do not always conform to academic holidays, fair, reasonable, and appropriate accommodations to students wishing to observe

religious holidays are encouraged, provided that students notify their instructors well in advance of schedule conflicts.

When tests or exams fall on religious holidays, students should contact their instructors as soon as possible. The student is responsible for all work missed. Faculty are encouraged to be sensitive to the religious practices of their students and to provide appropriate alternatives to those students whenever it is academically feasible to do so.

Grade System. Grade point average (GPA) for students is determined by dividing the total number of grade points earned in courses by the total number of credits attempted. Courses that do not generate grade points are not included in credits attempted. The GPA is carried out to two digits past the decimal point (example 1.00). No rounding shall be done to arrive at the GPA. When a course is repeated, only the last grade earned is counted in the computation of the cumulative GPA and the curriculum GPA for graduation

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). Credits taken pass / fail cannot be transferred.

These grades denote the character of work and are assigned grade points as follows:

<u>GRADE</u>	<u>CRITERION</u>
A	The student has demonstrated mastery* of nearly all of the stated learning outcomes.
B	The student has demonstrated mastery of well over half of the stated learning outcomes and competence* in the remaining outcomes.
C	The student has demonstrated mastery in no more than half of the stated learning outcomes with competence or ability* in the remaining outcomes.
D	The student has demonstrated competence in less than half of the stated learning outcomes with little or no mastery of any of the outcomes. This grade is for undergraduate courses only.
F	The student has demonstrated no competence or mastery of any of the outcomes.
I	“Incomplete” – student has not completed sufficient course work to be assigned a grade.

**'Mastery' implies learning of course outcomes at least at the level of the stated expected learning outcome, whereas 'competence' and 'ability' imply learning at respectively lesser levels. The measure of 'Mastery' and 'Competence' is set by the instructor/evaluator but must be based as much as possible on performance as measured by objective criteria. E.g., 'mastery' might be defined by an instructor as correctly answering more than 90% of the questions on a midterm exam, while 'competency' is 80% to 90% correct answers, and 'ability' as correctly answering 70% to 80%.*

Graduate students' grades in all courses counting toward an advanced degree may be reported as: 'A', 'B', and 'C'. Grade point averages are calculated as: 'A' (4.0), 'B' (3.0), and 'C' (2.0). The Graduate School considers grade of 'C' as passing grades; however, grades in the 'C' range may not be acceptable for specific programmatic requirements and may result in the student being unable to maintain a 3.0 cumulative average.

No 'D' grade may be awarded to a graduate student, and a grade of 'F' means the work has not satisfied the minimum requirements of the course. 'W' denotes withdrawn passing and does not affect a student's grade point average.

I = 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 otherwise be satisfactory, at the instructor's discretion. 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.

W = Withdrawal No grade point credit. A grade of 'W' is awarded to students who withdraw or are withdrawn from a course after the add/drop period but prior to the completion of 60 percent of the session. After the 60 percent point, the student will receive a grade of 'F' except under mitigating circumstances that must be documented. In all cases, the instructor and Department Chair must approve the withdrawal.

X = Audit No grade point credit. Audited courses do not count as a part of the student's course load. Students auditing a course may attend without taking the examination or receiving credit for the course. Permission of the instructor and the Department Chair is required to audit a course. Students desiring to audit a course shall register in the usual manner and pay the normal tuition.

Grade Reports. Final grade reports shall be completed and submitted to the Department Chair within 48 hours of the last class meeting of term. The assignment of grades is the sole responsibility of the course instructor and should be turned in to the Registration Office within 36 hours after the student has turned in his/her assignments. Instructors will be able to submit grades from anywhere in the world using the internet. Grades will be entered by the instructor (person who determines the grade), which is more efficient, accurate, and faster than the paper method. Grade rosters will not have to be generated, distributed, filled out, and collected before

data entry of grades can begin. Students who think that a grade is in error may check by contacting the appropriate instructor through the instructional division by the end of the next full quadmester. If the grade is in error, the instructor will take the necessary steps to correct it. Students have until the end of the subsequent term to challenge a grade. After that time, the grade will stand, except in the case of 'I' grades, which must be changed within one academic term of their issuance.

Confidentiality of Student Records. The *Family Educational Rights and Privacy Act of 1974* – Public Law 93-380. FERPA requires the protection of student information. As such, no student record or evaluation of a student record shall be released to any outside person or agency unless a student signs a release form whether or not a student is or has been admitted and/or enrolled at RNU (beginning and ending dates maybe given).

Counseling Services. The University provides a number of services that are designed to contribute to each student's educational, career, and personal development. These services include counseling, testing, information, faculty advising, financial aid, job counseling, student activities, and admissions and records. Students are encouraged to take advantage of these services and to feel free to contact the Academic Dean or other student development staff members for assistance. Students taking courses online can avail themselves of student services at any campus. Faculty members are encouraged to refer students who may have a disability to the Counseling Center or specifically to the special needs counselor who works with disabilities.

Course Delivery. Moodle is the online course management system of Reagan National University. All faculty who teach online courses are expected to have the skills necessary to set up a course, establish learning modules, communicate with students via the news forum and email from within the course, establish a forum for general student queries, use assignments, instructional forums, quizzes, questionnaires, wikis, the journal and the gradebook.

Outcomes Assessment. Outcomes Assessment at Reagan National University measures student learning in two main areas:

- 1) the University's agreed-upon "General Education Core Competencies" that apply to every major and
- 2) the programmatic competencies developed for each particular major.

In both cases, these competencies have been determined by, and are evaluated by, the faculty. Outcomes Assessment fosters a culture of learning for both students and faculty wherein faculty use the information from assessments to revise curriculum, pedagogy, and assignments in the effort to create an even stronger institution of learning for students.

Use of Student Feedback. RNU policy states that evaluations of all teaching faculty must include significant student input. In order to present a broad and accurate view of teaching, summative data should be gathered regularly, from a wide range of classes over several semesters. It is the responsibility of the department to create appropriate mechanisms for gathering student input.

Academic Management. The academic management system used by the University is called Global Academic Management and Evaluation Systems (G.A.M.E.S.) It covers course assessment, admissions management, curriculum analysis, and faculty curriculum vital to the improvement of teaching and learning. It is used for Web-based course evaluation and instructor assessment also. All RNU faculty will have access into the system to assess students' records for advising, grade entry and student advising.

Tests and Final Examinations. Students are expected to take tests and examinations at the regularly scheduled time; exceptions are to be arranged in advance with the faculty member. Tests and examinations should be kept in the personal possession of the teaching faculty or under lock until the scheduled time. Faculty may use proctors to administer exams. In this situation, proctors are responsible for the security of the exams. The faculty member is responsible for the direct supervision of the test or examination. If a student fails to appear for a scheduled test or examination, the student must contact the faculty member to make appropriate arrangements. Each teaching faculty member is required to give a final examination, or provide an appropriate evaluation, or continue instruction during the scheduled final examination period.

Teaching faculty are required to keep the final examination papers and evaluative instruments of students on file for one term in case any question arises concerning grades. Students have the right to review final exams for one quadmester after the end of the term in which the final exam was taken. Any deviation from the final examination schedule must be approved by the Department Chair.

Grade Change. The online change of grade function in G.A.M.E.S. allows changes of grade, for corrections to initial grades, submission of late grades and removal of incomplete grades prior to the incomplete grade lapsing to a grade of "F" at the end of the succeeding quadmester.

Student grade change requests can be submitted quickly and easily online by course instructors through the G.A.M.E.S. Grade Roster. Once the change is submitted, the change request details are immediately forwarded to the appropriate course department chair for approval. If approved, the grade is then sent for approval to the Academic Dean, if required. Once the appropriate approvals have been received the online grade change is updated overnight in G.A.M.E.S., the student's GPA is recalculated, and the student and instructor are notified of the update via email.

Academic Renewal. Currently enrolled students may petition the University to have a grade removed from his/her GPA. The petition must be in writing and submitted to the Student Services. If a student is found to be eligible for academic renewal, 'D' and 'F' grades earned prior to re-enrollment will be deleted from the cumulative and curriculum GPA, subject to the following conditions:

- Prior to petitioning for academic renewal the student must demonstrate a renewed academic interest and effort by earning at least a 2.5 G.P.A. in the first twelve (12) quadmester hours completed after re-enrollment.
- All grades for credit courses received at the University will be a part of the student's official transcript.

- Students will receive degree credit only for courses in which grades of ‘C’ or better were earned prior to.
- Academic renewal, providing that such courses meet curriculum requirements in the *Catalog* used to certify for graduation.
- Total hours for graduation will be based on all course work taken at the University after readmission, as well as former course work for which a grade of ‘C’ or better was earned, and credits accepted from other accredited institutions of higher education.

Textbooks. When several different sections of the same course, the same basic textbook(s) will be used in all sections. The textbooks selected must be agreed upon by the faculty members concerned and approved by the appropriate Department Chair. In cases in which the faculty find the decision of the Department Chair unacceptable, the matter shall be brought before the Academic Dean for resolution.

Each Department Chair is responsible for ordering the textbooks and materials for each course, and for adhering to reasonable standards of cost. The Department Chair will submit orders for textbooks and materials directly to the appropriate campus bookstore. Desk copies of textbooks for faculty members will be ordered by each Department Chair. The cost of these textbooks shall be charged to the appropriate academic department.

Faculty members or staff are not permitted to realize a pecuniary gain from students of the University on any books, teaching aids, or equipment required for classes except for royalties, commissions, or profits from commercial or university presses or production companies, except for subsidy (vanity) presses, duplicating or printing companies, or self-production.

Any books or teaching aids authored, edited, invented, or produced by the employee and published, printed, or produced by the employee or through subsidy publishing or production shall be made available to the students of the University at cost.

Faculty Development. Faculty development is a process for the enhancement of an individual's or group's personal or professional growth in the areas of instruction, research, creative activity and service to society, South Dakota, and the University. RNU is committed to sponsoring the continuing professional development of its faculty in all of their roles - as teachers, as scholars, and as University and public servants. Although individual responsibility for professional development rests with the faculty member, faculty development is the direct concern of the Academic Dean's Office.

Tuition Assistance. The University offers full-time faculty, regular full-time staff and limited service staff the opportunity to pursue knowledge and to advance their personal and professional development by providing tuition assistance for credit courses at Reagan National University. The faculty/staff member is responsible for managing his/her tuition benefit in accordance with the policies and procedures.

Customized Publications. A *customized publication* (textbook, student planner, etc.) is one that includes a certain amount of unique RNU material printed in it. No customized text will be adopted unless the unique RNU material expands on the value of the text to students in that class.

The RNU material should consist of substantial academic materials that build upon the materials presented in the basic text. The RNU material should not consist primarily of information generally available to students in other RNU publications, University photographs and logos, or other materials that have little bearing on the course itself.

Course Syllabi. Each course instructor shall prepare and distribute to all students a course syllabus. The course syllabus shall contain, at minimum:

- Course title and credits
- Prerequisites
- Meeting times
- Instructor name and contact information
- Course learning outcomes
- Grading criteria
- Class meeting schedule
- Requirement to use the RNU on-line library for research &/or class project.
- Appropriate University policies on attendance, academic dishonesty, and inclement weather.

Advising Students. In addition to having a counselor available to each student, a student admitted to a program will be assigned a faculty advisor. The faculty advisor will be a full-time member of the department that is responsible for the program in which the student has been accepted and, because of the faculty advisor's knowledge of the technical and academic requirements of the program, will become the student's academic point of reference within the University. If the student changes to another program, the student will be assigned a new faculty advisor according to the new program. The student should meet with an advisor to discuss his/her progress toward graduation. The registrar is responsible for assigning students to a division for advising. The Department Chair is responsible for assigning a student to a particular faculty advisor within the division.

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 tiles. 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.

A RNU librarian or trained staff person is accessible either in person, by telephone or e-mail during the following operation hours: 9 AM to 5 PM daily except holidays. The online library is open 24 hours every day.

Office Hours. All full-time and adjunct faculty members are required to post in the course syllabus the hours when they are available to students in the course syllabus.

Student Conduct. Faculty members should inform all students that detailed descriptions, responsibilities, and consequences of student conduct are published in the Student Handbook.

Disorderly Conduct. Any student or University employee found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to suspension or dismissal. If the President requests an on-campus assembly of students or University employees not authorized by the University to disband, those refusing to comply will be subject to immediate suspension and/or dismissal and legal action. In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of grievances are available and must be followed. University officials will not negotiate with such groups under conditions of duress, such as unauthorized occupation of University property. Any unauthorized occupation of buildings and/or University property constitutes reason for immediate suspension and/or dismissal from the institution of students or University employees who may be involved. Furthermore, legal action will be brought against any student or University employee involved in acts on University property that are prohibited by law. Any person currently not a student or University employee is not allowed to participate in demonstrations on the campus.

Bomb, Sabotage, Fire, or Terrorist Threats. Anyone detecting a fire or receiving or perceiving a threat from a bomb, sabotage, or terrorist shall immediately call 911 to report the threat and then inform Campus Security. In case of fire, activate the fire alarm and proceed to evacuate the building. If it seems reasonable to do so, find a fire extinguisher and attempt to put out the fire. When a fire alarm sounds, evacuate the building in an orderly fashion assisting students to find their way out. If possible, call 911.

Crime Statistics. Federal law requires the University maintain a record of crime statistics. Information on the incidence of crime at the University is available in the annual University Safety Report that may be obtained at any campus Police and Public Safety office.

Medical Emergency. If a medical emergency arises and immediate attention is necessary, the faculty member (or designee) is to call 911 on an outside line for rescue assistance. The faculty member should be prepared to give the victim’s age, gender, nature of the emergency, and state of consciousness to the operator. The faculty member should call Campus Security to advise them of the nature of the medical emergency and the impending response of rescue personnel. If

the medical situation is not an emergency, the faculty member should still contact the Campus Security.

Risk Management and Liability. Faculty members have an obligation to assist the University in creating a safe, secure, and healthy educational environment. They should report unsafe conditions or apparent breaches of security to the campus business manager. If University property is damaged destroyed or missing, that, too, should be reported immediately to the business manager. If it appears that there has been a theft or vandalism, the Campus Security should also be notified. In emergency situations, faculty should call the Campus Police or 911.

Injuries or Illness. Any injury or illness sustained on-the-job during University hours should be reported immediately to the campus business manager. University employees should not hesitate to call 911 Emergency Medical Services if they are in doubt. Under no circumstances should an employee of the University transport an injured person.

For non-emergency injuries, if an employee injured on-the-job chooses to use his/her own doctor, then, in accordance with the *Workers Compensation Act of 1984*, that employee may be required to pay the expense.

If an injury occurs when the University is closed, and emergency medical attention is received through a private physician, clinic, or hospital emergency room, it should be reported to the campus business manager the following day. An individual requesting worker's compensation leave for a work-related accident or illness must request approval from the University. In the event of a worker's compensation claim, it is desirable to obtain the bill at the time of treatment so it can be attached to the initial report sent to Human Resources.

Participation in Research Projects. As a part of the education community, RNU recognizes the importance of scholarly research both to the continued improvement of education and to the development of knowledge. Faculty members may request financial assistance or time-release from the Academic Dean. However, approval for such assistance is not necessarily guaranteed.

Professional Associations. Membership in professional associations is not required of faculty members but is encouraged; however, the University shall not defray the cost of such membership.

Political Activities and Public Office. The University recognizes and encourages the exercise of the right of employees, as citizens, to engage in political activities on their own time. Should a faculty member or other employee campaign for or be elected to local, state, or federal office, it is necessary that the individual give written assurance to the President that the individual's duties to the University will be carried out fully and with no diminution of effectiveness caused by absences that might be required as a public official. Faculty members and other employees should notify the Academic Dean of their intention to seek public office or to accept an appointment to public office prior to the time such information is made public through notices of the press or other media. Should a faculty member or other employee be elected or appointed to local, state, or national office, he/she must understand that their first and primary responsibility is to the position with the institution. Should a faculty member or other employee choose to seek public office, the campaigning must be done on that Individual's own time and without taking

advantage of any resources or settings directly involving the University. Candidates must be ready to assure their constituents that their candidacy is not subsidized or sponsored by the University. When a faculty member or other employee is elected or appointed and assignments conflict with University duties, that individual shall be required to take first available annual leave or compensatory leave. If no annual or compensatory leave is available, then the individual should request leave without pay subject to existing rules and policy. If leave without pay is not appropriate, the member should resign from the University.

Section 4

Student Development and Services

Admission to the University. Admission criteria are published in the University catalog.

Change of Registration. Students wishing to change their registration must contact Student Services. Failure to do so could place their University records in jeopardy.

Withdrawal from a Course. A student may withdraw from a course without academic penalty within the first 60 percent of a session. The student will receive a grade of 'W'. After that time, the student will receive a grade of 'F', except under mitigating circumstances that must be documented on the Course Withdrawal form and approved by the instructor of the course. This documentation must be submitted to the Student Services.

Addition of a Course. In most cases, a student may not enter a new class after the last day for late registration. Any request for entry after that period must be approved by the instructor and the Academic Dean.

Cancellation of a Section or Course by the University. The University will process a refund for courses or sections canceled by the University if no other courses or section carrying the same number of credits is added. Tuition refunds are not automatic, except for courses canceled by the University.

Withdrawal from the University. Students who wish to withdraw from the University should contact Student Service. Failure to follow established procedures could place the student's University record in doubt and affect the return to this or another University.

Transfer of Students between Curricula. A student who wishes to transfer from one curriculum to another must initially consult a counselor before affecting the transfer.

Registration and Add/Drop/Swap. Students may register for classes or adjust their enrollments by adding, dropping, or swapping classes during the registration and add/drop/swap periods as published in the *Schedule of Classes*. Students are responsible for assuring that their enrollments are what they intend and that course drops are implemented as expected.

Auditing a Course. Students desiring to audit a course without taking the examination or receiving credit for the course may do so by registering to audit that course. Students desiring to audit a course must register in the usual manner and pay the normal tuition. Permission of the Department Chair is required to audit a course. Audited courses carry no credit and do not count as part of the student's course load. Students desiring to change status in a course from audit to credit must do so within the add/drop (refund) period for the session. Changes from credit to audit must be made by the official last day for students to withdraw from a class without penalty. After this day, the audit grade 'X' is not available for students enrolled in the course for credit.

Repeating a Course. Students will normally be limited to two enrollments in the same credit course. If students need to enroll in the same credit course more than twice, the need must be documented and presented for approval by the Academic Dean.

Waiver of Course or Program Requirements. The University subscribes to the philosophy that the educational process is a continuum that begins with helping students establish educational goals, assess past experiences as they relate to these goals, and identify an educational development plan that will facilitate accomplishing these goals. Advanced standing is the administrative placement of a student beyond the basic or first course(s) in a curriculum, allowing University credit for subject matter and/or other appropriate training, upon the submission of evidence showing previous academic study, examination, or occupational experience. Advanced standing may be granted students who successfully complete examinations in any of the following programs: College Level Examination Program (CLEP), Defense Activity for Non-Traditional Educational Support (DANTES), Advanced Placement Program for Advanced Standing, and Assessment By Local Examination (ABLE).

Academic Standing of Students. The University will take the initiative to advise and assist students who are having academic difficulty. The student will be assisted in setting objectives, in planning improved study habits, and in dealing with other factors that relate to academic progress. There must be some point at which the student, having been offered assistance by the University and having been apprised of the situation, is best served by being prevented from further registration for a period of time if no academic improvement has been shown.

Academic Warning and Probation. A student who fails to attain a minimum grade point average of 2.00 for any quadmester shall receive an academic warning. A student who fails to maintain a cumulative grade point average of 1.50 will be placed on academic probation until such time as the average is 1.50 or better. The statement "Academic Probation" will be placed on the student's permanent record. A person on probation is ineligible for appointive or elective office in student organizations and usually will be required to carry less than a normal course load the following quadmester. A student on academic probation is required to consult with a counselor. A student pursuing a degree program is cautioned that, although an average between 1.50 and 1.99 may not result in formal academic probation, the granting of an undergraduate degree requires a minimum of GPA of 2.00 and a 3.00 for a graduate degree.

Academic Suspension. The student on academic probation who fails to attain a grade point average of 1.50 for the next quadmester for which the student is in attendance will be placed on academic suspension. Academic suspension normally will be for one quadmester unless the student reapplies and is accepted for readmission to another curriculum of the University. The statement "Placed on Academic Suspension" will be placed on the student's permanent record. A student who has been informed of being on academic suspension may submit an appeal in writing to the person chairing the Admissions Committee for reconsideration of the case. After termination of the suspension period, a suspended student must meet with a counselor or dean of students to be reinstated. Students will be placed on suspension only after they have attempted twenty-four (24) quadmester credit hours. Following reinstatement after academic suspension, the student must achieve a minimum 2.00 grade point average for the quadmester and enroll in a special section of an 100-level course or take part in a specially developed program. The student must maintain at

least a 1.50 grade point average in each subsequent quadmester of attendance. The student will remain on probation until the student's overall grade point average is raised to a minimum of 1.50.

Academic Dismissal. Students who do not maintain at least a 2.00 grade point average for the quadmester of reinstatement to the University when on academic suspension will be academically dismissed. Students who have been placed on academic suspension and achieve a 2.00 grade point average for the quadmester of their reinstatement must maintain at least a cumulative 1.50 grade point average in each subsequent quadmester of attendance. Students remain on probation until their cumulative grade point average is raised to a minimum of 1.50. Failure to attain a cumulative 1.50 grade point average in each subsequent quadmester until cumulative GPA reaches 1.50 will result in academic dismissal. Academic dismissal normally is permanent unless, with good cause, students reapply and are accepted under special consideration for readmission by the Admissions Committee of the University. The statement "Academic Dismissal" will be placed on the student's permanent record.

Academic Dishonesty. When University officials award credit, degrees and certificates, they must assume the absolute integrity of the work done by the student; therefore, it is important that students maintain the highest standard of honor in their scholastic work. Academic dishonesty shall not be condoned. When such misconduct is established as having occurred, it subjects the student to possible disciplinary actions ranging from admonition to dismissal, along with any grade penalty the instructor might, in appropriate cases, impose. Procedural safeguards of due process and appeal are available to the student in disciplinary matters. Academic dishonesty, as a general rule, involves one of the following acts:

- Cheating on an examination or quiz, including the giving, receiving or soliciting of information and the unauthorized use of notes or other materials during the examination or quiz.
- Buying, selling, stealing or soliciting any material purported to be the unreleased contents of a forthcoming examination, or the use of such material.
- Substituting for another person during an examination or allowing such substitution for one's self.
- Plagiarizing. This is the act of appropriating passages from the work of another individual, either word for word or in substance, and representing them as one's own work. This includes any submission of written work other than one's own.
- Colluding with another person in the preparation or editing of assignments submitted for credit, unless such collaboration has been approved in advance by the instructor.
- Knowingly furnishing false information to the University; forgery and alteration or use of University documents or instruments of identification with the intent to defraud.

Student Use of University Facilities. Students are welcome to use the facilities of the University but are not permitted to remain in any University building after University hours without faculty supervision.

Academic Record and Transcript Control. Academic records are maintained by the University. Students will be notified of entries made to official educational records, such as grades,

registration, class schedule, etc. Access to the permanent educational record is guaranteed to every student, subject only to reasonable regulation as to time, place, and supervision. Student requests to review academic records should be directed to the Student Services. Transcripts of academic records are issued by the University Records Office. Official transcripts are released to other institutions of education or agencies upon a student's written request, and only after the student has completed one course at RNU. Fees for this service may apply.

Faculty Advising. Each student who has been admitted to a specific curriculum is referred in subsequent terms to a faculty advisor to assist in planning the student's program of study each quadmester. Students are encouraged to seek information and assistance from their faculty advisors in planning their program of study each quadmester. On occasion, an instructor might feel that a student could benefit from special counseling of either an academic or a personal nature beyond that which is most feasibly conducted by the instructor in connection with the course or courses the student is taking. It is the responsibility of that instructor either to suggest that the student see a counselor or to suggest to the counselor that such counseling appears desirable. Instructors and counselors are urged to confer regarding a student's problems. For further information on faculty use of counseling services, please consult the University catalog.

Off-campus Jobs for Students. The University maintains a referral service for students who wish to secure off-campus employment while attending the University, during vacations, or after graduation. The University cooperates with local businesses to assist students in securing part-time employment. An effort is made to assist students in finding jobs related to their academic programs. Students who work more than 20 hours per week are advised to adjust their course loads accordingly. Job information may be secured from the career counselor on each campus. Faculty members are invited to contact the job referral office on their campus on behalf of students who need help in finding work. If faculty members know of employment possibilities, the referral office would appreciate this information.

Disciplinary Procedures Against Students. Procedures for disciplinary action against students is detailed in the Student Handbook and the University catalog. Faculty members and students are also encouraged to contact Student Services for question and guidance in disciplinary actions.

Grievance Procedure For Students. Procedures for airing grievances of students are detailed in the Student Handbook and the University catalog. Faculty members and students are also encouraged to contact Student Services for question and guidance in disciplinary actions.

Section 5

GUIDELINES FOR PROPOSING NEW DEGREE PROGRAMS

These guidelines outline the steps necessary to develop a proposal and to obtain the approvals prerequisite to Academic Dean's consideration and Board of Directors approval for new degree programs. After approval through the appropriate committee processes at each participating academic department, new degree programs must be reviewed and approved by the Academic Dean before they can be submitted to the Board of Directors. New degree programs have the added requirement of approval by the Board of Directors before they can be advertised, students recruited, or the program implemented.

New degree programs, either within an existing academic unit or in an interdisciplinary area, must be designed to ensure that the new programs fit the mission of the University, have potential for excellence, and have strong intellectual leadership and adequate resources. Key criteria are:

- Cadre of strong faculty advocates and leaders within the department or program,
- Critical mass of committed faculty members, who are to be involved in the program and who have an established record of collaboration,
- Distinguishing mission and niche or fulfillment of unmet or strategic need,
- Ability to leverage other strengths at Reagan National University,
- Administrative support in the department(s) and program(s) involved, and
- A comprehensive financial plan that addresses the viability and sustainability of the program.

Joint, interdisciplinary, or combined degree proposals must fully explain the details of how academic and administrative responsibilities will be shared among the academic units.

The following steps are applicable in their entirety for degree programs.

REQUIRED STEPS:

1. Program Conceptualization

The key faculty members should discuss their program concept with the appropriate department chair(s) that will award the degree and/or that will provide core program components. Note that while in many cases only one department will award the degree, multiple departments may be critical in the content delivery and program implementation. Once every relevant chair affirms his/her support of the concept, the program concept leaders should:

- a) Establish preliminary versions of program goals and objectives, develop a timeline, approximate program costs, and administrative structure;
- b) Address how the key criteria stated in the preamble of this document are to be addressed;
- c) Discuss the degree proposal with the chair(s) of the department(s) that will play a central role in the content development and delivery;
- d) Identify members for a Planning Committee; and
- e) Contact the Academic Dean to discuss the program concept.

At this point, the department chair will be designated as the principal contact for the proposed program. It is expected that the Planning Committee will consult with the department chair throughout the process, including the program conceptualization phase.

2. Form a Planning Committee to develop a formal and detailed program proposal.

The designated department chair will assist the Planning Committee with the planning and submission steps. The Planning Committee should consult key administrative units (e.g. Registrar's Office, Student Affairs Office, Business Office, Admissions Office, etc.) about specific issues as they develop the plan.

The planning committee should:

- a) Decide on formal program and degree titles (it is advisable to discuss the proposed titles with the Registrar's Office to avoid title duplication or confusion with existing degree programs).
- b) Prepare a concise "mission statement" to guide the planning process. What are the educational and societal goals for the program? What needs does it meet? Why does it make sense for RNU at this time?
- c) Gather information to support the rationale for the program. Here are some typical Academic Dean and BOD questions that should be anticipated:
 - How does the program advance the University's goals of academic excellence and leadership?
 - How does the program relate to the department's (or departments') strategic directions?
 - Is the proposed degree based on a coherent body of knowledge and scholarly literature with depth and breadth sufficient to justify concentrated/advanced study?
 - What professional societies and accrediting groups are allied with the degree specialty?
 - What special career qualifications will the program confer on its graduates? Is there a job market for graduates?
 - Does RNU have enough faculty with appropriate expertise and sufficient interest to support the curriculum? If this is a graduate research degree, is the quality and amount of RNU's faculty research on relevant topics sufficient to support the projected number of student thesis projects?
 - Does RNU have sufficient academic resources, including but not limited to laboratory facilities and library and information technology, to support the degree program? A specific assessment of library needs should be documented using the appended University Library Resources Evaluation Form.
 - Special resources required - start-up costs, space, IT, library collections.
 - Is there a sound business plan? Will the program be self-supporting?
 - Have accreditation aspects been considered and issues identified and resolved?
- d) Determine how the program will be administered:
 - Location? Director--who and what % release time? Staff assistance? Steering Committee?

- Student admissions, advising, and records? Financial management? Cost and revenue sharing across units?
- e) Determine how the achievement of the program goals will be assessed. Plan a timetable and process for evaluation, and for accreditation if applicable. Implementation of the assessment and evaluation plan must be scheduled before the end of the fifth year of program operation. The tracking of outcomes and external evaluation components must be included.

3. Prepare the formal proposal in draft form.

- Executive Summary: title, description of the program and brief rationale (1/2 page)
- Introduction: Overview of program purpose and organization (1/2-1 page)
- Rationale: Why this program makes sense, why at RNU, compare other programs, why now, market, etc. (1-2 pages)
- Program Content: Admission requirements, advising plan, curriculum, core and elective courses described and justified, qualified faculty identified with their consent, degree requirements, etc.
- Program Delivery and Accreditation: If applicable, delineate steps that are being taken to comply with accreditation policies and federal gainful employment regulations.
- Administration and Governance: Program Director(s), faculty governance of curriculum. For inter-department programs especially, explain which office is responsible for administrative/financial oversight, student records (applications, admission, advising, progress, degree certification, Registrar).
- Plans for Roll-out: Timetable for program development, advertising and application deadlines; projected enrollment for first and succeeding years.
- 3-5 Year Business Plan: Show projected tuition income and its distribution to participating department units; other up-front department investment or grant income. All real costs including O&M, faculty and administrative compensation, advertising, operating office expenses, start-up costs, IT and library resources (based on the completed RNU Library Resources Evaluation form), etc.
- Evaluation: Plan and timetable for periodic evaluation of program in relation to stated educational, enrollment, and financial goals. Include explicit steps for assessing milestones, utilizing feedback to improve the program and processes, tracking outcomes, an external evaluation component and any plans for professional accreditation. Propose a timetable for follow-up report to BOD that uses specific measures to compare outcomes with expectations. The first full evaluation must be performed in five years or sooner from the time of the first students entering the program.
- Appendices: New course descriptions, charts, curricular plans, Library Resource Evaluation form, abbreviated faculty CVs, programs at other institutions, etc.

4. Approvals required prior to submitting to Academic Dean

The designated department chair should review the proposal before initiating the formal approval process. The faculty should consult with the appropriate department chair in order to incorporate their input and obtain the following approvals:

- Faculty. Faculty approval from each department involved. Typically, a standing curriculum or program committee reviews and recommends action for full faculty.
- Department chair. A cover letter from the chair of each department involved, addressed to the Academic Dean documenting his/her support of the degree program.
- Business Manager. Submit final proposal copy for signature approval of Business Plan by Business Manager.

5. University routing for the Board of Directors approval of proposed degree programs.

All prior approvals must be in hand, and the proposal and any accompanying memos must be submitted in electronic form to the Academic Dean's Office in time for the Board of Directors mailing, at least six weeks before next scheduled meeting.

Check with Academic Dean's Office for exact deadline.

- a. Submit proposal (electronic and hard copy) to Academic Dean with cover memo listing dates of any department faculty approval, and attach written notice of support from department chair(s), and Business Manager.
- b. Academic Dean reviews and approves the proposal. In the case of degree programs, the Academic Dean submits the program to the Board of Directors in time for next scheduled meeting with his/her recommendation.
- c. Degree program proposals are discussed and voted upon by the Board of Directors. The principal advocate for the proposal and/or the chair(s) of department(s) or designees involved in granting the degree may be invited to answer questions that the Board of Directors may have.

Reagan National University Library Resources Evaluation Form

The evaluation of resources available in the RNU library to support a proposed degree program is an essential component of the review process. Once the scope of the proposed program has been defined, the faculty member making the proposal should provide a written program description to the Learning Resource Director and schedule a meeting to discuss the program's library-based needs. The library representative will then prepare a written assessment of its ability to meet those needs. In the event that the library's holdings are insufficient to support the proposed program, the evaluation will include a budget for additional support.

Please allow 3 weeks for this evaluation to occur. For this reason, it is required that the library evaluation be taken into account when developing the departmental review process timeline. If the evaluation shows the need for additional expenditures, further discussion by the library representative with the appropriate administrators will be necessary before the proposal is submitted for final review.

This form must be included with the proposal that is submitted to the Academic Dean's Office.

New Program Title: _____

Department Submitting Proposal: _____

Contact Person/Phone: _____

Date of meeting with Library: _____

Signature of Faculty: _____ Date: _____

Signature of Library Personnel: _____ Date: _____

Appendix A - Personnel Information Form

REAGAN NATIONAL UNIVERSITY FACULTY PERSONNEL FORM 2019-2020

PLEASE ANSWER ALL APPLICABLE QUESTIONS

Name:

Date:

DEPARTMENT or DIVISION _____

I. Action Desired (Check appropriate box or boxes)

- (A) Reappointment
- (B) Promotion to:
- Assistant Professor
 - Associate Professor
 - Full Professor
 - Senior Professor (where applicable)

II. Professional Experience

(A) At Reagan National University

i. Date of initial appointment:

ii. Initial appointment rank:

iii. School/Department:

iv. Present Rank:

v. Promotions:

Rank:

Date appointed:

Rank:

Date appointed:

Rank:

Date appointed:

(B) At other institutions

Teaching and Non-Teaching (List in chronological order)

Brief Description

Date Title Institution of Responsibility

III. Degrees and Honors

Date Degree/Honor Institution Discipline and/or Specialization

If you do not have a terminal degree, please indicate:

(A) Number of credits towards terminal degree as well as years in which, and university at which, obtained:

(B) Progress on the dissertation/Expected date of completion (*if applicable, please attach documentation of dissertation status*):

Additional Specialized Training, Certification, or Professional Recognition:

(List dates and institutions)

IV. Areas of Specialty

Courses taught at Reagan National University within the past five (5) years of date of this report. Please include a quadmester-by-quadmester list, indicate undergraduate or graduate, course # and title.

V. Instructional Effectiveness

(Cite any such evidence of teaching effectiveness as you deem appropriate, i.e., honors and awards)

VI. Teaching

Please provide copies of course syllabi for all courses taught over the past two years.

(A) Teaching Statement (Optional)

Some faculty members have found it helpful to their applications for promotion to include a statement describing their approach to teaching. This description may help to provide a

meaningful framework for others to understand all data available for review. To make this framework as meaningful as possible, you may want to explicitly address specific aspects of the data for review (e.g., student evaluations, peer evaluations, course syllabi, sample assignments) and explain or describe them in light of your approach to teaching, or address how they provide examples of your approach to teaching. You may also wish to include any noteworthy initiatives in curriculum development. If you refer to a specific document in this statement, please be sure it is included in your file and clearly marked and identified in the statement

(B) Student Evaluations

Reagan National University Student Evaluations are part of your promotion. Thus, you are not required to include those in your personnel file. Note that no other anonymous documents should be included in your files.

VII. Service Responsibilities at Reagan National University

(Please indicate dates, nature of responsibilities and offices held)

(A) Committees:

- i) Departmental
- ii) School or College
- iii) University-wide

(B) Administrative Service:

(C) Advisement for Student Clubs/Organizations, etc.:

(D.) Service Statement (Optional)

If you would like to expand on your service responsibilities at RNU, please do so in this following section.

VIII. Professional Affiliations and Activities

(Include service on committees, offices held and level of participation. Please include dates.)

(A) Professional Societies:

(B) Honor Societies:

(C) Other Professional Activities:
(Include editorial roles and manuscript reviews in this section.)

IX. Scholarly and/or Artistic Accomplishments

(A) Publications:

Please follow these directions: List all publications chronologically, starting with the most recent. Indicate, as of the date of the submission of this form, whether the publication is currently in print, in press, accepted for publication without revision, or accepted for publication with revision (include the letter indicating the revisions requested and the resubmission, if completed). For pieces in press or accepted with or without revision, include a letter of notification from the editor. For pieces submitted, include a letter of receipt from the editor.

Use a bibliographic format. Submit one reprint of each publication since appointment or last promotion. Indicate which, if any, pieces are co-authored. Include the names of co-authors and clarification of your role in generating the work. Use a continuous numerical system to notate each item listed below and then tab all corresponding supporting documents in the file.

- i. Peer Reviewed Articles

- ii. Non-Peer Reviewed Articles

- iii. Books

- iv. Book Chapters

- v. Book Reviews, Abstracts and Other Publications

- vi. Edited Works

(B) Professional Presentations:

Please follow these directions: List all presentations chronologically in the appropriate category below, starting with the most recent. Please identify the nature and dates of the conference, whether the presentation was a session devoted to your work exclusively, part of a panel presentation or a poster session, etc. Indicate which, if any, of your presentations were

written and/or presented with colleagues, the names of any such colleagues and clarification of your role in generating the work. In all cases, submit a copy of the materials presented (papers, PowerPoint presentation slides, etc.)

i. Peer Reviewed Presentations (include materials submitted for review)
(Cite any published conference proceedings immediately after the corresponding presentation.)

ii. Invited Presentations (include letter of invitation)

iii. Non-Peer Reviewed Presentations

(C) Exhibitions, Shows, Performances and Other Artistic Activities:

Where appropriate, provide a chronological list of the professional activities noted above. Please provide evidence of the nature and quality of the activity cited.

(D) Grants:

Provide a chronological list of activities starting with the most recent. With co-authored grants, provide the name of the collaborators, your role in the writing of the grant, your role in the activities of the grant should it be (or should it have been) awarded.

i. Grants Submitted:

Include Date Submitted, Agency, Title, Amount Awarded, Status

ii. Grants Received:

Include Date Awarded, Date Concluded (if applicable), Agency, Title, Amount Awarded

(E) Professional Consulting:

Briefly describe any major professional consulting engagements in which you have participated, including the date(s), institution(s)/individual(s) for whom consultation was provided, and the nature of the professional consultation.

(F) Clinical Practice:

Briefly describe, if applicable, relevant clinical practice activities including date(s), institutions(s)/individuals(s) for whom clinical services were provided and the nature of the clinical services.

(G) Professional Statement:

Briefly describe your scholarly, research and/or artistic agenda. What has been, is, and do you expect will be, the focus (foci) of your work? What do you see as your contributions to your field? What goals have you set?

(H) Residential Mailing Address:

Provide your residential mailing address below. This address is understood as your official address for all University documents related to the final disposition of this application (a University address will not suffice for this purpose). You are responsible for informing the Office of Academic Affairs, in writing, of any changes in this address over the course of the academic year. Please note that the address below (and any subsequent changes) is for personnel action relative to this form **only**. Other University offices such as payroll and benefits must be notified separately from any information relevant to this form and the Office of Academic Affairs.

I certify that the statements contained herein are true, complete and accurate to the best of my knowledge.

Signature

Date

Appendix B

Information Technology Employee Ethics Agreement

As a user of Reagan National University local and wide area computer systems, I understand and agree to abide by the following ethics agreement terms. These terms govern my access to and use of the information technology applications, services and resources of RNU and the information they generate.

RNU has granted access to me as a necessary privilege in order to perform authorized job functions at the institution where I am currently employed. I will not knowingly permit use of my entrusted access control mechanism for any purposes other than those required to perform authorized employment functions. These include logon identification, password, workstation identification, user identification, file protection keys or production read or write keys.

I will not disclose information concerning any access control mechanism unless properly authorized to do so by my employer. I will not use any access mechanism that the RNU has not expressly assigned to me. I will treat all information maintained on the RNU computer systems as strictly confidential and will not release information to any unauthorized person.

I agree to abide by all applicable state, federal, and RNU policies, procedures and standards that relate to the Information Security Policy and the Computer Ethics Guideline. I will follow all the security procedures of the RNU computer systems and protect the data contained therein.

If I observe any incidents of non-compliance with the terms of this agreement, I am responsible for reporting them to the Information Security Officer and management of my department/division.

I understand that RNU Net administration, or appropriate designated college officials, reserve the right without notice to limit or restrict any individual's access and to inspect, remove or otherwise alter any data, file, or system resource that may undermine the authorized use of any network computing facilities.

By signing this agreement, I hereby certify that I understand the preceding terms and provisions and that I accept the responsibility of adhering to the same. I further acknowledge that should I violate this agreement, I will be subject to disciplinary action.

Employee/Consultant Name (Print)

Employee ID

Employee/Consultant Signature

Date

Supervisor Signature

Appendix C

SALARY SCHEDULE 2019 -- 2020 FULL TIME FACULTY

	CLASS B A Master's Degree	CLASS C A Master's Degree plus 20 semester units	CLASS D A Master's Degree plus 40 semester units	CLASS E Doctorate PhD, EdD, JD
Step				
1	41,462.96	43,536.11	45,712.92	47,998.57
2	43,536.11	45,712.92	47,998.57	50,398.50
3	45,712.92	47,998.57	50,398.50	52,918.43
4	47,998.57	50,398.50	52,918.43	55,564.35
5	50,398.50	52,918.43	55,564.35	58,342.57
6	52,918.43	55,564.35	58,342.57	61,259.70
7	55,564.35	58,342.57	61,259.70	64,322.69
8	58,342.57	61,259.70	64,322.69	67,538.82
9	61,259.70	64,322.69	67,538.82	70,915.76
10	64,322.69	67,538.82	70,915.76	74,461.55
11	67,538.82	70,915.76	74,461.55	78,184.63
12	-	74,461.55	78,184.63	82,093.86
13	-	-	82,093.86	86,198.55
14	-	-	86,198.55	90,508.48

ADJUNCTS FACULTY

Credit and/or Contact Hours

Adjuncts teaching on a credit/contact hour basis as defined in the Policy Manual shall be paid according to the following credit hour rates:

Academic Credentials	Credit Hour Rates
Doctorate	\$769
Masters	\$714
Bachelors	\$648

Appendix D

Reagan National University FACULTY EVALUATION FORM

TO: (Name)
Academic Dean

DATE:

FROM:
(Name & Title)

Department of:

SUBJECT: 2014 Calendar Year Evaluation for:

Evaluation of Research/Creative work: Evaluate research and/or creative work during this period. Include special activities or circumstances that may impact on growth, performance, etc.

Teaching Evaluation: Indicate whether faculty member was formally evaluated by students during this period and summarize the results. If evaluation is based on informal feedback, please describe (from advisors, student conversations, etc.). Include summary of results of peer teaching evaluations, if conducted during this period.

Evaluation of Clinical Activities: Evaluate the performance of clinical duties during this period, including clinical supervision of graduate students, and direct clinical services.

Evaluation of Service Activities including advising:

- _____ Eligible for reappointment for 2019-2020 academic year, subject to need and available funding. If supplemental funding is needed for this position, a separate written request for funding is required.
- _____ Reappointment eligibility pending departmental search and/or renewal procedures.
- _____ Not eligible for reappointment.

Appendix E

Faculty Development Plan Policy

Purpose

Reagan National University considers the faculty one of its single greatest resources. The ongoing personal and professional growth of all faculty members is essential to the continued strength and vitality of the institution.

Academic employees are encouraged to participate in activities which will promote professional growth, maintain the quality of educational offerings and enhance the individual's contribution to the general welfare of the University. The educational environment is changing in unprecedented ways on institutional, technological and geopolitical levels. To ensure quality of programs and institutional responsiveness to the changing needs of both students and programs, the University is committed to supporting a comprehensive development plan which serves all faculty. Each academic employee is required to develop and review individually with his or her immediate supervisor a personalized professional growth plan which (1) relates to his or her present or future instructional assignment and professional interests, and (2) supports University goals and objectives.

Programs and activities of Faculty Development will further the educational and professional goals of individual faculty members. They will further support the University itself in meeting goals of institutional growth as expressed in such documents as Reagan National University Strategic Plan, and other proposals for university-wide development.

In general, the program will give priority to proposals which serve institutional and collective goals. Where individual proposals are considered, professional goals will have priority over personal ones. For the purposes of planning, "faculty" is understood to include both full-time and part-time.

The intent of the written plan is to focus on instructor's thoughts on their professional growth and to be a basis for discussion with the Head of the Department, in part so the Head of the Department can be an informed advocate and support for the instructor's development activities. The plan will be evaluated by the Professional Development Committee, which consists of faculty and staff from different departments. Currently, the committee members are: Raied Salman (Department Chair – Information Technology), Amir Afzal (Computer Science), Cecil Battiste (Accounting), George Burgess (Chemistry, Environmental Science), Jinmin Zhou (MIS) and Jane Hart (Management). If an unanticipated professional development opportunity arises during the academic year, meet with your Head of the Department to discuss it.

Because we see scholarship and teaching as mutually sustaining endeavors, we believe that we should promote and strongly support the scholarly engagement of our faculty in order to ensure the best quality educational experience for our students. Research suggests that students are more likely to perceive benefits related to faculty research when institutions actively manage a balance or integration between research and teaching. Reagan National University emphasizes both

research and teaching. We encourage our faculty to do research and publish the results, but publishing is not required.

Reagan National University faculty also are invited to be part of the University’s governance body. Faculty are invited to join committees such as Graduate Committee, Curriculum Committee and a faculty representative will also be voting member in the Board of Directors.

Suggested Development Plan Template

Name: _____

Dept. Chair: _____

Department: _____

Date: _____

- I. Statement of general deficiencies warranting the Extensive Review and the Development Plan:

- II. Specific deficiencies (list for each area, if applicable):
 - Research/creative work:

 - Teaching:

 - Leadership and service:

 - Clinical work:

 - Other areas of professional responsibility:

- III. Goals and actions designed to address the deficiencies identified in the Extensive Review process: Include goals for teaching, research/creative work, clinical activities, and service assignments anticipated during the period of the Development Plan. For each goal, indicate the action plan or strategies for improvement; the timeline (expected date by which the goal will be met); benchmarks or indicators of success; and date(s) for periodic progress reviews.

Goal	Action Plan or Strategies for Improvement	Timeline (by when will goal be met?)	Benchmarks/Indicators of Success	Date(s) for Periodic Progress Reviews

IV. Timeframe for the Development Plan:

- Start date: _____
- Duration (one or two years?): _____
- Date for assessment of progress: _____

V. Routing: The original, signed copy of the Development Plan should be kept in the Academic Dean's office. Copies of the signed Development Plan go to: the faculty member, the Professional Development Committee and the Head of the Department.

VI. Signatures:

Faculty Member Date

Head of the Department Date

Academic Dean Date

Appendix F
Courses Evaluation Form

Appendix G Faculty Promotion Recommendation

St. Tanka University

Faculty Promotion Recommendation

Name _____ Present Faculty Rank _____

Teaching Field/Position _____ Recommended Rank* _____

Promotion to Column _____

FACT SHEET**		
Criteria	Minimum Criteria for Rank	Criteria of Nominee
Job Performance		
College Training Experience		
Related Occupation	yrs.	yrs.
Total Teaching	yrs.	yrs.
In STU	yrs.	yrs.
Professional and Community Activities		
In Rank	yrs.	yrs.

To be completed by Department Chair:

I certify that the official personnel folder of this faculty member substantiates the criteria set forth above and I recommend promotion to the rank indicated above.

Comments: _____

(Date) (Department Chair/Supervisor Signature)

To be completed by Academic Dean:

I recommend approval:

Comments: _____

(Date) (Academic Dean Signature)

Action by the president: _____

(Date) (President Signature)

Note: * Department chair/supervisor provides justification on back of
** Use attachment or back of sheet if necessary for additional

Appendix H

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

Acknowledgment and Receipt of Revised (10/16/2019) Faculty Handbook Including Grievance Procedure

It is my responsibility to be aware of the contents of the handbook regarding University Policies and Procedures. I further acknowledge my responsibility to attend an Adjunct and Faculty meeting each year of my employment. I understand this receipt will be placed in my personnel file. This signed Acknowledgment form of the University-wide Faculty Handbook is a condition of employment for all RNU faculty.

Employee's Signature

_____**Jon X. Zhang**_____
Employee's Name (Print)

Date

LIRN Library & Information Resources Network

This Certificate is Awarded to

(b)(6)

For attending the **LIRN Library Research Database Training** on
11/12/19 from 2pm-3pm EST

November, 12, 2019

DATE

(b)(6)

Director of Library Svcs. & Marketing

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