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Undergraduate

HERZING[®]

UNIVERSITY

Effective May 2012 | Catalog 2011-2012



A MESSAGE FROM THE PRESIDENT



Renée Herzing

Our primary goal is to provide students with marketable skills leading to employment. Certainly, that means the technical skills and knowledge required in the career field chosen by the student. Our hands-on coursework and combination of academic and real-world instruction provide those skills.

Marketable skills encompass more. Employers also expect technical competence while demanding good communication skills, teamwork, positive attitudes, high performance standards, and a willingness to accept responsibility in the workplace. In order to provide these equally necessary marketable skills, we integrate communication opportunities in all of our courses and encourage team involvement whenever appropriate. We also demonstrate and emphasize these performance standards to our students by requiring completion of a workplace-related project for appraisal.

At Herzing University students not only learn the technical and business skills required in professional occupations, they are also expected to develop essential work habits. Consequently, we stress the importance of attendance as an integral element of a complete education and as an important work habit to develop. Important work habits include responsibility and reliability, and attendance in class is a major factor in both these areas. Further, class attendance benefits the student through increased opportunity for learning, added success of team experiences, and demonstrated respect for the instructor and fellow students.

At Herzing University, we believe in student service. We are focused on providing all that we can to help students graduate, attain their career objectives, and fulfill their goals. We stand ready and able to demonstrate our commitment to your success.

Yours truly,

A handwritten signature in black ink, which appears to read "Renée Herzing". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Renée Herzing
President

THE THREE CS

CAREER-FOCUSED ♦ CONVENIENT ♦ CARING

Herzing University distinguishes itself from other academic institutions through the Three Cs: **Career-focused** classes for real-world skills; **Convenient** scheduling for busy students; and **Caring** faculty and staff for personalized attention.

Career-focused

- ♦ We believe in focusing on career development from day one.
- ♦ Our Department of Career Development works with you as soon as you start.
- ♦ Our educational programs are designed to meet industry needs by preparing you for industry certification tests or licensing.
- ♦ Our educational programs are regularly modified based upon industry advisory board input.

Convenient

- ♦ Block Schedules: Resident classes are scheduled in blocks in the morning, afternoon, or evening to optimize the use of student time.
- ♦ Flexible Education Delivery: Students are able to take classes in the traditional resident classroom, part residential and part online, or all online.
- ♦ Scalability of Programs: Students can progress seamlessly to the next educational level, as diplomas are subsets of associate's degrees, which are subsets of bachelor's degrees.
- ♦ Our Locations: Herzing University campuses are near mass transit options, and substantial student parking is also available.

Caring

- ♦ A student's needs are our first priority.
- ♦ Every staff and faculty member commits himself or herself to assisting the student.
- ♦ Administrative procedures are regularly reevaluated to ensure the best possible service to students.
- ♦ The faculty accepts responsibility to partner with the student in the learning process.
- ♦ The small student-teacher ratio provides each student with more "face time" with faculty.

CAMPUS CONTACT INFORMATION

Akron Institute of Herzing University

1600 South Arlington Road, Suite 100
Akron, OH 44306
tel: (330) 724-1600
fax: (330) 724-9688
e-mail: info@akroninstitute.com

Atlanta Campus

3393 Peachtree Road NE, Suite 1003
Atlanta, GA 30326
tel: (404) 816-4533
fax: (404) 816-5576
e-mail: info@atl.herzing.edu

Birmingham Campus

280 West Valley Avenue
Birmingham, AL 35209
tel: (205) 916-2800
fax: (205) 916-2807
e-mail: info@bhm.herzing.edu

Brookfield Campus

555 South Executive Drive
Brookfield, WI 53005
tel: (262) 649-1710
fax: (262) 797-9090
e-mail: info@brk.herzing.edu

Kenosha Campus

4006 Washington Road
Kenosha, WI 53144
tel: (262) 671-0675
fax: (262) 653-1434
e-mail: info@ken.herzing.edu

Madison Campus

5218 East Terrace Drive
Madison, WI 53718
tel: (608) 249-6611
fax: (608) 249-8593
e-mail: info@msn.herzing.edu

Madison West Learning Center

3 Point Place
Madison, WI 53719
tel: (608) 620-2200
e-mail: mlc-info@herzing.edu

Minneapolis Campus

5700 West Broadway
Minneapolis, MN 55428
tel: (763) 535-3000
fax: (763) 535-9205
e-mail: info@mpls.herzing.edu

New Orleans Campus

2500 Williams Boulevard
Kenner, LA 70062
tel: (504) 733-0074
fax: (504) 733-0020
e-mail: info@nor.herzing.edu

Omaha School of Massage and Healthcare of Herzing University

9748 Park Drive
Omaha, NE 68127
tel: (402) 331-3694
fax: (402) 331-0280
e-mail: info@osmt.com

Online Campus

W140 N8917 Lilly Road
Menomonee Falls, WI 53051
tel: (866) 508-0748
fax: (414) 727-7090
e-mail: info@onl.herzing.edu

Orlando Campus

1865 SR 436
Winter Park, FL 32792
tel: (407) 478-0500
fax: (407) 478-0501
e-mail: info@orl.herzing.edu

Toledo Campus

5212 Hill Avenue
Toledo, OH 43615
tel: (419) 776-0300
fax: (419) 776-0315
e-mail: info@tol.herzing.edu

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ACADEMIC CALENDAR

Classes at Herzing University run year-round with breaks as listed below. The calendar at some Herzing University campuses may vary slightly, so please check with your local campus. You will be notified if there are any changes to this schedule prior to the start of the applicable period.

HERZING UNIVERSITY ACADEMIC CALENDAR 2012–2020

		Start Date	End Date	
Summer Semester 2012	1st 8-Week Period	Entire 8-Week Period	4-30-12	6-20-12
		1 st 4-Week Period	4-30-12	5-26-12
		2 nd 4-Week Period	5-29-12	6-20-12
	Break—Mid-Semester		6-21-12	7-8-12
	2nd 8-Week Period	Entire 8-Week Period	7-9-12	8-29-12
		3 rd 4-Week Period	7-9-12	8-4-12
		4 th 4-Week Period	8-6-12	8-29-12
	Break—Semester		8-30-12	9-3-12

		Start Date	End Date	
Fall Semester 2012	1st 8-Week Period	Entire 8-Week Period	9-4-12	10-24-12
		1 st 4-Week Period	9-4-12	9-29-12
		2 nd 4-Week Period	10-1-12	10-24-12
	Break—Mid-Semester		10-25-12	10-28-12
	2nd 8-Week Period	Entire 8-Week Period	10-29-12	12-19-12
		3 rd 4-Week Period	10-29-12	11-24-12
		4 th 4-Week Period	11-26-12	12-19-12
	Break—Semester		12-20-12	1-6-13

		Start Date	End Date	
Spring Semester 2013	1st 8-Week Period	Entire 8-Week Period	1-7-13	2-27-13
		1 st 4-Week Period	1-7-13	2-2-13
		2 nd 4-Week Period	2-4-13	2-27-13
	Break—Mid-Semester		2-28-13	3-3-13
	2nd 8-Week Period	Entire 8-Week Period	3-4-13	4-24-13
		3 rd 4-Week Period	3-4-13	3-30-13
		4 th 4-Week Period	4-1-13	4-24-13
	Break—Semester		4-25-13	4-28-13

		Start Date	End Date	
Summer Semester 2013	1st 8-Week Period	Entire 8-Week Period	4-29-13	6-19-13
		1 st 4-Week Period	4-29-13	5-25-13
		2 nd 4-Week Period	5-28-13	6-19-13
	Break—Mid-Semester		6-20-13	7-7-13
	2nd 8-Week Period	Entire 8-Week Period	7-8-13	8-28-13
		3 rd 4-Week Period	7-8-13	8-3-13
		4 th 4-Week Period	8-5-13	8-28-13
	Break—Semester		8-29-13	9-2-13

			Start Date	End Date	
Fall Semester 2013	1st 8-Week Period	Entire 8-Week Period	9-3-13	10-23-13	
		1 st 4-Week Period	9-3-13	9-28-13	
		2 nd 4-Week Period	9-30-13	10-23-13	
	Break—Mid-Semester			10-24-13	10-27-13
	2nd 8-Week Period	Entire 8-Week Period	10-28-13	12-18-13	
		3 rd 4-Week Period	10-28-13	11-23-13	
		4 th 4-Week Period	11-25-13	12-18-13	
	Break—Semester			12-19-13	1-5-14

			Start Date	End Date	
Spring Semester 2014	1st 8-Week Period	Entire 8-Week Period	1-6-14	2-26-14	
		1 st 4-Week Period	1-6-14	2-1-14	
		2 nd 4-Week Period	2-3-14	2-26-14	
	Break—Mid-Semester			2-27-14	3-2-14
	2nd 8-Week Period	Entire 8-Week Period	3-3-14	4-23-14	
		3 rd 4-Week Period	3-3-14	3-29-14	
		4 th 4-Week Period	3-31-14	4-23-14	
	Break—Semester			4-24-14	4-27-14

			Start Date	End Date	
Summer Semester 2014	1st 8-Week Period	Entire 8-Week Period	4-28-14	6-18-14	
		1 st 4-Week Period	4-28-14	5-24-14	
		2 nd 4-Week Period	5-27-14	6-18-14	
	Break—Mid-Semester			6-19-14	7-6-14
	2nd 8-Week Period	Entire 8-Week Period	7-7-14	8-27-14	
		3 rd 4-Week Period	7-7-14	8-2-14	
		4 th 4-Week Period	8-4-14	8-27-14	
	Break—Semester			8-28-14	9-1-14

			Start Date	End Date	
Fall Semester 2014	1st 8-Week Period	Entire 8-Week Period	9-2-14	10-22-14	
		1 st 4-Week Period	9-2-14	9-27-14	
		2 nd 4-Week Period	9-29-14	10-22-14	
	Break—Mid-Semester			10-23-14	10-26-14
	2nd 8-Week Period	Entire 8-Week Period	10-27-14	12-17-14	
		3 rd 4-Week Period	10-27-14	11-22-14	
		4 th 4-Week Period	11-24-14	12-17-14	
	Break—Semester			12-18-14	1-4-15

			Start Date	End Date	
Spring Semester 2015	1st 8-Week Period	Entire 8-Week Period	1-5-15	2-25-15	
		1 st 4-Week Period	1-5-15	1-31-15	
		2 nd 4-Week Period	2-2-15	2-25-15	
	Break—Mid-Semester			2-26-15	3-1-15
	2nd 8-Week Period	Entire 8-Week Period	3-2-15	4-22-15	
		3 rd 4-Week Period	3-2-15	3-28-15	
		4 th 4-Week Period	3-30-15	4-22-15	
	Break—Semester			4-23-15	4-26-15

			Start Date	End Date	
Summer Semester 2015	1st 8-Week Period	Entire 8-Week Period	4-27-15	6-17-15	
		1 st 4-Week Period	4-27-15	5-23-15	
		2 nd 4-Week Period	5-25-15	6-17-15	
	Break—Mid-Semester			6-18-15	7-5-15
	2nd 8-Week Period	Entire 8-Week Period	7-6-15	8-26-15	
		3 rd 4-Week Period	7-6-15	8-1-15	
		4 th 4-Week Period	8-3-15	8-26-15	
	Break—Semester			8-27-15	8-30-15

			Start Date	End Date	
Fall Semester 2015	1st 8-Week Period	Entire 8-Week Period	8-31-15	10-21-15	
		1 st 4-Week Period	8-31-15	9-26-15	
		2 nd 4-Week Period	9-28-15	10-21-15	
	Break—Mid-Semester			10-22-15	10-25-15
	2nd 8-Week Period	Entire 8-Week Period	10-26-15	12-16-15	
		3 rd 4-Week Period	10-26-15	11-21-15	
		4 th 4-Week Period	11-23-15	12-16-15	
	Break—Semester			12-17-15	1-10-16

			Start Date	End Date	
Spring Semester 2016	1st 8-Week Period	Entire 8-Week Period	1-11-16	3-2-16	
		1 st 4-Week Period	1-11-16	2-6-16	
		2 nd 4-Week Period	2-8-16	3-2-16	
	Break—Mid-Semester			3-3-16	3-6-16
	2nd 8-Week Period	Entire 8-Week Period	3-7-16	4-27-16	
		3 rd 4-Week Period	3-7-16	4-2-16	
		4 th 4-Week Period	4-4-16	4-27-16	
	Break—Semester			4-28-16	5-1-16

			Start Date	End Date	
Summer Semester 2016	1st 8-Week Period	Entire 8-Week Period	5-2-16	6-22-16	
		1 st 4-Week Period	5-2-16	5-28-16	
		2 nd 4-Week Period	5-31-16	6-22-16	
	Break—Mid-Semester			6-23-16	7-10-16
	2nd 8-Week Period	Entire 8-Week Period	7-11-16	8-31-16	
		3 rd 4-Week Period	7-11-16	8-6-16	
		4 th 4-Week Period	8-8-16	8-31-16	
	Break—Semester			9-1-16	9-5-16

			Start Date	End Date	
Fall Semester 2016	1st 8-Week Period	Entire 8-Week Period	9-6-16	10-26-16	
		1 st 4-Week Period	9-6-16	10-1-16	
		2 nd 4-Week Period	10-3-16	10-26-16	
	Break—Mid-Semester			10-27-16	10-30-16
	2nd 8-Week Period	Entire 8-Week Period	10-31-16	12-21-16	
		3 rd 4-Week Period	10-31-16	11-26-16	
		4 th 4-Week Period	11-28-16	12-21-16	
	Break—Semester			10-22-16	1-8-17

			Start Date	End Date	
Spring Semester 2017	1st 8-Week Period	Entire 8-Week Period	1-9-17	3-1-17	
		1 st 4-Week Period	1-9-17	2-4-17	
		2 nd 4-Week Period	2-6-17	3-1-17	
	Break—Mid-Semester			3-2-17	3-5-17
	2nd 8-Week Period	Entire 8-Week Period	3-6-17	4-26-17	
		3 rd 4-Week Period	3-6-17	4-1-17	
		4 th 4-Week Period	4-3-17	4-26-17	
	Break—Semester			4-27-17	4-30-17

			Start Date	End Date	
Summer Semester 2017	1st 8-Week Period	Entire 8-Week Period	5-1-17	6-21-17	
		1 st 4-Week Period	5-1-17	5-27-17	
		2 nd 4-Week Period	5-30-17	6-21-17	
	Break—Mid-Semester			6-22-17	7-9-17
	2nd 8-Week Period	Entire 8-Week Period	7-10-17	8-30-17	
		3 rd 4-Week Period	7-10-17	8-5-17	
		4 th 4-Week Period	8-7-17	8-30-17	
	Break—Semester			8-31-17	9-4-17

		Start Date	End Date	
Fall Semester 2017	1st 8-Week Period	Entire 8-Week Period	9-5-17	10-25-17
		1 st 4-Week Period	9-5-17	9-30-17
		2 nd 4-Week Period	10-2-17	10-25-17
	Break—Mid-Semester		10-26-17	10-29-17
	2nd 8-Week Period	Entire 8-Week Period	10-30-17	12-20-17
		3 rd 4-Week Period	10-30-17	11-25-17
		4 th 4-Week Period	11-27-17	12-20-17
	Break—Semester		12-21-17	1-7-18

		Start Date	End Date	
Spring Semester 2018	1st 8-Week Period	Entire 8-Week Period	1-8-18	2-28-18
		1 st 4-Week Period	1-8-18	2-3-18
		2 nd 4-Week Period	2-5-18	2-28-18
	Break—Mid-Semester		3-1-18	3-4-18
	2nd 8-Week Period	Entire 8-Week Period	3-5-18	4-25-18
		3 rd 4-Week Period	3-5-18	3-31-18
		4 th 4-Week Period	4-2-18	4-25-18
	Break—Semester		4-26-18	4-29-18

		Start Date	End Date	
Summer Semester 2018	1st 8-Week Period	Entire 8-Week Period	4-30-18	6-20-18
		1 st 4-Week Period	4-30-18	5-26-18
		2 nd 4-Week Period	5-29-18	6-2-18
	Break—Mid-Semester		6-21-18	7-8-18
	2nd 8-Week Period	Entire 8-Week Period	7-9-18	8-29-18
		3 rd 4-Week Period	7-19-18	8-4-18
		4 th 4-Week Period	8-6-18	8-29-18
	Break—Semester		8-30-18	9-3-18

		Start Date	End Date	
Fall Semester 2018	1st 8-Week Period	Entire 8-Week Period	9-4-18	10-24-18
		1 st 4-Week Period	9-4-18	9-29-18
		2 nd 4-Week Period	10-1-18	10-24-18
	Break—Mid-Semester		10-25-18	10-28-18
	2nd 8-Week Period	Entire 8-Week Period	10-29-18	12-19-18
		3 rd 4-Week Period	10-29-18	11-24-18
		4 th 4-Week Period	11-26-18	12-19-18
	Break—Semester		12-20-18	1-6-19

			Start Date	End Date	
Spring Semester 2019	1st 8-Week Period	Entire 8-Week Period	1-7-19	2-27-19	
		1 st 4-Week Period	1-7-19	2-2-19	
		2 nd 4-Week Period	2-4-19	2-27-19	
	Break—Mid-Semester			2-28-19	3-3-19
	2nd 8-Week Period	Entire 8-Week Period	3-4-19	4-24-19	
		3 rd 4-Week Period	3-4-19	3-30-19	
		4 th 4-Week Period	4-1-19	4-24-19	
	Break—Semester			4-25-19	4-28-19

			Start Date	End Date	
Summer Semester 2019	1st 8-Week Period	Entire 8-Week Period	4-24-19	6-19-19	
		1 st 4-Week Period	4-29-19	5-25-19	
		2 nd 4-Week Period	5-28-19	6-19-19	
	Break—Mid-Semester			6-20-19	7-7-19
	2nd 8-Week Period	Entire 8-Week Period	7-8-19	8-28-19	
		3 rd 4-Week Period	7-8-19	8-3-19	
		4 th 4-Week Period	8-5-19	8-28-19	
	Break—Semester			8-29-19	9-2-19

			Start Date	End Date	
Fall Semester 2019	1st 8-Week Period	Entire 8-Week Period	9-3-19	10-23-19	
		1 st 4-Week Period	9-3-19	9-28-19	
		2 nd 4-Week Period	9-30-19	10-23-19	
	Break—Mid-Semester			10-24-19	10-27-19
	2nd 8-Week Period	Entire 8-Week Period	10-28-19	12-18-19	
		3 rd 4-Week Period	10-28-19	11-23-19	
		4 th 4-Week Period	11-25-19	12-18-19	
	Break—Semester			12-19-19	1-5-20

			Start Date	End Date	
Spring Semester 2020	1st 8-Week Period	Entire 8-Week Period	1-6-20	2-26-20	
		1 st 4-Week Period	1-6-20	2-1-20	
		2 nd 4-Week Period	2-3-20	2-26-20	
	Break—Mid-Semester			2-27-20	3-1-20
	2nd 8-Week Period	Entire 8-Week Period	3-2-20	4-22-20	
		3 rd 4-Week Period	3-2-20	3-28-20	
		4 th 4-Week Period	3-30-20	4-22-20	
	Break—Semester			4-23-20	4-26-20

			Start Date	End Date
Summer Semester 2020	1st 8-Week Period	Entire 8-Week Period	4-27-20	6-17-20
		1 st 4-Week Period	4-27-20	5-23-20
		2 nd 4-Week Period	5-26-20	6-17-20
	Break—Mid-Semester		6-18-20	7-5-20
	2nd 8-Week Period	Entire 8-Week Period	7-6-20	8-26-20
		3 rd 4-Week Period	7-6-20	8-1-20
		4 th 4-Week Period	8-3-20	8-26-20
	Break—Semester		8-27-20	8-30-20

			Start Date	End Date
Fall Semester 2020	1st 8-Week Period	Entire 8-Week Period	8-31-20	10-21-20
		1 st 4-Week Period	8-31-20	9-26-20
		2 nd 4-Week Period	9-28-20	10-21-20
	Break—Mid-Semester		10-22-20	10-25-20
	2nd 8-Week Period	Entire 8-Week Period	10-26-20	12-16-20
		3 rd 4-Week Period	10-26-20	11-21-20
		4 th 4-Week Period	11-23-20	12-16-20
	Break—Semester		12-17-20	1-3-21

UNIVERSITY INFORMATION

VISION STATEMENT

The vision of Herzing University is to be the preferred career-oriented university of students, employers, and employees.

MISSION STATEMENT

It is the mission of Herzing University to provide high-quality undergraduate and graduate degrees and diploma programs to prepare a diverse and geographically distributed student population to meet the needs of employers in technology, business, healthcare (including social work), design, and public safety. Career-oriented degree programs include a complementary and integrated general education curriculum established to stimulate students' intellectual growth, to contribute to their personal development, and to enhance their potential for career advancement.

INSTITUTIONAL GOALS

Herzing University fulfills its mission by actively pursuing the following institutional goals:

1. To provide and promote a stable, self-perpetuating climate in which ethical behavior and community service are valued and where students and employees are challenged to excel and to develop their talent.
2. To recruit and provide admissions assistance for all qualified students, resulting in access to Herzing University's career-oriented higher education programs.
3. To develop and provide effective career-oriented higher education programs consisting of technical curricula that focus on skills sought by employers.
4. To develop and provide general education curricula designed to enhance students' analytical, oral, and written communication skills as well as stimulate their intellectual growth and personal development.
5. To develop and provide services to students that will enrich their educational experience and enhance their opportunity to achieve their career goals.
6. To periodically evaluate, revise, and improve the University's key programs and processes to ensure continual progress toward attainment of the institutional goals.



Birmingham

EDUCATIONAL PHILOSOPHY

The Herzing University educational philosophy is based upon the premise that higher education can enhance an individual's capacity to attain personal and career goals. The Herzing University programs balance the teaching of skills that are required of graduates in order to succeed in technical, business, allied health, and public safety careers with the general education fundamentals that will prepare them to think analytically, communicate effectively, and advance professionally and personally. This philosophy flows from the University's Institutional Mission Statement and is more specifically addressed by Institutional Goals Number Three and Four and the strategies, indicators, and measures associated with those institutional goals. In order to implement its educational philosophy, the University has identified the following educational objectives:

1. Stimulate students' intellectual inquiry.
2. Impart "state-of-the-industry" technical competence that can be applied by students in the workplace.
3. Develop students' written and oral communication skills.
4. Develop students' participation and leadership capabilities.
5. Develop attitudes and general knowledge within students that will assist them to grow and become successful.

INSTRUCTIONAL METHODOLOGY

The Herzing University instructional methodology is aligned with the University's educational philosophy and is based upon the premise that the relationship with each student is one of fairness, honesty, impartiality, and sincere interest and concern for the growth and development of the student. Instruction is structured to provide the necessary theory and practical application through teacher-led classroom and laboratory sessions as well as web-based distance learning and independent and group learning activities. A variety of instructional methods and techniques are used to help students achieve their goals.

1. Stimulate Intellectual Inquiry.
 - a) Activities appropriate to the content of the course will be conducted to stimulate intellectual inquiry, encourage critical thinking, arouse academic curiosity, and promote cognitive development.
 - b) Students will be expected to research and study topics and issues that are either assigned or self-generated through individual effort and determination.
 - c) An atmosphere within the University will be maintained that will foster academic freedom and stimulate intellectual curiosity.
2. Impart Technical Knowledge.
 - a) Assignments will be reviewed in class after the due date of the assignment.
 - b) Student knowledge will be tested periodically to determine the individual level of understanding.
 - c) Appropriate laboratory exercises will be assigned to reinforce the lecture portion of the course.
 - d) A final project or case study will be assigned (where appropriate) to reinforce the major topics of the course. This project can be a written or oral report, depending on the nature of the assignment.
 - e) Students in appropriate courses will be assigned a topic from the course material to research and present in a report to the class.
 - f) Tutorials, videotapes, computer-based training materials, and/or mentoring will be available to complement the course content.
 - g) All assignments, projects, case studies, tests, and examinations will be graded according to the performance objectives and content as stated in the course outline as well as for correct grammar, spelling, and punctuation.
3. Develop Oral and Written Communication Skills.
 - a) A final project or case study will be assigned (where appropriate) to reinforce the major topics of the course. This project can be a written or oral report, depending on the nature of the assignment.
 - b) All assignments, projects, case studies, tests, and examinations will be graded according to the performance objectives and content as stated in the course outline as well as for correct grammar, spelling, and punctuation.
 - c) Students in appropriate courses will be assigned a topic from the course material to research and present in a report to the class.
 - d) Role-playing is an effective teaching technique and will be used when applicable.
 - e) Students will be encouraged to participate in discussions, ask questions, and respond to questions.

4. Develop Team Participation and Leadership Capabilities.
 - a) Students will be given an opportunity to work in teams so that team-building, leadership, and communications skills are developed. Students will be assigned to group projects or case studies in each course with content appropriate for this exercise.
5. Develop Appropriate Attitudes and General Knowledge for Success in the Public and Private Sectors.
 - a) Projects, case studies, and/or other activities will be assigned that will require use of the library and Internet resources for research.
 - b) Resource people from the business community and the public sector will be brought into the classroom to relate their experience and provide real-world examples to reinforce course content.
 - c) Attendance and appropriate attire will be expected of all students.
 - d) Personal/Professional development courses have been included in bachelor- and associate-level programs as well as most diploma programs.
6. General education courses are included in bachelor- and associate-level programs to broaden students' educational experience, provide for the development of analytical and critical thinking skills, and promote intellectual inquiry.

HERZING HISTORY

Herzing University had its beginning in 1965 when it started as a computer training institute in Milwaukee, Wisconsin. In 1970 the name was changed to Herzing Institute, and the organization began to grow through the acquisition of other schools. These included the Wisconsin School of Electronics in Madison, Wisconsin, which has a history dating back to 1948. Later, the Milwaukee location was closed in favor of the Madison location, but the system headquarters has remained in Milwaukee. The name of the school was changed to Herzing College in 1996, and the institution has grown to eleven campuses plus an online division. With the addition of graduate programs, the name was changed to Herzing University in 2009.

Akron Institute of Herzing University

The Akron Institute was founded in 1970 and has provided training in the Akron area continuously since that date. The school, which became a campus of Herzing University in 2003, has grown to its present size with the addition of programs, increases in staff, and expansion of facilities, necessitating a move to a larger building in 2004.

Atlanta Campus

The Atlanta campus began in 1949 as Massey Junior College. Massey Junior College became part of the Herzing Institute in 1979. In 1996 its name was changed to Herzing College. Organizationally, Herzing University—Atlanta, was the main campus of two additional campuses in New Orleans, Louisiana, and Orlando, Florida. The Atlanta campus moved to its present location in 2005.

Birmingham Campus

Initially founded as Electronic Computer Programming Institute in 1965 at 1218 South 20th Street, the Birmingham college was acquired by the Milwaukee college in 1968. The name was officially changed to Herzing Institute in 1970. In December 1994 the Institute was moved to its present address at 280 West Valley Avenue, Birmingham, Alabama, and the official name was changed to Herzing College of Business and Technology and then to Herzing College in September 1998.

Brookfield Campus

The Herzing University Brookfield campus first opened its doors in March 2010 and serves the western suburbs of Milwaukee.

Kenosha Campus

The Kenosha campus began enrolling students in the fall of 2009 as an additional location of Herzing University to serve the communities of Kenosha, Racine, northern Illinois, and the surrounding areas.

Madison Campus

Originally the Wisconsin School of Electronics, the school was founded in 1948 by several local Madison businessmen involved in the television and radio industry. In 1970 the school merged with Herzing Institute. In 1996 the name was changed to Herzing College to reflect its bachelor's degree status and range of programs.

Madison West Learning Center

The Madison West Learning Center started its first classes in January 2012 as an additional location of the Madison Campus.

Minneapolis Campus

Herzing College, Minneapolis Drafting School Division, became part of Herzing College in June of 2000. Established in 1961, the Minneapolis Drafting School trained and placed its graduates in all phases of drafting and design. The Minneapolis campus has since added programs in business, design, and public safety.

Herzing College, Lakeland Medical-Dental Academy Division, became part of Herzing College in May of 2002. Established in 1958, Lakeland Medical-Dental Academy has trained and placed its graduates in many phases of allied health.

New Orleans Campus

The Herzing University New Orleans campus started its first class in 1996 as part of Herzing University—Atlanta. The campus relocated in 2010 to its present location in order to serve a greater number of community residents looking to obtain a Herzing education.

Omaha School of Massage and Healthcare of Herzing University

Established in 1991, the Omaha School of Massage Therapy moved to its present location in 1995 and became part of Herzing University in June of 2008.

Online Campus

In 2003 Herzing College launched its Online Campus, making education available to students from the comfort of their own home, the local library, or a coffee shop. Providing educational opportunities whenever and wherever a student desires, Herzing Online offers students the opportunity to enroll in diploma/certificate, associate's degree, or bachelor's degree programs. In 2009 Herzing Online ventured its way into the graduate school arena and began offering master's degrees in business administration and nursing.

Orlando Campus

Herzing College in Orlando started its first classes in 1995 as an additional location of Herzing College in Atlanta.

Toledo Campus

Herzing College in Toledo started its first classes in 2009.

FINANCIAL CONDITION

Individuals seeking information about the financial viability of Herzing University may contact Mr. David Brzeczowski, Corporate Secretary/Controller, Herzing, Inc., 525 North 6th Street, Milwaukee, Wisconsin 53203.

STATEMENT OF GOVERNANCE

Herzing University is a proprietary, coeducational university licensed to award master of science degrees, bachelor of science degrees, associate of science degrees, associate of applied science degrees, and diplomas/certificates. The University is a division of Herzing, Inc., a Wisconsin corporation.

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Chairman.....	Ava Youngblood
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Director.....	Alex Bell
Director.....	Joseph Froehlich
Director.....	Henry Herzing
Director.....	Renée Herzing
Director.....	Suzanne Herzing
Director.....	William Rootham
Director.....	Patricia Todus

Executive Committee

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Chancellor.....	Henry Herzing, Ph.D. (hc)
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 Corporate Secretary/Controller David Brzeczowski, B.S., C.P.A.
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 System Director of Career Development Kay Eilers, M.S.
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 Senior Systems Librarian Beth Huwe, M.S.
 Associate Vice President of Academics for Nursing Elizabeth Markham, Ph.D., R.N.
 System Director of Registration Jessica Fager, B.A.

CAMPUS ADMINISTRATORS

Akron Institute of Herzing University

President David LaRue, B.A.
 Academic Dean Peggy McCann, Ph.D.
 Director of Admissions Maribeth Graham, B.S.
 Director of Career Development Cindy Garman, B.S.
 Director of Educational Funding Maria Harrison, B.S.

Atlanta Campus

President Frank Webster, M.B.A.
 Academic Dean Marsha Johnson, M.A.
 Director of Admissions Anissa Elder, B.S.
 Director of Career Development William Staton, M.B.A.
 Director of Educational Funding Stephanie Gunby, M.B.A.

Birmingham Campus

President Don Lewis, J.D., M.B.A.
 Academic Dean and Vice President Mary Beth Finn, M.Ed.
 Director of Admissions Tommy Dennis, B.S.
 Director of Career Development Bryan Grindle, B.S.
 Director of Educational Funding Kentray Sims, M.B.A.

Brookfield Campus

President..... Jody Wasmer, B.A.
Academic Dean.....David B. George, Ed.D.
Director of Admissions Gerry Purcell, B.S.
Director of Educational Funding Melissa Holschbach, B.S.

Kenosha Campus

President..... Rebecca Abrams, M.B.A.
Academic Dean.....Sean Herring, Ph.D.
Director of AdmissionsKate Kerner, B.S.
Director of Student and Administrative Services/Career Development Director..... Danielle Lazarro, B.S.
Director of Educational Funding Justin Kehring, B.A.

Madison Campus and Madison West Learning Center

President..... Chris Montagnino, M.A., M.A.O.M.
Academic Dean.....Brian Willison, J.D., B.S.
Associate Dean..... Megan Blount, D.C.
Director, Madison West Learning Center.....Matthew Schneider, M.B.A.
Associate Director of Admissions, Madison Campus..... Tom Beatty, M.B.A.
Associate Director of Admissions, Madison West Learning Center Jodi Mergener, M.B.A.
Director of Career Development..... Jeff Westra, M.B.A.
Director of Educational FundingDonnie Finch, M.B.A.
Director of IT..... Justin Shagam, B.S.I.T., B.S.T.M.
Director of Registration Ginger Schmelzer, M.S.C.
Director of Student Services..... Carolyn Kent, M.S.C.

Minneapolis Campus

President..... John Slama, M.B.A.
Senior System Undergraduate Dean..... Larry Doty, M.A.
Director of Admissions Jennifer Sekula, B.S.
Director of Career Development.....Kathy DeVinny, M.B.A.
Director of Educational Funding Heather Boes, B.A.

New Orleans Campus

President..... Mark Aspiazu, M.B.A.
Academic Dean..... Stephanie Burns, M.B.A.
Director of Admissions Chrissy Kalivitis, B.A.
Director of Career Development..... Myeshia Ambrose, M.A.O.M.
Director of Educational Funding Ava Gomez

Omaha School of Massage and Healthcare

President..... Steve Carper, B.S., LMT
Academic Dean..... Eric Ewing, M.A.
Director of AdmissionsAngie Armstrong

Director of Student Services and Career Development Stephanie Kidd, M.A.
Director of Educational Funding Amanda vonSeggern, B.S.

Online Campus

President Todd Rickel, Ph.D.
Vice President of Academic and Regulatory Affairs Elainea Guerrette, M.S.
Vice President of Education Catherine Datte, M.Ed.
 Academic Dean for Undergraduate Education Kelly May, M.B.A., M.A.O.M.
 Academic Dean for Graduate Education Catherine Datte, M.Ed. (interim)
 Dean of Continuing Education Karl Olson, M.I.S.M.
 Department Chair Graduate Business Edward Balli, D.B.A.
 Department Chair Graduate Nursing Jan Noles, Ph.D., R.N., F.N.P.-B.C., F.A.A.N.P.
Vice President of Enrollment Management Ben Nirschl, M.B.A.
 Director of Admissions Eric Reeves, B.S.
 Director of Customer Service Shaun Kempf, B.A.
 Director of Educational Funding Kevin McShane, M.B.A.
 Director of Registration Katy Gottwald, M.B.A.
Director of Student Affairs Mike Gerlach, B.A.
 Director of Student Services and Career Development Kurt Bergland, M.A.
 Director of Military Education Donnie Reeves, M.B.A.
 Online Campus Liaison Coordinator Kate Oscarson, M.B.A.
Director of Online Business Operations Veronica Hatch, M.B.A.
 Director of Student Accounts Mike Sulger, B.B.A.

Orlando Campus

President Heatherann Antonacci, M.B.A.
Academic Dean Patricia Edwards, M.N.
Director of Admissions Lauren Ruston, B.S.
Director of Career Development Sharon Rosin, B.F.A.
Director of Educational Funding Donnie Finch, M.B.A.

Toledo Campus

President Gregory Guzmán, M.P.A.
Academic Dean David Ebersbach, M.Ed.
Director of Admissions Traci Gelia, M.S.
Director of Educational Funding Megan Ferrari, B.S.

UNDERGRADUATE FACULTY

(* = Adjunct)

Akron Institute of Herzing University

Murat Akgul, Assistant ProfessorM.S. (Technology), Kent State University
Deborah Ammerman, Assistant Professor M.S. (Biology), University of Akron
Jean Andrick, Assistant Professor B.S.T.E., University of Akron
Susan Austin, Assistant Professor M.S. (Nursing), Case Western Reserve University
L'Tanya Barnes, Senior Instructor..... B.S. (Business Administration), Herzing University
Beth Blackmore, Assistant ProfessorJ.D. (Law), University of Dayton
Donnie Broadwater, Assistant Professor M.A. (Philosophy), Kent State University
Deborah Catera, Assistant ProfessorM.S. (Nursing), University of Phoenix
Terri Chapman, Assistant Professor M.S.N. (Nursing and Psychological/Mental Health), Kent State University
Linda Cornmesser, Senior Instructor*M.H.C.A. (Nursing and Healthcare Administration), St. Joseph College
Annette Creech, Assistant Professor M.S. (Nursing), University of Akron
Beth Daman, Assistant Professor M.S. (Clinical Counseling), Ashland Theological Seminary
Mark Duell, Senior Instructor*M.Ed. (Math Education), Kent State University
Jody Dunaway, Assistant Professor M.B.A. (Business Administration), Ohio State University
Tod Farson, Assistant ProfessorM.A. (Mathematics), John Carroll University
Leigh Felland, Senior Instructor B.S. (Education), Perdue University
Michelle Kieffaber, Assistant ProfessorM.A. (Speech Communications), Miami University
Christine Kirtley, Assistant ProfessorM.S.T.E., University of Akron
Mary Lekic, Assistant Professor M.S.T.E., University of Akron
Angela Mitchell, Assistant ProfessorM.S.T.E., University of Akron
Phyllis Neal, Assistant Professor B.S.T.E., University of Akron
Dagmar Nicholas, Assistant Professor M.B.A. (Business Administration), Colorado Technical University
Darlene O'Leary, Assistant Professor M.S. (Nursing), University of Akron
Gary Orum, Senior Instructor* M.S. (Applied Mathematics), University of Akron
Pamela Rich, Assistant ProfessorM.S.T.E., University of Akron
Daniel Robinson, Assistant ProfessorM.S. (Technology), Youngstown State University
Mary Ryan, Assistant Professor M.Ed. (Community Counseling), Kent State University
Tammi Sawyer, Senior Instructor* B.S.T.E., University of Akron
Scott Stetson, Assistant Professor J.D. (Law), University of Akron
Christine Tackett, Assistant ProfessorM.S. (Nursing), University of Phoenix
Cedreee Thomas, Assistant Professor B.S. (Education), University of Akron
Menyon Thomas, Assistant ProfessorM.A. (Communications), Eastern Michigan University
Corinne Zellers, Assistant Professor M.S.T.E., University of Akron

Atlanta Campus

Theresa Austin , Assistant Professor*	M.S.M. (Leadership and Organizational Effectiveness), Troy University B.A. (Criminal Justice), Valdosta State University
Kimberly Beard , Associate Professor*	J.D. (Law), University of South Carolina B.S. (Criminal Justice), University of West Georgia
Helena Bonaparte , Associate Professor*	M.B.A. (International Business), Johnson and Wales University B.S. (Hotel Restaurant/Institution Management), Johnson and Wales University
Vedas Burkeen , Associate Professor*	Ph.D. (Food Science), University of Georgia B.S. (Biology), Alabama Agricultural and Mechanical University
Charles Cannarella , Associate Professor*	M.M.S. (Anesthesiology), Emory University B.S.E.H. (Environmental Health), East Tennessee State University
Jose Cardenas , Associate Professor	M.S. (Computer Information Systems), University of Phoenix B.S. (Industrial Engineering), National University, Frederico Villorreal B.S. (Computer Network Technology), Herzing University
Rosetta Codling , Associate Professor*	Ph.D. (English Literature), Bircham University M.A. (Special Education), Columbia University M.A. (English Higher Education), New York University M.Ed., Columbia University B.A. (English) Queens College
Annie Daniel , Associate Professor	M.S. (Computer Science), Southern Polytechnic State University B.S. (Chemistry), National University of Singapore
Fletcher Dozier , Assistant Professor*	M.S.A. (General Administration), Central Michigan University B.S. (Computer Information Systems), Alabama State University
Francisca Edwards , Assistant Professor*	M.N.C.M. (Wireless), DeVry University B.S. (Business Administration), Southern Connecticut State University
Syed Firoz , Assistant Professor*	M.S. (IT—Network Architecture and Design), Capella University B.S. (Computer Science), Southern Polytechnic State University
Anatoliy Fridman , Professor*	Ph.D. (Physics), Moscow University M.S. (Physics), Kishinev State University
Amy Lynn Hess , Associate Professor	M.F.A. (Creative Writing), Naropa University M.A. (Theater History and Criticism), Ohio University B.S. (Theater and Interpretation), Central Michigan University
Priscilla Hubbard , Assistant Professor*	M.B.A. (Human Resource Management), DeVry University B.S. (Business Administration), Herzing University
Alan Hunter , Associate Professor*	M.B.A. (Business), Tulane University B.A. (Political Science), Davidson College
Karen Inniss , Associate Professor*	J.D. (Law), University of Baltimore B.A. (Political Science), Clark Atlanta University
Constance Jackson , Assistant Professor*	M.A., B.A. (English), Georgia Southern University
Fiona Jimill , Associate Professor*	M.B.A. (Business Management), Herzing University M.A. (Education), Central Michigan University B.A. (Psychology), University of South Alabama
Linda Johnson , Associate Professor*	M.A., B.A. (History), California State University—Long Beach
Marcia Jones , Associate Professor*	M.S. (Professional Counseling), Georgia State University B.A. (Psychology), University of Georgia
Abdullah Khan , Associate Professor*	Ph.D., M.A. (Economics), Georgia State University

Robert Landstrom, Associate Professor* M.S. (Electrical Engineering), University of Missouri—Rolla
..... B.S. (Electrical Engineering), University of Pittsburgh

Hok-Sing Leung, Assistant Professor* M.S., B.S. (Mathematics), Georgia State University

Xin Tao Liu, Professor Ph.D. (Physics), University of Tennessee
..... M.A. (Nuclear Physics), Jinin University, China

Cheryl D. McKinley, Assistant Professor* M.B.A. (Accounting and Finance), American InterContinental University
..... B.B.A. (Human Resource Management), American InterContinental University

Maurice Moore, Associate Professor* M.A. (Counseling and Psychological Services), Clark Atlanta University
..... B.S. (Psychology), Morris Brown College

Dennis Morrow, Professor Ph.D. (Administration/Management), Walden University
..... M.A. (Management and Supervision), Central Michigan University
..... B.S. (Computer Information Systems), Alabama State University

Alvaro Munoz, Associate Professor* M.A. (Spanish), Georgia State University

Nancy Norman-Marzella, Associate Professor M.S.N. (Oncology), Widener University
..... B.S. (Nursing), Salisbury University

Dana Sue Parker, Associate Professor D.N.P. (Forensics), University of Tennessee Health Science Center
..... M.S.N. (Nurse Educator), University of Central Arkansas
..... B.S.N. (Nursing), Arkansas Tech University

Donnie Perry, Associate Professor* J.D. (Law), Atlanta Law School
..... M.S., B.S. (Criminal Justice), Georgia State University

Stephen Phang, Assistant Professor* M.B.A. (Technology Management), Herzing University
..... B.S.I.T. (Computer Information Systems), Herzing University

Merle Point-Johnson, Associate Professor D.H.A., M.B.A. (Healthcare Management), University of Phoenix
..... B.S. (Marketing), South Carolina State University

Angela Primm-Bethea, Associate Professor* M.S.S.A. (Social Work), Case Western Reserve University
..... M.B.A. (Marketing), Clark Atlanta University
..... B.A. (Behavioral Science), Ursuline College

Vasse Joy Rose, Professor* Ph.D. (Organization and Management), Capella University
..... M.S. (Human Resource Management and Development), National Louis University
..... B.A. (Applied Behavioral Sciences), National Louis University

Steven Shema, Associate Professor* M.B.A. (Business/Finance), Georgia State University
..... B.S. (Behavioral Science and Law/Political Science), University of Wisconsin—Madison

Jennifer Skeete-Cantor, Professor J.D. (Law), John Marshall Law School
..... B.A. (Political Science), Long Island University

Krystal Turner, Professor* D.C. (Chiropractic), Life University
..... B.S. (Microbiology), Auburn University

Robin Turner, Assistant Professor* M.S. (Education—Elementary Reading and Literacy), Walden University
..... B.S. (Elementary Education), Salisbury University
..... B.S. (Communication Media), Bowie State University

Donald Vest, Associate Professor* D.A. (International Affairs and Development), Clark Atlanta University
..... M.B.A. (Business Administration—Marketing), Clark Atlanta University
..... B.A. (Business Administration), Morehouse College

Terri Williams, Assistant Professor* Ph.D. (Education), Capella University
..... M.A. (English Education), Clark Atlanta University
..... B.S. (English), University of Wisconsin—Parkside

Birmingham Campus

David Berry, Instructor*A.S. (Fire Science and Emergency Medical Service), Jefferson State

Brittany Brown-Reynolds, Clinical Instructor*B.S. (Nursing), University of Alabama—Birmingham

Kelley Brumley, Assistant Professor* B.S. (Computer Science and Math), Athens State University

Mary Callens, Assistant Professor* M.S. (Family Nursing), University of Alabama—Birmingham

George Carmichael, InstructorB.S. (Electronics), Herzing University
..... A.S. (Electronics/Business Administration), United Electronics Institute

Vickie Cosby, Clinical Instructor*B.S. (Nursing), University of Alabama—Birmingham

Bill Creel, Associate ProfessorM.B.A. (Business Administration), University of Alabama
..... B.S. (Business Education), University of Alabama

Cheryl Davis-Howard, Assistant Professor M.S. (Nursing), University of Alabama—Birmingham

Leo Deason, Instructor*M.S. (Emergency Management), Jacksonville State University
.....B.S. (Criminal Justice/Psychology), University of Alabama
.....B.S. (Public Safety Administration), Athens State University
..... A.A.S. (History), Jefferson State Community College
..... A.A.S. (Fire Science), Wallace State Community College
.....A.S. (Emergency Medical Services), Jefferson State Community College

Kathryn Donahoo, Assistant Professor* M.S. (Nursing and Adult Health), University of Alabama—Birmingham
.....B.S.N. (Nursing), Troy State

Mary Beth Finn, Associate ProfessorM.Ed. (Educational Leadership), University of Alabama—Birmingham
.....B.S. (Education), University of Alabama

Taylor Flannagan, Professor*D.C. (Chiropractic Medicine), Life University College of Chiropractic
.....M.S. (Kinesiology and Extreme Rehabilitation), Auburn University

Margaret Guice, Instructor/Librarian* M.A. (Education and Library Science), University of Alabama
.....B.A. (Political Science), University of North Carolina

Tanya Hyatt, Instructor* Ph.D. (Nutrition), University of Alabama—Birmingham

Michi Yvonne Isbell, Clinical Instructor*B.S. (Nursing), University of Alabama—Birmingham

Jeffrey Shawn Jackson, Instructor*M.S. (Occupational Safety and Health), Columbia Southern University
..... B.S. (Public Safety and Health Administration), Athens State University

Nena Lavas, Assistant Professor*M.A. (Clinical Psychology), Middle Tennessee State University
.....B.S. (Nursing), Samford University
..... B.A. (Psychology), University of Alabama

Cathy Layne, Assistant Professor* M.S. (Nursing), University of Alabama—Birmingham

Sherie Lurie, Clinical InstructorB.S. (Nursing), University of Alabama—Birmingham

Stanley H. Middlebrooks, InstructorB.S. (Business Administration and Economics), University of Alabama
..... A.S.E.E.T. (Electronics Technology and Computer Science), National Institute of Technology
..... Radar Certification, U.S. Air Force

Vicki Molliconi, Clinical Instructor* B.S. (Nursing), University of Arizona

Anne Phillips, Instructor* M.A. (Secondary Education), University of Alabama—Birmingham
..... B.A. (English), Christian Brothers University

Stancel Phillips, Assistant Professor M.A. (Secondary Education), University of Alabama—Birmingham
..... B.A. (History), University of Alabama—Birmingham
.....M.C.S.E. (Microsoft), University of Alabama—Birmingham

Jennifer Romano, Assistant ProfessorM.A., B.A. (Mass Communication), Auburn University

Wendy Siegal, Clinical Instructor* B.S. (Nursing), Emory University

Mark Stith, Instructor*M.S (Entomology), University of Georgia
 B.S. (Biology), University of Alabama

Patrick Lee Studer, Instructor* M.S. (Mathematics), Jacksonville State University
 B.S. (Physics/Math Minor), University of Alabama—Birmingham

Alberto Verdad, Assistant Professor M.A. (Nursing), De La Salle Health Sciences Institute

James Wilhoit, Instructor* M.S. (Information Technology/Network Architecture and Design), Capella University
 B.S. (Technology Management), Herzing University

Dorothy Wright, Instructor* Ed.S. (Educational Leadership), University of Alabama
M.A. (Mathematics), Alabama A&M
 B.S. (Mathematics), Morgan State University

Brookfield Campus

Imeh Affiah, Professor Ed.D. (Curriculum and Instruction), Grambling State University
 M.S. (Microbiology), Texas State University
 B.S. (Microbiology), Southwestern Louisiana University

Maria Blom, Instructor* M.S.N. (Nursing), Marquette University
 B.S.N. (Nursing), Buena Vista University

Daniel Connolly, Instructor M.L.I.S., University of Wisconsin—Milwaukee
 B.A. (English), Cardinal Stritch University

Cheryl Downs, Instructor M.S. (Mathematics), Marquette University
 B.S. (Secondary Mathematics), State University of New York

Kerry Fick, Assistant Professor B.S. (Nursing), University of Wisconsin—Oshkosh

Thomas Gonring, Instructor* Ed.D. (Curriculum and Instruction), Grambling State University
 A.S. (Therapeutic Massage), Lakeside School of Massage Therapy

Jacqueline Graetz, Assistant Professor M.S., B.S. (Nursing), University of Phoenix
 M.H.A. (Healthcare Administration), University of Phoenix

JeraiLyn Jones, Instructor* A.S. (Therapeutic Massage), Lakeside School of Massage Therapy

Tracy Neher, Assistant Professor Ph.D. (Biochemistry), B.S. (Biological Sciences), Michigan Technological University

Timothy Nichols, Assistant Professor M.B.A. (Business Administration), Keller Graduate School of Management
 B.S. (Electronic Engineering Technology), Colorado Technological University

Havilah Normington, Assistant Professor M.S. (Nursing), B.S. (Biology and Religion), University of Wisconsin—Milwaukee

Carole Ostendorf, Professor Ph.D. (Educational Psychology), University of Wisconsin—Milwaukee
 M.B.A. (Management Policy), University of Wisconsin—Milwaukee
 M.M.S.C. (Physical Therapy), Emory University
 B.S. (Physical Therapy), St. Cloud University

Rebecca Pfenninger, Assistant Professor M.S., R.N. (Nursing), University of Phoenix
 B.A. (French and Nutrition), University of Wisconsin—Stevens Point

Darcy Rahberger, Assistant Professor M.S. R.N. (Nursing), University of Wisconsin—Madison
 B.S. (Nursing), University of Wisconsin—Milwaukee

Kathleen Wilson, Instructor* M.S. (Computer Science Education), Cardinal Stritch University
 B.S. (Education), University of Wisconsin—Milwaukee

Chai Yang, Assistant Professor M.S., R.N. (Nursing), University of Wisconsin—Milwaukee
 B.A. (Biology and Chemistry), University of Wisconsin—Milwaukee

Deborah Ziebarth, Assistant Professor M.S., B.S. (Nursing), Cardinal Stritch University

Kenosha Campus

Kert Acklam, Instructor..... M.Ed. (Teacher Leadership), B.A. (Elementary Education), Carthage College

Nicole Ayala, Instructor* M.S. (Biology), University of the Incarnate Word
 B.S. (Microbiology), University of Wisconsin—Madison

Quinten Buechner, Associate Professor.....M.S.Ed., B.S.Ed. (History), University of Wisconsin—Whitewater

Rebecca Burdette, Associate Professor M.S. (Clinical and Health Psychology), Walden University
 M.S. (Clinical Psychology), Concordia University
B.S. (Human Services), Ottawa University

Wanda Burns, Assistant Professor M.S. (Nursing), North Park University
B.S. (Nursing), University of Minnesota

George Calisto, Associate ProfessorM.S. (Industrial Engineering), Texas Tech University
M.S. (Psychology), Capella University
 B.A. (Psychology), Bloomsburg University

Tammie Campbell, Associate Professor M.S. (Science Curriculum and Instruction), University of Wisconsin—Milwaukee
 B.S. (Biology), Carthage College

Carlotta Chavez, Instructor* M.S. (Nursing Education), University of Phoenix
 B.S. (Nursing), St. Paul University—Philippines

James Fergler, Instructor* M.S. (Computer Information Systems), Boston University
 B.S. (Business Administration), University of Phoenix

Lurese Gillespie, Instructor* M.S., B.S. (Criminal Justice), Mississippi Valley State University

Dawn Haggerty, Librarian.....M.L.S., School of Library and Information Science, University of Washington
B.A. (American Studies), Western Connecticut State University

Linda Kapp, Instructor..... M.F.A. (Art History), Pratt Institute
B.F.A. (Communication Design), Pratt Institute

Donna Kowske, Assistant ProfessorM.S. (Nursing), University of Phoenix
B.A. (German, English, and Secondary Education), University of Wisconsin—Parkside
Diploma (Nursing), St. Luke’s Hospital School of Nursing

Danielle Lazzaro, Instuctor B.S. (Consumer Science), University of Wisconsin—Madison



Madison

Elizabeth Markham, Associate Professor..... Ph.D. (Adult and Higher Education), University of North Carolina at Chapel Hill
..... M.S. (Nursing), University of North Carolina at Chapel Hill
..... B.S. (Nursing), Emory University
..... B.A. (Natural Sciences), Erskine College

Joan Neave, Assistant Professor M.S. (Nursing), University of Phoenix
..... B.S. (Nursing), Carroll Columbia College

Diane Sigler, Instructor* M.S.H.R.M. (Human Resource Management), Keller Graduate School of Management
..... B.A. (Accounting), Lakeland College

Mark Sufferling, Instructor..... M.B.A. (Business Administration), Herzing University
..... B.S. (Industrial Technology and Engineering), University of Wisconsin—Stout
..... B.S. (Business Administration and Marketing), University of Wisconsin—Milwaukee
..... B.S. (Management Information Systems), University of Wisconsin—Milwaukee

Trudy Thomas, Instructor M.H.A. (Healthcare Administration), Colorado Technical College
..... B.A. (Healthcare Administration), Randford University
..... A.S.A. (Health Information Technician), Gateway Technical College

Hymethia Thompson, Instructor* Ph.D. (Religious Education), New Foundation Theological Seminary
..... M.A. (English and Speech Instruction), B.S. (English), Jackson State University

Anne Zitzer, Instructor* B.A. (History), University of Wisconsin—Milwaukee
..... C.M.A. (Medical Assistant), Waukesha County Technical College

Madison Campus and Madison West Learning Center

Elizabeth Batz, Assistant Professor M.S., B.S. (Nursing), University of Wisconsin—Madison

William Beuthin, Assistant Professor* M.S. (Agricultural Education), University of Wisconsin—River Falls
..... B.S. (Agriculture, Food and Environmental Science), University of Wisconsin—River Falls

Megan Blount, Professor D.C. (Chiropractic), Northwestern University
..... B.S. (Biology), Winona State University

Tammy Bomkamp, Assistant Professor M.S.N. (Nursing), University of Phoenix
..... B.S.N. (Nursing), Edgewood College

John Burgar, Associate Professor..... M.S. (Systems and Information Management), University of Southern California
..... B.S. (Information Systems), University of Maryland

Harry Cadambi, Associate Professor M.M.E., Mysore University—India
..... B.S. (Engineering), Bangalore University

Joseph Cann, Assistant Professor..... M.S. (Project Management), University of Wisconsin—Platteville
..... B.S. (Networking), Herzing University
..... B.S. (Electrical and Electronic Engineering), University of Science and Technology, Ghana

Rita Cordova, Assistant Professor M.S. (Nursing Administration), Edgewood College
..... B.S. (Nursing), Lenoir Rhyne College

Ross Demrow, Assistant Professor M.B.A. (Business Administration), Cardinal Stritch University
..... B.A. (Political Science/International Relations), University of Wisconsin—Madison

Linda Dietzel, Assistant Professor* M.S. (Medical Surgical Nursing), University of Illinois Medical Center
..... B.S. (Nursing), Northern Illinois University

Lynn DuPree, Associate Professor M.A. (Secondary Education), Viterbo University
..... M.A. (English—Literacy/Technology/Professional Writing), Northern Arizona University
..... B.A. (English and Education), University of Wisconsin

Michael Freiman, Assistant Professor..... M.F.A. (Studio Arts), Maine College of Art
..... B.F.A. (Sculpture and Art History), University of Wisconsin—Milwaukee

Ron Frye, Assistant Professor* M.A. (Interpersonal and Organizational Communication), Oklahoma State University
..... B.A. (Speech Communication), Oklahoma State University

Kevin Gonzalez, Assistant Professor*M.F.A. (Creative Writing—Fiction), University of Iowa Writers' Workshop
.....M.F.A. (Creative Writing—Poetry), University of Wisconsin—Madison
..... B.A. (English and International Affairs), Carnegie Mellon University

Tom Gross, Associate Professor.....M.B.A., M.A. (Business Administration and Philosophy), University of Wisconsin
..... B.A. (Philosophy), University of Wisconsin

Paul Johann, Assistant Professor..... M.S. (Telecommunications), B.S. (East Asian Studies), A.A. (Computer Animation), Indiana University

Aaron Kahn, Assistant Professor M.S. (Computer Science and Telecommunications), Indiana University
..... B.S. (Computer Science and Mathematics), Indiana University
..... B.A. (Game Animation and Music Studies), Indiana University
..... Certificate in Game Studies

Michael King, Assistant ProfessorM.S., B.S. (Criminal Justice), Southwest University

Kirsten Koffarnus, Assistant Professor..... M.S. (Nursing), University of Wisconsin—Madison
.....B.S. (Nursing), Viterbo University

Michael Kress-Russick, Assistant Professor*M.A.M.S. (Medical Illustration), University of Illinois—Chicago
..... B.F.A. (Illustration), Northern Illinois University

Karen Lange, Assistant Professor* M.S. (Education), University of Wisconsin—Platteville
..... B.S. (Fine Arts), University of Wisconsin—Platteville

Jong Lee, Associate Professor.....M.S. (Applied Mathematics), Northern Illinois University
..... B.S. (Mathematics), University of Wisconsin

Jenny Malueg, Assistant Professor* M.S. (Education), University of Wisconsin—Oshkosh
..... B.A. (English), Carroll College

Kathleen Mitchell, Associate Professor..... M.F.A., School of the Art Institute of Chicago
..... B.S. (Art), University of Wisconsin

Brenda Moench, Assistant Professor.....M.S., B.S. (Nursing), University of Wisconsin—Madison

Erik Pederson, Assistant Professor..... M.S. (Manufacturing Engineering), University of Wisconsin
..... B.S. (Industrial Technology), University of Wisconsin

Catarina Poehnelt, Assistant ProfessorM.S. (Nursing), University of Phoenix
..... B.S. (Nursing), University of Wisconsin—Eau Claire

Matthew Reedy, Assistant Professor*M.F.A. (Graphic Design), University of Wisconsin—Madison
..... B.A. (Graphic Design), St. Norbert College

Jim Renguelle, Assistant Professor M.A. (Education), Edgewood College
..... B.S. (Art), University of Wisconsin

Toni Rossmiller, Assistant Professor* M.S. (Management), University of Wisconsin—Milwaukee
..... B.A. (Economics), University of Wisconsin—Milwaukee

Steven Rush, Professor..... Ph.D. (Philosophy, M.S. (Nursing), University of California—San Francisco
.....B.S. (Speech Communication), Southern Illinois University

Lauren Shapiro, Assistant Professor..... M.F.A., University of Iowa
..... B.A., Brown University

Isabel Simonetti, Assistant Professor*M.B.A, M.S. (Administration, Management and Human Resources),
.....University of Puerto Rico and University of Wisconsin—Madison
..... B.S. (Business Administration), University of Puerto Rico—Mayaguez

Karin Spader, Assistant Professor..... M.S. (Psychology), Western Illinois University
..... M.A. (Sociology), Western Illinois University
.....B.S. (Psychology), Western Illinois University

Thomas Stankey, Assistant Professor* M.S. (Electrical Engineering), M.S. (Physics), University of Wisconsin

Tom Traband, Associate Professor..... M.F.A. (Fine Arts), University of Wisconsin—Milwaukee
..... B.F.A. (Fine Arts), University of Wisconsin—Milwaukee

Denison Tucker, Assistant Professor* M.S. (Counseling Psychology), University of Wisconsin—Madison
 B.A. (Psychology and Religion), Olaf College

Ed Walstead, Associate Professor M.A. (Education), Edgewood College
 B.S. (Business Management), Upper Iowa University

Patricia Ward, Associate Professor M.A. (Business Leadership), Upper Iowa University
 B.A. (Business Administration), Lakeland College

Susan Whitstone, Assistant Professor* M.S. (Criminal Justice), University of Wisconsin—Milwaukee
 B.A. (Political Science), University of Wisconsin—Green Bay

Janet Staker Woerner, Associate Professor M.S. (Marketing), Illinois Institute of Technology, Stuart School of Business
 B.S. (Political Science/Sociology), Illinois State University

Liping Zhang, Associate Professor M.S. (Computer Science), Western Michigan University
 B.S. (CIS), North Jiaotong University—China

Melody Ziemke-Matchett, Instructor* B.S. (Nursing), University of Wisconsin—Oshkosh

Minneapolis Campus

Karri Bell, Senior Instructor B.S. (Healthcare Management), Herzing University
 A.A.S. (Dental Assisting), Herzing University

Tim Boerner, Senior Instructor* M.A. (Mathematics), Creighton University

Tari Boutin, Instructor B.F.A. (Fine Arts), University of Wisconsin—Milwaukee
 A.A.S. (Dental Assisting), Herzing University

Jessica Cherenegar, Associate Professor D.N.P. (Nurse Practitioner), North Dakota State University

Carrie Cleven, Senior Instructor B.S. (Biology), Marion College
 Certificate (Cytotechnology), State Lab of Hygiene—Madison WI

Stuart Cohen, Associate Professor* D.D.S. (Dentistry), University of Minnesota

Lissi Corbett, Senior Instructor* M.A. (English), St. Thomas University

Trina Courtright, Senior Instructor B.S. (Healthcare Management), Herzing University
 A.A.S. (Dental Hygiene), Herzing University

Kathy DeVinny, Assistant Professor M.B.A. (Business Administration), Herzing University
 Diploma (Dental Assisting), Minnesota Institute of Medical and Dental Assistants, Inc.

Brenda Erickson, Assistant Professor M.A. (Occupational Therapy), St. Catherines University
 B.S. (Occupational Therapy), University of Minnesota

Rachel Franklin, Associate Professor* D.C. (Chiropractic), Northwest School of Chiropractic
 B.A. (Biology), College of St. Benedicts

Ashley Hix, Senior Instructor* M.B.A., University of Minnesota

Michael Jensen, Assistant Professor M.S. (Occupational Therapy), University of Minnesota

Sandra Johnston, Senior Instructor B.S. (Psychology), Northwestern College
 A.A.S. (Dental Hygiene), University of South Dakota

Linda Koch, Assistant Professor M.A. (Education), Argosy University
 B.S. (Dental Hygiene), University of Minnesota

Lynette Koehl, Assistant Professor M.A. (Education), Saint Mary's University
 A.A.S. (Dental Hygiene), Milwaukee Area Technical College

Marta Kramer, Senior Instructor* B.S. (Agriculture), Western Illinois University
 A.A.S. (Medical Billing and Insurance Coding), Lakeland Academy

Martina Kumar, Assistant Professor* M.A. (Counseling and Psychological Services), St. Mary's University
 B.A. (Psychology), Augsburg College

Katie Martin, Senior Instructor M.S. (Nursing), University of Minnesota

Michael Matejcek, Assistant Professor M.A., B.A. (English), University of Minnesota

James Mayland, Assistant Professor* M.B.A. (Technology Management), University of Phoenix
 B.S.B.A. (Actuarial Science), Drake University

Scott McLeod, Assistant Professor* M.A. (Mathematics Education), Bemidji State University

Madonna Mitzel, Assistant Professor* M.A. (Occupational Therapy), University of Mary

Tari Muenchow, Senior Instructor B.S. (Business Administration), Northwestern College
 A.A.S. (Medical Assisting), Medical Institute of Minnesota

Gary Mumaugh, Associate Professor* D.C. (Chiropractic), California School of Health Sciences

Diane Odash, Assistant Professor* M.A. (Communication), University of Minnesota
 B.S. (Communications and Philosophy), University of Minnesota

Brett Ortler, Assistant Professor* M.F.A. (Fine Arts), Eastern Washington University
 B.A. (English), Minnesota State University—Moorhead

David Pearlman, Associate Professor* Ph.D. (Mathematics), University of California

Sadie Pendaz, Assistant Professor* Ph.D. (Sociology), University of Minnesota

Jay Rollinger, Associate Professor D.D.S. (Dentistry), University of Minnesota

Andrea Kanner Ruby, Assistant Professor* D.D.S. (Dentistry), Tufts University

Ruth Satterlund, Instructor B.A. (Communications), Waldorf College

Nicole Schmitz, Senior Instructor M.S.N. (Nursing), University of Pennsylvania

Susan Sturms, Senior Instructor B.S. (Healthcare Management), College of St. Catherines
 Diploma (Dental Assisting), Lakeland Academy

Wendy Tanner, Associate Professor* D.D.S. (Dentistry), University of Minnesota

Annie Thompson, Assistant Professor* M.S. (Material Engineering and Science), South Dakota School of Mines and Technology
 B.S. (Metallurgical Engineering), South Dakota School of Mines and Technology

Amy Tong, Assistant Professor M.S.N. (Nursing), University of Minnesota

Al Treece, Assistant Professor* M.A. (Teacher Education), St. Thomas University

Walter Wenda, Associate Professor Ph.D. (Education), University of Minnesota
 M.S.N. (Nursing), Western Governors University

Christy Yoon, Assistant Professor M.P.H. (Public Health), University of Central Florida
 A.A.S. (Dental Assisting), Herzing University

New Orleans Campus

Myeshia Ambrose, Instructor M.A.O.M. (Management), University of Phoenix
 B.S. (Speech Pathology), Southern University

Rachid Belmasrou, Instructor* Ph.D. (Mathematics), University of New Orleans
 M.S. (Mathematics), University of New Orleans

Jason Cantrell, Instructor* J.D. (Law), Southern University Law Center
 B.A. (Public Administration), Eastern Michigan University

Eldonne Datus, Assistant Professor M.P.H. (Public Health Science), Jackson State University
 B.A. (Psychology), Belhaven College

Daniel Dembinski, Instructor* M.B.A. (Business), Tulane University

Kervin Doyle, Associate Professor J.D. (Law), Southern University
 M.P.A. (Public Administration), Southern University
 B.A. (Political Science), Southern University

Ladonna Eaglin, Instructor B.S. (Marketing), University of New Orleans
..... A.S. (Allied Health), Community College of the Air Force

Susan Gebhardt, Associate Professor M.F.A. (English and Writing), University of New Orleans
..... B.A. (English), University of New Orleans

Allyne Henderson, Assistant Professor M.D., University of Texas Medical Branch—Galveston
..... B.S. (Biology), Prairie View A&M University

Cherlyn Luna, Instructor* M.Ed. (Special Education), Southern University at New Orleans
..... B.S. (Speech, Language and Hearing), Southern University at New Orleans

Sue Ellen Lyons, Associate Professor* M.A. (Science Education), University of New Orleans
..... B.A. (Elementary Education), Our Lady of Holy Cross College

Agatha Marshall, Instructor* M.S. (Accountancy), University of Phoenix
..... B.S. (Accounting), Southern University at New Orleans

Menad Medjkane, Instructor* M.S. (Computer Science), University of New Orleans

D'laun Oubre, Instructor M.B.A. (Technology Management), University of Phoenix
..... B.S. (Mathematics), Southern University at New Orleans

Said Raki, Instructor* M.S. (Math and Statistics), University of New Orleans
..... B.S. (Mathematics), University of New Orleans

Kevin Reed, Instructor M.B.A., B.S. (Technology Management), Herzing University

Nerieda Scott, Instructor* B.S. (Computer Science), Southern University

Jenac Senac, Professor J.D. (Law), Loyola University
..... B.S. (Economics), University of New Orleans

Andrew Stafford Carter, Instructor* M.B.A. (Business Administration), University of Phoenix
..... B.S. (Information Technology), University of Phoenix

Zaitasha Stepter, Senior Instructor B.S. (Nursing), University of Memphis
..... B.S. (Psychology), University of New Orleans
..... A.S. (Allied Health), Community College of Air Force

Josef Suter, Associate Professor M.S. (Nurse Anesthesiology), Charity Hospital, Xavier University
..... M.S.N. (Nursing), Pace University
..... M.A. (Humanities), Arizona State University

Vladimir Thomas, Associate Professor Ph.D. (Philosophy), University of Banja Luka
..... M.A., B.A. (Philosophy), Louisiana State University

Marylea Vega Montalvo-Trigg, Instructor* M.Ed., (Curriculum and Instruction), University of New Orleans
..... B.A. (Theatre Arts and English Literature), Tarkio College

Jerrie Vicari, Senior Instructor M.L.A. (Liberal Arts), Tulane University
..... B.S. (Architecture), Lawrence Technological University

Latashia Webb, Instructor* M.D. (Podiatric Medicine), Ohio College of Podiatric Medicine
..... B.S. (Biology), Xavier University

Jamie Williams, Instructor* B.S. (Health Science—Professional Development/Advanced Patient Care), Grand Canyon University
..... A.S. (Surgical Technology), Faulkner State Community College

Shannon Youman, Instructor A.S. (Surgical Technology), Herzing University

Desiree Young, Instructor* M.B.A. (Marketing and Management), Southern Methodist University
..... B.S. (Mechanical Engineering), Boston University

Omaha School of Massage and Healthcare of Herzing University

Carol Carlson, Senior Instructor B.S. (Nursing), Pittsburg State University

Lisa Crouse, Instructor B.A. (Interdisciplinary Studies), Columbia College



Atlanta

- Brad Decker, Instructor*** B.S. (Biopsychology), Nebraska Wesleyan University
 L.M.T. (Massage Therapy), Myotherapy Institute
- Tina English, Senior Instructor** B.S. (Business), Bellevue University
 L.M.T. (Massage Therapy), Omaha School of Massage Therapy
- Eric Ewing, Associate Professor*** M.A. (Management), Bellevue University
 B.S. (Workforce Education and Development), Southern Illinois University
- Robert Foster, Assistant Professor** M.S. (Management Information Systems), Bellevue University
 B.S. (Radiation Science Technology), University of Nebraska Medical Center
- Linda Hess, Senior Instructor*** M.S. (Music and Religious Education), St. Joseph's College
 B.A. (Education), College of St. Mary's
 L.M.T. (Massage Therapy), Omaha School of Massage Therapy
- Stephanie Kidd, Instructor** M.A. (Fine Arts), University of Nebraska—Omaha
 B.A. (Theatre), B.A. (Journalism), Creighton University
- Kirstin Kluver, Instructor*** B.A. (Fine Arts), Creighton University
 L.M.T. (Massage Therapy), Omaha School of Massage Therapy
- Heather Mahowald, Instructor*** M.Ed. (Exercise Science), Auburn University
 B.A. (Sociology), University of North Dakota
- Michel Mallenby, Associate Professor*** Ph.D. (Business Administration), M.A. (Accounting), University of Nebraska
 M.S. (Mathematics), Northern Arizona University
 B.A. (English, Physics, and Mathematics), University of Nebraska
- Brenda Ouellette, Instructor*** M.S. (Organizational Performance Systems), Bellevue University
 B.S. (Healthcare Management), Bellevue University
- Andrea Porter, Instructor*** B.A. (English), University of Nebraska—Omaha
 L.M.T. (Massage Therapy), Universal College of Healing Arts
- Tina Sorensen-Dill, Associate Professor*** M.S. (Human Movement), AT Stills University
 B.A. (Exercise Science), Northwestern College
 L.M.T. (Massage Therapy), Omaha School of Massage Therapy
- Debbie Stogdill, Associate Professor** M.S. (Business Administration), Bellevue University
 B.S. (Business Administration and Marketing), College of St. Mary's
 L.M.T. (Massage Therapy), Omaha School of Massage Therapy

Joyce Swanson, Senior Instructor*M.A. (Guidance and Counseling), University of Nebraska—Omaha
M.A. (Learning Styles and Special Education), University of Northern Iowa
B.A. (Music Education), University of South Dakota
L.M.T. (Massage Therapy), Omaha School of Massage Therapy

Melissa S. Waszak, Assistant ProfessorD.C. (Chiropractic), Cleveland Chiropractic College
 B.S. (Food Science and Technology), University of Nebraska—Lincoln

Christina Wilson, Instructor* M.S. (Human Relations), University of Oklahoma
 B.S. (Sociology), Old Dominion University

Vickie Zenor, Instructor B.S. (Health Arts), University of St. Francis
 L.M.T. (Massage Therapy), Omaha School of Massage Therapy

Online Campus

Amir Abdelazher, Associate Professor* Ph.D., M.S. (Civil Engineering), University of Miami

Mortoza Abdullah, Assistant Professor* M.S. (Software Engineering), University of St. Thomas
 B.S. (Management Information Systems), Winona State University

George Ackerman, Associate Professor*J.D. (Law), Nova Southeastern University
M.B.A. (Business Administration), Nova Southeastern University

Dominique Acre, Assistant Professor*M.S. (Psychology), National University
 B.A. (Psychology), San Diego State University

Richmond Adebaiye, Associate Professor* D.S. (Information Systems and Communication), Robert Morris University
M.S. (Information Systems and Technology), Lewis University

Matthew Ademola, Professor*D.B.A. (Business Administration), Argosy University
 M.S. (Transportation Management), University of New York Maritime College

Karen Akam, Assistant Professor*M.S. (Mathematics), Tarleton State University
 B.S. (Education), University of Vermont

Gregory Allen, Assistant Professor* M.S., B.S. (Mathematics), University of Florida

Robert Allen, Associate Professor*J.D. (Law), University of Alabama
L.L.M. (Taxation), University of Alabama

Nezam Al-Nsair, Associate Professor*Ph.D. (Nursing Research), University of Cincinnati
 M.S. (Nursing), Villanova University

Kathryn Ambrozich, Associate Professor M.B.A. (Accounting), Baker College
 B.A. (Accounting), College of St. Francis

Nicole Amos, Assistant Professor* M.B.A. (Business Administration), University of Massachusetts—Amherst
 B.A. (Politics and Business), Framingham State University

Amy Anderson, Assistant Professor* J.D. (Jurisprudence), Willamette University

Dan Anguiano, Assistant Professor*M.A. (Graphic Design), Savannah College of Art and Design
 B.F.A. (Graphic Communication), University of Texas

Kelley Armitage, Associate Professor*J.D. (Law), University of Florida
 B.S. (Business Administration), University of Florida

Althea Artis, Assistant Professor* M.A. (Educational Pupil Personnel Services), Azusa Pacific University
 B.S. (Business Administration), University of Laverne

Margie Askins, Assistant Professor* M.A., B.A. (English), Western Carolina University

Antonia Asterino-Starcher, Associate Professor*J.D. (Law), Capital University Law School
M.S. (Human Resources and Industrial and Labor Relations), West Virginia University

Cindy Atchley, Assistant Professor*M.B.A. (Business Administration), University of Illinois
M.A. (Linguistics), University of Illinois

Gayne Bablanian, Associate Professor* Ph.D. (Biological Sciences), University of Rhode Island
..... B.S. (Biological Sciences), SUNY at Stony Brook

Alfred (Nathan) Basta, Professor* Ph.D. (Mathematics), Alexandria University
..... M.S. (Computer Science), Alexandria University

Nadine Basta, Associate Professor* M.S. (Computer Science), B.S. (Mathematics), Alexandria University

Dalona Beckham, Assistant Professor* M.B.A. (Business Administration), Texas Woman's University
..... B.S. (Health Information Management), Texas Southern University

Paula Beiser, Assistant Professor* M.B.A. (Business Administration), The College of William & Mary

Renu Belliston, Assistant Professor* M.S. (Mathematics), Kanpur University
..... B.S. (Mathematics), Lucknow University

Fatima Bendada, Associate Professor J.D. (Law), M.A. (Public Administration), Hamline University
..... M.S. (International Marketing), South Bank University
..... B.S. (Marketing), L'Ecologie De Hautes Etudes Commerciales et Informatiques

Jeno Berta, Associate Professor* J.D. (Law), Hamline University
..... M.A. (Public Administration), Hamline University

Dawn Berta-Strauss, Associate Professor* D.C. (Chiropractic), Palmer College of Chiropractic
..... B.A. (Music Education), Jersey City State College

Peggy Bloomer, Assistant Professor* M.A. (English), Southern Connecticut State University
..... B.A. (English), Fairleigh Dickenson University

Gloria Bobbie, Assistant Professor* M.S. (Liberal Studies, Natural Science), State University of New York College at Plattsburgh

Rebecca Bonefas, Assistant Professor* M.A. (Health and Human Management), St. Mary's University of Minnesota

Mary Bonine, Assistant Professor* M.S. (Biological Sciences), University of Nevada—Las Vegas
..... B.A. (Botany), University of Iowa

Tykeysha Boone, Associate Professor* M.P.H. (Public Health), B.S. (Psychology), University of Alabama—Birmingham

Stacey Bottone, Assistant Professor* M.B.A. (Management), Salve Ragina University
..... B.S. (Business Administration), Charter Oak State College

David Bouvin, Assistant Professor* D.B.A., M.B.A. (Business Administration), Argosy University

Russell Brown, Assistant Professor* M.S. (Criminal Justice), Florida Metropolitan University
..... B.S. (Business and Management), University of Phoenix

Tasha Brown, Assistant Professor* M.A., B.S. (Sociology), Sam Houston State University

Billy Burger, Assistant Professor* M.A.Ed. (Art Education, Curriculum and Instruction), Argosy University
..... B.S. (Industrial Design), Ohio State University

Patricia Cadena, Associate Professor* M.Ed. (Training and Performance Improvement), Capella University
..... B.A. (Spanish and Latin American Studies), University of Wisconsin

Lisa Campbell, Associate Professor* M.A. (Healthcare Administration), Governors State University
..... B.S. (Business Administration), Robert Morris College

Tammy Card, Assistant Professor* M.S. (Public Administration), University of Alabama—Birmingham
..... B.S. (Nursing), University of Alabama—Huntsville

James Carmichael, Assistant Professor* M.S., B.S. (Electrical Engineering), University of Louisville

Suzie Cashwell, Associate Professor Ph.D. (Social Welfare), Florida State University
..... M.S.W. (Social Work), Florida State University

Peter Cassidy, Associate Professor* M.A. (English), University of Colorado
..... B.A. (English), Colorado State University

Danielle Castro, Assistant Professor* M.S. (Community Counseling), Mount Mary College
..... B.S. (Psychology and Adult Education), Alverno College

Natasha Cauley, Assistant Professor* M.S. (Public Health), University of Alabama—Birmingham
..... B.S. (Health Information Management), University of Alabama—Birmingham

Donna Chan, Associate Professor* D.Mgt. (Organizational Leadership), University of Phoenix
..... M.S. (Accounting), University of Maryland

Amy Chastek, Associate Professor* M.B.A., B.S. (Business Administration), Herzing University

Julia Chavez, Associate Professor* Ph.D., M.A. (English), University of Wisconsin—Madison

Adriana Cintron, Assistant Professor* M.S.W. (Social Work), University of Illinois
..... B.A. (Fiction Writing Fine Art), Columbia College

Simona Citron, Assistant Professor* M.B.A. (Business Administration), The University of Chicago
..... B.S. (Commerce), DePaul University

Kristin Colangelo, Associate Professor* D.C. (Chiropractic), Logan College of Chiropractic
..... B.S. (Human Biology), Logan College of Chiropractic

Travis Coldwell, Assistant Professor* D.Mgt. (Security Management), University of Maryland University College
..... M.S. (Criminal Justice), Boston University
..... B.S. (Criminal Justice), Park University

Jennifer Collins, Associate Professor* Ph.D. (English), University of Wisconsin—Milwaukee
..... M.A. (Creative Writing), University of Wisconsin—Milwaukee

Erin Conrad, Associate Professor* M.S. (Political Science), Universidad Centroamericana “José Simeon Canas”
..... B.A. (Anthropology), Grinnell College

Shauna Cooper, Assistant Professor* M.P.H. (Health Promotion and Education), University of South Carolina
..... B.S. (ES), S.C. State University

Bonnie Crist, Assistant Professor* M.S. (Health Education), A.T. Still University
..... B.S. (Healthcare Management), National American University

Barbara (Allison) Crowson, Associate Professor* M.J.A. (Justice Administration), Norwich University
..... B.A. (Psychology), Burlington College

Patricia Cunningham, Associate Professor* M.A. (Health Services Management), Webster University
..... M.A. (Procurement and Acquisitions), Webster University

Phillip Curran, Assistant Professor* M.S. (Educational Psychology), University of Wisconsin—Milwaukee
..... B.A. (Psychology), University of Wisconsin—Milwaukee

Crystal Curry, Assistant Professor* M.A. (English), University of Iowa
..... B.A. (Journalism and Political Science), University of Illinois

Michael Curtis, Assistant Professor* M.S. (Computer Information Systems), Nova Southeastern University
..... B.S. (Computer Science), Nova Southeastern University

Imam Dabaja, Associate Professor* M.S. (Software Engineering), B.S. (Computer Science), University of Michigan—Dearborn

Kent Dahlman, Assistant Professor* M.S., B.S. (Mass Communication), St. Cloud State University

Amy Darden, Assistant Professor* M.B.A. (Business Administration), Touro University International
..... B.S. (Organizational Management), Bethel College

Alan Daszkiewicz, Associate Professor* M.B.A. (Business Administration), Walsh College
..... B.S. (Clinical Laboratory Sciences), Michigan State University

Carley Davidson, Assistant Professor* M.S. (Plant Developmental Biology), University of Delaware
..... B.S. (Biology), Gannon University

Joe Davies, Assistant Professor* M.A. (History), University of Wisconsin—Milwaukee
..... M.A. (Library and Information Science), University of Wisconsin—Milwaukee

Christopher Davis, Assistant Professor* M.S. (Criminal Justice), Eastern Kentucky
..... B.S. (Criminal Justice), University of Maryland

Paul Delpo, Assistant Professor* M.A. (Mathematics), Villanova University
..... M.A. (Education), Cabrini College

Linda Des Jardines, Associate Professor* Ph.D. (Sociology), M.S. (Statistics), University of Georgia

Susan Devoe, Assistant Professor* M.A. (Communication), University of Northern Colorado
..... M.A. (Education), University of Texas—San Antonio

Kurt Diesch, Professor* Ph.D., M.S. (Industrial Engineering), Iowa State University

Eileen Domerchie, Associate Professor* M.B.A. (Business and Human Resource Management), Southern California University
..... M.A. (Psychology and Counseling), John F. Kennedy University

Elvia Earley, Associate Professor* M.S. (Computer Information Systems), B.S. (Business Management), University of Phoenix

Anne Erickson, Associate Professor* Ph.D. (English), M.A. (English Literature), Purdue University

Stephanie Evenson, Associate Professor* D.V.M. (Veterinary Medicine), M.S. (Public Health), University of Wisconsin—Madison

Eric Everson, Associate Professor* M.S. (Information Technology), University of Maryland
..... B.S. (Marketing Management), University of Nebraska

Ronald Facciponti, Associate Professor* M.S. (Administrative Science), Fairleigh Dickinson University
..... B.S. (Police Science), City University of New York, John Jay College of Criminal Justice

Murray Farr, Assistant Professor* M.A. (Interdisciplinary Studies), B.S. (Criminal Justice), George Mason University

Wanda Feaster, Assistant Professor* M.B.A., (General Management), Keller Graduate School of Management
..... B.S. (Health Information Management), Florida A&M University

Heather Fenton, Assistant Professor* M.S. (Education), University of Central Oklahoma
..... B.S.N. (Nursing), Northeastern Oklahoma State University

Robert Ferrier, Assistant Professor* J.D. (Law), Southern University Law Center

Ramon Figueroa, Professor* Ph.D., M.S. (Mechanical Engineering), University of Wisconsin—Madison

Jerry Findley, Assistant Professor* M.S. (Forensic Science), National University
..... B.S. (Criminal Justice), Georgia College

Maryln Fisher, Associate Professor* Ph.D. (Organization and Management), Capella University
..... M.S. (Taxation), The American University

James Fleming, Assistant Professor* M.A. (English), University of Florida
..... B.A. (English), Suffolk University

Themis Flores, Assistant Professor* M.B.A. (Business Administration), Edgewood College
..... B.S. (Medical Technology), Ladycliff College

Michelle Garretts, Assistant Professor* M.A. (Education), Argosy University
..... B.F.A. (Multimedia Communication), Illinois Institute of Art

Susan Gebhardt, Associate Professor* M.F.A. (Fine Arts and Communications), B.A. (English), University of New Orleans

Eric Genden, Assistant Professor* Ph.D. (Public Safety), Capella University
..... M.C.J. (Criminal Justice), Boston University

Anne Gloag, Associate Professor* Ph.D. (Applied Management), Northwestern University
..... B.S. (Applied Mathematics), Old Dominion University

Roger Goodman, Assistant Professor* M.S. (Information Systems), Strayer University
..... B.S. (Organizational Leadership), Union University

Eliza Gardner, Assistant Professor* J.D. (Law), Indiana University

Cristal Grant-Spence, Associate Professor* D.P.M. (Podiatric Medicine), New York College of Podiatric Medicine
..... B.A. (Sociology), Howard University

Denise Greaves, Associate Professor J.D. (Law), University of D.C.
..... M.B.A. (Human Resource Management), University of Phoenix

Michelle Gricar, Assistant Professor* M.S. (Nursing), University of Wisconsin—Milwaukee
..... B.S. (Nursing), Alverno College

Stephenie Haenicke, Assistant Professor* M.A. (English), Loyola University
..... B.A. (English), University of Notre Dame

Sally Haith-Glenn, Assistant Professor*M.S. (Business Administration Healthcare Management), Colorado Technical University

Loretta Hamilton, Associate Professor M.S. (Natural Health), Clayton College
..... B.S. (Health Management), Anthem College

Amanda Hamlin, Assistant Professor* M.A. (English), Loyola University

Larry Hansen, Assistant Professor* M.Ed. (Educational Leadership), M.A. (Counseling), Northern Arizona University

Andee Hardesty-Edmonds, Assistant Professor* M.S. (Counseling and Criminal Justice), University of Nebraska
..... B.A. (Criminal Justice), Chadron State College

Tanweer Haroon, Associate Professor* M.S. (Systems Science), Louisiana State University
..... B.S. (Electrical Engineering), J.M.I. University

Ashley Harper, Associate Professor* M.S. (Accounting), Louisiana State University
..... B.S. (Accounting), South Eastern Louisiana University

Jeff Harper, Associate Professor* M.S. (General Administration), B.S. (Criminal Justice), Central Michigan University

Jillian Harrington, Assistant Professor* M.S. (Health System Administration), Rochester Institute of Technology
..... B.S. (Healthcare Administration), Empire State College

Jamila Harris, Associate Professor* J.D. (Law), University of Akron School of Law
..... M.P.A. (Public Administration), University of Akron

Christine Hazemy, Associate Professor* M.S. (General Administration), Central Michigan University
..... B.S. (Marketing and Advertising), Central Michigan University

Jennifer Helfrich, Assistant Professor* M.S. (Management), Oakland City University
..... B.S. (Psychology), University of Southern Indiana

Kermelle Hensley, Associate Professor* M.S. (Human Resource Management), Troy State University
..... B.A. (English), Columbus College

Christine Hilger, Assistant Professor* M.A. (Arts and Humanities), B.A. (Literary Studies), University of Texas—Dallas

Toni Hoffa, Associate Professor* M.B.A. (Business Administration), Hamline University
..... B.A. (Sociology), University of Wisconsin—Madison

Valerie Holloway, Associate Professor* M.S. (Computer Science), University of Phoenix
..... B.S. (Computer Information Systems), DeVry University

Charles Holsey, Associate Professor* Ph.D. (Immunology and Microbiology), Medical College of Georgia
..... M.D. (Medicine), Meharry Medical College

Daniel Hyatt, Associate Professor* Ph.D. (Chiropractic), Palmer College of Chiropractic

Dave Hyatt, Assistant Professor* M.A. (Education), Viterbro University
..... B.S. (Math Education), University of Wisconsin—Parkside

Deb Hyatt, Assistant Professor* M.S.W. (Social Work), University of Wisconsin—Milwaukee
..... B.A. (Social Welfare), University of Wisconsin—Madison

Kathleen Hyatt, Associate Professor* D.B.A., M.B.A. (Business Administration), Nova Southeastern University

Mike James, Assistant Professor* M.A. (Accounting and Financial Management), DeVry University
..... M.B.A. (Business Administration), University of Central Missouri

Ben Jedd, Associate Professor* M.A. (Communications and Liberal Arts), B.S. (Communication), Ball State University

Sarah Jedd, Associate Professor* Ph.D. (Communication Arts), University of Wisconsin—Madison
..... M.A. (Communication), Miami University of Ohio

Patricia Jenkins, Associate Professor* Ph.D. (Nursing), University of Tennessee
..... M.B.A. (Business), Tulane University

Wendyanne Jex, Associate Professor Ph.D. (Business Administration), Northcentral University
..... M.P.A. (Health Services), University of Utah

Charles Johnson, Associate Professor M.S. (Quality Assurance), California State University—Dominquez Hills
..... B.S. (Business), Upper Iowa University

Charlotte Johnson, Professor*Ph.D. (Psychology and Counseling), Capella University
..... M.A. (Counseling and Developmental Disabilities), St. Mary's University

Shanna Jones, Assistant Professor*M.P.H. (Public Administration and Health Services), Columbus State University
..... B.S. (Health Information Management), Florida Agricultural and Mechanical University

Christine Jowdy-Milot, Assistant Professor* M.F.A. (Computer Art), B.A. (Graphic Design), School of Visual Arts

Beth Kane, Assistant Professor*M.B.A. (Finance), Kellstadt School of Business
..... B.S. (Accounting), DePaul University

Edmund Keim, Assistant Professor* M.B.A. (Industrial Management), Baker College

Dawn Kendall-Wilson, Assistant Professor* D.C. (Chiropractic), Logan College of Chiropractic

Lesa Kennedy, Assistant Professor* Ph.D. (Engineering), The Graduate School and University Center (CUNY)

Pamela Kimbrough, Associate Professor* M.S. (Mathematics), Texas A&M University
..... M.S. (Chemistry), University of California—Irvine

Darrell Kirby, Associate Professor*M.S. (Computer Information Systems), University of Phoenix

Amy Kistner, Assistant Professor*M.S. (Psychology), University of Wisconsin—Milwaukee
..... B.S. (Psychology), Carroll College

Michelle Knighton Kistner, Associate Professor M.B.A. (Clinical Information Systems), Stephens College
..... B.S. (Health Information Management), Indiana University

Srinivas Korrapati, Assistant Professor* M.A. (Information Resources and Management), Webster University
..... M.B.A. (Business Administration), Webster University

David Kosalka, Assistant Professor*Ph.D. (English), University of Wisconsin—Milwaukee
..... M.A., B.A. (History), Loyola University

Amber Krasny, Associate Professor* M.B.A. (Leadership), B.S. (Business and Healthcare Management), Walden University

Creig Kronstedt, Professor* Ph.D., M.A. (Psychology), Southern Illinois University

Yongxia Kuang, Assistant Professor*M.S. (Applied Mathematics), University of Colorado
..... M.A. (Economics), University of Colorado

Paul Labine, Assistant Professor* M.S. (Mathematical Sciences), Michigan Technological University
..... B.S. (Mathematics and Actuarial Science), Michigan Technological University

Jacqueline Lafleur, Assistant Professor* M.B.A. (Business Administration), Texas Woman's University
..... B.S. (Health Information Management), Texas Woman's University



Toledo

Jennifer Lame, Associate Professor* M.S. (Public Health), B.S. (Health Education), Idaho State University

Richard Landoll, Assistant Professor* M.A. (Mathematics), Bowling Green State University

Kim Langer, Associate Professor* M.A. (Health Information Management), College of Saint Scholastica
..... B.S. (Health Sciences and Community Health), Minnesota State University

Don Laurin, Associate Professor* M.S. (Health Administration), Cardinal Stritch University
..... B.A. (Asian Studies), University of Wisconsin—Madison

Hildalyn Lawal, Assistant Professor* M.S. (Information Technology), American Intercontinental University
..... B.S. (Business Management and Economics), State University of New York

Justin Lawrence, Associate Professor J.D. (Law), Texas Tech University
..... M.B.A. (Business), Texas Tech University

Ewa Lazowska, Assistant Professor* M.A. (Linguistics), B.A. (English), University of Illinois at Chicago

Susan Lee, Associate Professor* M.Ed. (Reading and Literacy), Concordia University
..... B.S. (Biology), University of Houston

Elizabeth Legault, Assistant Professor* M.Ed. (Elementary Education), B.S. (Education), Salem State University

Evelyn Lenardos, Associate Professor* M.A. (Human Resources Development), Webster University
..... B.A. (Business Administration), Orlando College

Bram Lewis, Associate Professor* M.S. (Education), California State University

Erica Lloyd, Assistant Professor* M.S. (Social Science), B.A. (Sociology), University at Buffalo

Timothy Lo, Associate Professor* Ph.D., M.S. (Mathematics), Lehigh University

Erin Lopez, Assistant Professor* M.S. (Instructional Design/Education), Northern Illinois University
..... B.A. (TV Production), Columbia College

Denise Lorge, Associate Professor* M.A. (Counseling), Lakeland College
..... B.S. (Psychology), University of Wisconsin—Parkside

Eryn Lukic, Assistant Professor* M.B.A. (Business Administration), Cardinal Stritch University
..... B.S. (Healthcare Administration), University of Wisconsin—Milwaukee

Adeana Lupton, Assistant Professor* M.S. (Organizational Development), University of the Incarnate Word
..... B.A. (Human Resources), University of the Incarnate Word

Jack Lusby, Assistant Professor* M.S. (Computer Science), Florida Institute of Technology
..... B.S. (Computer Engineering), Bellarmine University

Mary Lutfy, Associate Professor* M.F.A. (Marketing), Baker College
..... B.F.A. (Graphic Design), University of Michigan

Sherri Lutterman, Associate Professor* M.A. (Counseling and Psychotherapy), Alfred Adler Graduate School
..... B.A. (Psychology and Art), Metropolitan State University

Robin Lyons, Assistant Professor* M.S., B.S. (English), University of Southern Mississippi

Don Macon, Associate Professor* Ph.D. (Humanities), North Central University
..... M.A. (History), American Public University System

Michael Malmstrom, Assistant Professor* M.S. (Public Administration), University of Nebraska—Omaha
..... B.A. (Criminal Justice), University of Nebraska

Timothy Manzke, Assistant Professor* Ph.D. (Leadership, Advancement/Learning and Service), Cardinal Stritch University
..... M.S. (Administrative Leadership and Supervision in Education), University of Wisconsin—Milwaukee

Kevin Marshall, Associate Professor* M.H. (Healthcare Administration), University of South Carolina
..... B.S. (Management), Clemson University

Michele Martin, Assistant Professor* M.S. (Educational School Counseling), B.A. (Sociology), Gwynedd-Mercy College

Cory McBee, Assistant Professor* M.F.A. (Graphic Design), Savannah College of Art and Design
..... B.A. (Drawing and Painting), College of Charleston

Jacqueline McCallum, Assistant Professor* B.S. (Business Management), University of Phoenix

Jack McCoy, Assistant Professor* M.S., B.S. (Criminal Justice), Troy University

Lori McLaughlin-Howell, Assistant Professor* M.S. (Human Resources), B.S.B.A., North Carolina A&T State University

Kent McLeod, Associate Professor* D.C. (Chiropractic), Palmer College of Chiropractic

Tina McLeod, Associate Professor* D.C. (Chiropractic), Palmer College of Chiropractic
..... B.S. (Health Education), University of Wisconsin—Whitewater

Daniela Messina, Assistant Professor* D.C. (Chiropractic), M.S. (Accupuncture), New York Chiropractic College

Thomas Meyer, Associate Professor M.A. (Public Administration), B.S. (Criminology), University of New Mexico

David Meyers, Assistant Professor* M.F.A. (Illustration and Visual Design), Syracuse University

Kirsten Meymaris, Assistant Professor* M.S. (Applied Math), Colorado State University
..... B.S. (Mathematics), University of Minnesota

Brittney Miller, Assistant Professor* M.S. (Graphic Information Technology), B.S. (Justice Studies), Arizona State University

Nancy Miller, Associate Professor Ph.D. (Engineering), University of New Mexico
..... M.S. (Physics), Texas Tech University

Juniko Moody, Assistant Professor* M.A. (Industrial and Technical Studies), University of Southern California
..... B.A. (Cinema Productions), University of Southern California

Erica Moore, Assistant Professor* M.B.A. (Business Administration), Augusta State University
..... B.S. (Health Information Management), Augusta State University

Georgia Moore, Associate Professor* Ph.D. (General Education), Capella University
..... M.S. (Nursing), Bellarmine University

Mark Moscarillo, Assistant Professor* M.A. (Illustration—ISDP), Syracuse University
..... B.F.A. (Illustration), Rhode Island School of Design

Todd Mueller, Professor D.C. (Chiropractic), Logan College of Chiropractic
..... B.S. (Biology), University of Wisconsin—Stevens Point

Matasha Murrell-Jones, Associate Professor* D.Mgt. (Organizational Leadership), University of Phoenix
..... M.B.A. (International Business), Temple University

Elisabeth Musil, Associate Professor* M.S. (Information Technology), American Intercontinental University
..... M.A. (Organizational Management), Antioch University

Kristina Nelson, Associate Professor* D.Ed. (Education Technology Management), North Central University
..... M.S. (Psychology), California Coast University

Gary Neumeier, Assistant Professor* M.A. (Justice Administration), Wichita State University
..... B.S. (Criminal Justice), Northeastern Oklahoma State University

Jaynelle Nixon, Assistant Professor* M.A. (Liberal Arts), Baker University
..... B.A. (English), Rockhurst University

Caryn Oberman, Assistant Professor* M.S. (Physical Therapy), Emory University
..... B.A. (Sociology), University of California

Mary Orcutt, Associate Professor* J.D. (Law), Western New England College
..... B.A. (General Business Studies), Eastern Connecticut University

Bryan Orr, Associate Professor* M.S. (Information Systems Management), University of Phoenix

Kate Oscarson, Senior Instructor* M.B.A., Herzing University
..... B.A. (Communications—Theatre Arts), Marquette University

Robert Owens, Assistant Professor* M.B.A. (Business Administration Management), University of Memphis

Charles Pak, Assistant Professor* M.S. (Network Security), Capitol College

Pamela Parkinson, Associate Professor J.D. (Law), University of Utah
..... B.S. (U.S. History and American Government Political Science), Webber State University

Daniel Parrell, Associate Professor* Ph.D. (Applied Management and Decision Science), Walden University

Theresa Pavone, Associate Professor* Ph.D. (Industrial and Organizational Psychology), Capella University
..... M.A. (Organizational Management), University of Phoenix

Olga Petrova, Assistant Professor* M.S. (Business Administration Management), Keller Graduate School of Management

JoDee Phillips, Assistant Professor* M.B.A. (Business Administration), Marylhurst University
..... B.S. (Physical Education and Recreation and Health Sciences), Illinois State University

Monica Phillis, Assistant Professor* M.S. (Accounting and Financial Management), DeVry University
..... B.S. (Accounting), North Carolina Wesleyan College

Justin Pickering, Assistant Professor* M.S. (Accounting), B.S. (Business Accounting), Liberty University

Mischelle Pittman Henry, Assistant Professor* M.B.A., (Healthcare Management), Davenport University
..... B.S. (Business Administration and Computer Science), Strayer University

Alphonse Porter, Assistant Professor* M.S. (Software Engineering), Southern Methodist University
..... B.S. (Information Technology), University of Cincinnati

Sheri Putnam, Assistant Professor* M.B.A. (Administration), Holy Family University
..... B.A. (Journalism), Rider University

Rick Rava, Associate Professor* M.S. (Vocational Education), York Institute of Technology
..... B.A. (Computer Science), Potsdam College

Erika Reyes, Associate Professor* M.B.A. (Business Administration), Ottawa University
..... B.A. (Business Management and Computer Studies), Alverno College

Mary Reynolds, Assistant Professor* M.S. (Nursing), University of Phoenix
..... B.S. (Nursing), St. Joseph's Hospital of Nursing

Kathleen Richards, Assistant Professor* M.A. (Education), B.S. (Health Sciences), Trident University International

Tim Robinson, Associate Professor* M.B.A. (Business Administration), Keller Graduate School of Management
..... B.S. (Information Technology), DeVry Institute of Technology

Sara Roedl, Associate Professor* Ph.D. (Mass Communication and Media Art), Southern Illinois University

Jim Rolfes, Professor* J.D. (Law), Loyola University
..... M.S. (Business Administration), Tulane University

Charlene Romer, Associate Professor* Ph.D. (Nursing), University of Missouri
..... M.S. (Medical Surgical Nursing), University of Illinois

Ronald Rosalik, Assistant Professor* M.B.A. (Marketing), Eastern Michigan University
..... B.S., A.S. (Business Administration), Wayne State University

Shanna Rose, Assistant Professor* J.D. (Law), Nova Southeastern University

Alan Rossi, Assistant Professor* M.A. (Adult Education and Distance Learning), University of Phoenix
..... B.A. (Art), Buffalo State University of New York

Vanessa Rouzeau, Assistant Professor* M.D. (Pharmacy), Nova Southeastern University

Shelley Safian, Associate Professor* Ph.D. (Human Services), Capella University
..... M.A. (Organizational Management), University of Phoenix
..... Graduate Certificate (Health Services Management), Keller Graduate School of Management

Usama Saleh, Associate Professor Ph.D., M.S. (Nursing), University of Kentucky

Courtney Sanderson, Assistant Professor* M.S. (Instructional Design and Education), University of South Alabama
..... B.S. (Health Information Management), University of Alabama—Birmingham

Jeanne Sands, Assistant Professor* M.B.A. (Business Administration), University of Wisconsin—LaCrosse

Richard Sapp, Assistant Professor* M.S. (Criminal Justice), Tarleton State University
..... B.S. (Criminal Justice), Regent College

Thomas Schaefer, Associate Professor* D.B.A. (Management), Argosy University
..... M.B.A. (International Trade), University of Sarasota

Ann Schwalboski, Assistant Professor*M.F.A. (Creative Writing), Emerson College
.....M.A. (Mass Communication), Bowling Green University

Charlotte Scott, Assistant Professor* M.S. (Management and Organizational Behavior), Silver Lake College
..... B.S. (Computer Science), State University of New York

Richard Sczerbicki, Assistant Professor M.S. (Security Management), Bellevue University
..... B.S. (Criminal Justice), Bellevue University

Elizabeth Serbia, Associate Professor* M.D. (Medicine), Tulane University
..... B.A. (Physiology), University of California—Berkeley

Tina Shanahan, Associate Professor* M.A. (Writing, Rhetoric and Discourse), DePaul University

Dan Shapiro, Assistant Professor* M.F.A. (Creative Writing), University of Montana
..... B.A. (English Writing), University of Pittsburgh

Robert Shoffner, Assistant Professor* M.S. (Information Technology), American Intercontinental University
..... M.S. (Correctional Counseling and Management), Chicago State University

Kara Silvers, Assistant Professor* M.S., B.S. (Education), Auburn University

Stephen Simmons, Professor* Ph.D. (Information Technology), Capella University
..... M.B.A. (Business Administration), Florida Metropolitan University

Isabel Simonetti, Associate Professor* M.B.A. (Business), University of Puerto Rico
..... M.S. (Business Management and Human Resources), University of Wisconsin—Madison

Laura Sipple, Assistant Professor* Ed.S. (Teaching and Learning), M.A. (Communication), Liberty University

Aileen Smith, Assistant Professor* M.B.A. (Marketing), B.S. (Molecular Genetics), University of Toledo

Alberta Smith, Assistant Professor M.S. (Training and Development—Health Administration), University of St. Francis
..... B.S. (Healthcare Management), Sanford-Brown College

Jamie Smith, Assistant Professor* M.A., B.A. (International Affairs), The George Washington University

Brandy Spears-Hunger, Assistant Professor* M.S. (Criminal Justice), Boston University
..... B.A. (Public Justice), Oswego State University

Rebecca Stahl, Professor* M.D. (Medicine), University of Wisconsin—Madison
..... B.S. (Biology, Criminal Justice and Political Science), University of Wisconsin—Madison

Marie Stangl, Associate Professor* M.B.A. (Medical Group Management), University of St. Thomas
..... B.A. (Health Information Management), College of St. Scholastica

Ken Steeg, Assistant Professor* M.S. (Public Affairs), B.S. (General Studies), Indiana University

David Steele, Associate Professor* J.D. (Law), Florida Coastal School of Law
..... B.A. (Political Science), Indiana University

Alana Stevens, Assistant Professor* M.A. (Career and Technical Education), University of Central Florida

Dirk Stevens, Professor* Ph.D. (Applied Management), Walden University
..... M.B.A. (Business Administration), Keller Graduate School of Management

Alex Stoltz, Associate Professor* M.S. (Manufacturing Systems Engineering), University of Wisconsin
..... B.S. (Manufacturing Engineering Technology), Milwaukee School of Engineering

Kamille Stone-Stanton, Associate Professor* Ph.D. (English), University of Leeds
..... M.A. (English), Renaissance to Enlightenment

Kathy Stricklin, Associate Professor* M.B.A. (Executive Management), Ashland University
..... B.S. (Marketing, Sales and Business), Ashland University

George Strohm, Associate Professor* M.Ed. (Guidance and Counseling), Eastern Illinois University
..... B.A. (General Studies), Eastern Illinois University

Tara Sullivan, Assistant Professor* M.S. (Human Movement), A.T. Still University
..... B.S. (Exercise and Sport Science), Oregon State University

Traci SuSong, Assistant Professor* M.A. (Business Administration), University of Findlay

Felicia Taylor, Associate Professor* Ph.D. (Curriculum and Instruction), M.S. (Mathematics Education), University of Florida

Mary Kay Taylor, Assistant Professor M.B.A. (Organization and Human Resources), University of Mary Washington

Shelley Thomas, Assistant Professor* M.B.A. (Business), Tulane University

Vladimir Thomas, Professor* Ph.D. (Philosophy), University of Banja Luka—Bosnia
..... M.A. (Philosophy), Louisiana State University

Sharion Thompson, Assistant Professor* M.H.A. (Health Administration), University of Phoenix
..... B.S. (Individual Studies), Eastern Michigan University

Gale Tolan, Assistant Professor* M.S. (Administration), Central Michigan University
..... B.A. (Criminology), Saint Leo University

Todd Truax, Assistant Professor* M.S. (Business Administration), University of Iowa

Sandro Tuccinardi, Assistant Professor* M.S. (Information Technology), Dalhousie University

Darcy Turner, Assistant Professor* M.S. (English), St. Cloud State University
..... B.S. (English), Dakota State University

Nicole Ubinger, Assistant Professor* M.S. (Counseling Psychology), Capella University
..... B.S. (Psychology), Central Michigan University

Erin Vallicelli, Assistant Professor* M.A. (Philosophy), University of Wisconsin—Milwaukee
..... B.A. (Philosophy), Drake University

Vilma Vallilee, Associate Professor* Ph.D. (Economics and Politics), Claremont Graduate University
..... M.B.A. (Finance), Wayne State University

Michelle Van Wert Kosalka, Associate Professor Ph.D. (Modern Studies), University of Wisconsin—Milwaukee
..... M.A. (English), B.A. (English and Psychology), University of Northern Iowa

Debra Vance, Assistant Professor* M.S. (Public Health), Suffolk University

Charles Vaziri, Associate Professor* M.S., B.S. (Mathematical Sciences), Virginia Commonwealth University

Kate Vega, Assistant Professor* M.A. (Linguistics), University of South Carolina

William Vitalec, Assistant Professor* M.S. (Information Technology), Capella University
..... B.S. (Information Systems Security), Westwood College

Greg Walsko, Assistant Professor* M.A. (Mass Communication), University of Wisconsin—Milwaukee
..... B.F.A. (Film Studies), University of Wisconsin—Milwaukee

LaTrice Walters, Assistant Professor* M.S., B.S. (Nursing), University of Phoenix

Barbara Weber, Assistant Professor* M.S. (Social Work), B.S. (Social Welfare), University of Wisconsin—Milwaukee

Stephen Webber, Assistant Professor* M.F.A. (Creative Writing), New Mexico State University

Penny Wells, Assistant Professor* M.A. (Education), B.S. (Medical Records Administration), Western Carolina University

George Wentworth, Associate Professor* M.S. (Accounting and Business), Georgia State University
..... B.S. (Accounting), Spring Hill College

Robert Whale, Assistant Professor* M.S. (Computer Science), Brigham Young University
..... M.B.A. (Business), Loyola University

Jennifer Whitlow, Assistant Professor* M.S. (Accounting), B.S. (Accounting), Strayer University

Janice Whittaker, Assistant Professor* M.B.A. (Accounting), B.B.A. (Health Administration), Davenport University

Teresa Williams, Assistant Professor* M.S. (Technical and Professional Communication), Southern Polytechnic State University
..... B.A. (Communication), Mercer University

Kelly Witter, Assistant Professor M.S. (Nursing), University of Phoenix
..... B.S. (Nursing), Indiana University

Dorothy Wright, Associate Professor* D.C. (Chiropractic), Life Chiropractic College
..... B.S. (Business Education), Tennessee State University

Ray Wright, Assistant Professor* M.S. (Computer and Information Systems), University of Detroit—Mercy

Deborah Zenzal, Assistant Professor* M.S. (Organizational Management), Misericordia University
 B.S. (Nursing), University of Scranton

Hong Zhao, Associate Professor* M.S. (Accountacy), California State University—Los Angeles

Joan Zito, Assistant Professor* M.B.A. (Marketing), B.A. (Business Administration), Baker College

Orlando Campus

Lenis Alicea-Yildirim, Assistant Professor M.Ed. (Education), University of Turabo
 B.S.P.T. (Physical Therapy), University of Puerto Rico

Kim Callahan, Assistant Professor* M.S.N. (Nursing), University of Phoenix
 B.S.H.A. (Health Administration), Columbia Southern University

Sophia Campbell-Barden, Instructor A.S. (Surgical Technology), Wayne County Community College

Jessica Chisholm, Assistant Professor M.A. (Educational Technology), Jones International University
 B.S. (Information Technology), University of Phoenix

Kevin Colgan, Senior Instructor B.S. (Health and Exercise Science), Oral Roberts University
 A.S.P.T.A. (Physical Therapy Assistant), Seminole Community College

Lynette Corbett, Assistant Professor* M.S. (Nursing), University of Phoenix

Alice Cruz, Assistant Professor M.S.N. (Nursing), University of Phoenix
 B.S.N. (Nursing), Florida Southern College

Edris Daly-Davis, Assistant Professor M.H.A. (Health Administration), St. Joseph University

Patricia Edwards, Associate Professor M.S. (Nursing), Emory University
 B.S.N. (Nursing), Medical College of Georgia

Eric Farber, Associate Professor M.S. (Psychology), Miami Institute of Psychology
 B.A. (Psychology/Education), Herbert H. Lehman College

Yahia Fawzi, Associate Professor M.A. (Information Technology Management), Webster University
 B.S. (Electrical Engineering), University of Technology—Baghdad

Wendy Garcia-McLeod, Assistant Professor M.B.A., University of Phoenix

Maria Gonzalez, Assistant Professor* M.S. (Nursing), University of Phoenix

Barbara Gross, Associate Professor D.N.P. (Nursing), University of Alabama

Stacey Gruka, Associate Professor* D.N.P. (Nursing), Case Western Reserve University
 M.S.N. (Nursing), University of Phoenix
 B.S.N. (Nursing), University of Central Florida

Scott Harp, Associate Professor* Ph.D. (Human Resource Development), Barry University

Michael Inzirillo, Assistant Professor M.S.N. (Nursing), University of Phoenix
 B.S.N. (Nursing), Florida Southern College

Donna Kini-Bowen, Associate Professor M.S. (Integrative Medicine), Florida College of Integrative Medicine
 B.S. (Computer Science), Chaminade University

Elizabeth Lucy-Hearld, Assistant Professor M.S.N. (Nursing), University of Phoenix
 B.S.N. (Nursing), Florida Southern College

Jill Mall, Assistant Instructor* M.S.P.T. (Physical Therapy), Medical College of Virginia
 B.S. (Biology), University of North Carolina

Jerrine May, Assistant Professor B.S. (Radiologic Sciences), Florida Hospital College of Health Sciences

Phillip Mele, Assistant Professor M.S. (Anesthesiology), Barry University
 B.S.N. (Nursing), University of Central Florida

Michael McAlpin, Assistant Professor* M.S.C.S. (Computer Science), Fairleigh Dickinson University
 B.T.I.E. (Information Technology), New York Institute of Technology

Colette Purcell, Assistant Instructor* M.S.B.A. (Business Administration), Nova Southeastern University
..... B.S.C.S. (Computer Information Systems), Atlantic Union College

Ruth Segarra, Assistant Professor.....M.S. (Nursing), University of Phoenix

Becky Sellers, Instructor.....A.S. (Radiology), Brevard Community College

Latoya Service, Assistant Professor M.S. (Nursing), University of Central Florida

Roy Shaff, Assistant Professor..... M.A. (Theology), Princeton University
..... B.A. (Biblical Literature), Southeastern University

Eleanor Sims, Assistant ProfessorM.S. (Nursing), University of Phoenix

Lamisa Smith, Assistant Professor.....M.S. (Nursing), University of South Florida

Patricia Smith, Associate Professor.....Ed.D. (Educational Leadership), Nova Southeastern University
.....M.S. (Nutrition Science), University of Wisconsin

Marcia Smythe, Assistant ProfessorM.S. (Nursing), University of Phoenix

Ferquita Stokes, Assistant Professor M.S.N. (Nursing), Walden University
.....B.S.N. (Nursing), Bethune-Cookman University

Gary Svitek, Assistant Professor B.S. (Fisheries and Wildlife Management), Virginia Tech University
.....A.A.S. (Radiology), Central Virginia Community College

Cherilyn Taylor, Librarian.....M.L.I.S. (Library and Information Services), Florida State University
.....B.S. (Information Studies), Florida State University

Vijaya Telu, Assistant Professor* M.S.N. (Nursing), University of Health Sciences—Andhra Pradesh

Cynthia Terrell-Ramrattan, Assistant ProfessorM.S. (Nursing), University of Phoenix

Amy Vernon, Associate Professor.....M.S.P.T. (Physical Therapy), Southwest Texas State University
.....B.S. (Family and Consumer Science), Baylor University

Natalie Walker, Assistant Professor* M.B.A. (Business Administration), Florida A&M University
.....B.S. (Management), Florida A&M University

Paulette Woods, Associate Professor..... M.H.S.A., B.S. (Health Services), University of Detroit—Mercy
..... A.A.S. (Surgical Technology), University of Detroit—Mercy

Martha Ybarra, Assistant ProfessorM.S. (Nursing), University of Phoenix

Toledo Campus

Deborah Anderson, Assistant Professor*M.B.A. (Business Administration), Defiance College

Erin Beene, Assistant Professor*M.P.H. (Public Health Administration), University of Toledo

Mindy Berta, Assistant Professor* A.A.S. (Surgical Technology), Owens State Community College

Nicolas Blaisdell, Assistant Professor*M.B.A. (Finance), University of Toledo

Julie Brenizer, Assistant Professor B.Ed. (English/Language Arts), University of Toledo
..... J.D. (Law), University of Toledo

Marc Delph, Assistant ProfessorM.A. (English), Bowling Green State University
..... B.S. (Journalism), Bowling Green State University

Stacey Deshetler, Assistant Professor* M.C.J. (Criminal Justice and Psychology), Tiffin University
..... A.A.S., Owens Community College

Pennie Eckard, Assistant Professor M.A. (Organizational Management), Spring Arbor University
..... B.A. (Management Organizational Development), Spring Arbor University

Michelle Fox, Assistant Professor* M.S. (Criminal Justice), St. Leo University

Destani Fuhr, Assistant Professor..... A.A.S. (Surgical Technology), Owens Community College

William Giezie, Assistant Professor*M.S. (Healthcare Management), Rensselaer Polytechnic Institute

Norene Gill, Assistant Professor* Ph.D. (Counseling Psychology), Kent State University
..... M.Ed. (Educational Psychology), University of Toledo
..... M.Ed. (Counselor Education and Guidance), University of Toledo
..... B.S. (Elementary Education and Secondary Mathematics), Bowling Green State University

Michael Gilmore, Assistant Professor* M.S. (Administration of Justice and Security), University of Phoenix

Christina M. Gordon, Assistant Professor* Ph.D., M.Ed. (Educational Administration), Bowling Green State University
..... B.S. (Dental Hygiene Education), Loyola University

Imelda Hunt, Assistant Professor* Ph.D. (American Culture), Bowling Green State University

Ketra Ikezuagu, Assistant Professor* Ph.D. (Medicine), Ross University School of Medicine

Jess Jones-Swift, Assistant Professor* M.A. (English Language and Literature), Central Michigan University

Thomas Knoedler, Assistant Professor* M.S. (Biological Sciences), Bowling Green State University
..... B.S. (Zoology and Physiology), Michigan State University

Anita Lewis, Assistant Professor M.D. (Medicine), Medical College of Ohio at Toledo

John Livingston, Assistant Professor* A.A.S. (Business Management), Davis College

Bernadette McAllister, Assistant Professor* M.S. (Career and Technical Education), Wayne State University
..... B.S. (Business Computer Technology), Wayne State University
..... B.S. (Computer Information Systems), Baker College

April Miller, Assistant Professor* J.D. (Law), University of Toledo

Linda Panczner, Assistant Professor* M.A. (English), University of Toledo

Dan Peffley, Assistant Professor* B.B.A. (Finance), University of Toledo

Angela Rivers, Assistant Professor M.A. (Management), University of Phoenix
..... B.A. (Sociology), Lourdes College

Preethi Varier, Assistant Professor* M.S. (Mathematics), University of Calicut—India

Marilyn Watson, Assistant Professor* M.Ed. (Technology), Bowling Green State University

London Weathers, Assistant Professor* M.Ed. (Technology), University of Toledo

ACCREDITATION

Herzing University is accredited by the Higher Learning Commission and is a member of the North Central Association. For further information, The Higher Learning Commission can be contacted by phone at (800) 621-7440 or on the Commission's Website at: www.ncahlc.org.

Herzing University also holds the programmatic accreditations or approvals at selected locations as follows:

1. The Diploma in Medical Assisting Services at the Akron Campus is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, Florida 33756
(727) 210-2350
www.caahep.org

2. The Associate of Science in Medical Assisting Services at the Kenosha Campus, the Associate of Science in Medical Assisting Services at the Madison Campus, the Diploma in Medical Assisting Services at the Madison Campus, the Associate of Science in Medical Assisting Services at the New Orleans Campus, the Diploma in Medical Assisting Services at the New Orleans Campus, the Associate of Science in Medical Assisting Services at the Omaha Campus, the Diploma in Medical Assisting Services at the Omaha Campus, the Associate of Science in Medical Assisting Services at the Online Campus, the Diploma in Medical Assisting Services at the Online Campus, and the Associate of Applied Science in Medical Assisting Services at the Toledo Campus are accredited by the Accrediting Bureau of Health Education Schools.

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
(703) 917-9503
www.abhes.org

3. The Associate of Science in Surgical Technology at the New Orleans Campus, the Associate of Science in Surgical Technology at the Orlando Campus, and the Associate of Applied Science in Surgical Technology at the Toledo Campus are accredited by the Accrediting Bureau of Health Education Schools.

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314 North
Falls Church, Virginia 22043
(703) 917-9503
www.abhes.org

4. The Associate of Applied Science in Dental Assisting at the Minneapolis campus, the Diploma in Dental Assisting at the Minneapolis Campus, and the Associate of Applied Science in Dental Hygiene at the Minneapolis Campus are accredited by the Commission on Dental Accreditation of the American Dental Association.

American Dental Association
211 East Chicago Ave.
Chicago, Illinois 60611-2678
(312) 440-2500
www.ada.org

5. The Diploma in Medical Billing and Insurance Coding at the Minneapolis campus is approved by the American Health Information Management Association.

American Health Information Management Association
213 North Michigan Avenue, 21st Floor
Chicago, Illinois 60601-5809
(312) 233-1100
www.ahima.org

6. The Associate of Science in Legal Assisting/Paralegal at the Atlanta Campus, the Bachelor of Science in Legal Studies at the Atlanta Campus, the Associate of Science in Legal Assisting/Paralegal at the New Orleans Campus, and the Bachelor of Science in Legal Studies at the New Orleans Campus are approved by the American Bar Association.

American Bar Association
321 North Clark Street
Chicago, Illinois 60654-7598
(800)-285-2221
www.abanet.org

7. The Associate of Applied Science in Nursing at the Akron campus, the Associate of Science in Nursing at the Madison campus, and the Associate of Science in Nursing at the Orlando Campus are accredited by the National League for Nursing Accrediting Commission, Inc.

National League for Nursing Accrediting Commission, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
(404) 975-5000
www.nlnac.org

8. The Associate of Science in Physical Therapy Assistant at the Orlando Campus is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Commission on Accreditation in Physical Therapy Education (CAPTE)
111 North Fairfax Street
Alexandria, Virginia 22314-1488
(703) 706-3245/accreditation@apta.org
www.capteonline.org

9. The Bachelor of Science in Health Information Management at the Online Campus is accredited by the Commission on Health Informatics and Information Management Education.

Commission on Accreditation for Health Informatics and Information Management Education
233 North Michigan Avenue, 31st Floor
Chicago, Illinois 60601-5800
(312) 233-1100
www.cahiim.org

10. The Associate of Applied Science in Occupational Therapy Assisting at the Minneapolis Campus has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education: 4720 Montgomery Lane, Bethesda, Maryland, 20814-3425; (301) 652-2682; accred@aota.org. Developing Program Status is not an accreditation status, nor does it assure eventual accreditation. Developing Program Status is a pre-accreditation status of affiliation with the Accreditation Council for Occupational Therapy Education that indicates the program is progressing toward accreditation.

LICENSES

Herzing University is authorized to offer its educational programs in the various states in which it operates by the following state boards, commissions, and departments.

Akron Institute of Herzing University

Ohio State Board of Career Colleges and Schools
Registration: 04-01-1704T
30 East Broad Street
24th Floor, Suite 2481
Columbus, Ohio 43215-3414
(614) 466-2752 • (877) 275-4219

Further information may be obtained by contacting the Board.

Atlanta Campus

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
(770) 414-3300

Further information may be obtained by contacting the Commission.

Birmingham Campus

Alabama State Department of Education
Gordon Persons Building
50 North Ripley Street
Montgomery, Alabama 36130-3901
(334) 242-9700

Further information may be obtained by contacting the Department.

Brookfield, Kenosha, Madison, Madison West Learning Center, and Online Campuses

State of Wisconsin Educational Approval Board
201 West Washington Avenue, 3rd Floor
P.O. Box 8696
Madison, Wisconsin 53708-8696
(608) 266-1996

Further information may be obtained by contacting the Board.

Minneapolis Campus

Herzing University is registered as a private institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Registration does not mean that credits earned at the institution can be transferred to all other institutions.

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, Minnesota 55108
(651) 642-0533

Further information may be obtained by contacting the Office.

New Orleans Campus

Louisiana State Board of Regents
1201 North Third Street, Suite 6-200
Baton Rouge, Louisiana 70801
(225) 342-4253

Herzing University, New Orleans, is licensed by the LA Board of Regents and adheres to the rules and regulations of the LA Proprietary Schools Advisory Commission. Further information may be obtained by contacting the Board.

Omaha School of Massage and Healthcare of Herzing University

Coordinating Commission for Postsecondary Education
140 North 8th Street, Suite 300
Lincoln, Nebraska 68509
(402) 471-2847

Further information may be obtained by contacting the Commission.

Orlando Campus

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(888) 224-6684

Further information may be obtained by contacting the Commission.

Toledo Campus

Ohio State Board of Career Colleges and Schools

Registration: 08-09-1874B

30 East Broad Street

24th Floor, Suite 2481

Columbus, Ohio 43215-3414

(614) 466-2752 • (877) 275-4219

Further information may be obtained by contacting the Board.

APPROVALS

The University has the following authorizations or approvals:

- Authorized under federal law to enroll non-immigrant alien students
- Approved for the training of veterans (not all programs are approved at all locations)
- Approved for the training of vocational rehabilitation students

MEMBERSHIPS

The University holds memberships in the following organizations:

- Alpha Beta Kappa Honor Society Alpha Omega Chapter
- Association of Private Sector Colleges and Universities
- Better Business Bureau
- Chamber of Commerce
- National Association of Colleges and Employers
- National Association of Student Financial Aid Administrators
- Service Members Opportunity College
- State Association of Student Financial Aid Administrators
- State College Placement Associations
- State Private School Associations
- University Continuing Education Association

ADVISORY BOARDS

Advisory boards at each Herzing University have been established to provide input on curriculum content. Members of the advisory boards are professionals from a variety of local businesses. Their input and recommendations help ensure Herzing University offers educational programs that correspond with the skills and training required in today's competitive job market.



Kenosha

FACILITIES



Akron Institute of Herzing University

Akron Institute of Herzing University occupies 34,000 square feet with newly remodeled instructional rooms consisting of classrooms, large lecture halls, computer labs, medical labs, dental labs, nursing labs, a library/resource center, student lounges, administrative offices, and faculty office areas. The average lecture class size is 30, and the average lab class size is from 8 to 30 students per instructor.



Atlanta Campus

Herzing University is located in the heart of Buckhead and the Atlanta financial district, offering opportunities for students to interact with business professionals. Herzing University occupies an 18,000-square-foot facility adjacent to the Lenox Mall with computer laboratories, an electronics laboratory, an allied health laboratory, a library/resource center, a student lounge, lecture rooms, and administrative offices. Average class size is 20 to 30.



Birmingham Campus

Herzing University occupies a 40,000-square-foot office building that it acquired in 1994 and completely refurbished to meet its needs for a modern educational center. The university has 14 classrooms, including six computer labs and two electronics labs. It also has a resource center/library, several break areas, a reception area, and administration and admissions offices. The average class size is approximately 20 to 30 students.



Brookfield Campus

Remodeled in 2010, Herzing University gives students access to the latest classroom learning equipment and state-of-the industry medical, technology, and design labs to simulate real-world situations. Located on South Executive Drive near Brookfield Square Mall, the 13,000-square-foot campus boasts floor-to-ceiling windows overlooking a nature conservancy to create a comfortable, open environment to stimulate the learning process. The campus is easily accessible by car and mass transit and offers free parking.



Kenosha Campus

Herzing University is located in a 14,000 square-foot building at the corner of 39th Avenue and Washington Road in Kenosha, Wisconsin. In addition to modern classrooms, the building provides a library; computer, science and healthcare labs; and student services facilities for admissions, registration, financial aid and career development services.



Madison Campus

Herzing University occupies a 40,000-square-foot facility specifically designed for the technological and allied health programs offered, including electronics, computer, drafting, design, and nursing labs, and a computer commons. This facility is located in a newly-developed technical and business park. The centrally positioned, glassed-in library and computer commons provide a sense of openness and easy access. Average class size is 20 to 25; lecture size is 15 to 60.



Madison West Learning Center

Opened in 2011, the Madison West Learning Center occupies a 12,000 square-foot facility on the west side of Madison. The facility offers classrooms as well as a computer lab, library, and student lounge area.



Minneapolis Campus

Herzing University occupies a 25,000-square-foot building containing classrooms, computer, medical, and dental labs, a library/resource center, student lounge, and administrative offices. Labs and classrooms are designed to facilitate the learning process with hands-on instruction. The average lecture class size is 25 but can be as high as 50, and the average lab class size is from 6 to 30 students per instructor.



New Orleans Campus

Herzing University is located in the Metairie/Kenner area of the city. Remodeled in 2010, the University presently occupies 17,000 square feet with classrooms, labs, a break room, a library/resource center, and faculty and administrative offices. Laboratories and classrooms have been designed to facilitate the learning experience with hands-on instruction on state-of-the-industry equipment. Average class size is 20 students or less.



Omaha School of Massage and Healthcare of Herzing University

The Omaha School of Massage and Healthcare of Herzing University is a 10,000-square-foot facility containing instructional classrooms, private therapy rooms, a spa room, a hydrotherapy room, and administrative offices. The massage clinic classroom is equipped with a variety of massage tables and massage chairs.



Orlando Campus

Herzing University is located at 1865 SR 436 in Winter Park and occupies 33,600 square feet in a campus atmosphere. There are classrooms, computer labs, a fully simulated nursing lab, a student lounge, a library/resource center, and related administrative offices included in the facility. The average class size is 25 or fewer students, with a maximum of 40 students.



Toledo Campus

Herzing University occupies a 17,000-square-foot building that was remodeled in 2008. The building is designed to facilitate the learning process. In addition to a large library/resource room, a wireless network, and modern classrooms, the facility offers a comfortable student lounge and is easily accessible by car and mass transit.

ACCOMMODATIONS FOR THE DISABLED

It is the policy of Herzing University to comply with the provisions of the *Americans with Disabilities Act (ADA)*. The ADA prohibits discrimination against qualified individuals with disabilities on the basis of their disability. The ADA provides, in part, that qualified individuals with disabilities shall not be excluded from participating in or be denied the benefits of any program, service, or activity offered by the University. The ADA requires that all programs, services, and activities, when viewed in their entirety, be readily accessible to, and usable by, qualified individuals with disabilities. Students with disabilities who wish to request an accommodation under the ADA should contact their campus ADA Accommodations Coordinator, who serves as the disability coordinator for the campus.

LIBRARY/RESOURCE CENTER RESOURCES AND SERVICES

Herzing University provides library resources and services to students through an easily accessible electronic collection, campus libraries with collections, and professional library staff available to assist with reference and research inquiries.

The electronic collection, available to students at both Herzing University campuses and in Herzing University online programs, includes over 30 general interest and specialized databases containing millions of items. A variety of resources such as academic journals, eBooks, magazines, newspapers, reference materials, video and audio files, transcripts, and more, are included. Electronic resources are accessible 24/7 through the University's online learning system. Many of these resources are provided through the University's library membership in the Library and Information Resources Network (LIRN). After matriculation, students are provided with user names and passwords that enable them to access the learning resources.

Herzing University students also have access to services offered by the library, including consultation with a professional librarian. The libraries support development of independent learning skills by offering research information and assistance for both focused and general research. The campus libraries also provide an ideal environment for individual study. In addition to the research collections, guides, tutorials, and other materials are available to support students with their research projects.

CHANGES TO THIS CATALOG

Curriculum, policies, and other matters discussed herein are subject to change at the discretion of the University. However, curriculum will not be changed to require existing students to take more credits to graduate. Changes will be reflected in an addendum to this catalog and will then be considered an integral part of this publication.



Birmingham Faculty

ADMISSION INFORMATION

UNDERGRADUATE ADMISSION CRITERIA

To be admitted to any Herzing University program, a prospective student must complete an interview with a Herzing admissions advisor and fill out a Personal Information Record and Application Completion Form. The following factors are considered prior to acceptance:

1. Prior Education Requirement: An applicant must have a high school diploma or a general education development (GED) certificate.
2. Entrance/Placement Testing or Prior College Success: An applicant must demonstrate the capacity to succeed in college-level education. This must be evidenced through one of the following methods:
 - a. Successful completion of an entrance evaluation administered with examination scores deemed appropriate by Herzing University.
 - b. Submission of an ACT score of 17 or better or a combined SAT score of 1,275 or better in place of the college entrance evaluation. (The college entrance evaluation is still required for math and English placement.)
 - c. Successful completion of a minimum of 24.00 semester credit hours of college-level work with grades of "C" or higher at nationally or regionally accredited colleges or universities. (Students admitted under this method are still required to take the placement examination for the purpose of determining if developmental English or mathematics courses are needed unless they have completed a college-level English composition course and a college algebra course with grades of "C" or higher.) Additionally, students attending the Atlanta Campus are still required to take the placement examination per state guidelines, even if they have successfully completed the minimum 24.00 semester credit hours.
 - d. For limited admissions programs (including dental hygiene and nursing), applicants may be required to complete a specialized admissions test, and only the most qualified applicants are admitted.
3. Personal Commitment and Professional Attitude: Of importance for the applicant's success is willingness to make those sacrifices necessary to successfully complete the program of study and a commitment to adhere to the University's rules and expectations. An indication of personal commitment includes, but is not limited to, the applicant's willingness to invest in their own education by contributing financially toward their education each semester, separate from any financial aid available.
4. Availability of Time: An applicant must have the availability of time to attend classes and labs, to complete projects, and to submit assignments in a timely manner. An applicant must demonstrate an ability to devote a sufficient degree of time and effort to the program. Each student is expected to spend additional time outside of class hours studying, completing assignments, and doing research.

PROGRAM ADMISSION

Some programs or delivery formats (such as technology, dental hygiene, nursing, or the accelerated format) may have special admissions requirements. Refer to program descriptions and the EdFlex section of the catalog for any special admissions requirements.

ADDITIONAL ADMISSION REQUIREMENTS FOR NURSING, DENTAL, AND OTHER HEALTHCARE PROGRAMS

Applicable Programs. These additional admissions requirements apply to all programs with direct patient contact in clinical or internship settings. This includes, but may not be limited to, the following programs:

- ◆ Clinical Medical Assisting
- ◆ Dental Assisting
- ◆ Dental Hygiene
- ◆ Dietetics and Nutrition
- ◆ Emergency Medical Technician
- ◆ Insurance Billing and Coding Specialist
- ◆ Medical Assisting Services
- ◆ Medical Laboratory Technician
- ◆ Nursing
- ◆ Occupational Therapy Assisting
- ◆ Physical Therapist Assistant
- ◆ Radiologic Technology
- ◆ Surgical Technology
- ◆ Therapeutic Massage

Criminal Background Check. A criminal background check is required for all individuals applying to enter any of the healthcare programs listed above. Applicants may not be admitted into any of these programs if they have been convicted of a felony or a misdemeanor other

than a minor traffic violation for which a pardon has not been granted. Waivers require campus president endorsement to the University Executive Committee.

Drug Testing. Students in the above-listed programs will be required to pass a drug test prior to entering the first clinical or internship course that includes direct patient contact.

Immunizations and Health Checks. Verification of immunization history is required for all students admitted to the above-listed programs no later than 45 days after the first day of class. Students in some programs may be required to have the Hepatitis B immunization series. Students in healthcare programs may be exposed to bloodborne infectious diseases. Also, additional verification of the status of a student's health may be required during the program if deemed necessary to meet safety requirements.

Healthcare Policy Acknowledgement. These professions and the educational processes that lead to entry into those professions have a number of unique requirements and standards. All nursing, dental, and other healthcare students must accept and acknowledge the following statements of policy to enter or continue in any of these programs.

1. A student convicted of a felony or a misdemeanor other than a minor traffic violation for which a pardon has not be granted:
 - a. May not be able to work in clinical sites required in the program (and thus would not be able to complete the program).
 - b. May not be able to obtain a license from the state, even if the program is completed.
 - c. May not be able to secure a job, even if licensed.
2. A student may be required to pass a criminal background check and substance abuse test to the satisfaction of the clinical site prior to each scheduled clinical course.
3. A student may be subject to drug and/or alcohol screening in conjunction with clinical classes, and a positive result from a screening could result in dismissal from the clinical and from the program.
4. Clinical hours may be scheduled at any time-of-day or day-of-the-week—day, night, late night, weekends, or holidays—and the student must be available to attend clinical sites at any time the student is assigned.
5. Clinical sites will require the student to have his/her immunizations up to date prior to the start of the clinical.
6. A student may be required to complete a physical exam showing that the student is free of disease that may be transmitted to patients, families, or employees and includes:
 - a. Proof of TB skin testing and follow-up.
 - b. Proof of Hepatitis B vaccination series or proof of immunity.
 - c. Proof of MMR and Chickenpox vaccinations or proof of immunity.
7. Some clinical sites may require that a student be covered by his or her own personal or family health insurance.
8. Successful completion of clinical classes may require that the student be able to perform common physical tasks related to his/her duties to the satisfaction of each clinical site.
9. Patient privacy and the privacy of patient records must be protected, and failure on the part of the student to protect patient privacy or patient records could result in dismissal from the clinical site and/or from the program.
10. Missing clinical site assignments can be a basis for dismissal from the program unless the student has well-documented mitigating circumstances that are acceptable to the University.
11. Although initial class hours are established for the first semester, class hours after that period of time can change due to availability of facilities, faculty, or other factors, and classes may be scheduled mornings, afternoons, evenings, weekends, or holidays.
12. Students in the following courses must achieve at least a grade of C+ (76%) in each core course to make satisfactory academic progress, in addition to any other satisfactory academic progress criteria of the University: dental hygiene (DH); dietetics and nutrition (DN); dental science (DS); emergency medical technician (EM); medical laboratory (MT); nursing (NA, NB, NF, NM, NO, NW and PN); occupational therapy assistant (OT); physical therapy assistant (PT); radiologic technology (RT); and surgical technology (ST). A grade of less than C+ is equivalent to failing the course, and the course must be repeated at the student's cost. There is only one repeat allowed, and there may not be an immediate opportunity to repeat a course, depending on when it is next offered.
13. The cost of tuition and fees at Herzing University includes:
 - a. The cost of instruction and the use of the University facilities, library, employment assistance, other normal services provided by the University to students, and supplies that are the normal part of lab courses (does not include personal writing instruments or stationery).

- b. Two nursing uniforms (not to include shoes or stockings).
 - c. The use of needed textbooks on a loaned basis. (The student may buy books he or she would like to keep.)
14. The student further understands that the cost of tuition and fees at Herzing University does not include:
- a. The cost of any required immunizations.
 - b. The cost of personal health insurance that may be required to work at a clinical site.
 - c. The cost of transportation to and from school or clinical sites, including parking.
 - d. The cost of additional uniforms and apparel other than the two issued uniforms.
 - e. The cost of criminal background checks or substance abuse tests.
 - f. Any other cost that is not specifically identified above as being part of Herzing University tuition and fees.
15. A student in this program is a potential representative of the healthcare profession, and the student's actions and inactions may reflect on Herzing University and the clinical sites to which the student is assigned. Therefore, the student must conduct himself or herself in a professional manner, with integrity and responsibility. Failure to behave professionally can be a basis for dismissal from the program.

BACKGROUND CHECKS

Students planning a program of study leading to employment in some disciplines (including, but not limited to: healthcare, nursing, law enforcement, and public safety) may be required to undergo a background check before working in that discipline. If this process results in an adverse finding, the student may not be able to complete the internship course, complete the program, sit for certification examinations, or be employed in that discipline.

ADMISSION PROCEDURES

Prospective students are expected to complete a Personal Information Record and interview with a Herzing University admissions advisor. The advisor will provide information about programs, start dates, student services, and employment opportunities for graduates. Once all admission requirements have been fulfilled, the advisor will generally invite the prospective student to submit an Application Completion Form for admission to the University. The applicant will be notified in writing of the action taken by the University with respect to his/her application. When an application has been accepted, the applicant must establish appropriate financial arrangements and complete the necessary documentation. Once the applicant has completed these arrangements, signed a University Enrollment Agreement, and paid an enrollment fee, the applicant will be considered an enrolled student and will be automatically registered for appropriate classes. Students do not have to register for classes; the University will schedule students for the applicable courses in each semester based upon their program of study. Students will have the right to request adjustments to their schedule, which will be accommodated whenever possible.

Application for admission is on a continuous basis; however, those who apply first are accepted first, and enrollment is limited. No one will be admitted to class after the second day of the class unless approved by the Academic Dean and the Campus President.

ADMISSION APPLICATIONS

Although it is preferable for a prospective student to visit Herzing University to complete a Personal Information Record and an Application Completion Form, the forms may be obtained in the following ways:

1. Calling the University to request the forms.
2. E-mailing the University to request the forms.
3. Completing the forms on the University Website (www.herzing.edu).

INTERNATIONAL STUDENT ADMISSION

Herzing University is authorized by the U.S. Bureau of Citizenship and Immigration Service (BCIS) to accept and enroll non-immigrant students.

In order to be issued an I-20 authorization from the University, non-immigrant applicants must meet the University's general admissions requirements and provide the following documentation:

1. A certified copy of the high school transcripts, college transcripts, or the equivalent documents. Diplomas and supporting transcripts not written in English must be accompanied by a certified English translation.
2. ACT/SAT scores or transcripts indicating prior post-secondary coursework deemed appropriate for placement into the intended program. Successful completion of an entrance evaluation administered with examination scores deemed appropriate by Herzing University (the evaluation scores also determine if developmental course(s) are needed).

3. A notarized statement of financial support or a certified government sponsor letter indicating that tuition will be paid in advance of each semester (tuition for the first two semesters must be paid upon enrollment) and that all necessary living expenses for the international applicant will be provided. (Form I-134 may be used and is available online from the BCIS.)
4. Proof of English-language proficiency through any one of the following:
 - a. A score of 500 or higher on the paper-based TOEFL.
 - b. A score of 173 or higher on the computer-based TOEFL.
 - c. A score of 61 or higher on the internet-based TOEFL.
 - d. A score of 5.00 or higher on the IELTS.
 - e. Documentation of successful completion of an intermediate English course from a designated ESL center.
 - f. Documentation of successful completion of secondary studies (i.e., high-school level) in English (a minimum of four years).
 - g. Documentation of successful completion of post-secondary studies (i.e., college-level) in English (a minimum of 12 semester hours).

Herzing University is also authorized to accept and enroll international applicants currently attending other U.S. institutions who wish to transfer. In addition to providing the items listed above, transfer applicants must do the following:

1. Notify their current institution of their intent to transfer.
2. Submit to Herzing University the I-20 issued by the school from which they are transferring in order to have Herzing University issue a new one.
3. Return the newly issued I-20 to Herzing University prior to attending classes.

Note: International students cannot receive U.S. federal financial assistance, nor can they work legally in the United States without permission from the BCIS. The level of career development offered to international students/graduates will vary and will depend on the employment opportunities permitted by applicable law and/or on the students'/graduates' visas. Herzing will provide career-planning strategies if requested by international students. Applicants applying from abroad should check with their consulate or embassy for other pertinent requirements or restrictions.

SPECIAL STUDENTS (ADMISSION OF INDIVIDUALS NOT SEEKING DEGREES/DIPLOMAS)

A “Special Student” is a student enrolled for courses not leading to a recognized credential degree or diploma. Applicants not seeking a degree/diploma must complete a Personal Information Record and an Application Completion Form and meet the General Entrance Requirements for the University except for the High School Transitions Program or other special circumstances approved by the Academic Dean. In addition, the applicant must meet specific program criteria (if any) for a technical course related to a program major. The University may waive prerequisites for technical courses when appropriate prior education or experience can be shown. If space is available, the applicant will be accepted as a Special Student. The applicant must pay for the course(s) desired, complete all applicable forms, sign a college enrollment agreement, and pay the required enrollment fee. Special Students who apply for and are admitted to a degree/diploma may have credits transferred to the degree or diploma program for courses they have satisfactorily completed as a Special Student. Special Students are not eligible for employment assistance or financial aid.

HIGH SCHOOL TRANSITIONS PROGRAM

The Herzing University Transitions Program is offered to high school seniors (inclusive of students who have completed their junior year) who wish to begin working on college credits while attending high school. Interested students may attend Herzing University to take one course tuition-free. Participation is contingent upon space availability in classes; current Herzing University students will be given priority. The cost of all books and materials required will be the student’s responsibility.

Students participating in the Transitions Program will be considered “Special Students.” With the exception of a high school diploma or GED, the applicant must meet the University’s general entrance requirements as well as specific program criteria (if any) for a technical course. The University may waive prerequisites for technical courses when appropriate prior education or competency in the course area can be demonstrated. Transition students will receive a transcript with the appropriate grade earned for the course taken.

The Herzing University Transitions Program is available only to high school students who:

1. Have completed their junior year (but not their senior year) of high school.
2. Have a cumulative grade point average of 2.50 or higher.
3. Submit an authorization signed by a high school official approving the student enrolling in the course and verifying the information under parts (1) and (2) above. Authorization forms may be obtained from the Herzing Admissions Department.

READMISSION/REENTRY

A student who withdraws or is terminated from the University may apply for readmission or reentry. However, if a student has been terminated for lack of satisfactory academic progress, the student will be required to appeal to the Satisfactory Academic Progress Committee (refer to "Appeal Procedures"). Any student applying for readmission/reentry will be required to sign a new enrollment agreement, and all financial obligations from previous enrollment periods must be resolved prior to readmission/reentry. In order for a student to be readmitted in the same program, the student generally must have been making satisfactory academic progress at the time of withdrawal or termination. A student may reenter only twice if the student did not receive academic credit for the courses attempted immediately prior to withdrawal. Caution: Students are advised that the availability of courses required may be more difficult to arrange if they have interrupted their program.

A student applying for readmission or reentry who previously completed coursework involving clinical or related skills (including courses in dental assisting, dental hygiene, medical assisting, nursing, radiology, and surgical technology) may be required to repeat some or all of this coursework depending on when the student was last enrolled. This is to ensure that reentering students can perform at skill levels necessary for student and patient safety. Reentering students are responsible for all applicable tuition and fees for repeated coursework. The University also reserves the right to modify curriculum for all programs, and reentering students are required to meet all program requirements existing at the time of their reentry. Certain programs may include additional stipulations for readmission/reentry, and students should reference specific application materials for these programs when considering program withdrawal or reapplication.

CONTINUING STUDENTS

Continuing students who are making satisfactory academic progress and are current in their financial obligations to the University are automatically scheduled for future classes in their program of study. Adjustments may be made in consultation with the Registrar and Academic Dean based upon the Add/Drop Policy. Adjustments to schedules may affect the expected graduation date and the University's undertaking of having a student complete a bachelor of science degree in three years.

NEW STUDENT ORIENTATION

Herzing University's new student orientation (or online tutorial) helps entering students prepare for college. It also enables students to become acquainted with Herzing University and its services. Students attending face-to-face orientation will have the opportunity to meet the campus staff and faculty members and receive a review of important college policies and procedures. The University will send each enrollee a notification announcing the time and date of the new student orientation or online tutorial.

NONDISCRIMINATION

Herzing University, in recognition of its responsibility to its students, its faculty and staff, and the community it serves, reaffirms its policy to assure fair and equal treatment in all of its admission practices for all persons. We will not discriminate on the basis of race, color, religion, sex, marital status, sexual orientation, age (except as mandated by state law) or national origin, nor against any qualified individual with a disability. Herzing University will not discriminate against any applicant for admission who is known to have a bloodborne infectious disease. Herzing University has no requirement for mandatory testing for bloodborne infectious diseases.

For further information or inquiries regarding Herzing University's nondiscrimination policy, please contact Human Resources, 525 North 6th Street, Milwaukee, Wisconsin 53203; telephone: 414-271-8103, extension 01587.

TRANSFER OF CREDITS FROM OTHER COLLEGES AND UNIVERSITIES

Applicants desiring to transfer to Herzing University from other colleges must have official transcripts sent to Herzing University from those colleges. It is best if Herzing University receives official transcripts before class starts so that proper schedules can be prepared. This is typically done during the admission process prior to the beginning of the first term of enrollment but must be done by the end of the first eight weeks after matriculation. Students reentering or reenrolling after a break in attendance with Herzing University who wish to have courses taken during the break evaluated for transfer must submit transcripts within eight weeks of reentering or reenrolling.

For a diploma program, the last 12.00 credits awarded for the diploma must be delivered by Herzing University. For an associate's degree, at least 15.00 of the last 30.00 credits awarded for the degree must be delivered by Herzing University. For a bachelor's degree, at least 30.00 of the last 60.00 credits awarded for the degree must be delivered by Herzing University. The total number of credits transferred to Herzing University, plus course exemption credits, must not exceed 75 percent of the credits required for a degree/diploma.

To receive credit for any course taken elsewhere, the following applies:

1. The course for which credit is being sought must have been taken at an accredited post-secondary institution and must be comparable to the course at Herzing University for which transfer credits are being sought.

2. The student must have earned a grade of at least a "C" or better in that course.

3. The proper authorities at Herzing University must receive the official transcript.

A catalog or official description of the course from the previous college is needed. As always, the acceptance of transfer credit is entirely at the discretion of the receiving college. In addition to the grade received, the length of time since the course was taken will be considered.

Award of Credit Through Prior Learning Assessment

Herzing University accepts in transfer applicable experiential learning credits awarded through a prior learning assessment process administered by Learning Counts, an online prior learning assessment center under the auspices of the Council for Adult and Experiential Learning (CAEL), and documented on an American Council on Education (ACE) transcript. Students wishing to have their prior experiential learning assessed through this process should complete the Learning Counts introductory course (CAEL 100: Prior Learning Assessment Theory and Practice) and submit their prior learning portfolio(s) no later than the end of the first 16 weeks of enrollment with Herzing. See the Learning Counts website at www.learningcounts.org for more information.

TRANSFER OF CREDITS TO OTHER COLLEGES AND UNIVERSITIES

The decision to accept credit from another institution is entirely at the discretion of the receiving institution. Students should check with the school to which they desire to transfer regarding the credits they will transfer. In the absence of an articulation agreement between Herzing University and another institution, no one at Herzing University can represent that specific credits will transfer anywhere. A list of the institutions, if any, with whom Herzing University has articulation agreements is available in the administrative office of the University.

ADVANCED PLACEMENT COURSES

Herzing University will accept credit for any applicable courses, as determined by the University, without the normal exemption testing or fee, provided the student passed the Nationally Recognized Placement Exam in a course that Herzing University offers in the student's program of study. The student should submit the test results as part of the application process. The Academic Dean will determine if credit is to be granted.

ACADEMIC INFORMATION

GRADUATION REQUIREMENTS—GENERAL

The requirements for graduation are as follows:

1. Maintain a program grade point average of 2.00 or higher in the courses applicable to the student's program.
2. Complete the required number of credit hours and achieve a passing grade in all required courses.
3. Meet all terms of the Satisfactory Academic Progress policy (see Undergraduate Standards of Satisfactory Academic Progress), including rate of progress of required program courses.
4. Complete all associate degree requirements within five years and all bachelor degree requirements within ten years.
5. Other requirements may be included under individual program descriptions.

Note: Although keyboarding skill is a requirement for graduation only in the legal assisting/paralegal associate's degree program and selected healthcare programs, all students are expected to have or develop a functional keyboarding skill of 30-35 words per minute. This is particularly true in business degree programs where it is expected that students can keyboard easily. Students who do not possess sufficient skill in this area may be assigned to independent study packages to develop an appropriate skill level.

ACADEMIC LOAD

An undergraduate student's status is determined by the number of credits they are taking in a semester. The chart below defines the minimum academic load requirement per semester and the associated academic status.

Minimum Number of Credits (Academic Load)	Student Status
12.00 credits	Full-time
9.00 credits	Three-quarter time
6.00 credits	Half-time

SEMESTER CREDIT-HOUR SCHEDULING

Herzing University operates on a semester system with three 16-week semesters per year normally divided into 8-week or 4-week sessions. Courses are offered either in a traditional classroom/lab format or a fully online format. For courses offered in the traditional classroom/lab format, the ratio of classroom/lab contact hours to semester credit hours awards is as follows:

- ◆ Lecture courses (including hands-on technology courses): 15 contact hours for each semester credit hour



Orlando

- ◆ Science and healthcare labs: 30 contact hours for each semester credit hour
- ◆ Externship, practicum and clinical courses: 45 contact hours for each semester credit hour

Study Time: Different students learn at different rates. However, students should expect to spend two (2) hours in study and preparation for each hour spent in lecture. This would include reading, papers, projects, exercises, study, and other preparation. Similarly, students should expect to spend one (1) hour in study and preparation for each two (2) hours spent in lab.

Online students should expect to spend about six (6) hours per week (over a 7½-week period) in their studies for each credit hour enrolled. This would include reading, researching, and writing papers, doing projects, completing exercises, studying, and reflecting on the course material as well as the time spent on the computer participating in discussion threads, reviewing online course materials, taking tests, and uploading/downloading materials. The time devoted to classes scheduled for other than 7½-week periods would adjust proportionately.

EDFLEX EDUCATION OPTIONS

EdFlex at Herzing University is a range of learning format options students may have available to choose from. Courses may be offered in a traditional classroom or an online format. Students may select the format that best fits their educational needs and circumstances when available. Not all formats are available at all campuses for all courses. Check with your local campus for availability.

TRADITIONAL CLASSROOM COURSE FORMAT

The traditional classroom format is intended for students wanting to pursue their courses in a traditional classroom setting. Students may combine the classroom format with the online format by taking some courses online and others in the traditional format.

ONLINE COURSE FORMAT

The online format is intended for students who are not near one of our campuses or who prefer the flexibility of an online education. Students living near one of our campuses may combine the online format with the classroom format by taking some classroom courses on the campus and others online.

ONLINE EDUCATION

Herzing University offers many of its courses and some full programs of study that lead to credentials in an online format. The number of courses and programs offered in this format varies by campus, so please check with your local campus and/or the Online Campus for the latest availability.

The full programs offered include:

- ◆ Master of Business Administration
- ◆ Master of Business Administration or Graduate Certificate in Accounting
- ◆ Master of Business Administration or Graduate Certificate in Business Management
- ◆ Master of Business Administration or Graduate Certificate in Healthcare Management
- ◆ Master of Business Administration or Graduate Certificate in Human Resources
- ◆ Master of Business Administration or Graduate Certificate in Marketing
- ◆ Master of Business Administration or Graduate Certificate in Project Management
- ◆ Master of Business Administration in Sustainability Management
- ◆ Master of Business Administration or Graduate Certificate in Technology Management
- ◆ Master of Business Administration—Dual Concentration Option
- ◆ Master of Science in Nursing With a Concentration in Family Nurse Practitioner
- ◆ Master of Science in Nursing With a Concentration in Nursing Education
- ◆ Master of Science in Nursing With a Concentration in Nursing Management
- ◆ Bachelor of Science in Accounting
- ◆ Bachelor of Science in Business Management With No Concentration
- ◆ Bachelor of Science in Business Management With a Concentration in Business Administration
- ◆ Bachelor of Science in Business Management With a Concentration in Entrepreneurial Studies
- ◆ Bachelor of Science in Business Management With a Concentration in Human Resource Development
- ◆ Bachelor of Science in Business Management With a Concentration in International Business
- ◆ Bachelor of Science in Business Management With a Concentration in Marketing
- ◆ Bachelor of Science in Criminal Justice With No Minor or Concentration
- ◆ Bachelor of Science in Criminal Justice With a Concentration in Homeland Security
- ◆ Bachelor of Science in Graphic Design With No Declared Concentration
- ◆ Bachelor of Science in Graphic Design With a Concentration in Print Design

- ◆ Bachelor of Science in Graphic Design With a Concentration in Web Design
- ◆ Bachelor of Science in Healthcare Management
- ◆ Bachelor of Science in Health Information Management
- ◆ Bachelor of Science in Homeland Security and Public Safety With No Minor or Concentration
- ◆ Bachelor of Science in Information Technology With No Concentration
- ◆ Bachelor of Science in Information Technology With a Concentration in Network Management
- ◆ Bachelor of Science in Information Technology With a Concentration in Security Technology
- ◆ Bachelor of Science in Legal Studies *
- ◆ Bachelor of Science in Nursing—Bridge
- ◆ Bachelor of Science in Software Development With No Declared Minor or Concentration
- ◆ Bachelor of Science in Software Development With a Concentration in Computer Programming
- ◆ Bachelor of Science in Technology Management With No Declared Minor or Concentration
- ◆ Bachelor of Science in Technology Management With a Minor in Computer Science
- ◆ Associate of Science/Associate of Applied Science in Business Management
- ◆ Associate of Science/Associate of Applied Science in Graphic Design
- ◆ Associate of Science/Associate of Applied Science in Health Information Management
- ◆ Associate of Science/Associate of Applied Science in Healthcare Management
- ◆ Associate of Science/Associate of Applied Science in Information Technology
- ◆ Associate of Science/Associate of Applied Science in Insurance Billing and Coding Specialist
- ◆ Associate of Science/Associate of Applied Science in Legal Studies
- ◆ Associate of Science/Associate of Applied Science in Medical Assisting Services
- ◆ Associate of Science/Associate of Applied Science in Medical Office Administration
- ◆ Associate of Science/Associate of Applied Science in Public Safety
- ◆ Associate of Science/Associate of Applied Science in Software Development
- ◆ Diploma in Bookkeeping and Payroll Accounting
- ◆ Diploma in Insurance Billing and Coding Specialist
- ◆ Diploma in Medical Assisting Services
- ◆ Diploma in Medical Office Administration

* Students at the Atlanta and New Orleans campuses must complete all paralegal courses at the campus in a traditional classroom format. Transfer students at the Atlanta and New Orleans campuses must complete at least ten semester credit hours of paralegal core courses in a traditional classroom format at the campus.

Please check our Online Education Website (www.herzingonline.edu) for a current listing.

Online education results in the following benefits:

1. Students may be able to take a course that is not offered at the campus they attend in the academic period they need it.
2. Students who are unable to take preferred classes due to space or other limitations (e.g., “wait-listed students”) may be able to take courses online and avoid disrupting their matriculation.
3. Students may be able to continue their program of study online when life changes (e.g., changes in employment status or physical condition) make it impossible for them to attend traditional courses.
4. Students may be able to take a program of study at Herzing University even if they do not live near a campus.
5. Students will gain valuable interactive experience with a medium that has become increasingly more crucial and pervasive. Effective use of the Internet will also provide a means of communication and a method for accessing and disseminating information for students and staff.

Criteria for Participation

Participation in online course offerings by currently enrolled Herzing University students can be initiated by the student or by the institution. Participation in an online course may be necessary to meet specific graduation timelines such as a three-year bachelor’s degree. In all cases, whether student- or institution-initiated, the campus Academic Dean has the final authority regarding admission to the online courses. The additional criteria that must be met by currently enrolled Herzing University students for admission to an online course are:

1. The student must have all of the appropriate technology (e.g., hardware and software) available to him/her as well as a technology backup plan or other available computer/internet access in the event their primary computer or laptop is unavailable. Current technology requirements are listed on the following page.

2. The student must have appropriate computer skills (e.g., keyboarding, word processing, etc.).
3. The student must complete an online orientation session prior to starting their online course.

Optional: Students pursuing a full program online must fulfill the same admissions criteria as on-campus students (see the "Admissions" section). The required personal interview is conducted over the phone.

Student Services

Herzing University students who participate in an online course or programs are eligible for any/all student services offered by the University. These services typically include financial aid for those who qualify, employment assistance, academic advising, tutoring programs, and learning resources.

These services will be provided to the student electronically, through use of e-mail or referrals to Internet websites, or telephonically. Students are linked to these services, such as financial aid, on Herzing University's Online Education Website located at <http://www.herzingonline.edu/>.

Learning resources are available to online students through the Library Information Resources Network (LIRN). After admissions requirements are met and satisfactory financial arrangements made, online students will be provided with LIRN's Uniform Resource Locator (URL), Herzing University campus code, and a personalized ID number. If a student has difficulty in accessing or navigating the LIRN Website, he/she will be able to contact the campus librarian for assistance. Assistance will be provided electronically via e-mail or over the telephone, as needed. Career development services for online graduates include completion of Professional Development II (PD 202), assistance with online employment databases, coaching in the résumé development process, and help with devising a strategy to independently locate local job opportunities. Online students may also contact the Tutoring and Writing Center (TWC) for assistance with understanding course materials via a link in each online course.

Technical support can be contacted by calling (866) 350-5017 or by e-mailing support@onl.herzing.edu.

Method of Instruction

Instructional methods may include lecture in written, audio, and video forms, presentations, small group discussions, small group presentations, online audio-conferences, electronic blackboard, threaded discussion, online chat, peer critiques, and e-mail. Students are expected to log on several days per week and are expected to spend approximately 18 hours per week on class educational activities when taking a 3-credit course scheduled over 8 weeks. For courses of a greater or lesser number of credit hours, the time commitment will be proportional. In addition, there may be extra reading, studying, and assignment completion requirements during offline time.

SOFTWARE AND TECHNOLOGY REQUIREMENTS

Students may be scheduled to take courses online, and some courses will be using electronic textbooks (eBooks); therefore the following are minimum computer system requirements for both PC and Mac users who are taking courses online or using eBooks.

Please Note: *Students in graphic design, medical assisting, nursing, and technology programs have additional hardware and software requirements described at the end of this section.*

PC Users (Online Students)

- ◆ Microsoft Windows XP SP3, Windows Vista SP2, or Windows 7 operating system
- ◆ A minimum of 2,048 megabytes (2.0 GB) of internal memory
- ◆ A minimum of 1,500 megahertz (1.5 GHz) processor
- ◆ A minimum of 15 gigabytes (15.0 GB) free storage/hard drive space
- ◆ At least a dial-up speed Internet connection (broadband *strongly* recommended)
- ◆ Internet Explorer 8.0 or Firefox 3.6 (Internet Explorer 9.0 is not supported on Windows XP SP3)
- ◆ Monitor resolution of 1,280 x 800
- ◆ CD/DVD reading drive

Mac Users (Online Students)

- ◆ A 32- or 64-bit Intel-based Apple Macintosh with Windows boot capability
- ◆ Boot Camp or Parallels (program required to run Windows on MAC)
- ◆ MAC OS X 10.5.7 or higher
- ◆ A minimum of 1.5 gigabytes (1.5 GB) of RAM
- ◆ A minimum of 20 gigabytes (20.0 GB) free storage/hard drive space
- ◆ At least a dial-up speed Internet connection (broadband *strongly* recommended)
- ◆ Safari 4.0 or Firefox 3.6
- ◆ Monitor resolution of 1,280 x 800
- ◆ CD/DVD reading drive

Additional Requirements for eBooks (Online and Ground Students)

- ♦ Software Requirements: Windows users are required to install Microsoft .NET 3.5 SP1 and .NET 4.0

Additional Requirements for Graphic Design Students (Online Students)

Students taking classes online will be provided access to a student version of Adobe Creative Suite.

- ♦ Adobe Creative Suite—Design Premium: You will receive information about the current version from your instructor.
- ♦ Flatbed scanner: 600 dpi x 600 dpi; size 8.5" x 11"
- ♦ Digital camera with manual white balance, semi-automatic (minimum) or manual (preferred)
- ♦ 30 gigabyte (30 GB) storage/free hard drive space
- ♦ 512 megabyte (512 MB) video card
- ♦ CD/DVD burner *highly* recommended
- ♦ 200 gigabyte external hard drive *highly* recommended

Additional Requirements for Medical Assisting and Nursing Program Students (Online Students)

- ♦ Students taking classes online will need access to a scanner to upload timesheets and other course material signed off by a clinical site designee and/or proctor.

Additional Requirements for Technology Students (Online Students)

Mac users will not be able to use Oracle 11g (no 11g release for Mac). Students using a Mac in their technology courses will need to use a PC for Oracle 11g or use 10g Release 2 for the Mac.

- ♦ PC is *strongly* recommended for technology courses

GRADING POLICIES

Grade Scale

In most cases, letter grades are awarded as shown below, unless a different scale is outlined in a specific course syllabus.

<u>Letter Grade</u>	<u>Quality Points</u>	<u>Percentage Range</u>
A	4.00	93-100
A-	3.75	90-92.99
B+	3.25	87-89.99
B	3.00	83-86.99
B-	2.75	80-82.99
C+	2.25	76-79.99
C	2.00	70-75.99
D+	1.25	66-69.99
D	1.00	60-65.99
F	0.00	Anything below the minimum passing grade for the course

<u>Letter Grade</u>	<u>Explanation</u>
W	Withdrawal Prior to the Mid-Point of the Course
I	Incomplete
TR	Transfer
EX	Exempt
AU	Audit
P	Pass
F	Fail

Minimum Passing Grade

The minimum passing grade in most courses at Herzing University is a D (60%). However, the minimum passing grade for the following healthcare core courses is a C+ (76%): dental hygiene (DH), dietetics and nutrition (DN), dental science (DS), emergency medical technician (EM), medical laboratory (MT), nursing (NA, NB, NF, NM, NO, NW and PN), occupational therapy assistant (OT), physical therapy assistant (PT), radiologic technology (RT), and surgical technology (ST). Other courses may have other specific minimum passing grades, in which case they will be outlined in the course syllabus. When the minimum passing grade is not achieved, a grade of F is assigned.

Incompletes

A grade of Incomplete (I) will be given to a student only in cases where the student is not able to complete the work for a course due to extenuating circumstances. It is only given with the permission of the Academic Dean. If the "I" is not removed and replaced with the actual grade earned within two class weeks after the start of the next academic period, it will automatically be replaced with the grade of "F," and the course will have to be repeated if required for graduation.

Transfer Grades

A grade of Transfer (TR) will be given to a student denoting credits allowed toward completion of a program based on completion of transferable work at another post-secondary institution. (See "Transfers of Credits from Other Colleges and Universities.") No more than 75% of a student's credits toward a degree/diploma may be transferred to the University. A grade of (TR) is not calculated into the grade point average.

Exemption Credit

A grade of Exempt (EX) will be given to a student denoting credits earned toward completion of a program by achieving a score of at least 85% on a comprehensive examination in a course which is an element of that program. No more than 25% of the student's credits toward a degree/diploma may be exempted and in combination with transfer credits may not exceed 75% of the credits toward a degree/diploma. Students who wish to attempt to exempt any course or courses in their education program should do so prior to starting classes but no later than eight weeks after matriculation. Students interested in exempting classes should see the Academic Dean. Students with special circumstances may be allowed to take an exemption exam later than the first eight weeks of matriculation by appealing to the Academic Dean. An exemption may result in a change of status from full-time to part-time and may impact a student's financial aid award. A fee will be charged per course exemption attempted. For additional information on exemptions, see the "Course Exemptions" section of this catalog.

Withdrawals

A grade of Withdrawal (W) will be given to a student withdrawing prior to the midpoint of any course. A "W" will not be calculated into the grade point average but will be counted as a course attempted. As such, it can affect a student's satisfactory academic progress. Refer to the "Standards of Satisfactory Academic Progress" section of this catalog for more information. Following the midpoint of the course, a letter grade must be assigned.

Pass/Fail

A grade of Pass (P) will be given to a student who successfully completes any developmental education courses and may be assigned in other courses in rare circumstances. Academic credit will be earned; however, a "P" will not be calculated into the grade point average. A "P" will be counted as a course attempted and a course completed for purposes of calculating a student's pace toward completing the program for satisfactory academic progress.

Grade Point Average

Each grade is assigned a numerical value on a 4.00 system as shown under quality points in the chart below. In order to determine a student's program grade point average, the credit hours for each course are multiplied by the quality points for the grade earned in the course. The total number of points, as calculated, is then divided by the total number of credits to obtain the program grade point average. A sample calculation is shown:

Course	Grade	Quality Points	Credits	Total Points
MA 107 College Algebra	B	3.00	4.00	12.00
PS 101 Psychology	C	2.00	3.00	6.00
IS 170 Visual Basic I	B	3.00	4.00	12.00
IS 112 Computer Networks	A	4.00	4.00	16.00
Totals			15.00	46.00

The sum of 46.00 total points divided by 15.00 credits gives a grade point average of 3.07. In the case of a course being repeated, the second grade earned is used to determine the program grade point average. Any courses below the 100 level (i.e., EN 090, MA 090) are not included in the grade point average calculation.

ADDITIONAL COURSEWORK

Other college courses may be selected outside a student's program of study within this catalog (with the approval of the Academic Dean) for which the student has the appropriate prerequisite. Any additional coursework taken will count as attempted courses for purposes of satisfactory academic progress.

ACADEMIC AWARDS

SEMESTER AWARDS

Students who complete six or more semester credit hours within a semester and achieve a semester grade point average of 3.50 will be placed on the Dean's List, and those who achieve a semester grade point average of 4.00 will be placed on the President's List. Other semester awards may be available for students to apply for. Please contact your campus for additional information.

GRADUATION AWARDS

Honors Graduates From Associate's and Diploma Programs: Any graduate who has obtained a program grade point average of 3.50 or higher will be considered an *Honors Graduate* and will have such status appropriately noted on the graduation exercises program and on the student's degree/diploma. Other graduation awards may be noted on the graduation exercises program and on the student's degree/diploma.

Honors Graduates From Baccalaureate Programs: An *Honors Graduate* from a baccalaureate program is eligible for one of the following designations and will have such status appropriately noted on the graduation exercises program and on the student's degree/diploma.

<u>Title</u>	<u>Program GPA</u>
Cum Laude	3.50–3.69
Magna Cum Laude	3.70–3.89
Summa Cum Laude	3.90–4.00

STUDENT OF THE YEAR AWARD

This award will be given to one student in each graduating program or to one student for the entire graduating class who has accomplished all of the following:

- Is an *Honors Graduate*
- Has maintained a high attendance average
- Has demonstrated leadership and inspiring attributes throughout the program
- Has made outstanding contributions to the University and to fellow students

HERZING CUP

The Herzing Cup is awarded for the best presentation by a student or student group (a maximum of four students to a group). The presentation must involve some analysis and study of a product, service, design, or process with the purpose of introducing a new product, service, design, or process or improving an existing one. The presentation is judged upon its overall effectiveness and professionalism, clarity of expression, proper grammatical usage, and organization.

HERZING _____ PROJECT AWARD

This is a campus award with the department name appearing in the blank, e.g., IT, Business, Graphic Design, Public Safety, or Healthcare. This award is for the best capstone or other project in each department at each campus based upon the following:

- Professional level of the content
- The importance and practicality of the project
- Quality of the work
- Originality

If this is a team effort, the team should be made up of no more than four students.

A team or individual may win both the Herzing Cup and the Herzing _____ Project Award.

SERVICE QUALITY ASSURANCE

Herzing University is committed to the complete satisfaction of our students and their employers. We pride ourselves in providing a quality, student-centered educational experience that successfully prepares our graduates for employment. We offer the following written service quality assurance to our valued student and employer customers.

Assurance to Students

A Herzing University student may retake any course that he or she is dissatisfied with at no additional charge for tuition provided the student completed and passed the course with a "C" or better, demonstrated compliance with the stated attendance policy for the course in question,

is not in default on his/her student loan(s), and is current in financial standing with the University.

Assurance to Employers

If an employer feels a Herzing University graduate is not functioning satisfactorily in a job reasonably related to his or her program of study that had been completed within the last 12 months, Herzing University will allow the student to retake any course offered in the student's completed curriculum without tuition cost to the student or the employer.

Notes on the Service Quality Assurance Policy

1. For employers, a phone call or letter to the Department of Career Development, the Academic Dean, or Campus President/Director will be sufficient to allow students to repeat any course(s) that the employer believes is/are necessary.
2. The student repeating a course will be expected to attend a class (on a space-available basis) offered in the University's normal class schedule.
3. A student repeating a course will do so on an "audit" basis, (i.e., no grade will be received, and the student's academic performance will not affect his or her transcript).
4. A student repeating a course under the student assurance above must do so within 12 months of completing that course. Please note that the student is responsible for the purchase of books and materials.



THREE-YEAR BACHELOR OF SCIENCE DEGREE COMPLETION POLICY

For programs of 130.00 semester credit hours or less, students will be provided the classes they need to complete their bachelor of science degree in three years, or Herzing University will provide, at no tuition cost to the student, any additional courses required. The student may be required to take some courses online to remain on schedule. This policy does not apply to students transferring to Herzing University from other colleges or universities.

Student Conditions

The student must meet the following conditions in order to qualify for the policy:

1. Attend all of the semesters each year after matriculating
2. Carry a normal full course load of at least 16.00 semester credit hours each semester
3. Follow the course schedule, including online courses, as established by the Academic Dean and not fail or withdraw from any course
4. Earn a passing grade in each course
5. Maintain a 2.00 or better program grade point average

CURRICULUM

As educational programs are modified and updated to meet the needs of the students and the community, the University may need, and has the right upon approval of appropriate entities, to change the course curriculum, schedules, prerequisites and requirements, or to cancel a course or program for which there is insufficient enrollment. The total number of credit hours required for graduation will not be increased for current students.

INSTITUTIONAL ASSESSMENT OF STUDENT ACADEMIC PERFORMANCE

Herzing University is committed to the continual improvement of its educational processes and programs. To accomplish this, the University periodically conducts an assessment of student academic outcomes. Consequently, students can expect to participate in academic outcomes assessment activities during their education experience at the University.

The aggregated results of these assessment activities will be used exclusively to identify relative strengths and opportunities for improvement in the University's educational processes and programs. The results for individual students will be kept strictly confidential, will not be maintained, and will not affect their academic standing in any way.

DEVELOPMENTAL STUDIES

The Herzing University administration and faculty recognize that the University's students come from a variety of academic backgrounds. Consequently, the University acknowledges the need for and provides specialized developmental studies to assist students in making the transition to the University's programs of study. These courses are designed to help students succeed in their college-level studies by improving their study, reading, writing, and mathematics skills. Fundamental knowledge of these skills is important in establishing a foundation for academic success at Herzing University and in the student's chosen career field.

All students have the opportunity to take standardized admissions and placement examinations to assess their individual need for developmental coursework. If a student scores sufficiently high on the standardized tests, they may elect to be placed out of the appropriate developmental course(s). Otherwise, they will be scheduled for the developmental courses in addition to the coursework within their program of study which, in turn, will be a graduation requirement and may increase the length of time to graduate and increase corresponding costs.

Students scheduled in any developmental studies courses benefit because:

1. They have the opportunity to assess their skills prior to beginning classes in order to identify the specific areas in which developmental coursework may be needed.
2. The developmental coursework is focused on the specific area of need identified by the placement examination.
3. This type of coursework helps to increase the student's confidence and can encourage students to establish higher academic expectations.
4. Specialized developmental coursework can reduce the anxiety of adult learners who may be returning to academic endeavors.

The developmental course(s) a student may be scheduled for are:

- ◆ **PD 090 Student Success Skills** (0.00 semester credit hours): PD 090 is a free, non-credit course of about 15.00 contact hours in duration (or the equivalent in an online mode). The course is taken early in the student's studies at Herzing University (preferably in the first term) and helps students build effective study skills. Students may be placed out of PD 090 if they score above average on the admissions examination, (i.e., SAT, ACT, or the Wonderlic).
- ◆ **MA 090 Fundamentals of Mathematics** (4.00 semester credit hours): MA 090 helps students build basic math skills in advance of College Algebra. Students may be placed out of MA 090 by scoring above an established score on the mathematics placement examination (normally the Accuplacer arithmetic test).
- ◆ **EN 090 Principles of Communications** (4.00 semester credit hours): EN 090 helps students build basic writing skills in advance of English Composition I. Students may be placed out of EN 090 by scoring above an established score on the English Composition placement examination (normally the Writeplacer).

Students who do not advance sufficiently to pass the developmental courses will be required to repeat the course(s) until a passing grade of 70% or above is achieved.

WITHDRAWAL

Withdrawals From Individual Courses

Students may voluntarily withdraw themselves from a course at any time by notifying the Academic Dean or Registrar. If a student has already attended or logged into the class he/she is wishing to drop, then the grade for the course will be based on the date the withdrawal is requested. If the request to withdraw from an individual course is before the midway point of the course, the grade assigned will be a "W." If the request to withdraw from an individual course is after the midway point, the grade assigned will be an "F." The midpoint of the course varies, depending on the length of the course. For example, in a four-week course, the midpoint of the course starts on the Monday of the third week. In an eight-week course, the midpoint of the course is the Monday of the fifth week. In a 16-week course, the midpoint of the course is the Monday of the ninth week.

The course letter grade will be included in the calculation of the student's program grade point average (PGPA). A student who withdraws from a course does not get a tuition reduction. If a student completely withdraws from the University, the tuition reduction (if any) will conform to the refund policy of the University.

Withdrawal From University

A student may withdraw from Herzing University at any time by notifying the Academic Dean or Registrar. If the withdrawal occurs during an ongoing semester, the grade assigned to each course will be based on the student's overall last date of attendance with the University. If the student's overall last date of attendance is prior to the midway point of the course, then the grade assigned will be a "W." If the student's overall last date of attendance is after the midpoint of a course, then a letter grade will be assigned. The University will withdraw a student if he/she fails to attend all their courses for a period of 14 days.

Withdrawal Due to Military Service Needs

Herzing University encourages military students to continue their education and assures them that the University will provide them with the highest level of commitment and support while they defend this great country and its allies. In keeping with the University's tradition of being a military-friendly institution, the following policies regarding military deployments and military exigencies have been adopted.

1. Herzing University, through its Online Campus, will make all reasonable efforts to make it possible for military students to continue their studies, even during deployments or other military commitments.
2. When military students on active duty (whether regular active duty, reserve, or National Guard members called to active service) must withdraw from one or more classes due to military deployment or other military exigencies, the University will waive the requirement that withdrawals be made prior to the midpoint of the course. In such cases, the student's grade will be recorded as a "W" (withdrawal) and will not count against the student's grade point average. Also, the University will scholarship any tuition or fees paid by the service member not covered by military tuition assistance. The requirement to withdraw due to the needs of the military must be verified in writing by the student's unit commander or designate. Military orders alone are not sufficient since, in many cases, deploying students desire and are able to continue their studies while deployed.
3. Should a military student in good standing with the University need to withdraw from the University entirely due to military commitments, the service member may return to the University in good standing at the beginning of any 4-, 8-, or 16-week session convenient to the student. No time limits apply.

ADD/DROP PERIOD

The last two weeks of each semester are the add/drop period for the subsequent semester. A student may make changes to his/her schedule during this two-week period. Any changes made to a student's schedule after the end of the add/drop period may only be done with permission from the Academic Dean and the Educational Funding Department and may be subject to a schedule change fee, as outlined in each campus's fee schedule.

ACADEMIC WARNING AND PROBATION

A student will be placed on academic warning if the student does not meet the standards of satisfactory academic progress (see the "Standards of Satisfactory Academic Progress" section of this catalog) or exhibits other behavior that might result in the student being dismissed from the University. If the student does not meet the standards of satisfactory academic progress or other conditions of the academic warning by the end of one semester of academic warning, the student may be dismissed from the University or may lose eligibility for federal financial aid. When there are mitigating or extenuating circumstances, a student may appeal dismissal from the University and/or termination of eligibility for federal financial aid. A student readmitted to the University following appeal or reinstated on federal financial aid following appeal will be placed on probation. The conditions of the probation are specified in writing at the time of being placed on probation. Normally, the period of probation is one semester, but it may be longer if specified in an academic plan included in the conditions of probation.

ATTENDANCE POLICY AND PROCEDURES

Attendance Philosophy

The philosophy of Herzing University is that college is not only a place to learn technical and business skills and to develop academically, but also a place to develop important work habits. Important work habits include responsibility and reliability, and attendance is a major factor in both. Also, a student should understand that missing a class affects more than the individual student. It affects the class if the student has to ask questions regarding what was covered when he or she was not there, and it affects the instructor who may have to assign make-up material or give other individual attention to the absentee. For that reason, and to avoid disruption to the educational process caused by erratic attendance, the University emphasizes attendance in all courses.

Withdrawals Due to Attendance

Herzing University is required to withdraw students from school after 14 consecutive calendar days of non-attendance. Attendance will be checked daily, and students not meeting the attendance policy will be withdrawn. Attendance will be monitored for all ground courses, online courses, and clinical courses. Herzing University breaks and official holidays are not included when counting the 14 days.

New Students

New students must attend/log into week two of courses in order to become **active** students. If a new student does not attend/log into a class in week two, his/her enrollment will be canceled. Week one is considered a trial period for new students only. A new student who attends/logs into week one but never attends/logs into week two will not become an **active** student, and his/her enrollment will be canceled.

Continuing Students

A continuing student is required to attend/log into courses by the end-of-day on Tuesday of the second week of a course, or they will be withdrawn as a non-returning student. If a student attends/logs into one class but not the other, the class not attended/logged into will be unregistered.

Reentries and Graduate Reenrolls

Reentries and graduate reenrolls must attend or log into week two of courses in order to be officially counted as a start. If reentries and graduate reenroll students do not attend in week two, they must be preschool-cancelled. Week one is considered a trial period for reentries and graduate reenroll students, the same as it is for new students. A reentry and graduate reenroll student that attends week one but never attends week two is not considered a start and needs to be pre-school-cancelled.

Students Attending Two or More Courses

If a student is enrolled in two or more courses during a given time period and attends/logs into one or more courses regularly but never attends/logs into one of the courses, the student will be unregistered from the course they never attended/logged into. If a student is enrolled in two or more courses during a given time period and stops attending/logging into one of the courses after attending or logging in at least one time, the student is not withdrawn from the course, as the 14-day rule only pertains to a student withdrawing from enrollment and not from individual courses as long as a student remains *active*.

Notification of Absences

As a courtesy, students are expected to inform their instructors (or the office) if they know they will have to miss a class. Students returning from an absence are expected to address missed material with the instructor outside of scheduled class hours.

Affect of Absences on Grading

Points will not be directly deducted from a student's academic average because of absences. However, students can expect tests, quizzes, or other graded assignments to be scheduled without notice during any given class session. If a student misses a test, quiz, or assignment because of an absence, the instructor is not obligated and will not normally allow a make-up quiz, test, or assignment. Extenuating circumstances will be taken into consideration when deciding if make-up work will be permitted.

Extenuating Circumstances

If there are extenuating circumstances (such as a documented health problem, a family emergency, jury duty, military reserve service obligations, etc.) that caused an absence or is expected to cause absences in the future, the student should contact his or her instructor or the Academic Dean immediately.

Graduation Awards

A student who has maintained perfect attendance throughout the entire program will have this fact appropriately noted on the graduation exercises program.

PROGRAM CHANGES

If a program change is desired, it should be made only at the end of the semester and only after consultation with the Academic Dean.

AUDITING COURSES

A course may be audited with the permission of the Academic Dean. All standard fees and tuition will apply unless the student has already received a bachelor's degree from Herzing University. No grade will be assigned and no credit hours accumulated towards attempted courses, diploma, or degree requirements. Financial aid or veterans benefits may not be used for an audited course. Previous bachelor of science degree graduates may audit one course per calendar year at a reduced fee (see "Fee Schedule").

COURSE EXEMPTIONS

An appointed faculty member or the Academic Dean may exempt students from certain courses as the result of examination. Students are allowed only one attempt to take the challenge examination per course and must achieve a grade equivalent to a B or better (85%) to be exempted from the course. Students will receive credit for the course(s) from which they are exempted, and the course(s) will be listed as "EX" on the student's transcript. Students may not exempt more than 25% of the credits required for a degree/diploma, and the total of credits transferred from other colleges/universities plus course exemption credits may not exceed 75% of the credits required for the degree/diploma sought.

Students who wish to attempt to exempt any course or courses in their education program should do so prior to starting classes but no later than eight weeks after matriculation (refer to current “Fee Schedule” for course exemption examination fee). Students interested in exempting classes should see the Academic Dean. Students with special circumstances may be allowed to take an exemption exam later than the first eight weeks of matriculation by appealing to the Academic Dean.

UNDERGRADUATE STUDENTS TAKING GRADUATE COURSES (DUAL ENROLLMENT)

Undergraduate students within 36.00 credit hours of graduation from a bachelor’s program may take up to 4 graduate courses (12.00 semester credit hours), and the courses will count as both electives in the bachelor’s program and toward the requirements of the master’s program (if the student is later accepted and enrolls in the master’s program). To be eligible, students must have a minimum undergraduate grade point average of 2.70 at the time of registration.

UNDERGRADUATE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The academic standards of satisfactory academic progress (SAP) apply to all undergraduate students at Herzing University, not just to those receiving financial assistance. SAP is determined by calculating the student’s program grade point average and the student’s rate of progression toward completion of the academic program. All periods of a student’s enrollment at Herzing University are used in determining SAP. Satisfactory academic progress for all students is checked following the end of each semester of attendance.

Standards of Satisfactory Academic Progress

An undergraduate student is considered not to be making satisfactory academic progress if he or she has not achieved and maintained the minimum standard of a 2.00 PGPA (program grade point average) or did not successfully complete (with passing grades) any of the courses taken in his or her first semester of enrollment.

Students must also remain on pace to complete their programs within a reasonable period of time. To calculate the pace at which a student is progressing, the number of cumulative program credit hours the student has successfully completed is divided by the cumulative number of program credit hours the student has attempted within their current program of study. Transfer credits are counted both as successfully completed and attempted when calculating pace. Incompletes, withdrawals, and failures will be counted as attempted credits in the pace calculation. Pace is measured at the end of each semester. To remain on pace, students must meet the following minimum completion of credits attempted at the respective evaluation checkpoints:

Evaluation Checkpoint	Minimum PGPA	Minimum Completion of Credits Attempted
End of each semester	2.00	67%

Students not remaining on pace to complete their programs within a reasonable period of time (as defined above) are placed on academic warning for a period of one semester. Students still not on pace to complete their program in a reasonable period of time at the end of a semester of academic warning are dismissed from the University.

Students must be able to complete their current program without attempting more than 150% of the minimum credit hours required for the student’s program. Once it has been deemed impossible for a student to complete their program of study within 150% of the published length in the educational program, as measured in credit hours, the student will lose Title IV eligibility. Students may not appeal termination of eligibility for federal financial aid if they cannot complete their current program without attempting more than 150% of the minimum credit hours required for the program.

Special Academic Standards for Clinic-Based Healthcare Programs

In clinic-based healthcare programs where the minimum passing grade for core courses is a C+ (76%), undergraduate students must maintain a PGPA of at least 2.00 and will be dismissed after two failures in the core courses of the program, irrespective of program grade point average.

Special Academic Standards for Professional Aeronautics Students

Students enrolled in the Professional Aeronautics program must complete the minimum flight hours per rating within the scheduled semester. A student who does not complete their minimum flight hours within the scheduled semester may petition for an Incomplete if additional time is needed. If granted, the student will have one additional semester to complete the required hours. Failure to do so will result in a grade of an F.

Change of Program and Transfer Credits

Applying Courses From One Program to Another Within the University: Any courses taken by the student applied from one program to another (whether or not the courses were successfully completed) will be counted toward program completion and the PGPA calculations. If a student chooses to change programs, Herzing University will transfer all relevant courses into the new program. If a student graduates from one program and chooses to earn another degree, Herzing University will transfer all relevant courses from the program in which the student graduated into the new program. Any courses transferred from one program to another will be counted toward program completion and in PGPA calculations.

Transferring Credits From Other Institutions: Transfer credits from other institutions that are applied to a student's program at Herzing University will be counted as attempted credits. Transfer credits count towards graduation but are not included in calculating the grade point average.

Academic Warning

Students whose program grade point average (PGPA) is less than 2.00 or whose pace of satisfactory completion is less than 67% or have failed a course that requires a C+ or better (see the list of courses in the section entitled "Grading Policies") at the end of a semester are placed on academic warning for a period of one semester. Undergraduate students on academic warning who improve their PGPA to at least 2.00 and attain the minimum 67% cumulative completion rate by the end of the semester of academic warning are removed from academic warning. A student on academic warning may continue to receive assistance under Title IV, HEA programs for one semester.

Dismissal From the University for Lack of Satisfactory Academic Progress

An undergraduate student will be dismissed from the University for lack of satisfactory academic progress in the following circumstances:

- ◆ The student did not successfully complete (with passing grades) any of the courses taken in his or her first semester of enrollment.
- ◆ The student did not raise his or her PGPA to at least 2.00 by the end of a semester of academic warning.
- ◆ The student received two failures in the core courses of a clinic-based healthcare program, irrespective of PGPA. A student will be dismissed without first being placed on academic warning if the two failures occurred in the same semester. (See the list of applicable courses in the policy entitled "Grading Policies.")
- ◆ The student did not meet the 67% pace requirement by the end of the semester of academic warning.

Appeal of Dismissal

If mitigating or extenuating circumstances exist, students may appeal dismissal from the University by following the procedures outlined under "Appeal, Grievance, and Arbitration Procedures" in the Student Services Information section of this catalog.

Academic Probation Following Appeal

If a student who has appealed dismissal from the University is granted his or her appeal, the student will be reinstated to the University and will be placed on probation. The student must meet the conditions stipulated in the academic plan for the probation or again face dismissal from the University. Unless otherwise specified in the academic plan, a student on probation may receive Title IV, HEA program funds for only one semester.

STUDENT CONDUCT

The student is expected to be familiar with the University rules and regulations as outlined in this catalog as well as the student handbook. Because the administration believes university-level students should be offered the freedom of adulthood, the number of rules has been kept to a minimum. With freedom, however, comes the responsibility to behave in a manner consistent with the best interests of the student body. The University, therefore, reserves the right to suspend or to dismiss from the University any student at any time when such action is deemed by the administration to be in the best interest of the student body or the University. For example, the student may be dismissed for reasons including, but not limited to, the following:

1. Improper conduct
2. Improper dress
3. Intoxication
4. Disruptive behavior
5. Cheating of any type
6. Forgery of work or work study materials
7. Violation of local, state, or federal law

ACADEMIC DISHONESTY

Original Work, Cheating, Plagiarism, and Paraphrasing

The Herzing University Catalog addresses academic dishonesty in general in the "Student Conduct" section of the University Catalog. Original work, cheating, plagiarism, and paraphrasing are addressed in greater detail here.

When completing an assignment for a Herzing University course, students are expected to do original work for the assignment and to not reuse work they may have done in previous courses or other settings, unless specific prior approval is granted by the instructor.

Cheating is defined as “the giving or receiving of aid (whether written, oral, or otherwise) in order for a student to receive undeserved credit on classwork, homework, tests, or any other assignment that is his/her own responsibility.”

Plagiarism violates the central core of Herzing University’s educational philosophy. It involves stealing another person’s work and claiming it as one’s own. It occurs whenever one directly copies another person’s intellectual effort and integrates it into his/her class work without giving proper credit to the author.

Paraphrasing is defined as “a restatement of a text or passage giving the meaning in another form” (*Webster’s New Universal Unabridged Dictionary*, 1996). When one paraphrases but intentionally omits authorship of the work, this, too, is a serious violation of academic honesty.

All Herzing University students have an individual responsibility to understand what cheating, plagiarism, and paraphrasing are. The student must also be aware that the consequences for cheating and plagiarism, or for paraphrasing without proper attribution, are severe. Whenever you have doubt about what constitutes cheating, plagiarism, or paraphrasing, contact your instructor. With the advent of the Internet, the potential for cheating by simply cutting and pasting information into a paper is tempting. Be aware that these dishonest activities will not be tolerated, and instructors have access to increasingly sophisticated search engines to “test” the validity of student work. Plagiarism, in particular, is easily traced.

Consequences and Sanctions

Herzing University will, upon finding that a student has violated its policies on academic dishonesty, enact the following:

1. For the first offense, the student may receive a zero on the assignment involved or a failing grade in the course. The student will be required to repeat the entire course if completion of a failed course is needed to graduate.
2. Upon a second offense, the student may be immediately and permanently expelled from the University.

Academic Appeal Process

The student is directed to the “Grievance and Complaint Procedure” and “Academic Appeal for Termination” sections of the Herzing University Catalog for information for petitioning the University to reconsider its action.

CELL PHONE USE

Cell phone use, including talking or texting, is strictly prohibited once a student enters the classroom. Cell phones must be turned off or set to vibrate-only while in class. If a call needs to be taken in an emergency situation, the student must leave the class to do so.

ACCEPTABLE USE OF COMPUTING RESOURCES

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Herzing University. It applies to all users of the University’s computing resources including students, faculty, staff, alumni, and guests of the University. Computing resources include all computers, related equipment, software, data, and local area networks for which the University is responsible as well as networks throughout the world to which the University provides computer access.

The computing resources of Herzing University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the University. All users must have proper authorization for the use of the University’s computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University’s computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable University procedures and applicable state and federal laws. Among the more important laws are the Federal Computer Abuse Amendment Act of 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act.

Policy violations generally fall into four categories and involve the use of computing resources to:

1. Harass, threaten, or otherwise cause harm to specific individuals or classes of individuals.
2. Impede, interfere with, impair, or otherwise cause harm to the activities of others.
3. Download, post, or install to University computers or transport across University networks material that is sexually explicit or offensive or material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of University contracts, or otherwise damaging to the institution.
4. Recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information.

Penalties for violating these guidelines can range from a reprimand in the student's file to expulsion. Examples (not a comprehensive list) of policy violations related to the above four categories include:

1. Sending an individual or group repeated and unwanted (harassing) e-mail or using e-mail to threaten someone.
2. Accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at their personal information).
3. Propagating electronic chain mail or sending forged or falsified e-mail.
4. Obtaining, possessing, using, or attempting to use someone else's password, regardless of how the password was obtained.
5. Copying a graphical image from a website without permission.
6. Posting a University site-licensed program to a public bulletin board.
7. Using illegally obtained licensed data, software, or licensed data/software in violation of their licenses or purchase agreements.
8. Releasing a virus, worm, or other program that damages or otherwise harms a system or network.
9. Accessing, displaying, storing, or transmitting sexually explicit or offensive language or images.

UNDERGRADUATE COURSE NUMBERING SYSTEM

The course numbering system consists of a two-character alpha prefix followed by a three-digit number. The meaning of the prefixes is shown below:

Prefix and Course Area Focus

AA	Aeronautics (Akron)	AC	Accounting
AN	Aeronautics (New Orleans)	BU	Business Management
CA	Clinical Medical Assisting	CJ	Criminal Justice
CO	Co-Operative Education	DH	Dental Hygiene
DN	Dietetics and Nutrition	DS	Dental Science
DT	Drafting Technology	EC	Economics
EE	Electronics Engineering	EM	Emergency Medical Technician
EN	English	ET	Electronics Technology
FL	Foreign Language	FS	Fire Science
GA	Graphic Arts	GD	Game Development
HC	Healthcare Management	HI	Health Information Management
HR	Human Resources Management	HS	Homeland Security
HU	Humanities	IS	Information Systems
IT	Information Technology	MA	Mathematics
MC	Medical Coding	ML	Military Science
MO	Medical Office Administration	MS	Medical Science
MT	Medical Laboratory	NA	Nursing (Alabama)
NB	Nursing/Nursing Bridge	NF	Nursing (Florida)
NM	Nursing (Minnesota)	NO	Nursing (Ohio)
NT	Networking and Security Technology	NW	Nursing (Wisconsin)
OT	Occupational Therapy Assistant	PD	Personal and Professional Development
PH	Public Health and Safety	PL	Paralegal
PN	Practical Nursing (Alabama)	PS	Psychology
PT	Physical Therapy Assistant	RT	Radiologic Technology
SC	Natural Science	SS	Social Sciences
ST	Surgical Technology	TN	Therapeutic Massage

The meaning of the three-digit number is shown below:

Number Description

100	First-level undergraduate course which focuses on basic knowledge in the subject and normally does not require a prerequisite course
200	Second-level undergraduate course which focuses on student comprehension and may require a prerequisite course
300	Advanced third-level undergraduate course which focuses on application of learning and normally requires a prerequisite course
400	Advanced fourth-level undergraduate course which focuses on analysis within the discipline and normally requires a prerequisite course

MAJORS, MINORS, AND CONCENTRATIONS

In the bachelor of science programs, students first select a major (such as business administration, homeland security and public safety, or information technology). They may then also select a minor or concentration. A minor is a selection of courses drawn from a separate academic discipline from the major that allows the student to widen the breadth of his or her education (such as the business management minor in the business administration major). A concentration is a selection of courses taken in the same academic discipline as the major, which allows the student to concentrate further in that discipline (such as the criminal justice concentration in the homeland security and public safety major). Not all majors, minors, or concentrations are offered at all campuses. Check the program chart at the beginning of the “Programs of Study” section of this catalog for a list of options available at each campus.

ELECTIVES

Electives are not continuously offered at all campuses at all times. A student can request a copy of which electives are currently being offered at his or her campus.

ARMY ROTC PROGRAMS

Some Herzing University campuses offer the Army ROTC program in conjunction with another local college or university that hosts an Army ROTC detachment. Where these agreements exist, a student may take the military science courses that constitute the Army ROTC program at the hosting college and apply those courses as open electives toward Herzing University degree requirements and can earn a presidential commission as a reserve officer in the U.S. Army, Army Reserve, or the National Guard. Check with your local Herzing University campus about the availability of the Army ROTC courses.

PRIVACY OF RECORDS

Herzing University complies with the Family Educational Rights and Privacy Act of 1974. The purpose of this act is to allow you, as a student, to know what educational records are kept by the University, to provide you the right to inspect such records and ask for corrections, if necessary, and to control the release of such information to those who are not involved in the educational process.

Under the Privacy Act, directory information is made available to anyone who requests it, unless you specifically ask that this not be done. The only information that Herzing University considers in this category is as follows: name, major field of study, dates of attendance, full-time or part-time status, activities, awards, school-sponsored e-mail, and diploma or degree awarded.

The administrative office at each campus will, upon request, provide you with a statement showing which records are maintained, where to find them, how to make a request to inspect the records, how to ask for a correction, who has access to the records, and how you may release information to others.

FINANCIAL INFORMATION



Akron Institute of Herzing University

Herzing University will help students develop financial plans to pay for their education through a combination of financial aid (if eligible), student contributions, family contributions and employer tuition reimbursement plans. Prospective students are expected to provide their own financial support, which may include the use of savings, part-time or full-time job earnings, parental or guardian support, spousal support, or financial support from other family members.

To help a student select the best method or methods for financing their education, the Free Application for Federal Student Aid (FAFSA) should be completed. The FAFSA Website is <http://www.fafsa.ed.gov>. This application serves as the student's application for federal and state student financial aid and as verification for any institutional grant funding or institutional scholarships. The FAFSA must be completed prior to the applicant's official enrollment at Herzing University. The FAFSA must also be completed annually by the student (and parent or spouse if applicable). The University determines available resources based upon a federally approved needs analysis formula. The student's expected expenses are compared to the Expected Family Contribution (EFC) to determine financial aid eligibility. In the event incorrect or incomplete data is provided, financial aid documentation will be requested. Upon receipt of a student's properly completed documentation, changes will be made to the student's application if necessary. After all of the appropriate processing of information has been completed, financial assistance packages are developed, and award letters are distributed to eligible students.

COST OF ATTENDING

Tuition is subject to change upon 60 days advance notice by the University but will not be changed more than once per calendar year. The use of textbooks is included in the tuition charges for all undergraduate programs. In the event a replacement copy of a textbook is needed, it will be at the expense of the student. Campus students are normally expected to return their books at the end of the semester as part of the book-loaning program.

FEDERAL STUDENT AID PROGRAMS

To help students pay for post-secondary education, the U.S. Department of Education offers federal financial aid programs (Title IV). To ensure accuracy, much of the federal financial aid information found below has been taken directly from the 2011–2012 Department of Education publication called "Funding Education Beyond High School—The Guide to Federal Student Aid."

Herzing University is eligible to participate in the following Title IV programs:

- Federal Pell Grant (PELL)
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study (FWS)
- Federal Perkins Loan (PERKINS)
- Direct Loan Program
 - Subsidized Direct Stafford Loans
 - Unsubsidized Direct Stafford Loans
 - Direct PLUS Loans

In general, students may be eligible for Title IV aid if the following provisions apply:

- The student is enrolled as a regular student in a Title IV eligible program.
- The student is a U.S. citizen or eligible non-citizen.
- The student meets the need requirements specified.
- The student makes satisfactory academic progress toward completing their program.
- The student is not in default on a Title IV loan received at any institution.
- The student has not met or exceeded aggregate loan limits.
- The student is not concurrently receiving Title IV financial aid from another institution of higher education.
- The student does not owe a refund or repayment on a Federal Pell Grant, ACG, National SMART Grant, or Federal SEOG.

The student must complete the Free Application for Federal Student Aid (FAFSA) in order for Herzing University to determine a student's federal financial aid eligibility.

Many Title IV programs use an undergraduate student's grade level as a factor when calculating eligibility. The chart below outlines how Herzing University defines undergraduate student grade levels.

Grade Level	Description
1st Year	Student has successfully completed less than 24.00 semester credit hours that apply toward their current program of study.
2nd Year	Student has successfully completed between 24.00 and 47.00 semester credit hours that apply toward their current program of study.
3rd Year *	Student has successfully completed between 48.00 and 71.00 semester credit hours that apply toward their current program of study.
4th Year *	Student has successfully completed more than 71.00 semester credit hours that apply toward their current program of study.

* 3rd and 4th year grade levels are only applicable to bachelor of science degree programs.

Federal Pell Grants (FPELL)

- Pell Grants are the foundation of federal student financial aid to which aid from other federal and non-federal sources might be added.
- Pell Grants are awarded only to undergraduate students (those who have not earned a bachelor or graduate degree).

Federal Supplemental Educational Opportunity Grants (FSEOG)

- FSEOGs are awarded to undergraduate students with exceptional financial need (those with the lowest Expected Family Contribution).
- Federal Pell Grant recipients receive priority for FSEOG awards.

Federal Work Study (FWS)

- Under the FWS Program, a student can work part-time to earn money for his/her education.
- This program provides part-time employment while a student is enrolled in school and helps students pay for educational expenses.
- This program is available to full-time or part-time undergraduate and graduate students and is administered by schools participating in the FWS Program.
- FWS encourages community service work and work related to a student's course of study whenever possible.

Federal Perkins Loans (FPERKINS)

- The Perkins Loan Program is administered by participating schools to full-time or part-time undergraduate, graduate, and professional degree students who demonstrate financial need.
- This loan is repaid by the student to the awarding school.
- Repayment begins 9 months after the borrower ceases to be enrolled at least half-time.
- The minimum monthly payment is \$40, and the total debt must be repaid within 10 years.
- Federal Perkins funds are awarded according to institutional need-based criteria.
- These funds are extremely limited.

Federal Direct Stafford Loans (Subsidized and Unsubsidized)

- Stafford Loans are for undergraduate, graduate, and professional degree students who are enrolled as at least half-time students.
- There are two types of Stafford Loans: subsidized and unsubsidized.
- The borrower must have financial need to receive a Subsidized Stafford Loan. The U.S. Department of Education will pay (subsidize) the interest that accrues on Subsidized Stafford Loans during certain periods.
- Financial need is not a requirement to obtain an Unsubsidized Stafford Loan.
- Federal Direct Stafford Loans must be repaid.
- Students begin repayment of loans 6 months after ceasing to be enrolled as at least a half-time student. Monthly payments are based on aggregate borrowing with a minimum amount of \$50.
- Repayment is usually completed within 10 years or less but may be extended if a student chooses to consolidate their loans.

Federal Direct PLUS Loans/Graduate PLUS Loans

- PLUS loans are loans parents can obtain to help pay the cost of education for their dependent/undergraduate children.
- Graduate and professional degree students may obtain PLUS Loans to help pay for their own education.
- PLUS loans are credit-based loans.

Return of Title IV Funds Policy

Students earn Title IV assistance in proportion to their attendance in school, up until they attend beyond the 60% point of the semester. If a student withdraws from the University at or before the 60% point, he/she will have earned financial aid in direct proportion to the percentage of days attended in the semester. After 60%, the student has earned 100% of his/her financial aid awards for that enrollment period. The Return of Title IV Funds regulation does not dictate the institutional refund policy, but prescribes the amount of Title IV funds a student has earned at the time of withdrawal. The amount of Title IV funds earned or unearned has no relationship to the student's institutional charges. The institutional charges are determined by the institutional refund policy. The Return of Title IV regulation, coupled with the institution's refund policy, can result in a student with a balance owed to the University and/or the Title IV programs if the student withdraws from school.

The formula in brief is as follows:

1. Determine the date of withdrawal and the percentage of the payment period attended by the student.
2. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of the payment period attended by the student.
3. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement may be made. If the amount disbursed exceeds the amount earned, Title IV aid must be returned.
4. Allocate the responsibility for returning unearned aid between the University and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
5. Distribute the unearned Title IV aid back to the Title IV programs in the following order:
 - a. Unsubsidized Federal Direct Stafford Loans (other than PLUS loans)
 - b. Subsidized Federal Direct Stafford Loans
 - c. Federal Perkins Loans
 - d. Federal PLUS Loans
 - e. Direct PLUS Loans
 - f. Federal Pell Grant for which a return of funds is required
 - g. Federal Supplement Educational Opportunity Grants (SEOG) for which a return of funds is required

STATE STUDENT AID PROGRAMS—ATLANTA

- Grant program: The state of Georgia provides financial assistance to Georgia residents through a state grant program.
- HOPE Scholarship: This scholarship is available to Georgia residents who have demonstrated academic achievement at the high school and/or college level. The scholarship provides funds to address many of the costs associated with tuition, fees, and books for students who are pursuing an associate or bachelor's degree in Georgia's public and private colleges and universities.
- HOPE GED Grant: This grant is available to residents of Georgia who earned a General Education Development (GED/high school equivalency) diploma awarded by the Technical College System of Georgia after June 30, 1993. The Grant provides a one-time \$500 HOPE award that can be used towards tuition, books, and other educational costs at an eligible public technical college or public or private college or university in a degree, diploma, or certificate program.



New Orleans

- Georgia Tuition Equalization Grant (GTEG): This grant is available to full-time undergraduate Georgia residents. The grant is given to encourage Georgia residents to attend eligible private colleges in Georgia by providing grant assistance.

More information on these programs is available from the Educational Funding Department.

STATE STUDENT AID PROGRAMS—BIRMINGHAM

- Grant program: The state of Alabama provides financial assistance to Alabama residents through a state assistance program.
- Alabama Student Assistance Program: This is a grant program that provides need-based assistance to Alabama residents who are undergraduate students attending an eligible school at least half-time. The funds for this program are limited based on the allocation to the school from the Alabama Commission on Higher Education.

More information on this program is available from the Educational Funding Department.

STATE STUDENT AID PROGRAMS—MINNEAPOLIS

The Office of Higher Education administers several financial aid programs that provide grants, loans, and work opportunities for qualified Minnesota resident students. The state of Minnesota aid programs include the following:

- Minnesota State Grant Program
- SELF Loan Program
- Minnesota State Work Study Program
- Postsecondary Child Care Grant Program
- Minnesota Achieve Scholarship Program
- Minnesota Indian Scholarship Program
- Minnesota GI Bill Program
- Public Safety Officer's Survivor Grant

More information on these programs is available from the Educational Funding Department.

STATE STUDENT AID PROGRAMS—OMAHA

- Grant Program: The state of Nebraska provides financial assistance to Nebraska residents through the state grant program.

THE HERZING EDUCATIONAL FOUNDATION

Founded in 2009 and receiving designation as a 501(c)(3) charity in September 2010, the Herzing Educational Foundation began with the core belief that career colleges and universities have an important impact on student learning and the communities they serve. The Foundation serves to support students attending Herzing University with scholarship opportunities and funding for community projects.

The Herzing Educational Foundation Scholarship was funded through an initial donation made by Henry and Suzanne Herzing, the founders of Herzing Universities and Colleges.

You may visit the Foundation's website at www.herzingeducationfoundation.org to see the scholarship opportunities available.

OTHER FINANCIAL ASSISTANCE

- ◆ Herzing University Tuition Payment Plan
- ◆ Employer Reimbursement Plans
- ◆ Scholarship Programs
- ◆ Institutional Grant Program

Herzing University Tuition Payment Plan

Rather than requiring that tuition and fees be paid in full prior to the start of each semester, Herzing University may allow a student an interest-free payment plan that provides affordable monthly payments worked out in accordance with individual family circumstances, as reflected in the financial information submitted to Herzing University. Students must have paid for each semester's tuition in full through cash payments, federal student aid programs, or other financial assistance prior to sitting for final examinations.

Employer Reimbursement Plans

Students may be eligible for employer tuition reimbursement benefits. Students should contact their supervisor at work or their benefits office to determine if tuition reimbursement is available. Tuition reimbursement does not eliminate the student's responsibility to pay tuition before the commencement of classes or according to the school-approved payment plan.

Awards, Grants, and Scholarships

To remain eligible for all scholarships and awards, the student must maintain a minimum of a 2.00 PGPA and be enrolled full-time. Students must remain active in order to be eligible for the award. Students who fail to remain active are subject to a loss of eligibility or reduced award amount.

Academic Award: Students with a program grade point average in the upper 5% of the student body after their second or subsequent semester (completion of at least 24.00 semester credit hours at Herzing University) will receive an academic award of \$150. The award is a credit to the next semester's tuition if the student is carrying a course load of at least 12.00 semester credit hours. No application is required. The award will be determined by the Registration and Educational Funding departments, and the student will be notified if they are an eligible recipient.

Academic Persistence Award: This award is made available to students who initially enroll at Herzing University in an associate's degree or bachelor's degree program and continue through to completion of a bachelor's degree on a full-time basis with no interruption in their education. To qualify for this award, transfer students must complete 75% of the credits required for the completion of their bachelor's degree at Herzing University. The award is a \$500 credit to the tuition account of the student during their last semester of study. Students who believe they qualify for the award must obtain an application from the Educational Funding Department and submit it to that department prior to starting their last semester of study at Herzing University.

Adult Learner Scholarship: An Adult Learner Scholarship is available at each campus each semester. The scholarship amount and the awarding of the scholarship for any semester will be determined by the Scholarship Selection Committee. The scholarship will be for an amount not exceeding \$500 per semester of full-time study for two semesters. An applicant must meet the following criteria:

- ◆ Does not qualify for the Herzing High School Merit Scholarship or the Henry G. Herzing Scholarship
- ◆ Demonstrates the need for financial assistance
- ◆ Receives two written recommendations from employers or educators
- ◆ Submits a qualifying essay of 150 to 300 words as to why he/she is pursuing the field of study being applied for and why he/she chose Herzing University

Applicants must complete the application and submit it along with the recommendations and qualifying essay no later than two weeks prior to the start of the first semester to qualify for the Adult Learner Scholarship for that semester start. Students who miss that deadline may submit an application prior to the start of their second semester but, after that time, this scholarship is no longer available to them.

Badge to Grad Scholarship: Herzing University is pleased to offer an exclusive scholarship opportunity for all certified law enforcement officers at the local, state, and federal levels.

Undergraduate students in regular programs (programs charged at the regular rate) that qualify for the Badge to Grad Scholarship will be eligible for an institutional tuition scholarship that reduces the out-of-pocket cost of the program with a \$250 credit.

Graduate students that qualify for the Badge to Grad Scholarship will be eligible for an institutional tuition scholarship that reduces the out-of-pocket cost of the program with a \$500 credit.

The Boys & Girls Clubs of Greater Milwaukee Scholarship: This scholarship is for high school seniors who are members of the Boys & Girls Clubs of Greater Milwaukee.

The Herzing Educational Foundation is offering scholarships to Boys & Girls Club of Greater Milwaukee participants to cover the direct educational costs of attending Herzing University or a career-focused program at another accredited postsecondary institution. To qualify for consideration for one of these needs-based scholarships, the applicant must meet the following criteria:

- ◆ Be nominated by the staff of the Boys & Girls Club of Greater Milwaukee
- ◆ Be enrolled at a Herzing University Campus or in a career-focused program at another accredited postsecondary institution
- ◆ Have a 3.00 GPA upon graduating from high school
- ◆ Have a financial gap between all federal and state grants, institutional and other scholarships, and tuition waivers received and the cost of tuition, books, and fees
- ◆ Should not have applied for or received financial aid in excess of the cost of tuition, books, and fees

Final determinations from qualified nominees will be made by the Scholarship Committee based on responses to the following question in essay form between 250 and 500 words: How has the Boys & Girls Club of Greater Milwaukee impacted your life and career goals?

Monies will be awarded for the following: to cover tuition, books, and fees for a minimum of an associate's degree (two years) and a maximum of a bachelor's degree (four years) at Herzing University or in another career-focused program at an accredited postsecondary institution; and \$2,000 to \$5,000 per calendar year (four to five semesters) for a maximum of four years (eight to nine semesters). The scholarship will be calculated and paid after any federal and state grants, institution, and other scholarships and tuition waivers received by the awardee have been considered. Recipients of the Boys & Girls Club of Greater Milwaukee Scholarship must commit to not taking out any loans for their education in excess of the cost of tuition, books and fees. The givers of this scholarship hope to provide the student with a debt-free college education. All scholarships awarded will be paid directly to the educational institution and, in no event, will an amount be awarded and paid to an institution which would create an overpayment for institutional charges of tuition, books, and fees. Recipients of the Boys & Girls Club of Greater Milwaukee Scholarship must maintain full-time enrollment (12 credits per semester).

Community and Technical College Partnership Scholarship: The Community and Technical College Partnership Scholarship is available for graduates and employees of community or technical colleges that are partnered with Herzing University in a formal transfer facilitation agreement and who enroll in any Herzing University bachelor's degree program. The award is a \$500 credit to the tuition account of the student during their last semester of study with Herzing. To be eligible for the scholarship, graduates of the community or technical college must complete an associate's degree with the college before transferring to Herzing University. Applicants must obtain an application from the Herzing University Educational Funding Department and return it prior to starting their last semester of study at Herzing University.

Financial Responsibility Institutional Grant: Herzing University is offering an institutional grant to any student who limits his/her student loan borrowing and contributes cash payments toward tuition expenses. This is a need-based grant that is available to any student interested in contributing out-of-pocket payments toward tuition.

The Greg Mieszkowski Persistence Scholarship (Online Campus only): \$500 will be awarded to a student(s) returning to Herzing University Online to finish the education the student started but did not complete. This scholarship will be paid in the student's final semester of program enrollment. Application for scholarship must be completed during the student's first semester back with Herzing. The Herzing Educational Foundation will award a minimum of one scholarship of \$500 to be paid against the student's account during their final semester of enrollment to a deserving individual who meets the requirements below and is chosen by the scholarship committee. Students receiving this scholarship must maintain full-time enrollment to remain in eligibility without further interruption to their academic schedules.

Requirements—The applicant must meet the following criteria:

- ◆ Perform all necessary reentry enrollment steps as required by Herzing University and be currently enrolled in their first term back with Herzing Online
- ◆ Submit an essay between 250 and 500 words on the importance of persistence and hard work in achieving a college education and academic goals
- ◆ Have two sponsors that commit to being the student's support team and provide written letters of reference to the student's reentry specialist.
- ◆ Complete the scholarship application form

H.E.L.P. Scholarship: A 10% tuition reduction will be awarded for each student and their immediate family members for eligible employees of a business participating in the Herzing Enterprise Learning Program.

Henry G. Herzing Scholarship (Does not apply to Online Campus): A Henry G. Herzing Scholarship, if available, is awarded at each Herzing University campus to a current high school graduate who commences full-time studies at Herzing University in the same year the student graduates from high school. The scholarship consists of \$500 per semester for four semesters of full-time study. This scholarship is not awarded in addition to the High School Merit Scholarship.

An applicant must meet the following criteria in order to be considered for this scholarship:

- ◆ Demonstrate a need for financial assistance
- ◆ Receive a recommendation from two references of the applicant's high school teaching or counseling staff
- ◆ Submit a qualifying essay of 150 to 300 words as to why he/she is pursuing the field of study being applied for and why he/she chose Herzing University

To apply for a Henry G. Herzing Scholarship, interested high school seniors can obtain an application from an Admissions Advisor at Herzing University. This application should be completed and submitted to the University by April 15th. Scholarship winners will be notified by May 15th.

Herzing Educational Foundation Scholarship: Applicants must be a current Herzing University student demonstrating a financial need and academic success. Awards will vary from \$250 to \$1,500 per year, depending on the availability of funds and the demonstrated need.

Eligibility Requirements:

- ◆ The applicant must be a citizen of the United States.
- ◆ The applicant must enroll in a program of study or declare a major at Herzing University in the area of business, technology, healthcare, graphic design, or criminal justice.
- ◆ The applicant must furnish copies of high school and/or college transcripts upon request.
- ◆ Scholarship recipients must maintain a class load of six credit hours or more, unless otherwise stipulated, and must not enter into academic probation or warning status.
- ◆ Applicants must demonstrate sound fiscal management of their student loans, grants, and scholarships. Excess loan funds may not exceed tuition.
- ◆ Once enrolled, scholarship recipients must maintain a cumulative grade point average of at least 3.00 (B average).

Herzing High School Merit Scholarship (Does not apply to Online Campus): High school seniors whose Herzing University entrance scores are in the upper one-tenth of the scores of students accepted by Herzing University in the prior year may qualify for a \$500 Herzing High School Merit Scholarship (\$250 to be awarded per semester of full-time study for the first two semesters of the student's attendance at Herzing University.) The student must have applied to Herzing University and for the scholarship by August 1st of the year in which the student graduates from high school. Another stipulation is that the student must also start full-time studies at Herzing University in the same year of his/her graduation from high school. An application for a Herzing High School Merit Scholarship can be obtained from the Admissions or Educational Funding Department. Students will be informed of the results within two weeks of making application for the scholarship, but not prior to January 15th of their year of graduation.

Herzing University Military Appreciation Grant: The Herzing University Military Appreciation Grant is an institutional scholarship for veterans, active duty service members, and spouses/dependents of active duty service members. Students that fall into one of these categories are encouraged to see the Educational Funding Department for more details. Students will be asked to provide proof of their veteran/military status in order to be eligible.

Institutional Grants: This is a discretionary grant based upon extraordinary student need and/or unusual conditions or change of circumstances. Such determination is made by the Institutional Grant Committee composed of the University President, Director of Educational Funding, and one other staff member.

Institutional Scholarship for Completion of Second Degree/Major: A student who is in the process of completing a second bachelor's degree program (major) or a second minor or concentration within a bachelor's degree program will be entitled to receive an institutional scholarship for a course of his/her choice during their final semester of study.

The Rickel Family Scholarship (Online Campus only): \$600 will be awarded to a Herzing University Online student demonstrating financial responsibility and excellence in academics.

Dr. Todd Rickel, the President of Herzing University Online, his wife Christin (a healthcare professional), and their children are proud to announce *The Rickel Family Scholarship*. With a strong belief in people, education, and hard work, the Rickel family hopes to ease the financial burden of students who are demonstrating financial responsibility and strong academics. The Rickel family celebrates educational achievements with this \$600 scholarship designed for students who are pursuing a post-secondary education at Herzing University Online and demonstrate financial responsibility. This need-based scholarship will be awarded to an individual who meets the following criteria:

- ◆ Is enrolled with Herzing University Online as a full-time student
- ◆ Maintains a 3.00 PGPA with good academic and financial standing
- ◆ Financial aid does not exceed the cost of tuition and school fees
- ◆ Demonstrates charitable work in their community

Final determination of recipients from qualified candidates will be made by reviewing responses to the following question in essay format (250 to 500 words): How have your educational pursuits benefited your family?

Yellow Ribbon: Herzing University is a participant in the *Post-9/11 Bill Yellow Ribbon Program*, which covers the difference of the amount charged to a student and what amount has been paid by the United States Department of Veterans Affairs (VA) as educational assistance. Herzing University contributes up to 50% of these expenses, and the VA matches the other 50% of the expenses. For more information on this program, as well as eligibility requirements, please visit the website at http://www.gibill.va.gov/benefits/post_911_gibill/yellow_ribbon_program.html.

REFUND POLICY

Federal Return Policy

A calculation of both the Return to Title IV Funds and the institutional refund policy will take place upon a student's official withdrawal. In the case of an unofficial withdrawal, the institution will perform the calculations when Herzing University makes the determination the student has withdrawn. Please contact the Student Accounts Office to receive a copy of these calculations. Any Title IV-eligible student (applies to any student receiving any federal financial aid at this institution except Federal Work-Study) who withdraws is subject to a prorated return of Federal Financial Aid/Title IV funds. Any calculated return of funds must be distributed back to the federal programs and may leave the student owing the college a tuition balance according to the refund policy below. If a student withdraws without attempting a course he/she has enrolled in and does not return textbooks that were provided by Herzing University and other course materials he/she received for the course, the student will be charged for the cost of the books and materials.

Non-Federal Refund Policy

Refunds for state aid programs and non-state aid programs are outlined below. Note: any state aid refund will be calculated on a proportional basis using the state-mandated or institutional refund policy. If a student withdraws from a course(s) after the course(s) have been attempted, but the student is not a complete program withdrawal, there will be no refund of tuition or fees for the dropped course(s).

WITHDRAWAL FROM UNIVERSITY

If a student withdraws from the University, that student will be obligated for tuition as follows.

1. **Akron Institute of Herzing University, Atlanta Campus, Birmingham Campus, Brookfield Campus, Kenosha Campus, Madison Campus, Madison West Learning Center, New Orleans Campus, Omaha School of Massage and Healthcare of Herzing University, Online Campus, Orlando Campus, and Toledo Campus:**

Prior to the commencement of courses:

A student will be entitled to a full refund, including the enrollment fee but excluding the cost of any used books and supplies, if the student cancels within 5 days of signing the university enrollment agreement.

After commencement of courses:

The first day of class through Sunday of week one at 11:59 p.m. Central time is considered the trial period for all new, reentry, and graduate reenroll students. If a new, reentry, or graduate reenroll student attends after the first day of courses but cancels before Monday of week two at 12:00 a.m. Central time, they will be unregistered from their courses and will be entitled to a refund of all tuition. New, reentry, or graduate reenroll students not attending after the trial period end date will be cancelled before officially becoming an Active Student and, therefore, are not eligible for Title IV funds.

Definitions: Herzing University schedules a majority of its courses over four-, eight-, or sixteen-week modules contained within the standard semester dates. For the purpose of refunding, the *number of days* in a course is calculated by counting every calendar day from the first day of the module through the last day of the module in which the course is scheduled. The *enrollment period* is the total number of days from the beginning of the first module in which a student was scheduled until the last day in the last module for which the student was scheduled in any semester. The *number of days of student attendance* is calculated by counting every calendar day from the first day of the student's first module until the student's last day of attendance. The student's *last day of attendance* is defined as the last day the student attended any course.

Students cancelling in the first eight weeks of the semester:

An institutional refund will be calculated on a course-by-course basis for students cancelling in the first eight weeks of the semester, as defined by the University's standard semester dates. When a student has completed 60.0% or less of a course, a prorated calculation will occur using the *number of days of student attendance* divided by the *number of days in the course* to determine the percentage of tuition earned for that course. The percentage will be calculated to the nearest tenth of a percent. The total tuition (and fees) earned is the sum of the amount earned for each course. Total tuition and fees charged will be reduced, if appropriate, based upon the attempted credits. When a student withdraws in the first eight weeks, it will often mean that a student who was originally full-time and being charged for a full-time credit load will now be billed at the less-than-full-time tuition rate. If a student's last day of attendance is past the 60.0% point of any course, all of the tuition and fees for that course are owed.

Students cancelling in the second eight weeks of the semester:

When a student has completed 60.0% or less of the *enrollment period*, a prorated calculation will occur using the *number of days of student attendance* divided by the number of total days in the originally scheduled *enrollment period* to determine the percentage of tuition and fees earned. The percentage will be calculated to the nearest tenth of a percent. The total tuition amount due is the total charges for all courses attempted in the *enrollment period* multiplied by the calculated percentage.

If a student's last day of attendance is past the 60.0% point of the *enrollment period*, all of the tuition and fees for that period are owed.

Institutional refund calculations will be completed, and all appropriate refunds will be completed within 45 days of the date of determination of the student's withdrawal unless otherwise mandated by a state regulation or agency.

Any Title IV-eligible student (applies to any student receiving any Federal Financial Aid at this institution except Federal Work-Study) who withdraws is subject to a prorated return of Federal Financial Aid/Title IV Funds. Any calculated return of funds must be distributed back to the Federal Fund Programs and may leave the student owing the University a tuition balance according to the above refund policy. Please see an Educational Funding Advisor for your specific calculation.

2. Minneapolis Campus:**Prior to the commencement of courses:**

A student will be entitled to a full refund, including the enrollment fee but excluding the cost of any used books and supplies, if the student cancels within five days of signing the University Enrollment Agreement.

After the commencement of courses:

The first day of class through Sunday of week one at 11:59 p.m. Central time is considered the trial period for all new, reentry, and graduate reenroll students. If a new, reentry, or graduate reenroll student attends after the first day of courses but cancels before Monday of week two at 12:00 a.m. Central time, they will be unregistered from their courses, and they will be entitled to a refund of all tuition. New, reentry, or graduate reenroll students not attending after the trial period end date will be cancelled before officially becoming an Active Student and, therefore, are not eligible for Title IV funds.

Definitions: Herzing University schedules a majority of its courses over four-, eight-, or sixteen-week modules contained within the standard semester dates. For the purpose of refunding, the *number of days* in a course is calculated by counting every calendar day from the first day of the module through the last day of the module in which the course is scheduled. The *enrollment period* is the total number of days from the beginning of the first module in which a student was scheduled until the last day in the last module for which the student was scheduled in any semester. The *number of days of student attendance* is calculated by counting every calendar day from the first day of the student's first module until the student's last day of attendance. The student's *last day of attendance* is defined as the last day the student attended any course.

Students cancelling in the first eight weeks of the semester:

An institutional refund will be calculated on a course-by-course basis for students cancelling in the first eight weeks of the semester, as defined by the University's standard semester dates. When a student has completed 75.0% or less of a course, a prorated calculation will occur using the *number of days of student attendance* divided by the *number of days in the course* to determine the percentage of tuition earned for that course. The percentage will be calculated to the nearest tenth of a percent. The total tuition (and fees) earned is the sum of the amount earned for each course. Total tuition and fees charged will be reduced, if appropriate, based upon the attempted credits. When a student withdraws in the first eight weeks, it will often mean that a student who was originally full-time and being charged for a full-time credit load will now be billed at the less than full-time tuition rate. If a student's last day of attendance is past the 75.0% point of any course, all of the tuition and fees for that course are owed.

Students cancelling in the second eight weeks of the semester:

When a student has completed 75.0% or less of the *enrollment period*, a prorated calculation will occur using the *number of days of student attendance* divided by the number of total days in the originally scheduled *enrollment period* to determine the percentage of tuition and fees earned. The percentage will be calculated to the nearest tenth of a percent. The total tuition amount due is the total charges for all courses attempted in the *enrollment period* multiplied by the calculated percentage.

If a *student's last day of attendance* is past the 75.0% point of the *enrollment period*, all of the tuition and fees for that period are owed.

Institutional refund calculations will be completed, and all appropriate refunds will be completed within 45 days of the date of determination of the student's withdrawal unless otherwise mandated by a state regulation or agency.

Any Title IV-eligible student (applies to any student receiving any Federal Financial Aid at this institution except Federal Work-Study) who withdraws is subject to a prorated return of Federal Financial Aid/Title IV Funds. Any calculated return of funds must be distributed back to the Federal Fund Programs and may leave the student owing the University a tuition balance according to the above refund policy. Please see an Educational Funding Advisor for your specific calculation.

REFUND PROCEDURES

Refund procedures are uniformly applied to all students. The school will make any refunds owed within 45 days of official withdrawal (student notification) or within 45 days of the date of determination of withdrawal (at a maximum, within 45 days of the end of the academic period). The 45-day refund deadline is a U.S. Department of Education requirement; if the state in which the campus resides has a different requirement, this deadline may be less than 45 days.

The date of determination for a student's withdrawal will be the date the student notifies the campus, either verbally or in writing, of his/her intent to withdraw from the school. If a student does not provide notification of his/her withdrawal, the actual last date of attendance recorded will be used to calculate refunds.

STUDENT SERVICES INFORMATION

APPEAL, GRIEVANCE, AND ARBITRATION PROCEDURES

Appeal Procedures

If a student is dissatisfied with a decision or action of a member of the University's faculty or staff, they may appeal that decision using the procedures outlined in this section. Appeals fall into the following areas: grade appeals, academic termination (dismissal) appeals, and adverse action appeals. If, after attempting to follow the steps below, a student believes he or she did not receive the appropriate due process or if the matter in dispute does not fall into one of these three areas, the student may file a grievance or complaint in accordance with the provisions in the following section.

Grade Appeal Procedure

A student who has a dispute with an instructor's grading on a test, assignment, or the final grade in a course must follow the steps outlined below.

1. The student must first try to resolve the difference with the instructor involved. If the instructor agrees to the student's request, the instructor will make the appropriate change in the grade book or submit a grade change through the Academic Dean. If the student agrees with the instructor's decision, the matter is dropped.
2. If a satisfactory solution cannot be reached between the student and the instructor, the student may submit a written grade appeal to the Academic Dean. A grade appeal must be made within two weeks for an exam and within 30 days of grade issuance for a course. The Academic Dean will investigate the facts of the case and make a decision in writing regarding the grade within seven days of receiving the appeal.
3. Normally, the decision of the Academic Dean regarding a grade appeal is final. However, if the student still feels a satisfactory solution has not been reached, the student may submit a further written appeal to the Campus President. Appeals to the Campus President must be submitted within 30 days of the Academic Dean's decision. The Campus President's decision will be made in writing within seven days of receiving the appeal and will be final.

Procedures for Appeal of Dismissal From the University and/or Termination of Financial Aid Eligibility

If a student is dismissed from the University or has eligibility for financial aid terminated for failing to meet the standards of satisfactory academic progress, the student may appeal by following the steps below:

1. The student may submit a written petition to the Satisfactory Academic Progress Committee through the Academic Dean's office. The written petition of appeal must contain verifiable documentation of mitigating or extenuating circumstances that contributed to poor academic performance and a realistic plan for improvement. The written petition must be submitted prior to the beginning of the following academic period if the student wishes to continue without interruption. However, the student must appeal within 12 months of dismissal, or financial aid termination or all rights of appeal expire. The Committee will meet within two weeks of receiving an appeal and will attempt to accommodate more urgent schedules.
2. The Satisfactory Academic Progress Committee will be comprised of the Campus Academic Dean, the Campus Director of Educational Funding, and at least one additional member appointed by the Campus President. The Satisfactory Academic Progress Committee will consider all the facts of the appeal and will provide a recommendation to the Campus President within two days.
3. The Campus President will consider the recommendation of the Satisfactory Academic Progress Committee and will render the final decision on the petition in writing within two days. If the petition of appeal is approved, the student will be reinstated on probation, and provisions of the University's probation policy will apply.

Note: A student who withdraws while in good standing with the University or is withdrawn for administrative reasons while in good standing with the University (such as for having missed excessive classes) may be readmitted through a reapplication process and is not required to appeal under these provisions.

Adverse Action Appeal Procedures

Adverse actions are disciplinary actions due to a student violating student conduct policies or academic honesty standards. These can include termination, suspension, probation, or other academic penalty. An example of "other academic penalties" could be the awarding of a zero on a test or assignment or assignment of an "F" (failure) in a course. All adverse actions take effect immediately when imposed by the appropriate instructor or campus administrator, but they are subject to appeal.



Minneapolis

If the student disputes the basis for an adverse action, the student may appeal the action with the following procedure.

1. A student appealing an adverse action must submit a written statement with supporting evidence (if any) disputing the basis of the adverse action to the Campus President. The Campus President will investigate the facts of the case and render a final decision in writing within seven days.
2. If dissatisfied with the decision of the Campus President, or if the adverse action was taken by the Campus President, the student may appeal to an Appeal Board. Any such appeal must be made in writing within 30 days for suspensions, probations, or other academic penalties and within three months for terminations. A request to be heard before the Appeal Board must be in writing to the Campus President, and it must set forth, in significant detail, the basis for the appeal. An Appeal Board hearing will be held within a reasonable period of time, usually two weeks. The board will be comprised of three faculty or staff members, none of whom have been instructors of the student, two of whom will be appointed by the Campus President, and one of whom can be selected by the student. The appealing student may call witnesses and provide other evidence to support his/her case. The decision of the Appeal Board will be by majority vote, will be made within two days of the Board's meeting, and will be final and binding upon the University and the student.
3. If a suspension has already taken place and the course(s) is/are still ongoing and, upon appeal, reversed by the Campus President or an Appeal Board, the University will provide reasonable assistance and time for the student to make up missed material, tests, or projects, all of this being on the basis that such extra time or instruction is practical in the sole judgment of the University. In the event a student has already been terminated or suspended and the course(s) has/have ended, the student will be allowed to retake, at no cost, any courses that were interrupted by a termination or suspension that was reversed upon appeal.

GRIEVANCE AND COMPLAINT PROCEDURES

Every student has the right to file a grievance/complaint about any procedure at the University, any action taken by an official of the University, any failure by officials of the University to properly follow the appeals procedures outlined above, or any perceived discrimination on the basis of sex, religion, color, creed, national origin, disability, age, marital status, or sexual orientation. Grievances or complaints may be filed orally or in writing, unless to the Campus President or to the Vice President of Operations, in which cases the grievance/complaint must be in writing following the procedure below.

1. Grievances and complaints may be addressed to the senior person in the office to which the matter pertains (i.e., to the Director of Educational Funding for financial aid matters or to the Academic Dean for education matters), or they may be presented to the Campus President.
2. Grievances and complaints should be filed within 15 calendar days of the occurrence of the matter about which the grievance or complaint is being made. Grievances and complaints, whether oral or written, should describe briefly, but completely, the nature of the grievance or complaint and the solution sought.

3. Grievances and complaints addressed to an official of the University other than the Campus President may be resubmitted to the Campus President if the complainant is not satisfied with the resolution. In such case it must be in writing. The Campus President will attempt to render a decision within seven days of receipt of the grievance/complaint, and the decision will be in writing.
4. If not satisfied with the decision of the Campus President or if the grievance or complaint is in regards to the Campus President, the student may send a written appeal to the Vice President of Operations or the University President at the University's central office in Milwaukee, Wisconsin, and the respective officer in the central office will attempt to render a decision within seven days. The decision will be in writing.
5. While all students are encouraged to seek resolution of grievances and complaints with university officials, any student may communicate a grievance or complaint directly to either the state organization that oversees private post-secondary education in his or her state or the institutional accrediting body.
6. Any unresolved dispute or claim that a student wishes to pursue further will be handled with binding arbitration, as outlined in the following section.

ARBITRATION PROVISION

At the election of either the student ("you") or Herzing University, any unresolved claim, dispute, or controversy ("Claim") by either you or Herzing University (or any of the University's employees, officers, directors, or staff) against the other, not resolved through the grievance and complaint procedures of Herzing University, arising from or relating in any way to: (i) This Agreement, (ii) Enrollment in, and/or participation in, any educational program offered by Herzing University involvement in your transaction, or (iii) Claims regarding the applicability of this arbitration clause or the validity of the entire Agreement, shall be resolved exclusively and finally by binding arbitration under the Consumer Arbitration Rules of the American Arbitration Association ("AAA") in effect on the date a demand for arbitration is made, as modified below. A copy of these rules may be obtained from the AAA website at www.adr.org.

While the AAA rules shall be utilized by the arbitrator, the proceeding shall not be administered by the AAA, absent written agreement by both the undersigned student and an authorized representative of Herzing University. Further, absent written agreement by both parties, the selection of the arbitrator shall be made by the parties consensually and shall not be made by AAA, absent the prior written agreement by both the undersigned student and an authorized representative of Herzing University. For any arbitration initiated by the student, the student shall be responsible for one-half of the initial payment for costs of any arbitrator's fees or compensation, although the arbitrator may award costs and fees at the conclusion of the arbitration. Notwithstanding the above, Herzing University will consider requests to cover the fees and costs of arbitration if the student makes a written request to Herzing University to pay for these charges.

The parties to this Agreement agree to act promptly in the selection of the arbitrator and further agree that the arbitrator shall have legal training and experience in the field of higher, post-high school education. Any dispute regarding the selection of said arbitrator shall be handled in accordance with the Federal Arbitration Act. Neither party shall have the right to conduct written discovery against the other or conduct depositions against the other or third parties except to the extent specifically authorized by statute under the Federal Arbitration Act.

The location of the arbitration proceedings and final hearing shall be conducted at a location to be selected by the arbitrator within the county and state where the student is enrolled for Herzing University coursework (for either in-person classes onsite or online classes) or, if both sides agree, at such other location as may be mutually agreed to by the parties.

Claims made and remedies sought as part of a class action, private attorney general, or other representative action (hereafter all included in the term "class action") are subject to arbitration on an individual basis, not on a class or representative basis. The arbitration will not determine class claims and will not be consolidated with any other arbitration proceedings.

ARBITRATION WITH RESPECT TO A CLAIM IS BINDING, AND NEITHER YOU NOR WE WILL HAVE THE RIGHT TO LITIGATE THAT CLAIM THROUGH A COURT. IN ARBITRATION, YOU AND WE WILL NOT HAVE THE RIGHTS THAT ARE PROVIDED IN COURT INCLUDING THE RIGHT TO A TRIAL BY JUDGE OR JURY AND THE RIGHT TO PARTICIPATE OR BE REPRESENTED IN PROCEEDINGS BROUGHT BY OTHERS SUCH AS CLASS ACTIONS OR SIMILAR PROCEEDINGS. IN ADDITION, THE RIGHT TO DISCOVERY AND THE RIGHT TO APPEAL ARE ALSO LIMITED OR ELIMINATED BY ARBITRATION. ALL OF THESE RIGHTS ARE WAIVED, AND ALL CLAIMS MUST BE RESOLVED THROUGH ARBITRATION.

Alternatively, you and we may pursue a Claim within the jurisdiction of any appropriate Small Claims Court in Wisconsin, or the equivalent court in your home jurisdiction (each a "Small Claims Court"), provided that the action remains in that court, is made on behalf of or against you only, and is not made part of a class action, private attorney general action, or other representative or collective action. You and we also agree not to seek to enforce this arbitration provision, or otherwise commence arbitration based on the same claims in any action brought before the Small Claims Court.

This arbitration agreement is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1-16. Judgment upon any arbitration award may be entered in any court having jurisdiction. In the event that there is a dispute

about whether limiting arbitration of the parties' dispute to non-class proceedings is enforceable under applicable law, then that question shall be resolved by litigation in a court rather than by the arbitrator; and to the extent it is determined that resolution of a Claim shall proceed on a class basis, it shall so proceed in a court of competent jurisdiction rather than in arbitration.

This arbitration agreement applies to all Claims now in existence or that may arise in the future. This arbitration agreement survives the termination of this Agreement and the completion of your enrollment, including your payment in full, and your filing of bankruptcy. Nothing in this Agreement shall be construed to prevent any party's use of (or advancement of any claims, defenses, or offsets in) bankruptcy.

HOUSING ASSISTANCE

Although the University does not provide dormitory facilities, the University's Director of Career Development or other staff will assist non-commuting students with housing problems in finding suitable living accommodations.

COMMUNITY AFFAIRS

One of the functions of the University is to promote involvement in community affairs. By being sensitive to community needs, the University is a contributing agency in community improvements. Herzing University emphasizes community service as an institution, encouraging its staff and student body to participate in community activities.

STUDENT ADVISING

Students are encouraged to consult the Campus Director of Career Development about matters related to career plans, professional services, and even leisure activities. Students are encouraged to consult first with faculty if they are having problems with coursework and then, if necessary, with the appropriate Department Head or Academic Dean. Some Herzing University campuses also have a professional counselor on staff that is available daily to assist students who are experiencing difficulty in most aspects of college or personal life. Prior to acceptance to the University, applicants can seek advice through the Admissions Office.

CAREER DEVELOPMENT SERVICES

From the time a student enrolls at Herzing University, one of the University's primary goals is to see that the student is successfully employed upon graduation. This can best be achieved if the student takes an active role in his/her employment efforts. In addition, the Career Development Office plays an important role in helping the student. Although the securing of positions cannot be guaranteed, diligent effort is made by the career development personnel to help the graduate obtain suitable employment. The services of this office are also available to presently enrolled students seeking part-time employment through the University's Job Location and Development Program. The Federal Work-Study Program is coordinated through this office to complement part-time employment opportunities.

CRIME AWARENESS

Herzing University is in compliance with Title II of Public Law 101542, the Crime Awareness and Campus Security Act of 1990. Upon enrollment, students are provided with the University's policies on crime awareness, prevention, and the reporting of crimes that might be observed. Crime statistics are tabulated and distributed annually to all students. Crime awareness seminars are held periodically.

ANTI-HAZING POLICY

Any action or situation, which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the University, is considered hazing, regardless of the willingness of the participant.

Such prohibited actions, situations, and activities include, but are not limited to, the following:

1. Any brutality of a physical nature, such as whipping, beating, branding, or forced calisthenics.
2. Excessive exposure to the elements.
3. Forced or required consumption of food, alcohol, drugs, or other substances.
4. Forced physical activity that could adversely affect the physical health or safety of the student.
5. Forced activity that would subject the student to extreme mental stress, such as sleep deprivation.
6. Forced exclusion from social contact.
7. Forced conduct that could result in extreme embarrassment.
8. Any other forced activity that could adversely affect the mental health or dignity of the student.

It can be unlawful under some state laws for any student to engage in what is known as hazing or to aid or abet any other student in the commission of this offense. Any violation could result in civil or criminal penalties that may include the imposition of a fine. Herzing University's actions against violators can include the imposition of probation, suspension, or dismissal.

STATE ORGANIZATIONS

ALABAMA

Alabama State Department of Education
Gordon Persons Building
50 North Ripley Street
Montgomery, Alabama 36130-3901
(334) 242-9700

FLORIDA

Commission for Independent Education
Florida Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399-0400
(850) 245-3200

GEORGIA

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
(770) 414-3300

LOUISIANA

State of Louisiana Board of Regents
1201 North Third Street, Suite 6-200
Baton Rouge, Louisiana 70802
(225) 342-4253

MINNESOTA

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, Minnesota 55108-5265
(651) 642-0533

NEBRASKA

Coordinating Commission for Postsecondary Education
140 North 8th Street, Suite 300
Lincoln, Nebraska 68508-1359
(402) 471-2847

OHIO

Ohio State Board of Career Colleges and Schools
Registration #: 04-01-1704T (Akron)
Registration #: 08-09-1874B (Toledo)
39 East Gay Street, Suite 403
Columbus, Ohio 43215-3138
(614) 466-2752 or (877) 275-4219

WISCONSIN

State of Wisconsin Educational Approval Board
201 West Washington Avenue, 3rd Floor
P.O. Box 8696
Madison, Wisconsin 53708-8696
(608) 266-1996

INSTITUTIONAL ACCREDITING BODY

The Higher Learning Commission
North Central Association of Colleges and Schools
230 South LaSalle Street, Suite 7-500
Chicago, Illinois 60604-1413
(800) 621-7440
www.ncahlc.org