GRADUATE Catalog
Effective September 2015
A MESSAGE FROM THE PRESIDENT

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,

Renée Herzing
President
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STUDENT DISCLOSURES
To review all mandated consumer/student disclosures, please visit the Herzing University Website at www.herzing.edu/consumer-disclosures.

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# HERZING UNIVERSITY 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.

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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. 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 develop their talent.
2. Recruit and provide admissions assistance for all qualified students, resulting in access to Herzing University’s career-oriented higher education programs.
3. Develop and provide effective career-oriented higher education programs consisting of curricula that focus on skills sought by employers.
4. 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. Develop and provide services to students that will enrich their educational experience and enhance their opportunity to achieve their career goals.
6. Periodically evaluate, revise, and improve the University’s key programs and processes to ensure continual progress toward attainment of the institutional goals.

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.

Furthermore, Herzing University believes in the human potential and personal aspirations of each student. Based on feedback from a cross-section of our community partners (employers, clinical sites, workforce centers), Herzing has developed a framework of behaviors and attributes that support a successful and meaningful career. This framework is called the “P.R.I.C.E. of Success.” In order to help each student develop and expand upon these qualities, Herzing has created a culture where students are expected to exhibit these behaviors and attributes in all interactions—inside and outside of the classroom. Herzing believes students who apply themselves and embody the P.R.I.C.E. characteristics will more likely reach their full human potential.
<table>
<thead>
<tr>
<th>Professionalism</th>
<th>Respect</th>
<th>Integrity</th>
<th>Caring</th>
<th>Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assume responsibility for my own actions</td>
<td>Provide consideration and mutual respect to other students, instructors, staff, and colleagues</td>
<td>Practice academic and professional integrity</td>
<td>Exhibit a customer focus and care mindset in the workplace and clinical settings</td>
<td>Actively contribute to the classroom and workplace environment</td>
</tr>
<tr>
<td>Demonstrate professional and appropriate communication skills</td>
<td>Approach others with a positive mindset</td>
<td>Follow rules and policies of the environment</td>
<td>Approach others with a positive attitude</td>
<td>Participate in and support positive community events</td>
</tr>
<tr>
<td>Present an appropriate professional appearance for the environment</td>
<td>Exhibit respect in all settings including internship or clinical rotations</td>
<td>Exhibit effort necessary to accomplish goals and objectives</td>
<td>Provide encouragement and support to fellow students and colleagues</td>
<td>Seek opportunities to perform above minimum expectations in the workplace and classroom</td>
</tr>
<tr>
<td>Handle sensitive or difficult issues with grace and confidence</td>
<td>Demonstrate genuine interest in the thoughts, opinions, values, and needs of others</td>
<td>Give proper credit to others for their work and contributions</td>
<td>Build relationships through honest communication and follow-through</td>
<td>Maintain a continuous improvement mindset</td>
</tr>
</tbody>
</table>
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.

   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.

   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 communication 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) Professional/Personal development courses have been included in bachelor’s- and associate’s-level programs as well as most diploma programs.

6. General education courses are included in bachelor’s- and associate’s-level programs to broaden students’ educational experience, provide for the development of analytical and critical thinking skills, and promote intellectual inquiry.
UNIVERSITY 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 Herzing Online. With the addition of graduate programs, the name was changed to Herzing University in 2009.

GOVERNANCE
Herzing University is a nonprofit, coeducational university licensed and approved to award master’s degrees, bachelor’s degrees, associate’s degrees, and diplomas/certificates. The University is owned and operated by Herzing University, Ltd., which is a 501(c)(3) nonprofit Wisconsin corporation. The University is governed by a Board of Directors.

Board of Directors
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Director ................................................................................................................................................................................... Agustin A. Ramirez

Executive Committee
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Vice President of Operations .............................................................................................................................................. R. Brian Olson, Ph.D.
President of Online and Chief Information Officer/Vice President of Information Technology ....................... Nigel Longworth, M.S.
Provost .................................................................................................................................................................................. Blake Faulkner, D.B.A.
Vice Provost for Academic Affairs ................................................................................................................................. Kitty Kautzer, Ed.D.
Vice President of Finance/Chief Financial Officer ..................................................................................................... Ryan O’Desky, B.S., C.P.A.
Vice President of Admissions ........................................................................................................................................ Michael Wimer, B.A.

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Associate Provost of Curriculum and Outcomes Assessment ........................................................................................ Michael Scorzo, Ed.D.
Associate Vice President for Accreditation and Regulatory Affairs .............................................................................. Elaina Guerrette, M.S.
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CAMPUS ADMINISTRATORS

Atlanta Campus

President ......................................................................................................................... Theatis Anderson, M.B.A.
Academic Dean ................................................................................................................. Open
Director of Admissions .................................................................................................. Shannon Moore, B.S.
Director of Educational Funding .................................................................................. Stephanie Gunby, M.B.A.
Senior Career Development Specialist ........................................................................ Tiara Hector, M.S.
Registrar ......................................................................................................................... Fiona Jimill, M.B.A., M.Ed.

Birmingham Campus

President ......................................................................................................................... Tommy Dennis, B.S.
Academic Dean and Director of Nursing ........................................................................ Cynthia L. Hall, M.S.N., R.N.
Director of Admissions .................................................................................................. Tommy Dennis, B.S.
Director of Educational Funding .................................................................................. Kentray Sims, M.B.A.
Director of Career Development .................................................................................. Bryan Grindle, B.S.
Registrar ......................................................................................................................... Brandy Martin, B.A.

Brookfield Campus

President ......................................................................................................................... Jennifer Paugh, B.S.
Academic Dean ............................................................................................................... Open
Associate Director of Admissions .................................................................................. Christy Juul Nyemeck, B.A.
Associate Director of Educational Funding ................................................................... Danielle Kamm, B.S.B.A.
Career Development and Student Services Specialist .................................................. Amy Mozolik, M.L.I.S.
Registrar ......................................................................................................................... Kari Jesberger, M.S.
Kenosha Campus
President ............................................................................................................. Jennifer Paugh, B.S.
Academic Dean.................................................................................................................. Beth Gilbertson, M.Ed.
Director of Admissions .................................................................................................... Angela Howard, B.A.
Associate Director of Educational Funding ........................................................................ Heidi Zenner
Career Development Specialist .......................................................................................... Bob Johnson, M.B.A.
Registrar ......................................................................................................................... Latonia Price, B.S.

Madison Campus
President ................................................................................................................. William Vinson, M.A.
Academic Dean................................................................................................................. Open
Director of Admissions ..................................................................................................... Nile McKibben B.S.
Educational Funding Manager .......................................................................................... Clayton Groth, B.A.
Director of Career Development ....................................................................................... Jeff Westra, M.B.A.
Registrar ....................................................................................................................... Amy Herfel, A.S.

Minneapolis Campus
President ..................................................................................................................... John Slama, Ed.D., M.B.A.
Academic Dean................................................................................................................. Christopher LaBounty, M.Ed.
Director of Admissions .................................................................................................... Jennifer Sekula, B.S.
Director of Educational Funding ...................................................................................... Heather Boes, B.A.
Director of Career and Student Services .......................................................................... Andrew Kagol, M.B.A.
Registrar ......................................................................................................................... Open

New Orleans Campus
President ..................................................................................................................... Jason Morgan, M.Ed.
Academic Dean................................................................................................................ Stephanie Burns, M.B.A.
Director of Admissions ..................................................................................................... Alison Chassaniol, M.B.A
Director of Educational Funding ...................................................................................... Ava Gomez
Director of Career Development ....................................................................................... Open
Registrar ......................................................................................................................... Nita Dewey, A.S.

Omaha School of Massage and Healthcare
President and Dean ........................................................................................................... Steve Carper, B.S., LMT
Director of Admissions ...................................................................................................... Angie Armstrong, B.S.
Director of Student Services and Career Development ......................................................... Stephanie Kidd, M.A.

Online Campus
President ....................................................................................................................... Nigel Longworth, M.S.
Sr. Director of Admissions ................................................................................................. Kristin Tuten, M.S.
Director of Admissions—Chicago ....................................................................................... Eric Reeves, B.S.
Director of Admissions—Menomonee Falls .......................................................................... Open
Director of Educational Funding ........................................................................................ Katie Grieger, M.S.
Director of Registration ..................................................................................................... Andrew Huenink, B.A.
Associate Provost/Undergraduate Dean of Online Learning ................................................................. Heatherann Antonacci, M.B.A., M.A.O.M.

Associate Director, Student Services .................................................................................................... Kristen Brady, M.S.

Associate Director, Student Services .................................................................................................... Kristina Maynard, M.S.

Academic Dean of Graduate Studies .................................................................................................... Ronald Kern, Ph.D.

Orlando Campus

President ................................................................................................................................................. Heatherann Antonacci, M.B.A.

Academic Dean ........................................................................................................................................ Open

Dean of Nursing ...................................................................................................................................... Patricia Edwards, M.S.N.

Director of Admissions ............................................................................................................................ Open

Director of Educational Funding .............................................................................................................. Sara Bauer, M.S.

Director of Career Development ............................................................................................................ Sharon Rosin, B.F.A.

Registrar .................................................................................................................................................... Jennay Wooley-Cowan, B.S.

GRADUATE FACULTY

* = Adjunct

Emeritus Faculty

William M. Getter, Professor Emeritus ................................................................................................. D.P.A. (Public Administration), University of Alabama

M.S. (Agricultural Economics), University of Ibadan

B.S. (Economics and Education), University of Ilorin

Francisca Edwards, Assistant Professor* ............................................................................................. Ph.D. (Information Technology Education), Capella University

M.N.C.M (Wireless), DeVry University

B.S. (Business Administration), Southern Connecticut State University

Derrick Haywood, Assistant Professor* .................................................................................................. D.B.A., M.B.A. (Business Administration), Walden University

B.A. (Theater, Journalism), Georgia State University

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M.S. (Human Resource Administration), Central Michigan University

B.S. (Criminal Justice), Georgia State University

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M.B.A. (Business Administration), Regis University

B.S. (Business Administration—Management), Regis University

Virgil Mensah-Dartey, Associate Professor* ............................................................................................ Ph.D. (Policy Analysis and Management), Cornell University

M.S. (Agricultural Economics), Cornell University

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Derek Smith, Assistant Professor* ........................................................................................................... D.B.A. (Business Administration), University of Phoenix
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.................................................................................................................. M.B.A. (Business Administration and Marketing), Clark Atlanta University
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Madison Campus

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.................................................................................................................. B.S. (Human Biology), National University of Health Services

Thomas Gross, Professor ................................................................. Ph.D. (Applied Management and Decision Science—Finance), Walden University
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.................................................................................................................. M.A. (Philosophy/Math/Logic), University of Wisconsin—Madison
.................................................................................................................. B.A. (Philosophy), University of Wisconsin—Madison

Online Campus

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.................................................................................................................. M.B.A. (Healthcare Management), Our Lady of the Lake University

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........................................................................................................................................ B.S.N. (Nursing), Loyola University  

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Patricia Jenkins, Professor* ........................................................................ Ph.D. (Nursing), University of Tennessee  
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Catherine Kotecki, Associate Professor, Program Chair .......................... Ph.D. (Nursing), Widener University  
........................................................................................................................................ M.S.N. (Nursing), University of Arizona  

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........................................................................................................................................ B.S. (Physiology and Pharmacology), Monash University  

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Laura Poluka, Associate Professor* ........................................................... D.M. (Organizational Leadership), University of Phoenix  
........................................................................................................................................ M.S. (Human Organization/Human Resources), Villanova University  

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........................................................................................................................................ B.S.N. (Nursing), Cardinal Stritch University  

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........................................................................................................................................ M.S. (Medical-Surgical Nursing), University of Illinois
Steven Rush, Professor* ................................................................. Ph.D., M.S.N. (Nursing), University of California—San Francisco  
.................................................................................................................. B.S. (Speech), Southern Illinois University

Armando Salas-Amaro, Associate Professor* ........................................... D.B.A. (Business Administration), University of Phoenix  
.................................................................................................................. M.A. (Business Administration), St. Thomas University

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

Jeffrey Snider, Assistant Professor* .............................................................. Ph.D. (Business Administration), North Central University

Diane Stottlemyer, Assistant Professor* ......................................................... Ph.D. (Business Administration), North Central University

Nancy Tierney, Associate Professor* ............................................................. Ph.D. (Nursing), University of Texas  
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Sally Weiss, Associate Professor ................................................................. Doctorate. (Education), Florida International University  
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.................................................................................................................. B.S.N. (Nursing), American University

Hazel White, Associate Professor* ............................................................... Ph.D. (Education), Southern Illinois University  
.................................................................................................................. M.S.N. (Nursing), University of Southern Mississippi

Ben Wilcox, Associate Professor* ................................................................. J.D. (Law), Oklahoma City University  
.................................................................................................................. B.S. (Political Science), Oklahoma State University

Chika Wonah, Associate Professor* .............................................................. Ph.D. (Management), University of Phoenix  
.................................................................................................................. M.B.A. (Management Information Science), University of Alabama
STATE APPROVALS

Herzing University is authorized to offer graduate educational programs in the various states in which it operates by the following state boards, commissions, and departments, or otherwise pursuant to applicable state law. Not all programs are available in all states. Students should not confuse permission for Herzing University to operate in a state or educate students from a particular state online with special or programmatic approvals that may be required or preferred to work in a given field in some states. Students should independently investigate and ensure that the program they desire is offered on the campus they intend to enroll in via the desired format and with the potential outcome they desire. Students should rely only on the written information provided in the academic catalog and not on oral or unofficial representations or other documents. The fact that a program is currently offered on a campus does not ensure, nor does Herzing University guarantee, that all courses will always be available on that campus in the specific format the student selected; however, a student will always be provided with a path to completion, despite the potential change in format of course offerings.

Further information may be obtained by contacting the following state approving commissions, boards, offices, and departments.

ALABAMA

Birmingham Campus
Alabama Commission on Higher Education
100 North Union Street
P. O. Box 302000
Montgomery, Alabama 36130-2000
(334) 242-1998
www.ache.alabama.gov

GEORGIA

Atlanta Campus
Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305
(770) 414-3300
www.gnpec.org

LOUISIANA

New Orleans Campus
Herzing University, New Orleans, is licensed by the Louisiana Board of Regents and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.
State of Louisiana Board of Regents
1201 North Third Street, Suite 6-200
Baton Rouge, Louisiana 70802
(225) 342-4253
www.regents.louisiana.gov

MINNESOTA

Herzing University Minneapolis and Online
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 55108-5265
(651) 642-0533
www.ohe.state.mn.us

NEBRASKA

Omaha School of Massage and Healthcare of Herzing University
Nebraska's Coordinating Commission for Postsecondary Education
140 North 8th Street, Suite 300
Lincoln, Nebraska 68508-1359
(402) 471-2847
ccpe.state.ne.us

WISCONSIN

Brookfield, Kenosha, Madison, and Online Campuses
Herzing University operates in the State of Wisconsin pursuant to its status as a private non-profit institution that is tax-exempt under section 501 of the Internal Revenue Code and that has had its administrative headquarters and principal place of business in Wisconsin since prior to 1970, which under Wisconsin Statutes Section 38.50(1)(e) exempts it from additional state authorization requirements. The following agencies in the State of Wisconsin approve one or more individual programs offered by the University:
Wisconsin Department of Safety and Professional Services
Board of Nursing
1400 East Washington Avenue
Madison, Wisconsin 53703
(608) 266-2112
www.dspswi.gov
Wisconsin Department of Safety and Professional Services
Chiropractic Examining Board
1400 East Washington Avenue
Madison, Wisconsin 53703
(608) 266-2112
www.dspswi.gov
OTHER STATES (DISTANCE/ONLINE EDUCATION)

Herzing University Online has made a good-faith effort to follow each individual state’s regulations concerning offering distance educational programs in that respective state. Students should investigate and ensure that the program they desire, if offered in a distance/online format, meets the requirements of the profession in their state. Individuals considering the Master of Science program—particularly the Family Nurse Practitioner (FNP) concentration—should be aware that state requirements for availability of required clinical courses and eligibility to apply for licensure as a family nurse practitioner vary from state to state. Applicants should check with their applicable state board of nursing before enrolling in any graduate nursing program. Herzing University makes every effort to ensure it is in compliance with all applicable laws, regulations and accreditation standards. Education on the State level is regulated by each of the 50 States plus U.S. Territories. Therefore, it is possible that Herzing University has the authority to offer degrees to students through license, exemption or non-regulation by one State that does not exist in another State. Students who are admitted into Herzing University while living in one State should, prior to relocating to another State, inquire from Herzing University as to whether or not it is authorized (license, exemption or non-regulation) to offer the degree program to students in their new State. Failure to assure whether or not Herzing University has the ability to offer degrees in the State of a student’s new residency could result in the student having to be dismissed by the University as may be required by law. For additional information, e-mail your questions to states@herzing.edu.

Herzing University is not enrolling new students in the following states:

- Arkansas
- District of Columbia
- Wyoming

Not all programs are available in all states. Contact the Online Admissions Office for program availability at onl-info@herzing.edu or (866) 508-0748.
STATE CONTACT INFORMATION

This list includes contact information for all 50 states, the District of Columbia, and Puerto Rico and should not be construed as informative of what agencies regulate the institution or in what states the institution is licensed or required to be licensed. States, through the relevant agencies or attorney generals offices, will accept complaints regardless of whether the institution is required to be licensed in that state. Contact information may change; the University makes best efforts to update this information when it becomes aware of such changes.

**ALABAMA**

Alabama Commission on Higher Education  
P. O. Box 302000  
Montgomery, AL 36130-2000  
https://www.accs.cc/index.cfm/school-licensure/complaints/  
Telephone: (334) 242-1998 • Fax: (334) 242-0268

**ALASKA**

Alaska Commission on Postsecondary Education  
P. O. Box 110505  
Juneau, AK 99811-0505  
Email: EED.ACPE-IA@alaska.gov  
http://acpe.alaska.gov/About_Us/Consumer_Protection  
Telephone: (800) 441-2962 • Fax: (907) 465-5316

**ARIZONA**

Arizona State Board for Private Postsecondary Education  
1400 West Washington Street, Room 260  
Phoenix, AZ 85007  
http://ppse.az.gov/complaint

**ARKANSAS**

Arkansas State Board of Private Career Education  
501 Woodlane, Suite 312S  
Little Rock, AR 72201  
Email: sbpce@arkansas.gov  
http://sbpce.arkansas.gov/students/Pages/complaintProcess.aspx  
Telephone: (501) 683-8000 • Fax: (501) 683-8050.

**CALIFORNIA**

California Bureau of Private Postsecondary Education  
P. O. Box 980818  
W. Sacramento, CA 95798-0818  
Email: bppe@dca.ca.gov  
www.bppe.ca.gov/forms_pubs/complaint.pdf  
http://www.bppe.ca.gov/enforcement/complaint.shtml  
Telephone: (888) 370-7589 • Fax: (916) 263-1897

**COLORADO**

Colorado Department of Higher Education  
1560 Broadway, Suite 1600  
Denver, Colorado 80202  
http://highered.colorado.gov/Academics/Complaints/  
FileComplaint.aspx  
Telephone: (303) 866-2723 • Fax: (303) 866-4266

**CONNECTICUT**

Connecticut Office for Higher Education  
Education & Employment Center  
61 Woodland Street  
Hartford, CT 06105-2326  
Email: edinfo@ctohe.org  
http://www.ctohe.org/POSA/StudentInfo.shtml#Complaint  
Telephone: (860) 947-1800 • Fax: (860) 947-1311

**DELAWARE**

Delaware Higher Education Office  
The Townsend Building  
401 Federal Street, Suite 2  
Dover, DE 19901  
Email: dheo@doe.k12.de.us  
Telephone: 800-292-7935 • Fax: (302) 735-4120

**DISTRICT OF COLUMBIA**

District of Columbia Department of Education  
1441 4th Street NW, 3rd Floor  
Washington, DC 20001  
www.doe.dc.gov/Pages/default.aspx  
Telephone: 202-727-0200 • Fax: (202) 727-0317

**FLORIDA**

Florida Department of Education  
1350 laminaria boulevard  
Tallahassee, FL 32399-0126  
www.myflorida.com/education/student𝑄_=1759&Q=562218  
Telephone: (850) 921-3900 • Fax: (850) 488-1216

**GEORGIA**

Georgia Department of Education  
6760 Oak Pointe Drive, Suite 100  
Atlanta, GA 30349-2009  
http://www.gadoe.org/ConsumerProtection  
Telephone: (404) 656-3957 • Fax: (404) 656-4778

**HAWAII**

Hawaii Department of Education  
1525 Ala Moana Boulevard, Suite 600  
Honolulu, HI 96814  
www.hawaii.gov/education  
Telephone: (808) 586-9372 • Fax: (808) 586-9373

**IDAHO**

Idaho State Board of Education  
1300 Statehouse Drive  
Boise, ID 83724-0700  
www.idahoed.gov/g.UserInfo  
Telephone: (208) 334-2140 • Fax: (208) 334-2150

**ILLINOIS**

Illinois Department of Education  
225 North LaSalle Street  
Chicago, IL 60601  
www.education.state.il.us/department/system/profile.php?BTID=20505  
Telephone: (312) 870-7732 • Fax: (312) 870-7728

**INDIANA**

Indiana Department of Education  
800 West Washington Street  
Indianapolis, IN 46204  
http://www.doe.in.gov/Programs/CCS/complaintProcess.aspx  
Telephone: (317) 232-2600 • Fax: (317) 232-2610

**IOWA**

Iowa Department of Education  
Comfort Center  
121 East Court Avenue  
Des Moines, IA 50319  
www.education.ia.gov  
Telephone: (515) 468-2359 • Fax: (515) 468-2369
DISTRICT OF COLUMBIA
District of Columbia Office of the State Superintendent of Education
Education Licensure Commission
810 First Street NE, 9th Floor
Washington, DC 20002
Email: osse@dc.gov
Telephone: (202) 727-6436

FLORIDA
Florida Commission on Independent Education
325 West Gaines Street
Suite 1414
Tallahassee, FL 32399-0400
Email: cieinfo@fldoe.org
http://www.fldoe.org/policy/cie/file-a-complaint.stml
Telephone: (888) 224-6684 • Fax: (850) 245-3238

GEORGIA
Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, GA 30084-5334
http://gnpec.org/consumer-resources/
Telephone: (770) 414-3300 • Fax: (770) 414-3309

HAWAII
Hawaii Post-Secondary Education Authorization Program
Department of Commerce and Consumer Affairs
P. O. Box 541
Honolulu, HI 96809
Email: hpeap@dcca.hawaii.gov
http://cca.hawaii.gov/hpeap/forms/student-forms/
http://cca.hawaii.gov/hpeap/student-complaint-process/
Telephone: (808) 586-7327

IOWA
Iowa College Student Aid Commission
430 East Grand Avenue, FL 3
Des Moines, IA 50309-1920
https://www.iowacollegeaid.gov/content/constituent-request-review
Telephone: (515) 725-3400 • Fax: (515) 725-3401

KANSAS
Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368
http://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process
Telephone: (785) 296-3421 • Fax: (888) 975-8313

KENTUCKY
Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601-7512
Email: cpeconsumercomplaint@ky.gov
www.cpe.ky.gov/forstudents/consumercomplaints/
Telephone: (502) 573-1555 • Fax: (502) 573-1535

ILLINOIS
Illinois Board of Higher Education
1 N. Old State Capitol Plaza, Suite 333
Springfield, Illinois 62701-1377
Email: info@ibhe.org
http://www.ibhe.org
http://www.illinoisattorneygeneral.gov/consumers/filecomplaint.html
Illinois Attorney General—Consumer Protection Bureau
http://illinoisattorneygeneral.gov/consumers/filecomplaint.html

INDIANA
Indiana Commission for Higher Education
101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206
Email: complaints@che.in.gov
www.in.gov/che/2373.htm
www.in.gov/che/2744.htm
Telephone: (317) 464-4400 ext. 0

KENTUCKY
Kentucky Council on Postsecondary Education
1024 Capital Center Drive, Suite 320
Frankfort, KY 40601-7512
Email: cpeconsumercomplaint@ky.gov
www.cpe.ky.gov/forstudents/consumercomplaints/
Telephone: (502) 573-1555 • Fax: (502) 573-1535

TEXAS
Texas Education Agency
1701 West 7th Street, Suite 100
Austin, TX 78701
Email: tceo@tea.state.tx.us
http://www.tea.state.tx.us/tceo/consumer_complaint.jpg
Telephone: (512) 463-5000 • Fax: (512) 463-5078

UTAH
 Utah Education Licensure Commission
117 North 100 West, 1200 South, Suite 505
Salt Lake City, UT 84116-2901
Email: educationlicensure@utah.gov
http://educationlicensure.utah.gov
Telephone: (801) 538-6651 • Fax: (801) 538-1509
Kentucky Commission on Proprietary Education  
Capital Plaza Tower, Room 303  
500 Mero Street  
Frankfort, KY 40601  
Email: kcpe@ky.gov  
http://kcpe.ky.gov/forms/FormtoFileaComplaint.pdf  
Telephone: (502) 564-4185 • Fax: (502) 564-4248

Kentucky Office of the Attorney General  
Consumer Protection Division  
1024 Capital Center Drive, Suite 200  
Frankfort, KY 40601  
http://ag.ky.gov/civil/consumerprotection/complaints/Pages/default.aspx  
Telephone: (502) 696-5389

LOUISIANA  
Louisiana Board of Regents  
P.O. Box 3677  
Baton Rouge, LA 70821-3677  
http://www.regents.la.gov/assets/docs/2014/07/StudentComplaintProcedure.pdf  
Telephone: (225) 342-7084 • Fax: (225) 342-3371

Louisiana Attorney General Office  
Consumer Protection Section  
P.O. Box 94005  
Baton Rouge, LA 70804  
Email: ConsumerInfo@ag.state.la.us  
www.ag.state.la.us/Complaint.aspx?articleID=16&catID=15  
Telephone: (800) 351-4889 • Fax: (225) 326-6499

MAINE  
Maine Department of Education  
23 State House Station  
Augusta, ME 04333-0023  
Telephone: (207) 624-6600 • (207) 624-6700

Attorney General’s Consumer Information and Mediation Service  
6 State House Station  
Augusta, Maine 04333  
Email: consumer.mediation@maine.gov  
Telephone: (800) 436-2131

MARYLAND  
Maryland Higher Education Commission  
6 N. Liberty Street, 10th Floor  
Baltimore, MD 21201  
www.mhec.state.md.us/career/pcs/gripe.asp  
Telephone: (800) 974-0203 • Fax: (410) 332-0270

Maryland Attorney General Consumer Protection Division  
200 St. Paul Place  
Baltimore, MD 21202  
Email: consumer@oag.state.md.us  
www.oag.state.md.us/Consumer/complaint.htm  
Telephone: (410) 528-8662 Consumer complaint hotline

MASSACHUSETTS  
Massachusetts Board of Higher Education  
One Ashburton Place  
Room 1401  
Boston, MA 02108  
http://www.mass.edu/forstucomplaints/complaintaspx  
Telephone (617) 994-6950

MICHIGAN  
Michigan Department of Licensing and Regulatory Affairs  
Corporations, Securities & Commercial Licensing Bureau Enforcement Division  
P.O. Box 30018  
Lansing, MI 48909  
http://www.dleg.state.mi.us/bcsc/forms/enf/ice-992.pdf  
Telephone: (517) 241-9202

MINNESOTA  
Minnesota Office of Higher Education  
Registration & Licensing  
1450 Energy Park Drive, Suite 350  
St. Paul, MN 55108-5227  
Email: info.ohe@state.mn.us  
www.ohe.state.mn.us/mpg.cfm?currentPage=1078  
www.ohe.state.mn.us/mpg.cfm?currentPage=1565  
Telephone: (800) 657-3866

MISSISSIPPI  
Mississippi Commission on College Accreditation  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
www.mississippi.edu/mcca/  
Telephone: (601) 432-6372 • Fax: (601) 432-6225

Mississippi Community College Board  
Commission of Proprietary Schools and College Registration  
3825 Ridgewood Road  
Jackson, MS 39211-6453  
Email: info@sbcjc.cc.ms.us  
www.sbcjc.cc.ms.us/pdfs/pg/PSComplaintForm.pdf  
Telephone: (601) 432-6185 • Fax: (601) 432-6363

Mississippi Attorney General  
Office of the Attorney General  
State of Mississippi  
P.O. Box 22947  
Jackson, Mississippi 39225-2947  
http://www.ago.state.ms.us/forms/complaint-form/  
Telephone: (800) 281-4418 • Fax: (601) 359-4231

MISSOURI  
Missouri Department of Higher Education  
205 Jefferson Street  
P.O. Box 1469
NORTH CAROLINA
North Carolina Community College System
Office of Proprietary Schools
200 W. Jones Street
5001 Mail Service Center
Raleigh, NC 27699-5001
http://www.nccommunitycolleges.edu/sites/default/files/basic-page-file-uploads/proprietary-schools/2013_complaint_procedures_0.pdf
Telephone: (919) 807-7061 • Fax: (919) 807-7169
North Carolina Post-Secondary Education Complaints
c/o Terrence R. Scarborough
University of North Carolina General Administration
910 Raleigh Road
Chapel Hill, NC 27515-2688
Email: studentcomplaint@northcarolina.edu
http://northcarolina.edu/?q=licensure
Telephone: (919) 962-4558

NORTH DAKOTA
North Dakota Department of Career and Technical Education
(if school is “authorized”)
State Capitol—15th Floor
600 East Boulevard Avenue, Department 270
Bismarck, ND 58505-0610
Email: cte@nd.gov
www.nd.gov/cte/about/staff.html
Telephone: (701) 328-3180 • Fax: (701) 328-1255
Consumer Protection Division
(if school is “exempt” or not authorized)
Office of Attorney General Gateway Professional Center
1050 East Interstate Avenue, Suite 200
Bismarck, ND 58503-5574
Email: ndag@nd.gov
www.ag.state.nd.us/CPAT/CPAT.htm
www.ag.state.nd.us/cpat/PDFFiles/SFN7418.pdf
Telephone: (701) 328-3404
North Dakota University System
1815 Schafer Street, Suite 202
Bismarck, ND 58501-1217
Email: ndus.office@ndus.edu
http://www.ndus.edu/system/state-authorization/
Telephone: (701) 328-2960 • Fax: (701) 328-2961

OHIO
Ohio Board of Regents
25 South Front Street
Columbus, OH 43215
Email: hotline@regents.state.oh.us
https://www.ohiohighered.org/students/complaints
Telephone: (614) 466-6000 • Fax: (614) 466-5866
Ohio Attorney General, Consumer Protection Section
30 East Broad Street, 14th floor
Columbus, OH 43215-3400
www.ohioattorneygeneral.gov/consumercomplaint.aspx
Telephone: (800) 282-0515

OKLAHOMA
Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Email: communicationsdepartment@osrhe.edu
www.okhighered.org/current-college-students/complaints.shtml
Telephone: (405) 225-9100
Oklahoma State Board of Private Vocational Schools
3700 N. W. Classen Boulevard, Suite 250
Oklahoma City, OK 73118-2864
www.ok.gov/agency.php?agency_id=130
Telephone: (405) 528-3370 • Fax: (405) 528-3366
Oklahoma Office of the Attorney General
Consumer Protection Unit, Attn: Investigative Analyst
313 NE 21st Street
Oklahoma City, OK 73105
http://ok.gov/aag/Legal_Resources/Forms_and_Publications/
Telephone: (405) 521-3921 • Fax (405) 521-6246

OREGON
Oregon Higher Education Coordinating Commission
Office of Degree Authorization
775 Court Street NE
Salem, OR 97301
www.oregonstudentaid.gov/contact-oda.aspx
Oregon Higher Education Coordinating Commission
Private Career Schools Licensing Unit
775 Court Street NE
Salem, OR 97301
Email: info.PPS@state.or.us
http://education.oregon.gov/Pages/HECC--Private-Career-Schools.aspx
Telephone: (503) 947-5716
Oregon Department of Justice
Financial Fraud/Consumer Protection Section
1162 Court Street NE
Salem, OR 97301-4096
Email: help@oregonconsumer.gov
https://justice.oregon.gov/consumercomplaints/OnlineComplaints/OnlineComplaintForm/en
Telephone: (877) 877-9392
Fax: (503) 378-8910

PENNSYLVANIA
Pennsylvania Department of Education
Postsecondary and Adult Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
Email: ra-pls@pa.gov
http://www.education.pa.gov/Postsecondary-Adult/College%20and%20Career%20Education/Pages/Students-Complaints.aspx?V=0Mf03BiUU
Telephone: (717) 783-8228 • Fax: (717) 722-3622
Pennsylvania Office of the Attorney General
Bureau of Consumer Protection
15th Floor, Strawberry Square
Harrisburg, PA 17120
https://www.attorneygeneral.gov/Quick_Links/Pennsylvania_Army_General_Complaint_Forms/Filing_a_complaint_with_the_Army_General_s_Bureau_of_Consumer_Protection/
Telephone: (717) 787-9707

RHODE ISLAND
Rhode Island Board of Governors for Higher Education
Shepard Building
80 Washington Street Suite 524
Providence, RI 02903
Email: ribghe@ribgh.org
www.ribghe.org/pdfs/BOGStudentComplaintProcessII011012.pdf
Telephone: (401) 456-6000 • Fax: (401) 456-6028
Rhode Island Department of Attorney General
Consumer Protection Unit
150 South Main Street
Providence, RI 02903
Email: contactus@riag.ri.gov
http://www.riag.ri.gov/ConsumerProtection/About.php#
Telephone: (401) 274-4400 • Fax: (401) 222-5110

SOUTH CAROLINA
South Carolina Commission on Higher Education
1122 Lady Street, Suite 300
Columbia, SC 29201
www.che.sc.gov/CHE_Docs/AcademicAffairs/License/Complaint_procedures_and_form.pdf
Telephone: (803) 737-2260
Fax: (803) 737-2297

SOUTH DAKOTA
Office of the Attorney General
Division of Consumer Protection
1302 East Highway 14, Suite 3
Pierre, SD 57501-8053
www.atg.sd.gov/Consumers/HandlingComplaints/ConsumerComplaintForm.aspx
http://atg.sd.gov/Consumers/ContactConsumerProtection.aspx
Telephone: (605) 773-4400 • Fax: (605) 773-7163

TENNESSEE
Tennessee Higher Education Commission
Division of Postsecondary School Authorization
404 James Robertson Parkway
Parkway Towers, Suite 1900
Nashville, TN 37243-0830
http://www.tn.gov/assets/entities/thecl/attachments/
ComplaintForm.pdf
Telephone: (615) 741-5293 • Fax: (615) 532-8845
Office of Attorney General and Reporter
Division of Consumer Affairs
500 James Robertson Parkway, 5th Floor
Nashville, TN 37243-0600
Telephone: (615) 741-4737 • Fax: (615) 532-4994
www.tn.gov/attorneygeneral/cpro/filecomplaint.html

TEXAS
Texas Workforce Commission Career Schools and Colleges
101 East 15th Street, Room 226-T
Austin, Texas 78778-0001
Email: career.schools@twc.state.tx.us.
http://www.twc.state.tx.us/jobseekers/career-schools-colleges-students
Telephone: (512) 936-3100 • Fax: (512) 936-3111
Texas Higher Education Coordinating Board
College Readiness and Success Division
P.O. Box 12788
Austin, TX 78711-2788
Email: StudentComplaints@thecb.state.tx.us
http://www.thecb.state.tx.us/index.cfm?objectid=C9BD55D4-5A3-4BC6-9A0DF17F467F4AE9
Telephone: (512) 427-6101
Office of the Attorney General
P.O. Box 12548, Austin, TX 78711-2548
https://texasattorneygeneral.gov/cpd/file-a-consumer-complaint
Telephone: (800) 621-0508 • Fax: (512) 475-2994

UTAH
Utah Department of Commerce Division of Consumer Protection
160 East 300 South
Salt Lake City, UT 84111
Email: consumerprotection@utah.gov
www.consumerprotection.utah.gov/complaints/index.html
Telephone: (800) 721-7233 • Fax: (801) 530-6001

VERMONT
Vermont Agency of Education
219 North Main Street, Suite 402
Barre, VT 05641
Email: AOE.Edinfo@state.vt.us
Telephone: (802) 479-1030
Vermont Attorney General’s Office
Consumer Assistance Program
146 University Place
Burlington, VT 05405
Email: consumer@uvm.edu
www.uvm.edu/consumer/?Page=complaint.html
Telephone: (802) 656-3183 • Fax: (802) 304-1014

**VIRGINIA**

State Council of Higher Education for Virginia
101 North 14th Street, 10th Floor
James Monroe Building
Richmond, VA 23219
www.schev.edu/
www.schev.edu/students/studentcomplaint.asp
Telephone: (804) 225-2600 • Fax (804) 225-2604

**WASHINGTON**

Washington Student Achievement Council
917 Lakeridge Way SW
Olympia, WA 98502
Email: info@wsac.wa.gov
www.wsac.wa.gov/protecting-education-consumers
Telephone: (360) 753-7800

Washington Workforce Training and Education Coordinating Board
128 10th Avenue SW
P.O. Box 43105
Olympia, WA 98504-3105
Email: workforce@wbt.wa.gov
www.wtb.wa.gov/PCS_Complaints.asp
Telephone: (360) 709-4600 • Fax: (360) 586-5862

Washington State Office of the Attorney General
Consumer Protection Division
800 5th Avenue, Suite 2000
Seattle, WA 98104-3188
[http://www.atg.wa.gov/fileacomplaint.aspx#U6Cxy8tOXIU](http://www.atg.wa.gov/fileacomplaint.aspx#U6Cxy8tOXIU)
Telephone: (206) 464-6684 • Fax: (206) 389-2801

**WEST VIRGINIA**

West Virginia Higher Education Policy Commission
1018 Kanawha Blvd East, Ste 700
Charleston WV 25301-2800
Telephone: (304) 558-2101 • Fax: (304) 558-5719

Community and Technical College System of West Virginia
1018 Kanawha Boulevard East, Suite 700
Charleston, WV 25301
Telephone: (304) 558-2101 • Fax: (304) 558-5719

West Virginia Office of the Attorney General
Consumer Protection Division
P.O. Box 1789
Charleston, WV 25326-1789
Email: consumer@wvago.gov
www.wvago.gov/Pages/consumercomplaint.aspx
Telephone: (800) 368-8808

**WISCONSIN**

Wisconsin Association of Independent Colleges & Universities
122 West Washington Avenue, Suite 700
Madison, WI 53703-2723
Email: mail@waicu.org
www.waicu.org
Telephone: (608) 256-7761 • Fax: (608) 256-7065

Wisconsin Department of Agriculture, Trade and Consumer Protection
Bureau of Consumer Protection
Complaint Administration
2811 Agriculture Drive
P.O. Box 8911
Madison, WI 53708-8911
Email: datchotline@wisconsin.gov
www.wisconsin.gov
Telephone: (608) 224-5012 • Fax: (608) 224-4677

**WYOMING**

Wyoming Department of Education
2300 Capitol Avenue
Hathaway Building, 2nd Floor
Cheyenne, WY 82002-0050
Telephone: (307) 777-7675 • Fax: (307) 777-6234

Attorney General’s Office, Consumer Protection Unit
123 Capitol Building
200 West 24th Street
Cheyenne, WY 82002
Email: AG.Consumer@wyo.gov
Telephone (307) 777-6397 • Fax: (307) 777-7837.

**PUERTO RICO**

Puerto Rico Council on Higher Education
P.O. Box 19900
San Juan, PR 00910-1900
Email: cberrios@ce.pr.gov
www.ce.pr.gov/
Telephone: (787) 641-7100 • Fax: (787) 641-2573

Puerto Rico Department of Justice
P.O. Box 9020192
San Juan, Puerto Rico 00902-0192
www.justicia.pr.gov/
Telephone: (787) 721-2900

**VIRGIN ISLANDS**

Government of the United States Virgin Islands
Department of Education, Office of the Commissioner
1834 Kongens Gade
St. Thomas, V.I. 00802
Email: ideas@doe.vi
www.vide.vi/pages/contact-us-62
Telephone: (340) 774-0100
Fax: (340) 779-7153
ACCREDITATION

Students should be aware that there are multiple types of accreditation and that their intended entry into their chosen profession could be impacted by these differences. For example, institutional accreditation means all students attending Herzing University are attending an accredited institution.

In addition, there are programmatic accreditation bodies which accredit specific programs (as opposed to the institution). Some states require that specific programs, even at regionally accredited institutions like Herzing University, be programmatically accredited as well. The importance of programmatic accreditation can range from a requirement to sit for licensure exams that are mandatory to work in a field to a requirement to sit for a certification exam that is not required for all employment in the field (but may be slightly to strongly preferred by employers, depending on the market) to a symbol of quality with no impact on any certification or licensure (but which may be slightly or strongly preferred by employers, depending on the market). Therefore, Herzing University has not pursued all forms of programmatic accreditation available, as this is a determination on whether the costs and requirements to do so are worth the value to the student in the respective marketplaces in the estimation of the University. The student should validate whether the specialized accreditation of a specific program is going to fit their career goals for their respective marketplace.

As a result, there is a potential that some states will not permit a student who has completed certain academic programs to become certified, licensed, or sit for a certifying or licensing examination if they graduated from a program that is not programmatically accredited. Herzing University believes in complete and forthright disclosure for each program we offer, so we clearly identify those programs that are programmatically accredited. If a Herzing University program at a specific campus (or one that is offered online) does not state it has programmatic accreditation in writing, students should assume the program does not have programmatic accreditation. Students should not rely on oral or unofficial confirmation of programmatic accreditation. Students are responsible for understanding the specific requirements for certification, licensing, and for eligibility to sit for a particular licensing examination of the state or locale in which they want to enter or practice their profession. Herzing University makes no representation, unless explicitly written, that students graduating in a particular program qualify for certification, licensing, or eligibility to sit for a licensing examination in a particular state. For further clarification, students should review the specialized program accreditation/approvals stated in the catalog and read and sign the Accreditation Disclosure for their respective campus.

Institutional Accreditation


Herzing University has received specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE) located at 11374 Strang Line Road in Lenexa, Kansas, USA. The business programs in the following degrees are accredited by the IACBE:

- Master of Business Administration
- Master of Business Administration in Accounting
- Master of Business Administration in Business Management
- Master of Business Administration in Healthcare Management
- Master of Business Administration in Human Resources
- Master of Business Administration in Project Management
- Master of Business Administration in Technology Management
- Bachelor of Science in Accounting
- Bachelor of Science in Business Management With No Concentration
- Bachelor of Science in Business Management With Concentrations in:
  - Business Administration
  - Human Resource Development
  - International Business
  - Marketing
- Associate of Science/Applied Science in Accounting
- Associate of Science/Applied Science in Business Management

Any business program that is not listed above is not currently accredited through the IACBE. The International Assembly for Collegiate Business Education (IACBE) can be contacted at 11374 Strang Line Road, Lenexa, Kansas, 66215, 1-913-631-3009, www.iacbe.org).
Specialized Program Accreditations, Certifications, and Licensures by Campus

Herzing University also holds programmatic accreditations or approvals for selected programs at selected locations. Not all programs require specialized programmatic accreditation, and some new programs must be in operation for a period of time before specialized accreditation can be obtained. Specialized programmatic accreditation may be required for graduates to be eligible to take some licensure or certification examinations. **Unless this catalog specifically and unequivocally states that a particular program at a particular campus (including the Online Campus) is programmatically accredited and qualifies a student for licensing, certification, or to be eligible to sit for a licensing examination, students should conclude the program offered on the campus they are enrolled at is not programmatically accredited.**

Students should independently investigate the specific licensing requirements for their program in the specific state or locale for which they anticipate seeking employment.

ATLANTA CAMPUS OF HERZING UNIVERSITY

1. **Regional Accreditation:** Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval:** All programs at the Atlanta Campus of Herzing University are approved by the Georgia Nonpublic Postsecondary Education Commission (2082 East Exchange Place, Suite 220, Tucker, Georgia, 30084-5305, 770-414-3300, [www.gnpec.org](http://www.gnpec.org)).

3. **Accounting:** The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

4. **Other Programs:** No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

BIRMINGHAM CAMPUS OF HERZING UNIVERSITY

1. **Regional Accreditation:** Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval:** All programs at the Birmingham Campus of Herzing University are approved by the Alabama Commission on Higher Education (100 North Union Street, P.O. Box 302000, Montgomery, Alabama, 36130-2000, 334-242-1998, [www.ache.alabama.gov](http://www.ache.alabama.gov)).

3. **Accounting:** The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

4. **Other Programs:** No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.
1. **Regional Accreditation**: Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval**: Herzing University Brookfield operates in the State of Wisconsin pursuant to its status as a private non-profit institution that is tax-exempt under section 501 of the Internal Revenue Code and that has had its administrative headquarters and principal place of business in Wisconsin since prior to 1970, which under Wisconsin Statutes Section 38.50(1)(e) exempts it from additional state authorization requirements.

3. **Accounting**: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

4. **Other Programs**: No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**HERZING UNIVERSITY ONLINE**

1. **Regional Accreditation**: Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State of Wisconsin Approval**: Herzing University Online operates in the State of Wisconsin pursuant to its status as a private non-profit institution that is tax-exempt under section 501 of the Internal Revenue Code and that has had its administrative headquarters and principal place of business in Wisconsin since prior to 1970, which under Wisconsin Statutes Section 38.50(1)(e) exempts it from additional state authorization requirements.

3. **Approvals in Other States for Distance Learning**: Herzing University has made a good-faith effort to follow each individual state’s regulations concerning offering distance educational programs in that respective state. Students should investigate and ensure that the program they desire, if offered in a distance/online format, meets the requirements of the profession in their state. Herzing University is not enrolling new students in the following states: Arkansas, District of Columbia, and Wyoming. Not all programs are available in all states. Contact the Online Admissions Office for program availability at [onl-info@herzing.edu](mailto:onl-info@herzing.edu) or 866-508-0748.

4. **Nursing programs**: The Master of Science in Nursing program offered by Herzing University Online is accredited by the Commission on Collegiate Nursing Education (CCNE, One Dupont Circle NW, Suite 530, Washington, D.C., 20036-1120, 202-887-6791, [www.aacn.nche.edu/ccne-accreditation](http://www.aacn.nche.edu/ccne-accreditation)). Individuals considering the Master of Science in Nursing program—particularly the Family Nurse Practitioner (FNP) concentration—should be aware that state requirements for availability of required clinical courses and eligibility to apply for licensure as a family nurse practitioner vary from state to state. Applicants should check with their applicable state board of nursing before enrolling in any graduate nursing program. For additional information, e-mail your questions to [states@herzing.edu](mailto:states@herzing.edu).

5. **Accounting**: The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.
6. **Other Programs:** No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**KENOSHA CAMPUS OF HERZING UNIVERSITY**

1. **Regional Accreditation:** Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval:** Herzing University Kenosha operates in the State of Wisconsin pursuant to its status as a private non-profit institution that is tax-exempt under section 501 of the Internal Revenue Code and that has had its administrative headquarters and principal place of business in Wisconsin since prior to 1970, which under Wisconsin Statutes Section 38.50(1)(e) exempts it from additional state authorization requirements.

3. **Accounting:** The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

4. **Other Programs:** No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**MADISON CAMPUS OF HERZING UNIVERSITY**

1. **Regional Accreditation:** Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval:** Herzing University Madison operates in the State of Wisconsin pursuant to its status as a private non-profit institution that is tax-exempt under section 501 of the Internal Revenue Code and that has had its administrative headquarters and principal place of business in Wisconsin since prior to 1970, which under Wisconsin Statutes Section 38.50(1)(e) exempts it from additional state authorization requirements.

3. **Accounting:** The Master of Business Administration in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

4. **Other Programs:** No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**NEW ORLEANS CAMPUS OF HERZING UNIVERSITY**

1. **Regional Accreditation:** Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.
2. **State Approval:** The New Orleans Campus of Herzing University is licensed by the State of Louisiana Board of Regents (1201 North Third Street, Suite 6-200, Baton Rouge, Louisiana, 70802, 225-342-4253, [www.regents.louisiana.gov](http://www.regents.louisiana.gov)) and adheres to the rules and regulations of the Louisiana Proprietary Schools Advisory Commission.

3. **Accounting:** The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

4. **Other Programs:** No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**OMAHA SCHOOL OF MASSAGE AND HEALTHCARE OF HERZING UNIVERSITY**

1. **Regional Accreditation:** Herzing University is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1413, [www.hlcommission.org](http://www.hlcommission.org), 800-621-7440. This means all students attending Herzing University are attending an accredited institution.

2. **State Approval:** All programs at the Omaha School of Massage and Healthcare of Herzing University are approved by Nebraska’s Coordinating Commission for Postsecondary Education (140 North 8th Street, Suite 300, Lincoln, Nebraska, 68508-1359, 402-471-2847, [www.ccpe.state.ne](http://www.ccpe.state.ne)).

3. **Accounting:** The Bachelor of Science in Accounting program at Herzing University, even when combined with the Herzing University MBA, may not fulfill all of the requirements for a graduate to take the certified public accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. In addition to requiring a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction), most states/jurisdictions require specific coursework, as well as several years of professional experience working in accounting, to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the accounting program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which Herzing University programs do not have, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

4. **Other Programs:** No other programs at this campus have specialized programmatic accreditation. Students are advised to consult with employers of preference as to the importance of specialized programmatic accreditation on their hiring decisions.

**ACCURACY OF INFORMATION STATEMENT**

The Herzing University Catalog is the official policy of the University. Students should seek clarification from the catalog if they are told or read any information inconsistent or contradictory with the official policy of the catalog. Only those policies in the official Herzing University Catalog are binding on the institution and student.

**PROGRAM OFFERINGS AND DISCLOSURE**

Not all of Herzing University’s programs are offered at all campuses. Further, there are substantial differences in some programs from campus to campus including, but not limited to, programmatic accreditation, a pathway to licensing and other program characteristics. Students should independently investigate and ensure that the program they desire is offered on the campus they intend to enroll in and has the instructional delivery format and potential outcome they desire. Students should rely only on the written official catalog for accurate information.
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
- 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 and faculty from a variety of businesses and institutions. 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.

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 the 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 40 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.

Circulation
Many of the items in our campus libraries are available to the current Herzing Community for circulation.

- At the time of checkout, students present their Herzing student ID card as their library card.
- Please note that use of library resources is encouraged. There are some items that the library is not able to allow out for circulation and that are maintained for in-library use only. For example, reference materials, reserves, and some special collections fall in this category. See the local campus library for further information.
Standard circulation periods and limits for circulating items to students are below.

<table>
<thead>
<tr>
<th>Circulation Type</th>
<th>Borrowing Period</th>
<th>Maximum Checkouts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart</td>
<td>4 hours</td>
<td>2</td>
</tr>
<tr>
<td>Kit</td>
<td>4 hours</td>
<td>2</td>
</tr>
<tr>
<td>Model</td>
<td>4 hours</td>
<td>2</td>
</tr>
<tr>
<td>Multimedia</td>
<td>1 day</td>
<td>2</td>
</tr>
<tr>
<td>Reference (in-library use only)</td>
<td>0 days</td>
<td>0</td>
</tr>
<tr>
<td>Regular (books)</td>
<td>14 days</td>
<td>4</td>
</tr>
<tr>
<td>Reserve (in-library use only)</td>
<td>4 hours</td>
<td>1</td>
</tr>
<tr>
<td>Serial</td>
<td>7 days</td>
<td>4</td>
</tr>
<tr>
<td>Supplies</td>
<td>4 hours</td>
<td>2</td>
</tr>
</tbody>
</table>

One (1) renewal may be arranged if no other patrons have asked to be on the waiting list for the materials.

**Intrasystem Loan**

The Herzing University library maintains a catalog of the library materials available at each of the campus libraries, and current members of the Herzing community may request delivery of materials from one campus to another or direct delivery for students, faculty, and staff at Herzing University Online. The catalog can be accessed on the “Library” tab on Blackboard. There are three ways to place a request:

1. Electronically, by creating an account in the library catalog.
2. By contacting the Herzing librarians at US-Librarians@herzing.edu or 1-888-660-2826.
3. By contacting the staff at your campus library.

Once a request is received, the Herzing librarians will coordinate with the borrower and the campus library to determine if the materials are available and to make arrangements for delivery of the items. If an item is to be shipped from one campus library to another, there is no cost to the borrower. If the materials are to be shipped directly to the borrower, the library will pay for the postage to deliver the materials, and the borrower will pay for the return postage. Contact the librarians for more details.

**Lost, Damaged, and Unreturned Materials**

The Herzing University librarians will send reminders to borrowers for overdue materials, with a request that the materials be renewed or returned. If materials are not returned, or the library is notified that they are lost or damaged, the borrower may be charged for replacement of the materials.

**Questions?**

Contact the Herzing University librarians at US-Librarians@herzing.edu or 1-888-660-2826 with any questions regarding the Herzing University Library Circulation Policy.

**CHANGES TO THIS CATALOG**

Herzing University is committed to offering students a robust, current, and relevant curriculum. 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 than their original degree program, unless required by accreditation, state agencies, or other regulatory bodies. In this case, the University will ensure there is no adverse financial impact on the student. Changes will be reflected in an addendum to this catalog and will then be considered an integral part of this publication.
ADMISSIONS INFORMATION

GRADUATE ADMISSION CRITERIA

Admission into graduate studies at Herzing University will be based on the following criteria:

1. Prior Degree Requirement: Prospective graduate students must have completed a bachelor’s or graduate degree from a college or university accredited by an agency recognized by the U.S. Department of Education or have completed a three- or four-year bachelor’s degree at a foreign college or university recognized as degree-granting by the government of that country.

2. Program Grade Point Average (PGPA): Prospective graduate students must have achieved a PGPA of 2.70 or better for all undergraduate courses attempted or a PGPA of 3.00 or better for at least 6.00 semester credit hours of graduate study, as evidenced by an official transcript from each college or university attended.

3. Interview: Prospective graduate students must complete an interview with the graduate program chair or a Herzing University admissions representative.

PROGRAM ADMISSION

Graduate Admission Criteria for Master of Science in Nursing Programs

1. Students must have a current, unrestricted license as a registered nurse from any state within the United States.

2. Bachelor degree students: Prospective graduate students must have completed a bachelor of science in nursing degree from an accredited college or university.

Additional Admission Requirements for Nursing Programs

Applicable Programs

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:

- 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

Additional Requirements

Immunizations and Health Checks

Verification of health and immunization history is required for all students admitted to the Master of Science in Nursing program upon admission.
**Drug Testing**

Students in the above-listed programs may be required to pass a drug test prior to entering the first clinical or internship course that includes direct patient contact, as per facility requirements.

**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. A student will be required to pass a criminal background check to the satisfaction of the clinical site prior to each scheduled clinical course.

**Student Requirements for Health and Immunizations**

**Requirements**

A visit to your healthcare provider is needed to verify your health status and immunization records. These records are required by the practicum agency and are not negotiable. Failure to submit documents that allow your health status and immunization status to be verified will impact your ability to progress in the program. Accurate, timely, and correct information is expected in the submission of all documents.

1. **Physical Exam and Health History Form**

   All Students must have a physical and health history exam completed by a healthcare provider within one (1) year of admission to Herzing University. The healthcare provider’s form is acceptable and may include documentation of immunizations, as described below.

2. **Tdap: Tetanus, Diphtheria, and Acellular Pertussis**

   All Students must have a Tdap vaccination from within the last 10 years. In lieu of a combined adult-dose of Tdap, students may submit a Td (Tetanus Diphtheria) within the last 10 years, with a Pertussis Vaccination (given as an adult). Documentation of the vaccination series by the healthcare provider is acceptable.

3. **MMR: Measles, Mumps, and Rubella**

   All Students must complete one of three options for Measles, Mumps and Rubella compliance:
   
   a. Have had two MMR vaccinations from childhood, with one being after twelve (12) months of age. Documentation by healthcare provider is acceptable.
   
   b. Have had two doses of Measles vaccine, one dose of Mumps vaccine, and one dose of Rubella vaccine (after age twelve months). Documentation by healthcare provider is acceptable.
   
   c. Have an Immune Antibody Titer for Measles, Mumps and/or Rubella (Must submit copies of lab work for all titers).

4. **Hepatitis B**

   All Students must complete one of three options for Hepatitis B compliance:
   
   a. Have had three Hepatitis B vaccinations.
   
   b. Have had an Immune Surface Antibody Titer for Hepatitis B (Must submit copies of lab work for all titers).
      
      If Titer is Non-Immune (Negative or Equivocal), the student must have the number of boosters recommended by their healthcare provider, typically one to three doses. Documentation by healthcare provider of non-immune status is acceptable.
   
   c. Submit a statement of the declination.
      
      *Note: Acceptance of the declination is dependent upon clinical practicum placement and participation.*

5. **Varicella: Chickenpox**

   All Students must complete one of three options for Varicella compliance:
   
   a. Have had two doses of Varicella vaccine. Documentation by healthcare provider is acceptable.
   
   b. Have had an Immune Antibody Titer for Varicella (Must submit copies of lab work for all titers).
   
   c. Have a healthcare provider documented date of Chickenpox disease, estimating at least month and year of infection.

6. **TB Testing or Chest X-Ray**

   All Students must complete one of the options below for TB testing compliance:
   
   a. If you have a history of Negative PPD results: Submit proof of two annual PPDs (i.e., two TB tests within 12 months of each other, with the newest being less than 12 months ago). The results should be ‘negative’. The TB test accepted is either the Tuberculin
Skin Test (TST)-Mantoux tuberculin skin test or the IGRA blood test approved by the US FDA (e.g., Quantiferon® TB Gold-In-Tube Test (QFT-GIT) or T-Spot® TB Test (T-Spot)) with a negative result.

b. If you have not previously had a PPD test: Submit proof of a 2-Step PPD series (i.e., two TB tests within 1–4 weeks of each other, with the newest being less than 12 months ago). The results should be ‘negative’.

c. If you have a history of PPD positive tests, submit results of a chest x-ray, which should have a ‘negative’ result.

d. If you have had a BCG vaccination, submit results of a chest x-ray, which should have a ‘negative’ result.

e. If you have an allergic reaction to TB skin testing, submit results of a chest x-ray, which should have a ‘negative’ result.

Note: If the chest x-ray is positive, you must submit proof from your healthcare provider stating that you are not contagious for Tuberculosis infection.

7. Flu

All NU students must have a seasonal flu vaccination (every flu season), as defined by the CDC. If you choose to decline the seasonal flu vaccination, you must send a statement that you decline.

Note: Acceptance of the declination is dependent upon clinical practicum placement and participation.

8. CPR: AHA BLS for the Healthcare Provider or ARC CPR/AED for the Professional Rescuer (Every Two Years)

All students must have a current CPR certification, using one of the two approved providers.

a. American Heart Association BLS for the Healthcare Provider CPR Certification

b. American Red Cross CPR/AED for the Professional Rescuer CPR Certification.

Please submit a copy of the front and back of your CPR card.

Healthcare Policy Acknowledgement

All nursing and healthcare students must accept and acknowledge the following statements of policy to enter or continue in any of these programs. 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.

1. A student will be required to pass a criminal background check. A student convicted of a felony or a misdemeanor other than a minor traffic violation for which a pardon has not been 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 subject to drug and/or alcohol screening in conjunction with clinical classes. A positive result from a screening could result in dismissal from the clinical and from the program.

3. Clinical hours may be scheduled at any time of the 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.

4. Clinical sites will require the student to have his/her immunizations up to date prior to the start of the clinical.

5. Some clinical sites or healthcare facilities may require the student to be covered by his or her own personal or family health insurance, to include malpractice insurance above and beyond the professional liability coverage the University provides. If additional coverage is required, the student is responsible for securing such coverage.

6. 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.

7. 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.
8. 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.

9. The student further understands that the cost of tuition and fees at Herzing University does not include the following:
   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 any required uniforms and apparel.
   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.

10. 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.

Clinical Practicum Placements
Students select and arrange their own clinical practicum placements. Herzing University secures clinical affiliation agreements for students accepted and enrolled in the program.

CONDITIONAL ADMISSION
Applicants who do not meet the 2.70 program grade point average criteria outlined in the Graduate Admission Criteria policy may be admitted on a conditional basis. Conditional admission into graduate studies will be based on the following criteria, and the following conditions will apply:

- **Bachelor’s Degree**: Prospective graduate students applying for conditional admission must have completed a bachelor’s degree from an accredited college or university.
- **Program Grade Point Average**: Prospective graduate students applying for conditional admission must have achieved a program grade point average (PGPA) of 2.00 or better for all undergraduate and graduate courses attempted, as evidenced by an official transcript from each college or university attended.
- **Letter**: Prospective graduate students applying for conditional admission must submit a minimum of a one-page typed letter addressed to the Graduate Dean detailing their plan for success in our graduate program.
- **Interview**: Prospective graduate students applying for conditional admission must complete an interview with the Graduate Program Chair or a Herzing University admissions representative.
- **Initial Course Success**: Graduate students admitted on a conditional basis are required to complete their first term with a PGPA of 3.00 or higher. (In the event the student does not attain this expectation, he or she will be dismissed from the university.)

ADMISSION PROCEDURES
Prospective students are expected to complete an 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 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 academic period based upon their program of study. Students will have the right to request adjustments to their schedule, and these requests 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 an application, these documents may be obtained in the following ways:

1. Contact Herzing University by phone or e-mail to request the necessary forms.
2. Complete a Herzing University application online at https://enroll.herzing.edu.

INTERNATIONAL GRADUATE 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, as well as program admission requirements where applicable, and provide the following documentation:

1. A certified copy of college transcripts, which includes all courses pertinent to receiving the bachelor’s degree, evaluated by a transcript evaluation service approved by the National Association of Credential Evaluation Services (NACES) or translated and certified as an official document by an active Herzing University international affiliate college or university.
2. A notarized statement of financial support or a certified government sponsor letter indicating that tuition will be paid in advance of each academic period (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.)
3. Proof of English-language proficiency through any one of the following:
   a. A score of 550 or higher on the paper-based TOEFL.
   b. A score of 213 or higher on the computer-based TOEFL.
   c. A score of 80 or higher on the internet-based TOEFL.
   d. A score of 6.0 or higher on the IELTS.
   e. A score of 5 or higher on the iTEP.
   f. Documentation of successful completion from a University-approved college preparatory ESL program of an intermediate English course from an accredited designated ESL center college or university or an ESL center.
   g. Documentation of a minimum of 4 years of successful completion of secondary studies (i.e., high-school level) in an English-speaking school whose language of instruction is English.
   h. Documentation of successful completion of post-secondary studies (i.e., college-level) in English (a minimum of 12 semester hours).
   i. Documentation of successful completion of 4 years of secondary English language studies and one semester (or equivalent) of college level English from an accredited college or university.
   j. Documentation of alternative measures of English language proficiency, as deemed appropriate by Herzing University.

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 an application 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 and Learner Resource 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.

**RE-ADMISSION/RE-ENTRY**

A student who withdraws or is terminated from the University may apply for re-admission or re-entry. 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 re-admission/re-entry will be required to sign new enrollment documents, and all financial obligations from previous enrollment periods must be resolved prior to re-admission/re-entry. 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. Caution: Students are advised that the availability of courses required may be more difficult to arrange if they have interrupted their program.

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 re-entry. Certain programs may include additional stipulations for re-admission/re-entry, 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.

**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. The Herzing University Catalog is the official policy of the University. Students should seek clarification from the catalog if they are told or read any information inconsistent or contradictory with the official policy of the catalog, even in the unlikely event it is presented in orientation.

Students in the nursing programs are required to attend an additional clinical practicum orientation prior to entering the clinical site. This is presented in a Blackboard collaborate session at various times early in the first semester the student enrolls.

**NONDISCRIMINATION POLICY OF HERZING UNIVERSITY**

Herzing University admits students of any race, sex, religion, age, color, creed, national or ethnic origin, disability, sexual orientation, gender identity or expression, or disabled and/or Vietnam era veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students at Herzing University. Herzing University does not discriminate on the basis of race, sex, religion, age, color, creed, national or ethnic origin, disability, sexual orientation, gender identity or expression, or disabled and/or Vietnam era veteran status in the recruitment, admission or treatment of students, the recruitment, hiring, or treatment of faculty and staff, and the operation of its activities and programs, as specified by state and federal laws including but not limited to the Equal Pay Act of 1963, Titles VI and VII of the Civil Rights Act of 1964 as amended, the Age Discrimination in Employment Act of 1967, Title IX of 1972 Educational Amendments to the Higher Education Act, Executive Order 11246, as amended, Sections 503/504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other laws which pertain to access, equality and nondiscrimination. For further information or inquiries regarding Herzing University's Nondiscrimination Policy, please contact Human Resources, W140 N8917 Lilly Road, Menomonee Falls, Wisconsin 53051, telephone: (414) 271-8103.

**PRIOR LEARNING CREDIT FOR GRADUATE PROGRAMS**

Applicants desiring to transfer prior learning credit to Herzing University for courses taken at other colleges or universities must have official transcripts sent to Herzing University from those colleges/universities. It is best if Herzing University receives official transcripts before class starts so that proper schedules can be prepared. For new students, this is typically done during the admission process prior to the beginning of the first term of enrollment but must be completed by the end of the first eight weeks of enrollment or reenrollment.
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 their official transcripts prior to the end of the first eight weeks of reentry or reenrollment. While enrolled at Herzing University, students are expected to take all their courses at Herzing University unless otherwise authorized in advance by the Academic Dean.

Certain prior learning credits may be submitted for approval toward Herzing University graduate certificate and degree programs, with certain limitations as follows:

- A transcript from the American Council on Education’s College Credit Recommendation Service (CREDIT) indicating completion of relevant graduate level work.
- Previous graduate work earned at a regionally accredited college or university in which an equivalent grade of “B-” or higher was earned, and that was awarded within the previous five (5) years of the anticipated date of matriculation into the Herzing University program of study.
- Prior graduate work accepted as part of an active articulation agreement approved by Herzing University.
- Except by a pre-approved, written agreement, no clinical, practicum, internship, externship, comprehensive exam, thesis, or capstone course will be accepted through prior learning credit for any such course required in any certificate or degree program.
- If no previous graduate certificate or degree has been awarded, and graduate hours were completed at Herzing University, a maximum of twelve (12) semester credit hours of prior learning credit earned at Herzing University may be accepted toward either a master’s degree or a graduate certificate.
- If no previous graduate certificate or degree has been awarded, and graduate hours were completed outside of Herzing University, a maximum of nine (9) semester credit hours of prior learning credit may be accepted toward a Herzing University master’s degree or graduate certificate.
- If no previous graduate certificate or degree has been awarded, and there is a combination of courses earned at Herzing University and outside of Herzing University, a maximum of twelve (12) semester credit hours of prior learning credit may be accepted toward either a master’s degree or a graduate certificate.
- Exceptions to the above limits may be granted if it is part of a Herzing University approved articulation agreement or by approval of the Dean of Graduate Programs. If the credit has been used toward a previous graduate certificate or degree, the restrictions found in “Earning a Second Master’s Degree or Graduate Certificate” will apply.

**Earning a Second Master’s Degree or Graduate Certificate**

Earning a second master’s degree in a discipline closely related to that of an individual’s first master’s degree is rare. Less rare is an individual wishing to obtain a second master’s degree in an area that is significantly different than the first degree. In both instances, the individual often requests to apply some of the prior learning credits earned in the first program toward the requirements in the second program. The same is true of those wishing to earn two or more closely related graduate certificate programs. However, Herzing University has an obligation to ensure that each certificate or degree it awards reflects a significant immersion of the individual in a relevant, concentrated course of study and that all of the program learning outcomes are assessed and evaluated prior to graduation. To achieve this, a student seeking a second master’s or seeking additional graduate certificates from Herzing University may request that prior learning credits used to satisfy requirements in a previous master’s degree or a previous post-graduate certificate be used to satisfy requirements in the subsequent certificate or degree program with the following restrictions:

**Second Master’s Degree**

a. Unless approved by the Dean of Graduate Programs, the second master’s degree must be in a discipline that is different that the first master’s degree (e.g., MSN and MBA) or where the second master’s degree plan of study is significantly different (e.g., MBA and an MS in Accounting).

b. The individual must apply and be accepted for admission to the desired master’s degree program.

c. Approval for the course(s) to be “accepted” from the previous master’s degree must be evaluated based on learning outcomes and approved on a course-by-course basis by the Graduate Program Chair or Department Chair in the discipline where the second master’s degree is being earned and submitted to the Dean of Graduate Programs for approval.

d. Except by a pre-approved, written agreement; no clinical, practicum, internship, externship, comprehensive exam, thesis, or capstone course will be accepted through prior learning credit for any such course required in the second master’s degree program.

e. All courses accepted as prior learning credit must have an earned equivalent grade of “B-” or higher and been awarded within the previous five (5) years of the anticipated date of matriculation into the Herzing University program of study.

f. A maximum of twelve (12) semester credit hours may be accepted toward the second master’s degree. Exception to this limit may be granted if it is part of a Herzing University approved articulation agreement or by approval of the Dean of Graduate Programs.
NURSING STUDENTS TRANSFER OF CREDIT

Nursing students may not transfer credits obtained in clinically based practicum courses. No clinical practicum hours may be transferred into the program to meet the required clinical hours for the program.

NURSING STUDENTS RE-ENTRY

Nursing students seeking readmission and reentry after academic dismissal will be eligible for re-entry one time only. Nursing students dismissed a second time, seeking re-entry, must begin the program from the beginning, with the approval of the Academic/Graduate Dean.

Students who are withdrawing and are on academic warning must consult with their advisor to determine if they are eligible for reentry.

Re-entry into the program must be completed within 3 semesters of the last date of attendance (LDA). Students who cannot return to the program within the specified period of time, and are in good academic standing may reapply to the program. The transfer policy on previously taken credits at Herzing will apply.

The program must be completed within five years. Students may re-enter as many times necessary within the five-year time limit. Exceptions are approved by the Academic/Graduate Dean.

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 credit 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.

ADMISSIONS DISCLOSURE

Notification to Students

Herzing University students come from multiple states and have widely different career aspirations and goals. Each student is a unique learner and person. While Herzing University provides career services guidance to each student in finding employment in their chosen field, Herzing University does not guarantee employment. Factors unique to each student that can limit employment opportunities include, but are not limited to, the following.

- Conviction of a felony or serious misdemeanor
- Physical condition or health issues that prevent or hinder employment
- Geographical limitations and inability to relocate
- Poor work history
- Poor language skills or communication barriers
- Unique personality traits
- History of or contemporary substance abuse
- Personal bankruptcy
- Other issues that raise doubts in the mind of an employer as to the suitability of a student to become an employee
- Failure to meet the admissions standards of other institutions (for bachelor’s or graduate programs)
- Failure to fully investigate and understand the specific licensing or certificate requirements for a chosen profession in a specific state or locale

Herzing University has a long and proud tradition of helping students enter and succeed in their careers. The student’s unique situation may aid or hinder their career.

Disclaimer

Herzing University makes no promises or guarantees of licensing, certification, or employment. Due to unique factors and attributes of each student, it is possible that even after successfully completing a Herzing University program, a student may not find employment. Students should consider their own unique “employability” prior to enrolling in any college or career-preparation program.
ACADEMIC INFORMATION

GRADUATE REQUIREMENTS—GRADUATE PROGRAMS

Students must meet all of the requirements below to be eligible for graduation.

1. Maintain a program grade point average (PGPA) of 3.00 or higher in the courses applicable to the student’s program.
2. Complete the required number of semester credit hours in the program the student is enrolled in.
3. Meet all terms of the Satisfactory Academic Progress policy (see Graduate Standards of Satisfactory Academic Progress), including rate of progress of required program courses.
4. Complete all master’s degree requirements within seven years.
5. Meet all additional program-specific requirements included in the specific program descriptions.

ACADEMIC LOAD

A graduate 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.

<table>
<thead>
<tr>
<th>Minimum Number of Credits (Academic Load)</th>
<th>Student Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.00 semester credit hours</td>
<td>Full-time</td>
</tr>
<tr>
<td>6.00 semester credit hours</td>
<td>Three-quarter time</td>
</tr>
<tr>
<td>4.00 semester credit hours</td>
<td>Half-time</td>
</tr>
</tbody>
</table>

SEMESTER CREDIT-HOUR SCHEDULING

Herzing University operates on a semester system with three 16-week semesters per year normally divided into eight-or four-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
- 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 taking classes on ground 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 a minimum of six (6) hours per week (over a 7½-week period) in their studies for each semester 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.
**Hybrid Course Format**
The hybrid course format is intended to combine some of the high-touch aspects of the traditional classroom format with some of the scheduling flexibility of the online format by replacing some of the face-to-face contact time from a lecture or lab course with online learning activities.

**SOFTWARE AND TECHNOLOGY REQUIREMENTS**
Students may be scheduled to take courses online or in a hybrid format, and many courses use electronic textbooks (eBooks); therefore, the following are minimum computer system requirements for both PC and Mac users. Additional requirements are listed for specific programs.

**PC Users (Online and Hybrid Students)**
- Microsoft Windows XP SP3, Windows Vista SP2, Windows 7, or Windows 8 operating system (presently not Windows 8 RT)
- A minimum of 2048 megabytes (2.0 GB) of internal memory
- A minimum of 1.5 gigahertz (1,500 MHz) 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—most courses are media-intensive)
- Internet Explorer 8.0 or higher or Firefox 5.0 or higher (Firefox is freeware, downloadable from the web)
- Google Chrome browser (recommended for allied health programs)
- Monitor resolution of 1,280 x 800
- CD/DVD reading drive
- Sound card with speaker
- Webcam or phone video cam capable of creating 5-10 minute video files (required for EN 116 Speech)
- Microphone

**Mac Users (Online and Hybrid 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 2.0 gigabytes (2.0 GB) 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 5.0
- Monitor resolution of 1,280 x 800
- CD/DVD reading drive

**Microsoft Office Install (Online and Campus Students)**
It is very important that the following guidelines are used prior to and during the installation of Microsoft Office 2010.
- Please see the instructions located on the Herzing website at [www.herzing.edu/admissions/technology-requirements](http://www.herzing.edu/admissions/technology-requirements) for installing Microsoft Office (you will be directed to a one-page PDF).
- If you have any problems installing this software, please contact tech support at 1-866-508-0748, extension 01-656. If you receive a voicemail, please leave your name, student number, phone number, and a description of the issue you are having.
- Please note that Herzing University is not responsible for any damage that may occur to a student’s computer including, but not limited to, hardware, software, file directory, or file contents as a result of student’s installing software or not having the appropriate hardware configurations for such installation.

**Requirements for eBooks (Online and Campus 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 and Campus Students)

All students will be provided with a student version of Adobe Creative Cloud (replaces Adobe Creative Suite as of July 2014).

- Students will receive information about the current Adobe applications from their 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)
- 5" x 4" (or higher) graphic drawing tablet (computer input device, drawing alternative to mouse)
- 30 gigabytes (30 GB) storage/free hard drive space
- 512 megabytes (512 MB) video card
- CD/DVD burner highly recommended
- 200 gigabytes external hard drive highly recommended

Additional Requirements for Allied Health and Health Information Management Students (Online and Hybrid Students)

- Students in the allied health programs should avoid using Apple Mac computers, as they have proven to be problematic when accessing publisher-required sites and software sites such as VLab or Connect.
- Virtual Lab System requirements and AHIMA recommend the following software programs:
  - Java (Oracle Corporation)
  - Adobe Flash
  - Microsoft Silverlight
  - Citrix Receiver

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

- Students 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 Software Development and Information Technology Students (Online and Hybrid Students)

- A PC is strongly recommended for technology courses.
- Students using a Mac in their technology courses will need to use a PC for any course using Oracle software.
- Microsoft Internet Explorer 8.0 or higher (capable of running Microsoft Active X Control) is required for information technology students. Firefox, Safari, and other browsers do not meet this requirement.
- A minimum of 4048 megabytes (4 GB) of internal memory
- A minimum of 1.6 gigahertz (1500 MHz) processor
- A high-speed internet connection
- Microsoft Silverlight 4 or 5 (running Silverlight supported web browsers)

Students taking NT 305 and NT 341 must have a computer with the following hardware requirements:

- A 64-bit processor and at least an i5 Intel processor with VT technology (or equivalent AMD)
- At least 12 GB of RAM
- 300 GB free disk space
- Network card

Students taking NT 320 must have a computer with the following hardware requirements:

- A 64-bit processor
- A wireless adapter or a wireless network interface card (NIC)
- Internet access
Note: Technology requirements can be accessed on the Herzing Website www.herzing.edu/admissions/technology-requirements. Students taking courses in an online or hybrid format should have a technology backup plan in case their normal technology is not operable for a period of time.

SOCIAL MEDIA POLICY

Students, faculty, staff, administration, and our constituents constitute a community of learners. Collectively, we share responsibility for exchanging knowledge and information, creating a culture that respects and values diversity, maintains an environment of accountability, and exemplifies Herzing University’s core values of professionalism, respect, integrity, caring for others, and engagement.

Herzing University believes that post-secondary education should create a platform for meaningful interaction among its constituents. Optimally, learning is a collaborative process. The richness of the learning experience is dependent upon the creation of a safe environment that encourages members of the learning community to share personal points of view. Social media platforms serve as one medium for the exchange of perspective.

Herzing University acknowledges that each form of social media including, but not limited to, Facebook™, Twitter™, Instagram™, YouTube™, LinkedIn™, blogs, WhatsApp™, SnapChat™, Pinterest™, and consumer websites may be used as a platform for interaction. As members of the Herzing University community, students, faculty, and staff must recognize that opinions that they share may be attributed to the University. The same laws, professional expectations, and guidelines for interaction between and among Herzing University constituents apply regardless of physical or virtual context.

Because the university experience provides opportunities to inflict particular damage by revealing protected, personal educational information, violate patient health information laws, and publish other protected personal and institutional information, there is a high level of personal, professional, and institutional responsibility that students, faculty, and staff must demonstrate when using social media. The Social Media Policy is intended to provide a framework for appropriate use of social media.

Guidelines for Posting on Social Media Sites

Unless specifically instructed, students, faculty, staff, and administration are not authorized, and therefore are prohibited from, speaking on behalf of Herzing University.

Social Media Postings Should

- Maintain a professional image of Herzing University, its staff, faculty, students, and industry partners as respected individuals and organizations; and
- Maintain a positive and productive public image across the various academic and relevant professional industries.

Social Media Postings Must Not

- Be offensive, threatening, bullying, illegal, defamatory, or hostile;
- Contain profanity, false statements, or content that is sexual in nature, suggestive, or discriminatory either directly or suggestively;
- Promote or advertise a commercial product or solicit business or membership to other organizations;
- Contain phone numbers or e-mail addresses;
- Infringe on the rights of the organization or any individual or entity to include privacy, intellectual property, or publication rights; or
- Violate any applicable government or regulatory body policies including HIPAA.

Personal Blogs

Herzing University respects the right of students, faculty, staff, and administration to write blogs and use social networking sites and does not wish to discourage self-publishing or self-expression. Students, faculty, staff, and administration are expected to follow the guidelines and policies set forth. Herzing University respects the right of individuals to use blogs and social networking sites as a medium of self-expression and public conversation and does not discriminate against those who use these media for personal interests and affiliations or other lawful purposes.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Herzing University recommends that individuals make sincere efforts to confirm the truth and accuracy of facts set forth in each social media post prior to posting. Bloggers and commenters can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous by any offended party, including but not limited to Herzing University.

Students, faculty, staff, and administration may not use University-owned equipment, including computers, University-licensed software, or other electronic equipment to conduct personal blogging or social networking activities. Students, faculty, staff, and administration may not use blogs or social networking sites to harass, threaten, discriminate, or disparage against anyone associated with or doing business with...
Herzing University. If an individual chooses to identify himself/herself as being affiliated with Herzing University, it should be understood that some readers may view him/her as a spokesperson for the University. Consequently, individuals should state that views expressed in their blog or on other social media platforms are their own and not those of the University, or of any person or organization affiliated or doing business with Herzing University.

**Social Media Monitoring**

Students, faculty, staff, and administration are cautioned that they should have no expectation of privacy while using the Internet. Postings can be reviewed by anyone, including Herzing University. The University reserves the right to monitor comments or discussions about the University, its employees, students, and the industry, including products and competitors, posted on the Internet by anyone, including employees and nonemployees. Students, faculty, staff, and administration are cautioned that they should have no expectation of privacy while using University equipment or facilities for any purpose, including authorized blogging.

Herzing University reserves the right to

- Ban future posts from people who repeatedly violate the social media policy and/or the University code of conduct;
- Remove or edit comments from its social media properties at any time;
- Request third-party providers and/or social media platforms to ban or remove posts;
- Amend these policies at its discretion, regardless of timing, circumstance, or without formal notice; and
- Take disciplinary or legal action related to student violation of the social media policy.

**Reporting Violations**

Herzing University requests and strongly urges students, faculty, staff, and administration to report any violations or possible or perceived violations. Violations may include discussions of Herzing University and its employees, students, and clients and any unlawful activity related to blogging or social networking.

**Discipline for Violations**

Herzing University investigates and responds to all reports of violations of the social media policy and other related policies. Violation of the University’s social media policy will result in disciplinary action up to and including dismissal from the University.

Discipline will be determined based on the nature and factors of any blog or social media post. Herzing University reserves the right to take legal action where necessary against students, faculty, staff, and administration who engage in prohibited or unlawful conduct.

**Nursing and Allied Health Programs**

In addition to the Herzing University Social Media Policy, most clinically based programs have additional restrictions required by various professions as listed below:

1. Confidentiality must be maintained. The student or faculty member may not transmit via any electronic media any patient-related information or images that may be reasonably construed to violate patient confidentiality. Students must not
   - Identify patients by name or use data that may lead to identification; or
   - Share, post, or in any way disseminate any information about a patient gained through the provider-patient relationship with anyone other than the healthcare team or with a faculty member as it is used in evaluation of educational outcomes.

2. Students may not post disparaging, offensive, threatening, bullying, illegal, defamatory, or hostile comments about a patient, faculty member, employee, student, or clinical facility, even if not identified.

3. Students may not take photos or videos of patients on personal devices, including mobile devices.

4. Students must maintain professional boundaries in the use of electronic media.

5. Students must adhere to the social media policies of the agencies hosting internships, preceptor experiences, or faculty-guided clinical experiences. This includes policies related to agency-owned computers, cameras, and other electronic devices and the use of personal devices while on the property of the agency.

6. Students must immediately report any identified breach of confidentiality, privacy, or policy violation to a faculty member or administrator.

7. Students must recognize and remember the ethical and legal obligations required to maintain privacy and confidentiality at all times.

Failure to adhere to these policies may result in reprimand, failure of a course, dismissal from the University, or other actions as defined within the University’s Student Code of Conduct policy.

**ONLINE EDUCATION**

Herzing University offers many of its courses and some full programs of study that lead to credentials in an online format. Not all of Herzing University’s programs are offered online. There can be substantial difference in programmatic accreditation, which may be a requirement
to sit for licensure or certification. Students should independently investigate and ensure that the program they desire is offered through Herzing University’s Online Campus and in the appropriate format to meet their desired potential career outcome. Students should rely only on the written information provided in the academic catalog and not on oral representations or other documents. Some licensing and certifying agencies and employers limit the number of online courses a student can take and still be eligible for licensing, certification, employment, or tuition reimbursement. Students should independently investigate any such limit impacting their educational program or career outcomes and make an informed decision concerning online education.

Below is a listing of graduate programs offered online. Some programs may require an onground learning component such as a clinical, bootcamp, or externship/internship. The programs with an asterisk (*) currently require an onground component.

- Master of Business Administration
- Master of Business Administration in Accounting
- Master of Business Administration in Business Management
- Master of Business Administration in Healthcare Management
- Master of Business Administration in Human Resources
- Master of Business Administration in Project Management
- Master of Business Administration in Public Safety Leadership
- Master of Business Administration 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 *

See the Herzing University Undergraduate Catalog for a listing of online undergraduate program offerings.

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**

The 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. Current requirements are listed in the Admission Information Section of this catalog under “Technology Requirements.”
2. The student must have appropriate computer skills (e.g., keyboarding and word processing).
3. The student must complete an online orientation session prior to starting their online course.

**Student Services**

Herzing University students who participate in an online course or program 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/](http://www.herzingonline.edu/).

Learning resources are available to online students through the library links in the Herzing University online learning system. After admissions requirements are met and satisfactory financial arrangements are made, online students will be provided with user names and passwords that enable them to access the learning resources. If a student has difficulty in accessing or navigating the library resources, he/she will be able to contact the librarian for assistance. Assistance will be provided electronically via e-mail or over the telephone as needed. Online students may also contact the Academic Support Center for assistance with understanding course materials via a link in each online course.
For issues with your course content, assignments, or tests first contact your Instructor.

For missing courses, first contact your campus Registrar.

For any other technical questions (or if you can’t reach your Instructor or Registrar), Herzing IT support is available:

- 866-508-0748, extension 10000
- Weekdays 8 a.m. to 8:30 p.m.
- Weekends 11 a.m. to 3 p.m.

For Blackboard-specific questions outside of IT hours, you can contact Blackboard’s 24/7 support at (866) 350-5017.

**Method of Instruction**

Instructional methods may include lecture in written, audio, and video forms, presentations, small group discussions, small group presentations, online audio conferencing, electronic blackboard, threaded discussion, online chat, peer critiques, and e-mail. Online students are expected to log in and actively participate several days per week and should expect to spend a minimum of six (6) hours per week (over a 7½-week period) in their studies for each semester 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.

**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.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>90-92.99</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
<td>87-89.99</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86.99</td>
</tr>
<tr>
<td>B-</td>
<td>2.75</td>
<td>80-82.99</td>
</tr>
<tr>
<td>C+</td>
<td>2.25</td>
<td>76-79.99</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>70-75.99</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>Anything below the minimum passing grade for the course</td>
</tr>
<tr>
<td>P</td>
<td>n/a</td>
<td>80% or above</td>
</tr>
</tbody>
</table>

**Letter Grade**

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

**Minimum Passing Grade**

The minimum passing grade for most graduate courses at Herzing University is a C (70%). However, the minimum passing grade for the following NU specialty courses is a B (83%):

- NU 609 Advanced Health Assessment
- NU 621 Advanced Pathophysiology
- NU 622 Pharmacotherapeutics for Advanced Practice
- NU 623 Adult Healthcare
- NU 624 Women and Infant Healthcare
- NU 625 Children and Adolescent Healthcare
- NU 627 Geriatric Healthcare

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.
**NU Course Re-take**
A student may repeat any course only once. Failing two courses will result in dismissal from the program. The student will be eligible to use the SAP process.

**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 a grade of incomplete "I" is issued and the "I" is not removed and replaced with the updated grade within two class weeks after the start of the next academic period, the earned grade at that time will be issued. If the course is failed it will be repeated if required for graduation.

**Clinical Calls (All States Except Louisiana)**
To receive a grade other than a grade of “I” (Incomplete) in any clinical course, a Clinical Call from the course faculty member is required. Any Clinical Call verification not completed by the last day of the course will require the faculty member to enter a grade of “I” (Incomplete). If the Clinical Call verification has not been submitted within 2 weeks of the start of the next semester the Incomplete will be administratively converted to a grade of “F” (Fail) on the student’s transcript. The student will not be eligible to progress to the next clinical course. If the student has already started the next clinical course, the student will be administratively withdrawn.

**Clinical Site Visit (State of Louisiana)**
To receive a grade other than a grade of “I” (Incomplete) in any clinical course, Louisiana students are required to have a Clinical Site Visit. Any Clinical Site Visit verification not completed by the last day of the course will require the faculty member to enter a grade of “I” (Incomplete). If the Clinical Site Visit verification has not been submitted within 2 weeks of the start of the next semester the Incomplete will be administratively converted to a grade of “F” (Fail) on the student’s transcript. The student will not be eligible to progress to the next clinical course. If the student has already started the next clinical course, the student will be administratively withdrawn.

**Clinical Use of Paid Clinical Preceptor Services**
The Graduate Nursing Department does not provide financial support or endorse student participation in securing paid clinical preceptor services. The Herzing University Graduate Nursing Department does not work directly or indirectly with any paid clinical preceptor services. If any Herzing University graduate nursing student chooses to use a paid preceptor service for any clinical practicum the following conditions apply:

1) The student is responsible for all aspects of the contract with the preceptor agency, including any and all costs or related expenses of the contract.
2) All paid and unpaid preceptors must have the appropriate licensure, credentials and experience for the course in which the preceptor will oversee the student clinical experience. Prior approval must be secured from both the Graduate Nursing Department and Herzing University for all preceptors and clinical sites, as per the Herzing University Graduate Nursing Guide.

Please refer to the FNP/NE clinical guides for all clinical policies and procedures.

**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 nine (9.00) semester hour credits toward a graduate degree may be transferred to the University. A grade of (TR) is not calculated into the grade point average.

**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.

**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 semester 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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>Quality Points</th>
<th>Credits</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 615 Marketing</td>
<td>B</td>
<td>3.00</td>
<td>3.00</td>
<td>9.00</td>
</tr>
<tr>
<td>MBA 645 Finance</td>
<td>C</td>
<td>2.00</td>
<td>3.00</td>
<td>6.00</td>
</tr>
<tr>
<td>MBA 652 International Business</td>
<td>B</td>
<td>3.00</td>
<td>3.00</td>
<td>9.00</td>
</tr>
<tr>
<td>MBA 690 Strategic Planning</td>
<td>A</td>
<td>4.00</td>
<td>3.00</td>
<td>12.00</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td><strong>12.00</strong></td>
<td></td>
<td><strong>36.00</strong></td>
</tr>
</tbody>
</table>

The sum of 36.00 total points divided by 12.00 credits gives a program grade point average of 3.00. In the case of a course being repeated, the second grade earned is used to determine the program grade point average.

**ADDITIONAL COURSEWORK**

Other University 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.

**GRADUATION CEREMONY**

Students who have completed all of the requirements for a diploma or degree may participate in the graduation ceremony sponsored by either their local campus or another Herzing University campus. Online graduates may participate in any Herzing University graduation.

Students who are in their last semester of study may apply to participate in a graduation ceremony prior to their actual graduation. In these cases, the graduation program will indicate that actual graduation will be pending successful completion of diploma/degree requirements. Students wishing to “walk early” should check with their academic dean for specific policies and procedures. “Walking early” does not confer a diploma, certificate, or degree on a student. All graduation requirements must be met prior to the actual awarding of a diploma, certificate, or degree.

**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 “B” 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.
UNDERGRADUATE STUDENTS TAKING MBA PROGRAM COURSES (DUAL CREDIT)

Undergraduate students may take up to four MBA program courses (12.00 semester credit hours). The course(s) may be applied at the undergraduate level as electives or as course substitutions (with the approval of the academic dean). If the student is later accepted into the Herzing MBA program, the course and grade will be applied to the program. Course(s) will be graded according to the graduate grading scale. To be eligible, students must have a minimum undergraduate grade point average of 2.70 at the time of registration.

UNDERGRADUATE STUDENTS TAKING MSN PROGRAM COURSES (DUAL CREDIT)

Undergraduate nursing program students may take up to four approved, graduate courses (12 semester credit hours). Approved graduate courses passed with a grade of “B-” or higher may be applied in the BSN degree as course substitutions with the approval of the Department Chair. If the student applies and is accepted into a graduate nursing program, the course and grade will be accepted into that program with two provisions: (1) the course was completed with a grade of “B-” or higher within five (5) years of the date of matriculation into the graduate program, and (2) the course is part of the graduate nursing program selected.

Important Notes

All graduate nursing courses are graded according to the graduate grading scale and only grades of “B-” or higher are considered passing. To be eligible for this dual enrollment program, students must have a minimum undergraduate grade point average of 2.70 at the time of registration. Because some graduate nursing programs have additional background check requirements and other restrictions/requirements, completion of one or more graduate courses does not guarantee acceptance into any graduate nursing program.

BACHELOR’S AND MBA DEGREES IN FOUR YEARS WITH DUAL CREDIT

Students who meet the criteria below can complete both their bachelor’s degree and MBA degree in four years (12 semesters total).

- Complete a Herzing University bachelor’s degree in three years (nine semesters) under the Three-Year Bachelor of Science Degree Completion Policy in the Herzing University Undergraduate Catalog.
- Successfully complete 12.00 semester credit hours of graduate study as an undergraduate student under the Undergraduate Students Taking MBA Program Courses (Dual Enrollment) policy in the Herzing Undergraduate Catalog.
- Meet the admissions requirements of the MBA program in the Herzing University Graduate Catalog.
- Enroll full-time in the MBA program (at least 9.00 semester credit hours) each semester while in the MBA program.
- Meet the graduate satisfactory progress and graduation requirements outlined in the Herzing University Graduate Catalog.

CURRICULUM CHANGES

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, requirements, or courses for which there is insufficient enrollment. However, curriculum will not be changed to require existing students to take more credits to graduate than their original degree program, unless required by accreditation, state agencies, or other regulatory bodies. In this case, the University will ensure there is no adverse financial impact on the student. Changes will be reflected in an addendum to this catalog and will then be considered an integral part of this publication.

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 educational 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.

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 (in-person attendance for a campus-hosted course and active participation in an online course—this is indicated as attending/actively participating throughout the catalog) in the class he/she wishes 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, a letter grade will be assigned. 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 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 academic period 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 “Graduate 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
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/actively participate in week two of courses in order to become active students. If a new student does not attend/actively participate in 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/actively participates in week one but never attends/actively participates in week two will not become an active student, and his/her enrollment will be canceled. See “Online Attendance” for further requirements. If a student is attending more than one class, the student becomes active based on attendance of at least one class in week two. Herzing will not drop or unregister a class as long as the student has attended a course in week one and has attended a different course in week two. A student can still request to be unregistered from a class that has been attended only in week one until the start of week three. Please note, however, if a student never attends a class in both week one and week two, the individual course will be unregistered. Additionally, if a new student never attends all courses in week two, the student will be pre-school cancelled.

Continuing Students

A continuing student is required to attend/actively participate in 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/actively participates in one class but not the other, the class not attended/actively participated in will be unregistered. See “Online Attendance” for further requirements.

Reentries and Graduate Reenrolls

Reentries and graduate reenrolls must attend/actively participate in 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 pre-school-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. See “Online Attendance” for further requirements.

Students Attending Two or More Courses

If a student is enrolled in two or more courses during a given time period and attends/participates in one or more courses regularly but never attends/participates into one of the courses, the student will be unregistered from the course they never attended/actively participated in. If a student is enrolled in two or more courses during a given time period and stops attending/actively participating in one of the courses after attending or actively participating 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. See “Online Attendance” for further requirements.

Online Attendance and Student Verification

If a student is enrolled in an online course, and in order to be marked as having attended and actively participated in his or her online course(s), they must complete one of the following academically related activities within the Herzing University Online Educational System:

- Post to a discussion board
- Submit an assignment
- Submit a quiz or exam

This means just logging into a course and moving around the virtual classroom will not count as having participated; the student must actually complete one of the above academically related activities. Please note, that there are a significant number of other academically related activities required when taking online courses, such as reading discussion boards, reading course materials and lectures, and messaging instructors, but these activities will not be measured and counted as student attendance. In addition, Herzing University uses student log-in (unique log-in and identification password) and overall interaction between student and peers and student and faculty to assist the University in verifying the student participating in the class is the enrolled student.

Attendance for ground and online courses is tracked by each campus, and a student not attending a ground course(s) or completing an attendance-measured academically related activity in any of their online course(s) for fourteen consecutive calendar days will be withdrawn from Herzing University.

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.
Effect 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.

INTERNATIONAL STUDENT ATTENDANCE POLICIES AND PROCEDURES
Herzing University understands the academic, cultural and English-language challenges international students attending Herzing University on an F-1 student visa must overcome to be successful. The university expects that the sole rationale for an international student’s admission and presence in the U.S. is to complete their chosen academic program(s) and receive a Herzing University degree. The University has established International Student Attendance Policies and Procedures to provide all possible support and guidance for this goal, particularly during the first two semesters of study. Unless superseded by these policies and procedures, all international students are required to follow all other university policies and procedures as stated in the catalog and handbook.

International Student Attendance Philosophy and Requirement
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. These include responsibility and reliability. Attendance is a major factor in both and one of the keys to successful academic performance, particularly for international students.

Since international students are in the U.S. on an F-1 visa for the sole purpose of pursuing a degree program at Herzing University, international students must fully participate in all Herzing University course meetings and all required activities. International students who miss a course meeting, University activity, or a course assignment without contacting the instructor/coordinator or the dean and/or without providing the necessary documentation (see Extenuating Circumstances below) may be subject to disciplinary action, including, but not limited to, dismissal from Herzing University.

Withdrawals Due to Attendance
See “Withdrawal From University” policy.

International New Students
New students must attend/actively participate in week two of courses in order to become active students. If a new student does not attend/actively participate in 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/actively participates in week one but never attends/actively participates in week two will not become an active student, and his/her enrollment will be canceled. If a student is attending more than one class, the student becomes active based on attendance of at least one class in week two. Herzing will not drop or unregister a class as long as the student has attended a course in week one and has attended a different course in week two. A student can still request to be unregistered from a class that has been attended only in week one until the start of week three. Please note, however, that if a student never attends a class in both week one and week two, the individual course will be unregistered. Additionally, if a new student never attends all courses in week two, the student will be pre-school cancelled.

International Continuing Students
A continuing international student becomes an active student once he/she attends his/her first class in the term. If a student attends/actively participates in one class, but does not attend other(s), the class(es) not attended/actively participated in will be unregistered. An international student must maintain full-time status to maintain his/her F-1 visa status in the U.S. See “Online Attendance” for further requirements.

International Graduate Re-enrolls
International graduate re-enrolls must attend/actively participate in week two of courses in order to be officially counted as a start. If graduate re-enroll students do not attend in week two, he/she must be pre-school cancelled. Week one is considered a trial period for re-entries and graduate re-enroll students, the same as it is for new students. An international graduate re-enroll student who attends week one but never attends week two is not considered a start and needs to be pre-school cancelled. An international student must maintain full-time status to maintain his/her F-1 visa status in the U.S. See “Online Attendance” for further requirements.
Extenuating Circumstances and Notification of Absences Requirements for International Students

International students are required to attend every class and activity designated as such. International students are required to inform their instructors or the office if they know they will have to miss a class. If there are extenuating circumstances (such as a documented health problem, etc.) that caused an absence or is expected to cause absences in the future, international students are required to contact their instructor or the Academic Dean immediately and in advance if possible. Documentation (such as a Health Care Facility Sick/Injury Report) must be provided immediately. International students returning from an absence are expected to immediately address missed material with the instructor outside of scheduled class hours.

Grading and Success Effect of Absences for International Students

Attendance is one of the keys to success for international students. Although points will not be directly deducted from a student’s academic average because of absences, 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.

International Student Breaks

An international student studying at a Herzing University campus on an F1 student visa may take a break of up to one semester after each full academic year of study (i.e., two semesters) without being withdrawn from the University during the break. If the student does not return to study by the beginning of the following semester, he/she will be withdrawn from the University.

International Housing

To help ensure international students attending Herzing University on F-1 visas reside in safe, adequate, cost-effective, and convenient housing during their studies at the university, international students are required, at their cost, to reside in University-approved housing from their date of arrival and continuing until completion of their first twelve months of study. Herzing University will provide international students approved housing information prior to their arrival in the United States. Campus Presidents may provide written waivers to this policy, on a case-by-case basis, for married international students residing with their families, when immediate family housing is available, or for other extenuating circumstances.

Herzing University reserves the right to require international students not subject to this requirement to reside in University-approved housing due to insufficient academic achievement or attendance issues. This includes international students previously not subject to the University housing requirement, those who have completed their first twelve months of study in University-approved housing, and those who have previously received written waivers to this policy.

GRADUATE NURSING STUDENT TEMPORARY ACADEMIC ABSENCE

Graduate nursing students who do not intend to return in the next term or semester may do so without formally withdrawing from the University provided the student intends to return to complete their graduate program. This absence does not stop the clock on the graduation time limit established for each graduate program. To activate a Temporary Academic Absence, an Intent to Return Form must be submitted to the Graduate Program Advisor or Dean of Graduate Programs prior to the 14th calendar day after the students last date of attendance.

It is the student’s responsibility to contact Herzing University for pre-registration upon return. Failure to pre-register may result in insufficient space in a required graduate nursing course or delay in the resumption of studies. The student should contact the Graduate Academic Advisor prior to the absence to determine how the student’s financial aid status will be affected by absence. The maximum absence a student may take without being withdrawn from the program is one full semester (two terms) following the semester of the last date of attendance. If the student does not return at the end of the approved period of absence, the student will be withdrawn from the program and must re-apply for program admission under the terms detailed in Readmission Following a Temporary Absence.

Readmission Following a Temporary Absence

Any graduate nursing student who does not return at the end of the approved absence must apply for readmission to the program under the guidelines in effect at the time of application which includes an updated background check. Admission is not guaranteed. A person seeking readmission must complete and submit an application for admission and meet all admission requirements in effect at the time of reentry. Students reapplying will qualify for an application fee waiver. At the time of application for readmission, the previous program may not be accepting any further new students. In that case the student will be required to meet the standards in the new curriculum. The tuition and fee schedules in effect on the date of reentry will apply.

Resumption of Study

A student who resumes their program following an academic absence, and who attended another college since the last Herzing University enrollment, must submit official transcripts from that institution. Failure to disclose attendance at and submit transcripts from other colleges is grounds for denial of readmission or for dismissal. Resuming students are bound by all Herzing University policies in effect at
the time of re-entry. Returning students should note that course availability may vary, because program requirements may have changed. The Graduate Program Advisor will assess the returning student’s academic records to determine whether an alternate plan of study is required. Alternate plans may result in additional coursework requirements and tuition obligations. All returning students must be current in their financial obligations to Herzing University prior to resuming studies.

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 master’s degree from Herzing University. No grade will be assigned and no semester credit hours accumulated towards attempted courses, diploma, or degree requirements. Financial aid or veterans benefits may not be used for an audited course. Previous master’s degree graduates may audit one course per calendar year at a reduced fee.

GRADUATE STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
The academic standards of satisfactory academic progress (SAP) apply to all graduate students at Herzing University, not just to those receiving financial assistance. SAP is determined by calculating the student’s program grade point average (PGPA) and the student’s rate of progression toward completion of the academic program (pace). 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
A graduate student is considered not to be making satisfactory academic progress if he or she has not achieved and maintained the minimum standard of a 3.00 PGPA (program grade point average), which is a “B” average and is the equivalent academic standing consistent with Herzing University’s graduation requirements. The evaluation of satisfactory academic progress will occur at the end of each semester starting after the student has attempted a total of 8 cumulative credits. A student who fails to meet the standards of satisfactory academic progress after one semester on Academic Warning will be dismissed from the University unless the student’s previous Academic Success Plan warrants additional time. Any student placed on Academic Warning will be given an Academic Success Plan that will outline any required tutoring, remediation, or academic plans to help the student meet satisfactory academic progress at the end of the evaluation period. If a student fails to meet the criteria of the Academic Success Plan he/she may be dismissed from the University. Students must also remain on pace to complete their program within a reasonable period of time. To calculate the pace at which a student is progressing, the number of cumulative credit hours the student has successfully completed is divided by the cumulative number of credit hours the student has attempted. Transfer credit hours are counted both as successfully completed and attempted when calculating pace.

Incompletes, withdrawals, failures, and course repetitions will be counted as attempted credit hours in the pace calculation. If a grade of incomplete “I” is issued and the “I” is not removed and replaced with the updated grade within two class weeks after the start of the next academic period, the earned grade at that time will be issued. If a course is failed it must be repeated if required for graduation. Pace is measured at the end of each semester (starting after a student has attempted a minimum of 8 semester credit hours). To remain on pace, students must meet the following minimum completion of credit hours attempted at the respective evaluation checkpoints:

<table>
<thead>
<tr>
<th>Evaluation Checkpoint</th>
<th>Minimum PGPA</th>
<th>Minimum Completion of Credits Attempted</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of each semester</td>
<td>3.00</td>
<td>66%</td>
</tr>
</tbody>
</table>

Students not remaining on pace to complete their programs within a reasonable period of time as outlined above are placed on Academic Warning for a period of one semester (unless otherwise specified in an Academic Success Plan). Students still not on pace to complete their program in a reasonable period of time at the end of a semester on Academic Warning will be dismissed from the University (unless otherwise specified in an Academic Success Plan).

Students must be able to complete their current program without attempting more than 150% of the minimum credits 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 or clock hours, the student will lose Title IV eligibility.

Academic Warning
Students whose program grade point average (PGPA) is less than 3.00 or whose pace of satisfactory completion is less than 66% at the end of a semester are placed on Academic Warning for a period of one semester (unless otherwise specified in an Academic Success Plan).
Students on Academic Warning who improve their PGPA to at least 3.00 and attain the minimum 66% 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 (unless otherwise specified in an Academic Success Plan).

**Dismissal From the University for Lack of Satisfactory Academic Progress**

A student will be dismissed from the University for lack of satisfactory academic progress in the following circumstances (unless otherwise specified in an Academic Success Plan):

- The student did not increase his or her PGPA to at least 3.00 by the end of one semester on Academic Warning.
- The student did not meet the 66% pace requirement by the end of one semester on Academic Warning.

**Appeal of Dismissal**

If mitigating or extenuating circumstances exist, students may appeal their 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**

If a student who has appealed their dismissal from the University is granted his or her appeal, the student will be reinstated to the University and will be placed on Academic Probation. If a student is placed on Academic Probation the student must meet the conditions stipulated in the Academic Success Plan for the Academic Probation or face dismissal from the University. Unless otherwise specified in the Academic Success Plan, a student on Academic Probation may receive Title IV, HEA program funds for only one semester.

**STUDENT CONDUCT**

Herzing University is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a learning community, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university or with the rights of other members of the university community will not be tolerated. Students assume an obligation to conduct themselves in a professional manner compatible with the university’s function as an educational institution. To fulfill its mission, Herzing University reserves the authority to maintain order and to exclude those who are disruptive to the educational process.

Any violations of the P.R.I.C.E. of Success standards of conduct and/or university policies, regulations, and procedures may result in disciplinary action and/or criminal prosecution. Violations of conduct standards or violations of Herzing University policies, academic regulations, or procedures will be handled by the Campus Academic Dean or by another academic official, committee, academic unit, or center as stipulated within the grievance and appeals process.

Students are required to be familiar with university rules and policies, as well as the P.R.I.C.E. of Success conduct standards. Students should refer to the Herzing University Student Handbook and catalog for a complete list of student conduct standards, which is available at the following website: [https://www.herzing.edu/career-programs/downloads](https://www.herzing.edu/career-programs/downloads).

**ACADEMIC MISCONDUCT**

The University, as a community of scholars, embraces the free expression of ideas in furthering the acquisition of knowledge, while upholding the P.R.I.C.E. of Success principles of Professionalism, Respect, Integrity, Caring, and Engagement as well as trust, responsibility, honor, and ethical behavior in meeting program and degree requirements. As such, students are expected to adhere to a standard of academic honesty in all work submitted. Violations of academic honesty standards constitute academic misconduct, and violate the Herzing University’s P.R.I.C.E. of Success standards, which are described in The P.R.I.C.E. of Success section of this Catalog.

The following acts violate the academic honesty standards and will result in a finding of academic misconduct:

1. **Cheating in any form**: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise, or having others complete work or exams and representing it as one’s own.
2. **Fabrication**: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
3. **Facilitating academic dishonesty**: intentionally or knowingly helping or attempting to help another to violate any provision of this code.
4. **Plagiarism**: the adoption or reproduction of ideas, words, or statements of another person as one’s own without proper acknowledgment. (See Academic Honesty Standards.)
5. **Conspiracy to commit academic dishonesty**: assisting others to commit acts of academic misconduct.
6. **Misrepresentation:** intentionally making false statements or representations; or omissions of facts. Examples include, but are not limited to portfolios, cover sheets, and clinic site, training station, and practicum agreements.

7. **Bribery:** offering of goods, services, property or money in an attempt to gain an academic advantage.

8. **Forging or altering documents or credentials:** examples include, but are not limited to submitting false signatures, dates and other information on portfolios, cover sheets; and clinic, training station, and practicum timesheets and agreements.

9. **Knowingly furnishing any false information to the institution.**

Penalties for academic misconduct can range from reduced grades on assignments or courses, to failing grades on assignments or courses, as determined by the course professor and approved by the Academic Dean. Academic misconduct may also result in dismissal from Herzing University.

Students may not withdraw from a course in progress to avoid a failing grade upon receiving notice that academic misconduct may have occurred. If a charge of academic misconduct is determined in a course, any student initiated withdrawal for that course will be administratively reversed and a grade of “F” will be entered on the student’s transcript for that course. Discovery and finding of academic misconduct in any completed course may be administratively changed to a grade of “F”. This administrative change of grade may result in the rescinding of any graduate certificate or degree awarded on the basis of the failed course(s).

**SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

**ACADEMIC FREEDOM**

Herzing University recognizes the desirability of an academic environment which promotes an open exchange of ideas free from censorship or prior restraint. The scope of “academic freedom” does not encompass the right to teach inappropriate curriculum or to teach offensive or discriminatory content.

**ACCEPTABLE USE OF COMPUTING RESOURCES AND PEER-TO-PEER FILE SHARING**

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 which do any of the following:

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, 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.

GRADUATE COURSE NUMBERING SYSTEM

The graduate course numbering system consists of a three-character alpha prefix followed by a three-digit number. The meaning of the prefixes is shown below:

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Course Area Focus</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCA</td>
<td>Healthcare Administration (interdisciplinary courses for healthcare and nursing)</td>
</tr>
<tr>
<td>MBA</td>
<td>Master of Business Administration</td>
</tr>
<tr>
<td>NU</td>
<td>Master of Science in Nursing</td>
</tr>
</tbody>
</table>

The meaning of the three-digit number is shown below:

<table>
<thead>
<tr>
<th>500</th>
<th>A first-level graduate course focusing on synthesis of knowledge within the discipline and related disciplines. It normally requires graduation from a bachelor’s degree program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>600</td>
<td>A second-level graduate course focusing on critical evaluation of knowledge within the discipline and related disciplines. It normally requires graduation from a bachelor’s degree program and completion of related first-level graduate coursework.</td>
</tr>
</tbody>
</table>

ELECTIVES

Electives are not continuously offered at all times. A student can request a copy of electives currently being offered at either the Online Campus or the ground campus they are attending.

POLICY ON WITHHOLDING OFFICIAL TRANSCRIPTS, DEGREES, AND DIPLOMAS

Official transcripts, degrees, and diplomas will be withheld until all obligations related to Herzing University are fulfilled.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Herzing University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 which is designed to protect the students’ rights with regard to educational records maintained by the institution. Under FERPA, a student has the following rights:

1. The right to inspect and review the student’s educational record within 45 days of the day the University receives a request for access.

   A student should submit to the Registrar or other appropriate academic official, a written request that identifies the record(s) he or she wishes to view. The University official will make arrangements for access to the record and notify the student of the time and place where the records may be viewed.

   After further review, the student has the right to request an amendment of his or her record if he or she believes there are any inaccuracies. The student will need to make a formal written request to the Registrar’s Office and specify the revisions that need to be made.
2. If, upon review, the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing to appeal the decision regarding the request for amendment.

3. All student educational records are kept confidential and cannot be released without the student’s consent with the exception of directory information. A student may, however, request that his or her directory information also be kept confidential. To do so the student must submit a written request to the Registrar’s Office.

**Herzing University’s Directory Information**

- Student’s name
- Address
- Telephone number
- Herzing sponsored email address
- Campus
- Major field of study
- Dates of attendance
- Enrollment Status
- Credit Load
- Full or part-time status
- Honors and awards received
- Previously attended educational institutions
- Participation in officially recognized activities

4. The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, and support staff position. Persons or organizations providing students financial aid, accrediting agencies carrying out their accreditation function, persons in compliance with a judicial order, and persons who, in emergency, seek to protect the health or safety of students or other persons may also have access.

5. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

6. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. (FERPA) requires an institution to make a reasonable attempt to notify the student of the record request unless the institution states in its annual notification that it intends to forward records on request.

7. Confidential information can be released directly to the student; however, it cannot be released directly to the student’s family members (e.g., parents, spouses, etc.) without the written consent of the student. However, when a student is a dependent of the parent as defined by the Internal Revenue Service, such information may be released to the parent without the written consent by of the student.

8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Herzing University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

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

Herzing University will help students develop financial plans to pay for their education through a combination of financial resources. 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.

For information on Herzing University's funding options, please visit the following Herzing Website pages.

- **Scholarships and Grants**: www.herzing.edu/tuition-financial-aid/types-financial-aid/scholarships-grants
- **Loan Options**: www.herzing.edu/tuition-financial-aid/types-financial-aid/loans
- **Military and Veteran Benefits**: www.herzing.edu/tuition-financial-aid/types-financial-aid/military-veteran-benefits
- **Other Funding Sources**: www.herzing.edu/tuition-financial-aid/types-financial-aid/other

**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. Students will be provided an ebook/electronic material for any course in which the University has adopted an ebook/electronic material; however, if an ebook/electronic material is not available, students will be loaned or provided a physical textbook. Students who participate, when applicable, in a campus textbook loaner program, are accountable for returning the textbook and/or software in a condition as described in the Herzing University Textbook Loan Program Policy (Policy). Fees may be assessed based on the condition of the textbook and/or software upon return to include non-return by the due date described within the Policy. If an ebook/electronic material is available for a course in which the University has adopted the ebook/electronic material, but a student prefers the physical textbook, the student will have the option to purchase (at their cost) the physical textbook for the difference in price between the cost of the ebook and the cost of the physical textbook, including shipping.

For information on each of Herzing University’s campus-specific tuition and fees, please visit the following Herzing Website pages.

- **Atlanta Campus**: www.herzing.edu/atlanta/tuition-financial-aid/tuition-cost
- **Birmingham Campus**: www.herzing.edu/birmingham/tuition-financial-aid/tuition-cost
- **Brookfield Campus**: www.herzing.edu/brookfield/tuition-financial-aid/tuition-cost
- **Kenosha Campus**: www.herzing.edu/kenosha/tuition-financial-aid/tuition-cost
- **Madison Campus**: www.herzing.edu/madison/tuition-financial-aid/tuition-cost
- **New Orleans Campus**: www.herzing.edu/new-orleans/tuition-financial-aid/tuition-cost
- **Omaha School of Massage and Healthcare of Herzing University**: www.herzing.edu/omaha/tuition-financial-aid
- **Online Campus**: www.herzing.edu/online/tuition-financial-aid/tuition-cost

**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 to 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:
   1) Unsubsidized Federal Stafford Loans  
   2) Subsidized Federal Stafford Loans  
   3) Direct PLUS Loans
**HERZING UNIVERSITY 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 university a tuition and fee 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).

**Refund Policy for All Herzing University Campuses (Except Minneapolis) and All Credit-Hour Degree/Diploma Programs**

**Cancellation Prior to the Commencement of Classes:** 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 his or her enrollment within five days of signing the University Enrollment Agreement.

**Cancellation After the Commencement of Classes:** 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 withdraws 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 and applicable fees. New, reentry, or graduate reenroll students not attending after the trial period end date will have their enrollments cancelled before officially becoming an active student and, therefore, are not eligible for Title IV financial aid 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 or participated in any course.

**Withdrawal From the University in the First Eight Weeks of the Semester:** An institutional refund will be calculated on a course-by-course basis for students withdrawing from the University 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, and there will be no refund.

**Withdrawal From the University in the Second Eight Weeks of the Semester:** When a student withdraws and has completed 60.0% or less of the enrollment period, a prorated calculation of tuition 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% point of the enrollment period, all of the tuition and fees for that period are owed. Institutional refund calculations 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.
**Refund Policy for the Minneapolis Campus**

**Cancellation Prior to the Commencement of Classes:** 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 withdraws from school within five days of signing the University Enrollment Agreement.

**Cancellation After the Commencement of Classes:** 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 withdraws before Monday of week two at 12:00 a.m. Central time, they will be unregistered from all courses and will be entitled to a refund of all tuition and applicable fees. New, reentry, or graduate reenroll students not attending after the trial period end date will have their enrollments cancelled before officially becoming an active student and, therefore, are not eligible for Title IV financial aid 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 or participated in any course.

**Withdrawal From the University in the First Eight Weeks of the Semester:** An institutional refund will be calculated on a course-by-course basis for students withdrawing from the University 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, and there will be no refund.

**Withdrawal From the University in the Second Eight Weeks of the Semester:** When a student withdraws and has completed 75.0% or less of the **enrollment period**, a prorated calculation of tuition 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 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% point of the **enrollment period**, all of the tuition and fees for that period are owed.

Institutional refund calculations 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.

**Refund Policy for All Clock-Hour Programs**

**Cancellation Prior to the Commencement of Classes:** 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.

**Cancellation After the Commencement of Classes:** 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 students. If a new student attends after the first day of courses but cancels his or her enrollment before Monday of week two at 12:00 a.m. Central time, he/she will be unregistered from all courses and will be entitled to a refund of all tuition and applicable fees. New 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 assigns clock hour totals to courses in the Diploma in Therapeutic Massage program and the Florida-based Licensed Practical Nurse Diploma program. The number of clock hours the student was scheduled to complete in the payment period is calculated as the number of scheduled clock hours from the beginning of the payment period through the student’s last date of attendance prior to any schedule modifications made in conjunction with the withdrawal. The number of clock hours in a standard academic year is 900 clock hours. The number of clock hours in a standard payment period is 450 clock hours.

**Withdrawal From the University:** If the student’s **last date of attendance** is prior to the 60% point of the payment period, a prorated calculation will be done to determine charges. The prorated calculation to determine the percentage of tuition earned for the payment period will be completed using the number of clock hours the student was scheduled to complete as of the withdrawal date divided by the total number of clock hours in the period. The percentage will be calculated to the nearest tenth of a percent. Total tuition and fees charged will be reduced, if appropriate, based upon the scheduled clock hours.

If a student’s last day of attendance is past the 60% point of the payment period, then all tuition and fees for that period are owed.
Institutional refund calculations 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.

REFUND PROCEDURES
Refund procedures are uniformly applied to all students. The school will make any necessary refunds 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 shorter.

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 University. If a student does not provide notification of his/her withdrawal, the date of determination will be the date the University determines the withdrawal based on the attendance policy and procedures.
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. 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.

4. Normally, a dismissal of a student that has been denied on appeal is final. However, in rare cases, a dismissed student may appeal again at a later date if there has been a significant change in his or her situation that would strongly indicate that they could be successful if allowed to return to the University. 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 are subject to appeal.
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, probation, 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, is 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/Complaints may be filed orally or in writing to the campus President or to the Associate Provost, in which case the grievance/complaint must be in writing, following the procedure below.

1. Grievances/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/Complaints should be filed within 15 calendar days of the occurrence of the matter about which the grievance/complaint is being made. Grievances/Complaints, whether oral or written, should describe briefly, but completely, the nature of the grievance/complaint and the solution sought.

3. Grievances/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, and in such case must be in writing. The campus President will attempt to render a decision within seven days of receipt of the 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 Provost 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/complaints with university officials, any student may communicate a grievance/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 and/or participation in any educational program offered by Herzing University, including but not limited to, any claims you may pursue related to your academic performance, financial assistance, or physical injury, arising from or relating in any way to your participation or enrollment in any Herzing University program or at any Herzing University facility, 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 Commercial Dispute Resolution
Procedures and the Supplementary Procedures for Consumer-Related Disputes 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.

Unless the AAA is unavailable to administer the arbitration for any reason, or unless the parties agree in writing to conduct the arbitration before another arbitration forum, the AAA shall administer the arbitration. 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. 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.

STUDENT ADVISING

Students are encouraged to consult the 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. The Student Services Department provides academic advising, as well as life management support, for students taking courses both on ground and online.

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 is committed to supporting students in reaching their employment objectives.
Herzing University students come from multiple states and have widely different career aspirations and goals. Each student is a unique learner and person. While Herzing University provides career development guidance to each student in finding employment in their chosen field, Herzing University does not guarantee employment. Factors unique to each student that can limit employment opportunities include, but are not limited to, the following.

- Conviction of a felony or serious misdemeanor
- Physical condition or health issues that prevent or hinder employment
- Geographic limitations and inability to relocate
- Poor work history
- Poor language skills or communication skills
- Unique personality traits
- History of or contemporary substance abuse
- Personal bankruptcy
- Other issues that raise doubts in the mind of an employer as to the suitability of a student to become an employee
- Failure to meet the admissions standards of other institutions (for bachelor’s or graduate programs)
- Failure to fully investigate and understand the specific licensing or certificate requirements for a chosen profession in a specific state or locale

Herzing University has a long and proud tradition of helping students enter and succeed in their careers. The student’s unique situation may aid or hinder their career.

**Disclaimer**

Herzing University makes no promises or guarantees of licensing, certification, or employment. Due to unique factors and attributes of each student, it is possible that even after successfully completing a Herzing University program, a student may not find employment. **Students should consider their own unique “employability” prior to enrolling in any college or career-preparation program.**

The services of the career development office are also available to presently enrolled students seeking part-time employment through the University’s Job Location and Development Program.

**CRIME AWARENESS**

Herzing University is in compliance with Title II of Public Law 101-542, 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 any other substance.
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.
DRUG AND ALCOHOL POLICY

Drug-Free Campus Statement
It is Herzing University’s policy to provide a positive environment conducive to learning. To that end, the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or in connection with any school activity is strictly prohibited. Reporting to or remaining at work or school under the influence of or impaired by alcohol or illicit drugs is also prohibited. This prohibition applies to all employees and students. Violation of these provisions by a student may lead to the imposition of disciplinary sanction, up to and including suspension or expulsion. Herzing University employees are also subject to disciplinary sanctions for violation of these provisions occurring on University property or any work site during work time, up to and including termination for employment. Referral for criminal prosecution may occur where appropriate.

Legal Sanctions
Students must be aware that significant criminal penalties exist under state and federal laws for the unlawful possession or distribution of alcohol and illegal drugs.

Legal sanctions under local, state, and federal laws vary by location, but may include:

- Monetary fines
- Jail time
- Suspension, revocation, or denial of a driver’s license
- Property seizure
- Loss of eligibility for federal benefits, including federal financial aid


Students who are concerned about specific circumstances should consult applicable local, state, and federal law and/or seek legal counsel.

Federal Student Aid Penalties for Drug Convictions
A federal or state drug conviction (but not a local or municipal conviction) can disqualify a student from using federal student aid. Only convictions occurring during a period of enrollment in which the student was receiving federal student aid are counted against students for aid eligibility purposes, as indicated on the Free Application for Federal Student Aid (FAFSA).

The following chart indicates the suspension period for related offenses.

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<tbody>
<tr>
<td>1st Offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>2 years from date of conviction</td>
<td>Indefinite Period</td>
</tr>
<tr>
<td>3rd + Offense</td>
<td>Indefinite Period</td>
<td>Indefinite Period</td>
</tr>
</tbody>
</table>

A student may regain eligibility prior to the end of the period of ineligibility if he/she successfully completes a qualified drug rehabilitation program that includes passing two unannounced drug tests if he/she passes two unannounced drug tests administered by such a program, or if the conviction is reversed, set aside, or otherwise rendered invalid. A rehabilitation program is considered qualified if it meets at least one of the following criteria:

- It is qualified to receive funds directly or indirectly from a federal, state, or local government program.
- It is qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- It is administered or recognized by a federal, state, or local government agency or court.
- It is administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.


Health Risks
Various health risks are associated with the use of illicit drugs. Some of the more common risks are cited below and may be found at [www.justice.gov/dea/druginfo/factsheets.shtml](http://www.justice.gov/dea/druginfo/factsheets.shtml).
### Drug Risk of Physical Dependency | Risk of Psychological Dependency | Health Risks
---|---|---
Narcotics (e.g., heroin, oxycodone, morphine) | High | High | Drowsiness, slow and shallow breathing, confusion, muscle weakness, nausea, convulsions, coma, death
Stimulants (e.g., crack/cocaine, amphetamines, methamphetamine) | Possible | High | High fever, agitation, panic, headache, dizziness, tremors, convulsions, cardiac arrest, stroke, death
Depressants (e.g., Valium, Xanax, Rohypnol) | Moderate | Moderate | Loss of motor coordination, weakness, headache, blurred vision, dizziness, nausea, low blood pressure, slow breathing, coma, death
Hallucinogens (e.g., LSD, MDMA, PCP) | None | Unknown | Seizures, muscle cramps, nausea, liver kidney and cardiovascular failure, coma, death
Inhalants | Unknown | High | Muscle weakness, disorientation, nausea, nervous system and organ damage, asphyxiation, death
Marijuana | Unknown | Moderate | Dizziness, nausea, dry mouth, loss of motor coordination, panic attacks

### Alcohol
For those students who choose to use alcohol, Herzing University encourages students to drink responsibly and to never drink and drive. Consuming alcohol has many risk factors and can lead to dependency. With excessive use, liver, brain, heart, and stomach damage can occur without apparent warning signs. Alcohol is one of the leading causes of preventable deaths in the United States.

### Counseling, Treatment, and Rehabilitation
Drug and alcohol counseling, treatment, and rehabilitation programs for employees and students are available from a variety of community sources. Anyone who recognizes a personal drug or alcohol problem, who is concerned about a student or coworker, or who wishes to know more about drug and alcohol abuse may contact a campus executive officer, the human resources department, or consumerinfo@herzing.edu for more information. Community resources near a student or employee’s respective campus or location may be found by contacting a campus executive officer, the Human Resource Department, or consumerinfo@herzing.edu.

### National Resources
Herzing University also encourages anyone dealing with substance abuse issues to contact the following national agencies for guidance and assistance in identifying counseling, treatment, or rehabilitation programs.

- **Alcohol/Drug Helpline**: (800) 821-4357
- **Substance Abuse and Mental Health Services Administration (SAMHSA) Hotline**: (800) 662-HELP
- **Al-Anon**: (888) 425-2666 (local information can be found in your local telephone directory)

### Employee Resources
Herzing University provides an employee assistance program (EAP) as a benefit to all employees regardless of if they opt in to other benefits through the University. This service provides referrals and treatment sessions as needed and can connect employees to additional outpatient or inpatient services that could be eligible for coverage through the employee healthcare plan. Information about contacting the EAP can be obtained through the Human Resource Department.

### Biennial Review
Herzing University conducts a biennial review of its program to determine the effectiveness of the program and implement changes as needed. This review also ensures that disciplinary sanctions are uniformly enforced.
GRADUATE PROGRAMS OF STUDY

Program Offerings by Campus
<table>
<thead>
<tr>
<th>Master’s Degrees</th>
<th>Akron</th>
<th>Atlanta</th>
<th>Birmingham</th>
<th>Brookfield</th>
<th>Kenosha</th>
<th>Madison</th>
<th>Minneapolis</th>
<th>New Orleans</th>
<th>Omaha</th>
<th>Online</th>
<th>Orlando</th>
<th>Toledo</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master of Business Administration (MBA)</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Master of Business Administration in Accounting (MBAA)</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
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<td>O</td>
<td>O</td>
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</tr>
<tr>
<td>Master of Business Administration in Business Management (MBABM)</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Master of Business Administration in Healthcare Management (MBAHCM)</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Master of Business Administration in Human Resources (MBAHR)</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Master of Business Administration in Project Management (MBAPM)</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
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</tr>
<tr>
<td>Master of Business Administration in Public Safety Leadership (MBAPSL)</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Master of Business Administration in Technology Management (MBATM)</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
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</tr>
<tr>
<td>Master of Business Administration—Dual Concentration Option (MBADC)</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Master of Science in Nursing With a Concentration in Family Nurse Practitioner (MSNFP)</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Master of Science in Nursing With a Concentration in Nursing Education (MSNNE)</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>C/O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
<td>O</td>
</tr>
</tbody>
</table>

C=Program offered fully on campus
O=Program offered fully online

Please call your local campus for the most current course offerings.
GRADUATE PROGRAMS OF STUDY

Master’s Degrees

New Orleans MBA Student
MASTER OF BUSINESS ADMINISTRATION (MBA)

(Please see the Graduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This program prepares students with the necessary skills and academic knowledge for management positions in various business enterprises. These career opportunities may be in areas such as accounting, finance, business administration, sales, marketing, human resources, information systems, and production or operations for the existing or emerging manager. Application of theory to practice is emphasized throughout the program.

CORE MBA PROGRAM OBJECTIVES

Upon completion of their program, the student should be able to:

1. Demonstrate analytical skills in the areas of accounting, finance, economics, marketing, management, leadership, information systems, operations, and strategy.
2. Plan change efforts, negotiate consensus, and act as a leader to solve organizational challenges.
3. Analyze ethical obligations and prepare responses to complex legal and/or ethical situations.
4. Analyze the impact of diversity on the organization, work with constituents to identify global challenges, and propose solutions to the challenges.
5. Evaluate internal and external information to inform decision making, and present findings in written and/or oral formats to a variety of audiences.

MBA CONCENTRATION COURSE OBJECTIVES

Please refer to the individual concentration programs for concentration-specific objectives.

SPECIAL ADMISSIONS

Students must have a bachelor’s degree with a major in business or a related discipline to be admitted to this Master of Business Administration (MBA) program. Students without a bachelor’s degree in business or a related discipline must enroll in the Master of Business Administration in Business Management (MBABM) program.

▲ The prerequisite for the courses below may be waived if the student has prior equivalent coursework.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, chief executive, general manager, operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT

A minimum of 39.00 semester credit hours is required.

REQUIRED CORE MBA COURSES

All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 600</td>
<td>Leadership and Organizational Behavior</td>
<td>None/Corequisite MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 606</td>
<td>Research and Decision Making</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 615</td>
<td>Marketing</td>
<td>MBA 540 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Financial and Managerial Accounting</td>
<td>MBA 520 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 626</td>
<td>Information Systems and Technology</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------</td>
<td>---------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>MBA 631</td>
<td>Operations and Project Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 639</td>
<td>Managerial Economics</td>
<td>MBA 530 → and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 645</td>
<td>Finance</td>
<td>MBA 520 → and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 690</td>
<td>Strategic Planning</td>
<td>MBA 520 →, MBA 530 →, MBA 540 →, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 691</td>
<td>Graduate Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**MBA ELECTIVE COURSES**

A minimum of 9.00 semester credit hours is required. Students may select any 3 of the following courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCA 610</td>
<td>Health Policy and Management</td>
<td>NU 500 and NU 560 (NU students) OR MBA 606 (MBA students)</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 520</td>
<td>Finance and Accounting for Managers</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 530</td>
<td>Economic and Statistical Analysis</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 540</td>
<td>Management and Marketing</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 610</td>
<td>Human Resource Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 611</td>
<td>Compensation and Rewards Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 623</td>
<td>Public Safety Administration</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 624</td>
<td>Resource Management for Public Safety</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 636</td>
<td>Training and Development in Organizations</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 638</td>
<td>Managing Organizational Performance</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 641</td>
<td>Business and Labor Law</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 646</td>
<td>Contract and Procurement</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 647</td>
<td>Advanced Project Management</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 648</td>
<td>Project Cost and Schedule Control</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 652</td>
<td>International Business</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 655</td>
<td>Advanced Auditing</td>
<td>AC 418 →, MBA 520 →, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 656</td>
<td>Accounting Information Systems</td>
<td>MBA 520 → and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 657</td>
<td>Advanced Taxation</td>
<td>AC 221 →, MBA 520 →, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 658</td>
<td>Advanced Managerial Accounting</td>
<td>MBA 520 →, MBA 606, and MBA 621</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 663</td>
<td>Health Insurance and Managed Care</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 664</td>
<td>Healthcare Administration</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 665</td>
<td>Healthcare Information Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 671</td>
<td>Project Management in Technology</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 672</td>
<td>Information Security and Privacy</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 673</td>
<td>Systems Analysis and Design</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 674</td>
<td>Technology and Innovation</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
</tbody>
</table>
MASTER OF BUSINESS ADMINISTRATION IN ACCOUNTING (MBAA)

(Please see the Graduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students with the necessary skills and academic knowledge for management positions in various business enterprises, with a concentration of courses in accounting. These career opportunities may be in areas such as accounting, finance, business administration, sales, marketing, human resources, information systems, and production or operations for the existing or emerging manager. Application of theory to practice is emphasized throughout the program.

The Master of Business Administration in Accounting program, even when combined with the Bachelor of Science in Accounting program at Herzing University, may not fulfill all of the requirements for a graduate to take the Certified Public Accountant (CPA) exam or apply for licensure as a CPA in some states/jurisdictions. Most states/jurisdictions require a specific amount of study beyond a bachelor’s degree (typically, a total of 150 semester credit hours, but this varies by jurisdiction) as well as several years of professional experience working in accounting to be eligible to apply for licensure. Some states (including, but not necessarily limited to, Texas) require the program to have a specific programmatic accreditation for graduates to apply for licensure as a CPA, which this program does not have at this time, and no representation has been made as to when or if such an accreditation will be obtained. Applicants interested in becoming a CPA should check with their state board of accountancy regarding CPA eligibility requirements prior to enrolling in any accounting program. Students planning to pursue certifications other than the CPA exam should also contact the respective certifying organization to confirm requirements for certification prior to enrolling in any accounting program.

CORE MBA PROGRAM OBJECTIVES
Upon completion of their program, the student should be able to:

1. Demonstrate analytical skills in the areas of accounting, finance, economics, marketing, management, leadership, information systems, operations, and strategy.
2. Plan change efforts, negotiate consensus, and act as a leader to solve organizational challenges.
3. Analyze ethical obligations and prepare responses to complex legal and/or ethical situations.
4. Analyze the impact of diversity on the organization, work with constituents to identify global challenges, and propose solutions to the challenges.
5. Evaluate internal and external information to inform decision making, and present findings in written and/or oral formats to a variety of audiences.

MBA ACCOUNTING CONCENTRATION PROGRAM OBJECTIVE
Upon completion of their program, the student should be able to:


SPECIAL ADMISSIONS
Students must have a bachelor’s degree with a major in business or a related discipline that includes courses in managerial or cost accounting, tax accounting, and auditing to be admitted to this Master of Business Administration in Accounting (MBAA) program. Students without a bachelor’s degree in business or a related discipline must enroll in the Master of Business Administration in Business Management (MBABM) program.

The prerequisite for the courses below may be waived if the student has prior equivalent coursework.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, chief executive, general manager, operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 39.00 semester credit hours is required.
### REQUIRED CORE MBA COURSES

All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 600</td>
<td>Leadership and Organizational Behavior</td>
<td>None/Corequisite MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 606</td>
<td>Research and Decision Making</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 615</td>
<td>Marketing</td>
<td>MBA 540 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Financial and Managerial Accounting</td>
<td>MBA 520 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 626</td>
<td>Information Systems and Technology</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 631</td>
<td>Operations and Project Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 639</td>
<td>Managerial Economics</td>
<td>MBA 530 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 645</td>
<td>Finance</td>
<td>MBA 520 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 690</td>
<td>Strategic Planning</td>
<td>MBA 520 ▲, MBA 530, MBA 540 ▲, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 691</td>
<td>Graduate Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### REQUIRED ACCOUNTING CONCENTRATION COURSE

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 658</td>
<td>Advanced Managerial Accounting</td>
<td>MBA 520 ▲, MBA 606, and MBA 621</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### ACCOUNTING CONCENTRATION ELECTIVE COURSES

A minimum of 6.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 655</td>
<td>Advanced Auditing</td>
<td>AC 418 ▲, MBA 520 ▲, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 656</td>
<td>Accounting Information Systems</td>
<td>MBA 520 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 657</td>
<td>Advanced Taxation</td>
<td>AC 221 ▲, MBA 520 ▲, and MBA 606</td>
<td>3.00</td>
</tr>
</tbody>
</table>
MASTER OF BUSINESS ADMINISTRATION IN BUSINESS MANAGEMENT (MBABM)

(Please see the Graduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students with the necessary skills and academic knowledge for management positions in various business enterprises, with a concentration of courses in business management. These career opportunities may be in areas such as accounting, finance, business administration, sales, marketing, human resources, information systems, and production or operations for the existing or emerging manager. Application of theory to practice is emphasized throughout the program.

CORE MBA PROGRAM OBJECTIVES
Upon completion of their program, the student should be able to:

1. Demonstrate analytical skills in the areas of accounting, finance, economics, marketing, management, leadership, information systems, operations, and strategy.
2. Plan change efforts, negotiate consensus, and act as a leader to solve organizational challenges.
3. Analyze ethical obligations and prepare responses to complex legal and/or ethical situations.
4. Analyze the impact of diversity on the organization, work with constituents to identify global challenges, and propose solutions to the challenges.
5. Evaluate internal and external information to inform decision making, and present findings in written and/or oral formats to a variety of audiences.

MBA BUSINESS MANAGEMENT CONCENTRATION PROGRAM OBJECTIVE
Upon completion of their program, the student should be able to:

6. Apply sound business concepts in a variety of business settings.

SPECIAL ADMISSIONS
The Master of Business Administration in Business Management (MBABM) program is intended for students whose bachelor’s degree major was not in business or a related discipline. Students will take the courses indicated by the graduate dean (MBA 520, MBA 530, and/or MBA 540) or successfully complete an approved challenge examination in the identified areas.

▲ The prerequisite for the courses below may be waived if the student has prior equivalent coursework.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, chief executive, general manager, operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 39.00 semester credit hours is required.

REQUIRED CORE MBA COURSES
All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 600</td>
<td>Leadership and Organizational Behavior</td>
<td>None/Corequisite MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 606</td>
<td>Research and Decision Making</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 615</td>
<td>Marketing</td>
<td>MBA 540 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Financial and Managerial Accounting</td>
<td>MBA 520 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 626</td>
<td>Information Systems and Technology</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
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<td>----------------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>MBA 631</td>
<td>Operations and Project Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 639</td>
<td>Managerial Economics</td>
<td>MBA 530 (\uparrow) and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 645</td>
<td>Finance</td>
<td>MBA 520 (\uparrow) and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 690</td>
<td>Strategic Planning</td>
<td>MBA 520 (\downarrow), MBA 530 (\downarrow), MBA 540 (\uparrow), and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 691</td>
<td>Graduate Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**BUSINESS MANAGEMENT CONCENTRATION ELECTIVE COURSES**

A minimum of 9.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 520</td>
<td>Finance and Accounting for Managers</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 530</td>
<td>Economic and Statistical Analysis</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 540</td>
<td>Management and Marketing</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 610</td>
<td>Human Resource Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 638</td>
<td>Managing Organizational Performance</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 652</td>
<td>International Business</td>
<td>MBA 606</td>
<td>3.00</td>
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</tbody>
</table>
MASTER OF BUSINESS ADMINISTRATION IN HEALTHCARE MANAGEMENT (MBAHCM)

(Please see the Graduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students with the necessary skills and academic knowledge for management positions in various business enterprises, with a concentration of courses in healthcare management. These career opportunities may be in areas such as accounting, finance, business administration, sales, marketing, human resources, information systems, and production or operations for the existing or emerging manager. Application of theory to practice is emphasized throughout the program.

CORE MBA PROGRAM OBJECTIVES
Upon completion of their program, the student should be able to:

1. Demonstrate analytical skills in the areas of accounting, finance, economics, marketing, management, leadership, information systems, operations, and strategy.
2. Plan change efforts, negotiate consensus, and act as a leader to solve organizational challenges.
3. Analyze ethical obligations and prepare responses to complex legal and/or ethical situations.
4. Analyze the impact of diversity on the organization, work with constituents to identify global challenges, and propose solutions to the challenges.
5. Evaluate internal and external information to inform decision making, and present findings in written and/or oral formats to a variety of audiences.

MBA HEALTHCARE MANAGEMENT CONCENTRATION PROGRAM OBJECTIVE
Upon completion of their program, the student should be able to:

6. Evaluate alternative solutions to complex management challenges in the field of healthcare.

SPECIAL ADMISSIONS
Students must have a bachelor’s degree with a major in business or a related discipline to be admitted to this Master of Business Administration in Healthcare Management (MBAHCM) program. Students without a bachelor’s degree in business or a related discipline must enroll in the Master of Business Administration in Business Management (MBABM) program.

The prerequisite for the courses below may be waived if the student has prior equivalent coursework.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, chief executive, general manager, operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 39.00 semester credit hours is required.

REQUIRED CORE MBA COURSES
All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 600</td>
<td>Leadership and Organizational Behavior</td>
<td>None/Corequisite MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 606</td>
<td>Research and Decision Making</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 615</td>
<td>Marketing</td>
<td>MBA 540 and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Financial and Managerial Accounting</td>
<td>MBA 520 and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 626</td>
<td>Information Systems and Technology</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
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<td>-----------------------</td>
</tr>
<tr>
<td>MBA 631</td>
<td>Operations and Project Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 639</td>
<td>Managerial Economics</td>
<td>MBA 530 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 645</td>
<td>Finance</td>
<td>MBA 520 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 690</td>
<td>Strategic Planning</td>
<td>MBA 520 ▲, MBA 530 ▲, MBA 540 ▲, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 691</td>
<td>Graduate Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**REQUIRED HEALTHCARE MANAGEMENT CONCENTRATION COURSE**

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCA 610</td>
<td>Health Policy and Management</td>
<td>NU 500 and NU 560 (NU students) OR MBA 606 (MBA students)</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**HEALTHCARE MANAGEMENT CONCENTRATION ELECTIVE COURSES**

A minimum of 6.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 663</td>
<td>Health Insurance and Managed Care</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 664</td>
<td>Healthcare Administration</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 665</td>
<td>Healthcare Information Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
</tbody>
</table>
MASTER OF BUSINESS ADMINISTRATION IN HUMAN RESOURCES (MBAHR)

(Please see the Graduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This program prepares students with the necessary skills and academic knowledge for management positions in various business enterprises, with a concentration of courses in human resources. These career opportunities may be in areas such as accounting, finance, business administration, sales, marketing, human resources, information systems, and production or operations for the existing or emerging manager. Application of theory to practice is emphasized throughout the program.

CORE MBA PROGRAM OBJECTIVES

Upon completion of their program, the student should be able to:

1. Demonstrate analytical skills in the areas of accounting, finance, economics, marketing, management, leadership, information systems, operations, and strategy.
2. Plan change efforts, negotiate consensus, and act as a leader to solve organizational challenges.
3. Analyze ethical obligations and prepare responses to complex legal and/or ethical situations.
4. Analyze the impact of diversity on the organization, work with constituents to identify global challenges, and propose solutions to the challenges.
5. Evaluate internal and external information to inform decision making, and present findings in written and/or oral formats to a variety of audiences.

MBA HUMAN RESOURCE MANAGEMENT CONCENTRATION PROGRAM OBJECTIVE

Upon completion of their program, the student should be able to:

6. Recommend solutions to human resource issues in an organization.

SPECIAL ADMISSIONS

Students must have a bachelor’s degree with a major in business or a related discipline to be admitted to this Master of Business Administration in Human Resources (MBAHR) program. Students without a bachelor’s degree in business or a related discipline must enroll in the Master of Business Administration in Business Management (MBABM) program.

The prerequisite for the courses below may be waived if the student has prior equivalent coursework.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, chief executive, general manager, operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT

A minimum of 39.00 semester credit hours is required.

REQUIRED CORE MBA COURSES

All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 600</td>
<td>Leadership and Organizational Behavior</td>
<td>None/Corequisite MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 606</td>
<td>Research and Decision Making</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 615</td>
<td>Marketing</td>
<td>MBA 540 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Financial and Managerial Accounting</td>
<td>MBA 520 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 626</td>
<td>Information Systems and Technology</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-------------------------------------</td>
<td>----------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>MBA 631</td>
<td>Operations and Project Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 639</td>
<td>Managerial Economics</td>
<td>MBA 530</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 645</td>
<td>Finance</td>
<td>MBA 520</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 690</td>
<td>Strategic Planning</td>
<td>MBA 520, MBA 530, MBA 540, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 691</td>
<td>Graduate Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**REQUIRED HUMAN RESOURCES CONCENTRATION COURSE**

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 610</td>
<td>Human Resource Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**HUMAN RESOURCES CONCENTRATION ELECTIVE COURSES**

A minimum of 6.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 611</td>
<td>Compensation and Rewards Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 636</td>
<td>Training and Development in Organizations</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 638</td>
<td>Managing Organizational Performance</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 641</td>
<td>Business and Labor Law</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
</tbody>
</table>
MASTER OF BUSINESS ADMINISTRATION IN PROJECT MANAGEMENT (MBAPM)

(Please see the Graduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students with the necessary skills and academic knowledge for management positions in various business enterprises, with a concentration of courses in project management. These career opportunities may be in areas such as accounting, finance, business administration, sales, marketing, human resources, information systems, project management, and production or operations for the existing or emerging manager. Application of theory to practice is emphasized throughout the program.

CORE MBA PROGRAM OBJECTIVES
Upon completion of their program, the student should be able to:

1. Demonstrate analytical skills in the areas of accounting, finance, economics, marketing, management, leadership, information systems, operations, and strategy.
2. Plan change efforts, negotiate consensus, and act as a leader to solve organizational challenges.
3. Analyze ethical obligations and prepare responses to complex legal and/or ethical situations.
4. Analyze the impact of diversity on the organization, work with constituents to identify global challenges, and propose solutions to the challenges.
5. Evaluate internal and external information to inform decision making, and present findings in written and/or oral formats to a variety of audiences.

MBA PROJECT MANAGEMENT CONCENTRATION PROGRAM OBJECTIVE
Upon completion of their program, the student should be able to:

6. Develop a detailed project management plan.

SPECIAL ADMISSIONS
Students must have a bachelor’s degree with a major in business or a related discipline to be admitted to this Master of Business Administration in Project Management (MBAPM) program. Students without a bachelor’s degree in business or a related discipline must enroll in the Master of Business Administration in Business Management (MBABM) program.

The prerequisite for the courses below may be waived if the student has prior equivalent coursework.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, chief executive, general manager, operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 39.00 semester credit hours is required.

REQUIRED CORE MBA COURSES
All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 600</td>
<td>Leadership and Organizational Behavior</td>
<td>None/Corequisite MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 606</td>
<td>Research and Decision Making</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 615</td>
<td>Marketing</td>
<td>MBA 540 † and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Financial and Managerial Accounting</td>
<td>MBA 520 † and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 626</td>
<td>Information Systems and Technology</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------------------</td>
<td>----------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>MBA 631</td>
<td>Operations and Project Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 639</td>
<td>Managerial Economics</td>
<td>MBA 530 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 645</td>
<td>Finance</td>
<td>MBA 520 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 690</td>
<td>Strategic Planning</td>
<td>MBA 520 ▲, MBA 530 ▲, MBA 540 ▲, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 691</td>
<td>Graduate Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**REQUIRED PROJECT MANAGEMENT CONCENTRATION COURSE**

3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 647</td>
<td>Advanced Project Management</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**PROJECT MANAGEMENT CONCENTRATION ELECTIVE COURSES**

A minimum of 6.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 646</td>
<td>Contract and Procurement</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 648</td>
<td>Project Cost and Schedule Control</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 671</td>
<td>Project Management in Technology</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
</tbody>
</table>
MASTER OF BUSINESS ADMINISTRATION IN PUBLIC SAFETY LEADERSHIP (MBAPSL)

(Please see the Graduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students with the necessary skills and academic knowledge for management positions in various business enterprises, with a concentration of courses in public safety leadership. These career opportunities may be in areas such as business administration, public administration, or public safety for the existing or emerging manager. Application of theory to practice is emphasized throughout the program.

CORE MBA PROGRAM OBJECTIVES
Upon completion of their program, the student should be able to:

1. Demonstrate analytical skills in the areas of accounting, finance, economics, marketing, management, leadership, information systems, operations, and strategy.
2. Plan change efforts, negotiate consensus, and act as a leader to solve organizational challenges.
3. Analyze ethical obligations and prepare responses to complex legal and/or ethical situations.
4. Analyze the impact of diversity on the organization, work with constituents to identify global challenges, and propose solutions to the challenges.
5. Evaluate internal and external information to inform decision making, and present findings in written and/or oral formats to a variety of audiences.

MBA PUBLIC SAFETY LEADERSHIP CONCENTRATION PROGRAM OBJECTIVE
Upon completion of their program, the student should be able to:

6. Evaluate alternative solutions to complex management challenges in the field of public safety.

SPECIAL ADMISSIONS
Students must have a bachelor’s degree with a major in business or a related discipline to be admitted to this Master of Business Administration in Public Safety Leadership (MBAPSL) program. Students without a bachelor’s degree in business or a related discipline must enroll in the Master of Business Administration in Business Management (MBABM) program.

The prerequisite for the courses below may be waived if the student has prior equivalent coursework.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, chief executive, general manager, operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 39.00 semester credit hours is required.

REQUIRED CORE MBA COURSES
All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 600</td>
<td>Leadership and Organizational Behavior</td>
<td>None/Corequisite MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 606</td>
<td>Research and Decision Making</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 615</td>
<td>Marketing</td>
<td>MBA 540 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Financial and Managerial Accounting</td>
<td>MBA 520 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 626</td>
<td>Information Systems and Technology</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
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</tr>
<tr>
<td>MBA 631</td>
<td>Operations and Project Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 639</td>
<td>Managerial Economics</td>
<td>MBA 530 $\uparrow$ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 645</td>
<td>Finance</td>
<td>MBA 520 $\uparrow$ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 690</td>
<td>Strategic Planning</td>
<td>MBA 520 $\uparrow$, MBA 530 $\uparrow$, MBA 540 $\uparrow$, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 691</td>
<td>Graduate Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**REQUIRED PUBLIC SAFETY LEADERSHIP CONCENTRATION COURSES**

A minimum of 6.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 623</td>
<td>Public Safety Administration</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 624</td>
<td>Resource Management for Public Safety</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**PUBLIC SAFETY LEADERSHIP CONCENTRATION ELECTIVE COURSES**

A minimum of 3.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 610</td>
<td>Human Resource Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 638</td>
<td>Managing Organizational Performance</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 647</td>
<td>Advanced Project Management</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
</tbody>
</table>
MASTER OF BUSINESS ADMINISTRATION IN TECHNOLOGY MANAGEMENT (MBATM)

(Please see the Graduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION
This program prepares students with the necessary skills and academic knowledge for management positions in various business enterprises, with a concentration of courses in technology management. These career opportunities may be in areas such as accounting, finance, business administration, sales, marketing, human resources, information systems, and production or operations for the existing or emerging manager. Application of theory to practice is emphasized throughout the program.

CORE MBA PROGRAM OBJECTIVES
Upon completion of their program, the student should be able to:

1. Demonstrate analytical skills in the areas of accounting, finance, economics, marketing, management, leadership, information systems, operations, and strategy.
2. Plan change efforts, negotiate consensus, and act as a leader to solve organizational challenges.
3. Analyze ethical obligations and prepare responses to complex legal and/or ethical situations.
4. Analyze the impact of diversity on the organization, work with constituents to identify global challenges, and propose solutions to the challenges.
5. Evaluate internal and external information to inform decision making, and present findings in written and/or oral formats to a variety of audiences.

MBA TECHNOLOGY MANAGEMENT CONCENTRATION PROGRAM OBJECTIVE
Upon completion of their program, the student should be able to:

6. Evaluate alternative solutions to complex technology management challenges.

SPECIAL ADMISSIONS
Students must have a bachelor’s degree with a major in business or a related discipline to be admitted to this Master of Business Administration in Technology Management (MBATM) program. Students without a bachelor’s degree in business or a related discipline must enroll in the Master of Business Administration in Business Management (MBABM) program.

The prerequisite for the courses below may be waived if the student has prior equivalent coursework.

POTENTIAL OCCUPATIONAL TITLES
Potential occupational titles for this program include, but are not limited to, chief executive, general manager, operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT
A minimum of 39.00 semester credit hours is required.

REQUIRED CORE MBA COURSES
All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 600</td>
<td>Leadership and Organizational Behavior</td>
<td>None/Corequisite MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 606</td>
<td>Research and Decision Making</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 615</td>
<td>Marketing</td>
<td>MBA 540 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Financial and Managerial Accounting</td>
<td>MBA 520 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 626</td>
<td>Information Systems and Technology</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------</td>
<td>----------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>MBA 631</td>
<td>Operations and Project Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 639</td>
<td>Managerial Economics</td>
<td>MBA 530 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 645</td>
<td>Finance</td>
<td>MBA 520 ▲ and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 690</td>
<td>Strategic Planning</td>
<td>MBA 520 ▲, MBA 530 ▲, MBA 540 ▲, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 691</td>
<td>Graduate Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**REQUIRED TECHNOLOGY MANAGEMENT CONCENTRATION COURSE**
3.00 semester credit hours are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 674</td>
<td>Technology and Innovation</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**TECHNOLOGY MANAGEMENT CONCENTRATION ELECTIVE COURSES**
A minimum of 6.00 semester credit hours is required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 671</td>
<td>Project Management in Technology</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 672</td>
<td>Information Security and Privacy</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 673</td>
<td>Systems Analysis and Design</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
</tbody>
</table>
MASTER OF BUSINESS ADMINISTRATION—DUAL CONCENTRATION OPTION (MBADC)

(Please see the Graduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This program prepares students with the necessary skills and academic knowledge for management positions in various business enterprises, with concentration courses offered in two student-selected areas of study. These career opportunities may be in areas such as accounting, finance, business administration, sales, marketing, human resources, information systems, project management, and production or operations for the existing or emerging manager. Application of theory to practice is emphasized throughout the program.

CORE MBA PROGRAM OBJECTIVES

Upon completion of their program, the student should be able to:

1. Demonstrate analytical skills in the areas of accounting, finance, economics, marketing, management, leadership, information systems, operations, and strategy.
2. Plan change efforts, negotiate consensus, and act as a leader to solve organizational challenges.
3. Analyze ethical obligations and prepare responses to complex legal and/or ethical situations.
4. Analyze the impact of diversity on the organization, work with constituents to identify global challenges, and propose solutions to the challenges.
5. Evaluate internal and external information to inform decision making, and present findings in written and/or oral formats to a variety of audiences.

MBA CONCENTRATION PROGRAM OBJECTIVES

Please refer to the individual concentration programs for concentration-specific objectives.

SPECIAL ADMISSIONS

Students who do not have a bachelor’s degree with a major in business or a related discipline must take the Business Management Concentration as one of their two concentration options.

* The prerequisite for the courses below may be waived if the student has prior equivalent coursework.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, chief executive, general manager, operations manager, sales manager, and administrative services manager.

PROGRAM CONTENT

A minimum of 48.00 semester credit hours is required.

REQUIRED CORE MBA COURSES

All courses, 30.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 600</td>
<td>Leadership and Organizational Behavior</td>
<td>None/Corequisite MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 606</td>
<td>Research and Decision Making</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 615</td>
<td>Marketing</td>
<td>MBA 540 and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 621</td>
<td>Financial and Managerial Accounting</td>
<td>MBA 520 and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 626</td>
<td>Information Systems and Technology</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 631</td>
<td>Operations and Project Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>Course Number</td>
<td>Course Name</td>
<td>Prerequisites/Corequisites</td>
<td>Semester Credit Hours</td>
</tr>
<tr>
<td>---------------</td>
<td>------------------------------</td>
<td>----------------------------------------------------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>MBA 639</td>
<td>Managerial Economics</td>
<td>MBA 530 and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 645</td>
<td>Finance</td>
<td>MBA 520 and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 690</td>
<td>Strategic Planning</td>
<td>MBA 520, MBA 530, MBA 540, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 691</td>
<td>Graduate Capstone Project</td>
<td>Final semester</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**DUAL CONCENTRATION OPTIONS**

A minimum of 18.00 semester credit hours is required. Students must select two (2) concentrations from the following options. Each concentration option requires the student to take a minimum of 9.00 semester credit hours from that option. Students who do not have a bachelor's degree with a major in business or a related discipline must take the Business Management Concentration as one of their two concentration options.

* This course is required for this concentration option.

**Accounting Concentration Courses**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 655</td>
<td>Advanced Auditing</td>
<td>AC 418, MBA 520, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 656</td>
<td>Accounting Information Systems</td>
<td>MBA 520 and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 657</td>
<td>Advanced Taxation</td>
<td>AC 221, MBA 520, and MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 658</td>
<td>Advanced Managerial Accounting</td>
<td>MBA 520, MBA 606, and MBA 621</td>
<td>3.00</td>
</tr>
</tbody>
</table>

**Business Management Concentration Courses**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 520</td>
<td>Finance and Accounting for Managers</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 530</td>
<td>Economic and Statistical Analysis</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 540</td>
<td>Management and Marketing</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 610</td>
<td>Human Resource Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 638</td>
<td>Managing Organizational Performance</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 652</td>
<td>International Business</td>
<td>MBA 606</td>
<td>3.00</td>
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</tbody>
</table>

**Healthcare Management Concentration Courses**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCA 610</td>
<td>Health Policy and Management</td>
<td>NU 500 and NU 560 (NU students) OR MBA 606 (MBA students)</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 663</td>
<td>Health Insurance and Managed Care</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 664</td>
<td>Healthcare Administration</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 665</td>
<td>Healthcare Information Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
</tbody>
</table>
### Human Resource Concentration Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 610</td>
<td>Human Resource Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 611</td>
<td>Compensation and Rewards Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 636</td>
<td>Training and Development in Organizations</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 638</td>
<td>Managing Organizational Performance</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 641</td>
<td>Business and Labor Law</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### Project Management Concentration Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 646</td>
<td>Contract and Procurement</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 647</td>
<td>Advanced Project Management</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 648</td>
<td>Project Cost and Schedule Control</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 671</td>
<td>Project Management in Technology</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### Public Safety Leadership Concentration Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 610</td>
<td>Human Resource Management</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 623</td>
<td>Public Safety Administration</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 624</td>
<td>Resource Management for Public Safety</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 638</td>
<td>Managing Organizational Performance</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 647</td>
<td>Advanced Project Management</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
</tbody>
</table>

### Technology Management Concentration Courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 671</td>
<td>Project Management in Technology</td>
<td>MBA 606 and MBA 631</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 672</td>
<td>Information Security and Privacy</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 673</td>
<td>Systems Analysis and Design</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
<tr>
<td>MBA 674</td>
<td>Technology and Innovation</td>
<td>MBA 606</td>
<td>3.00</td>
</tr>
</tbody>
</table>
MASTER OF SCIENCE IN NURSING WITH A CONCENTRATION IN FAMILY NURSE PRACTITIONER (MSNFNP)

(Please see the Graduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This online graduate degree in nursing will provide students with the academic knowledge, skills, and expertise to apply for certification as certified family nurse practitioners in primary care. Graduates will be prepared to have integrated praxis philosophy throughout multiple courses. Courses consist of core NU courses, specialty concentration courses, and clinical courses. This program is for licensed registered nurses (current, unrestricted license) who have a bachelor of science in nursing degree and are interested in advancing their careers to become board-certified family nurse practitioners.

Individuals considering the Master of Science program—particularly the Family Nurse Practitioner (FNP) concentration—should be aware that state requirements for availability of required clinical courses and eligibility to apply for licensure as a family nurse practitioner vary from state to state. Applicants should check with their applicable state board of nursing before enrolling in any graduate nursing program.

PROGRAM OBJECTIVES

Students are expected to meet all the core NU program objectives as well as the Family Nurse Practitioner concentration objectives. Upon completion of their program, the student should be able to:

1. Demonstrate critical thinking and holistic caring as an advanced practice nurse.
2. Analyze scientific literature for application to selected diagnoses and treatment plans.
3. Synthesize ethical principles into the management and evaluation of healthcare delivery concerns in culturally diverse care settings.
4. Articulate a personal philosophy and framework acknowledging professional and accrediting agency competencies relating to the role and scope of practice of the family nurse practitioner.
5. Implement the role of the family nurse practitioner in selected clinical settings.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to, nurse practitioner, advance practice nurse and family nurse practitioner.

PROGRAM CONTENT

A minimum of 48.00 semester credit hours is required for graduation.

REQUIRED CORE COURSES

All courses, 15.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCA 610</td>
<td>Health Policy and Management</td>
<td>NU 500 and NU 560 (NU students) OR MBA 606 (MBA students)</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 500</td>
<td>Theoretical Foundations for Nursing</td>
<td>None</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 525</td>
<td>Technology and Nursing Informatics in Advanced Practice</td>
<td>NU 500 and NU 560</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 530</td>
<td>Organizational Systems and Behaviors</td>
<td>NU 500 and NU 560</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 560</td>
<td>Research Methods and Evidence-Based Practice</td>
<td>None/Corequisite NU 500</td>
<td>3.00</td>
</tr>
</tbody>
</table>
REQUIRED DIRECT CARE CORE COURSES

All courses, 11.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 609</td>
<td>Advanced Health Assessment</td>
<td>NU 500, NU 560</td>
<td>4.00</td>
</tr>
<tr>
<td>NU 621</td>
<td>Advanced Pathophysiology</td>
<td>NU 500, NU 560</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 633</td>
<td>Management of Pharmacotherapeutics in Advanced Practice</td>
<td>NU 500, NU 560</td>
<td>4.00</td>
</tr>
</tbody>
</table>

REQUIRED COURSES IN FNP CONCENTRATION

All courses, 22.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 580</td>
<td>Health Promotion Across the Life Span</td>
<td>NU 500, NU 560</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 623</td>
<td>Adult Healthcare</td>
<td>NU 500, NU 560, NU 609, NU 621, NU 633</td>
<td>4.00</td>
</tr>
<tr>
<td>NU 626</td>
<td>Roles for Nurse Practitioners</td>
<td>NU 500, NU 560</td>
<td>3.00</td>
</tr>
<tr>
<td>NU 627</td>
<td>Geriatric Healthcare</td>
<td>NU 500, NU 560, NU 609, NU 621, NU 633</td>
<td>4.00</td>
</tr>
<tr>
<td>NU 631</td>
<td>Healthcare of Women Across the Life Span</td>
<td>NU 500, NU 560, NU 609, NU 621, NU 633</td>
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Distribution of Clock Hours by Course

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MASTER OF SCIENCE IN NURSING WITH A CONCENTRATION IN NURSING EDUCATION (MSNNE)

(Please see the Graduate Program Offerings by Campus chart in the catalog or on the Herzing Website at www.herzing.edu/career-programs/downloads for a list of Herzing campuses offering this program.)

PROGRAM DESCRIPTION

This online graduate degree in nursing will provide students with the academic knowledge, skills, and expertise to become nurse educators in diverse healthcare and academic environments. Graduates will be prepared to apply for the certified nurse educator examination. Courses consist of core NU courses, specialty concentration courses, and a practicum course. This program is for licensed registered nurses (current, unrestricted license) with a bachelor of science in nursing degree interested in advancing their careers to become nurse educators.

Individuals considering the Master of Science program—particularly the Family Nurse Practitioner (FNP) concentration—should be aware that state requirements for availability of required clinical courses and eligibility to apply for licensure as a family nurse practitioner vary from state to state. Applicants should check with their applicable state board of nursing before enrolling in any graduate nursing program.

PROGRAM OBJECTIVES

Students are expected to meet all the core NU program objectives as well as the Nursing Education concentration objectives. Upon completion of their program, the student should be able to:

1. Demonstrate critical thinking and decision making when planning, implementing, and evaluating strategies to guide an educational system toward successful outcomes.
2. Analyze the impact of ethical and legal principles on the planning and delivery of educational programs in carried populations.
3. Critique educational delivery and evaluation strategies for application across culturally and age-diverse populations in selected educational settings.
4. Articulate a personal philosophy and framework acknowledging professional and accrediting agency competencies relating to the role and scope of practice of the nurse educator.
5. Implement the role of the nurse educator in a selected educational setting.

POTENTIAL OCCUPATIONAL TITLES

Potential occupational titles for this program include, but are not limited to postsecondary nursing instructor/teacher and registered nurse.

PROGRAM CONTENT

A minimum of 36.00 semester credit hours is required for graduation.

REQUIRED CORE COURSES

All courses, 15.00 semester credit hours, are required.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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<tbody>
<tr>
<td>HCA 610</td>
<td>Health Policy and Management</td>
<td>NU 500 and NU 560 (NU students) OR MBA 606 (MBA students)</td>
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<td>NU 500</td>
<td>Theoretical Foundations for Nursing</td>
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<td>NU 525</td>
<td>Technology and Nursing Informatics in Advanced Practice</td>
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<td>NU 530</td>
<td>Organizational Systems and Behaviors</td>
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<tr>
<td>NU 560</td>
<td>Research Methods and Evidence-Based Practice</td>
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REQUIRED COURSES IN DIRECT CARE CORE FOR EDUCATION

All courses, 9.00 semester credit hours, are required.

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<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Prerequisites/Corequisites</th>
<th>Semester Credit Hours</th>
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<td>NU 510</td>
<td>Advanced Physical Assessment</td>
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<td>NU 515</td>
<td>Advanced Pharmacology</td>
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<td>NU 621</td>
<td>Advanced Pathophysiology</td>
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REQUIRED COURSES IN NURSING EDUCATION CONCENTRATION

9.00 semester credit hours are required.

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<td>Teaching/Learning Strategies</td>
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<td>NU 615</td>
<td>The Nurse Educator Roles</td>
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<tr>
<td>NU 635</td>
<td>Curriculum Development and Evaluation</td>
<td>NU 500 and NU 560</td>
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REQUIRED GRADUATE PRACTICUM

3.00 semester credit hours are required.

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<tr>
<td>NU 682 *</td>
<td>Graduate Onsite Practicum in Education</td>
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* Online students in some states may not be allowed to take this practicum due to state restrictions.

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GRADUATE COURSE DESCRIPTIONS

Atlanta MBA Student
(HCA) HEALTHCARE ADMINISTRATION

HCA 610 Health Policy and Management
This course takes an interdisciplinary approach to guide students in evaluating healthcare policy issues that impact decision making and outcomes in healthcare. Students will explore healthcare delivery systems and analyze issues which impact the delivery of healthcare and nursing at global, national, and state levels of government. Students will analyze the development, formulation, and implementation of policies and related economic issues that can influence healthcare practice today. In addition, the course includes topics such as the relationship between healthcare providers and patients, insurance policies, quality management, legislative liability issues, ethical decision making, and other policy issues. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice (NU students) OR MBA 606 Research and Decision Making (MBA students). Corequisites: None.

(MBA) MASTER OF BUSINESS ADMINISTRATION

MBA 520 Finance and Accounting for Managers
This course is designed for students entering the MBA program with a limited background in finance and accounting. Topics will include terminology, the nature of the accounting cycle, preparation and analysis of financial statements, cost accounting versus financial accounting, ratio analysis, capital budgeting and decision making, cost of capital, ethics, and operational budgeting. 3.00 semester credit hours. Prerequisites/Corequisites: None.

MBA 530 Economic and Statistical Analysis
This course is designed for students entering the MBA program with a limited background in economic statistical analysis. Topics will include terminology, macroeconomics, microeconomics, impact of the external environment on the firm, and statistical and management tools to achieve organizational goals. 3.00 semester credit hours. Prerequisites/Corequisites: None.

MBA 540 Management and Marketing
This course is designed for students entering the MBA program with a limited background in management and marketing. Topics will include the historical context of management as a field of study, organizational behavior and theory, leadership, motivation, human resources, legal environment for business, ethics, social responsibility, strategic marketing, and marketing mix. 3.00 semester credit hours. Prerequisites/Corequisites: None.

MBA 600 Leadership and Organizational Behavior
This course focuses on the leader’s roles, behaviors, and skills that are needed to operate effectively in an organization. Students will learn when and how to challenge the status quo, share the vision, create systems to meet organizational objectives, and model principled leadership. Theories and practical application for group and intergroup behavior, culture, organizational structure, change management, succession planning, and quality will be covered. 3.00 semester credit hours. Prerequisite: None. Corequisite: MBA 606 Research and Decision Making.

MBA 606 Research and Decision Making
This course focuses on skills in research and decision making for the academic and business environment. Topics include the development of research and writing skills, development of decision-making skills, and reflection and review of research activities. Students research and write academic and business papers, specify decisions, characterize alternatives, apply judgment, manage peer pressure, and implement ethical decisions. 3.00 semester credit hours. Prerequisite: MBA 530 Economic and Statistical Analysis (or equivalent prior coursework). Corequisite: None.

MBA 610 Human Resource Management
This course covers the effective management of human resources in an organization, including concepts and techniques of personnel planning, job and performance evaluation, incentive and performance standards, accommodation of diversity in the workplace, and the impact of labor organizations on management. Current topics in human resource management that recognize the dynamic environment for this field will be researched. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

MBA 611 Compensation and Rewards Management
This course focuses on compensation and rewards management as human resource tools within organizations. Emphasis is placed on the integration of compensation and reward structures to create a strategic advantage for an organization. The course includes an overview of compensation systems, job evaluations in regards to reward structures, legal constraints involving compensation programs, and global compensation issues. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

MBA 615 Marketing
This course focuses on the role of marketing and the marketing department in adding value to the organization. Major elements of the marketing process to be covered include domestic and global market assessment, strategic marketing planning, the development of an
effective marketing mix (product, price, promotion, and distribution) to create customer value, consumer/business buying behavior, and market research. 3.00 semester credit hours. Prerequisites: MBA 540 Management and Marketing (or equivalent prior coursework) and MBA 606 Research and Decision Making. Corequisite: None.

**MBA 621 Financial and Managerial Accounting**
This course covers both financial and managerial accounting as they apply to decision making in the organization. Students will explore the similarities and differences between financial accounting information and managerial accounting information with a focus on selecting the appropriate information based on internal and external needs. Students will learn how to identify and collect the appropriate accounting information to assist them in making decisions and reporting information. 3.00 semester credit hours. Prerequisites: MBA 520 Finance and Accounting for Managers (or equivalent prior coursework) and MBA 606 Research and Decision Making. Corequisite: None.

**MBA 623 Public Safety Administration**
This course will explore management and leadership issues that are routinely encountered in the field of public safety. Topics will include emergency management, critical incident management, leading interdisciplinary/interdepartmental teams, and implementing mandated services and programs. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

**MBA 624 Resource Management for Public Safety**
This course will address unique resource management issues that public safety managers face. Topics will include government funding, budgeting and finance, forfeiture funds, grant writing, records management, sunshine laws, labor organizations, safety issues, and training. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

**MBA 626 Information Systems and Technology**
This course focuses on the information requirements for an organization, including the different kinds of information needed at operational, administrative, and strategic levels. Topics include uses of technology, information technology planning, implementation management, project and vendor management, and assessments of system effectiveness. Issues of data security in today’s evolving business environments and the impacts of the Sarbanes-Oxley Act (SOX) and the Health Information Portability and Accountability Act (HIPAA) on technology are addressed. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

**MBA 631 Operations and Project Management**
This course provides students with the tools needed to manage operations and projects within an organization. Topics include demand forecasting and management, capacity planning and scheduling, inventory control, purchasing and materials management, facilities management, project management strategies and tactics, defining user needs and project scope, scheduling and budgeting, and performance objectives. Control methods, such as PERT/CPM, Gantt charts, project management software, and project audits, will also be covered. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

**MBA 636 Training and Development in Organizations**
This course provides students with an opportunity to study training, career development, and organization development techniques. Students will explore how to develop group and individual skills while improving organizational value. Topics will include the relationship of training and development to other human resource management issues and identification of organizational and individual training programs. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

**MBA 638 Managing Organizational Performance**
This course invites students to examine globalization through existing organizations while studying performance and organizational objectives. The principles studied are quality human resource management, with an emphasis on domestic and global organizations. Topics will include the process of continuous improvement, an understanding of human motivation, appreciation of effective communication, and proper utilization of workforce productivity. Students will explore how organizations use compensation pay systems as a strategic management tool for improving overall performance effectiveness. Empirical systems are analyzed to assist students in creating an overview of performance change. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

**MBA 639 Managerial Economics**
This course focuses on the application of economic concepts and economic analysis to solve managerial challenges. Students will explore competitive markets and market failure, demand estimation and forecasting, decision making under risk and uncertainty, consumer and producer choices, cost-benefit analysis, and the impact of individual behavior and market forces on decision making. 3.00 semester credit hours. Prerequisites: MBA 530 Economic and Statistical Analysis (or equivalent prior coursework) and MBA 606 Research and Decision Making. Corequisite: None.

**MBA 641 Business and Labor Law**
This course focuses on the meaning of the “rule of law” and the conduct of a business, as well as contract elements in the market economy and how regulatory law affects an organization’s choices. Other topics include employer discrimination and employment law legal
MBA 645 Finance
This course will prepare students to use financial information to inform decisions and to achieve organizational goals. Topics include financial statement analysis, forecast techniques, time value of money, capital budgeting, capital management, debt and equity financing, and risk analysis. 3.00 semester credit hours. Prerequisites: MBA 520 Finance and Accounting for Managers (or equivalent prior coursework) and MBA 606 Research and Decision Making. Corequisite: None.

MBA 646 Contract and Procurement
This course examines the process through which goods and services are acquired in project management. Students will analyze project decisions with the goal to obtain the maximum value from the expenditure of funds. Students will determine what needs to be acquired/purchased and when and how it should be acquired. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

MBA 647 Advanced Project Management
This course examines the context of projects, distinguishes between projects and operations, and teaches students to understand the importance of project teams, software applications, and human resource management. Students will investigate life cycle, sustainability, strategic planning leadership, and risk-based decision making. Topics include how to plan for resources, costs, budgets, scheduling, and multi-project programs. 3.00 semester credit hours. Prerequisites: MBA 606 Research and Decision Making and MBA 631 Operations and Project Management. Corequisite: None.

MBA 648 Project Cost and Schedule Control
This course focuses on investigating financial decision making as it relates to project management. Students will examine quantitative methods that managers use to analyze and manage risk-based opportunities. Topics include threat assessment, cost control, scheduling, and project capacity. 3.00 semester credit hours. Prerequisites: MBA 606 Research and Decision Making and MBA 631 Operations and Project Management. Corequisite: None.

MBA 652 International Business
This course covers international business issues such as international financial flows and balance of payment, currency fluctuations, global operations and security, ethnically and culturally appropriate marketing, electronic commerce, and multinational company perspectives. Throughout the course, students will integrate these topics by developing a business plan for an international business opportunity. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

MBA 655 Advanced Auditing
This course provides an advanced study in assurance services, reporting, and reviews. Topics include auditing standards, computer systems, legal liabilities, ethics, planning, sampling techniques, and internal auditing. There is also an overview of the variety of assurance services such as auditing, attestation, operational, and compliance services. Practices and procedures of assurance services, including planning, assessing risk, tests of controls, and obtaining and documenting evidence, will be studied. Focus is on analysis of business processes, decision making, and analytical skills needed to evaluate evidence, develop recommendations, and communicate results. 3.00 semester credit hours. Prerequisites: AC 418 Auditing (or equivalent prior coursework), MBA 520 Finance and Accounting for Managers (or equivalent prior coursework) and MBA 606 Research and Decision Making. Corequisite: None.

MBA 656 Accounting Information Systems
This course is an advanced study of the control aspects of accounting information systems. Students will evaluate accounting information systems and demonstrate proper internal controls based on regulations and the needs of the organizations. Discussions will center on defining and regulating administrative standards. Furthermore, operating secure and cost-effective accounting systems will be discussed. Students will use case studies to evaluate modern information systems and databases with accounting edit information using secure audit trails. 3.00 semester credit hours. Prerequisites: MBA 520 Finance and Accounting for Managers (or equivalent prior coursework) and MBA 606 Research and Decision Making. Corequisite: None.

MBA 657 Advanced Taxation
This course covers advanced individual and corporation taxation topics including the analysis of organizations, reorganizations, international taxation, consolidations, and estate-tax issues. Students will discover business tools and models that they can apply to assist in tax planning for an organization and tax reporting to national and international entities. The course will use case studies to expand on topics, focusing on corporations, partnerships, S corporations, estate tax, and gift and fiduciary tax issues. 3.00 semester credit hours. Prerequisites: AC 221 Taxation II (or equivalent prior coursework), MBA 520 Finance and Accounting for Managers (or equivalent prior coursework) and MBA 606 Research and Decision Making. Corequisite: None.
MBA 658 Advanced Managerial Accounting
This course focuses on the study of advanced management accounting information for internal users and decision makers. The uses of this accounting information include interpreting, coordinating, and implementing management’s performance policies. Additional topics include cost accounting, activity-based costing, product pricing, profit planning, variance analysis, operational budgeting, capital cost, investment analysis, and time value of money. 3.00 semester credit hours. Prerequisites: MBA 520 Finance and Accounting for Managers (or equivalent prior coursework), MBA 606 Research and Decision Making, and MBA 621 Financial and Managerial Accounting. Corequisite: None.

MBA 663 Health Insurance and Managed Care
This course examines the evolution of health insurance products and the development of managed care as a financing mechanism. Types of managed-care organizations, operational models, and risk management are outlined. Students will explore current legislative and regulatory standards that impact the patient, provider, and payer in the health insurance system and their implications for operations at all levels of the healthcare delivery system. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

MBA 664 Healthcare Administration
This course explores the major components and organizational interrelationships in the U.S. healthcare delivery system across the continuum of care. Topics include the history of the delivery system, delivery institutions and models, policy implementation, and payment mechanisms. Variables of access, cost, and quality are introduced. Application of these topics in the areas of healthcare reform, social and cultural changes that affect the system, and alternative healthcare allow students to analyze critically these evolving healthcare issues. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

MBA 665 Healthcare Information Management
This course provides an overview of the role of information systems in healthcare organizations. Students will explore the technical, organizational, and cost-benefit issues related to healthcare information systems, including clinical decision support, integrated networking and distributed computing technologies, telemedicine applications, and artificial intelligence solutions. Students will develop and exercise analytical skills for appraising health information systems and will acquire practical experience using biomedical research databases, desktop application software, and electronic communication systems. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

MBA 671 Project Management in Technology
This course explores the various aspects of project management as they relate to technology. Topics include project management strategies and tactics, defining user needs and project scope, scheduling and budgeting, performance objectives, and control mechanisms, project life cycle management and control methods, such as PERT/CPM, Gantt charts, project management software, and project audits. This course includes private and public sector considerations as well as legal and ethical issues related to project implementation. 3.00 semester credit hours. Prerequisites: MBA 606 Research and Decision Making and MBA 631 Operations and Project Management. Corequisite: None.

MBA 672 Information Security and Privacy
This course covers various aspects of security in computing, including security threats and controls, basic cryptography and its applications, network intrusion detection and prevention, security administration and planning, anonymity and privacy, legal issues, protection, and ethics. Examples from a variety of private and public sector organizations are used to test concepts and assumptions throughout the course. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

MBA 673 Systems Analysis and Design
This course is designed to provide students with the tools they need to develop an integrated business solution approach to systems analysis and design issues. Students are introduced to the principles and techniques of systems analysis and design including the conceptual architecture of an information system, information systems framework, and conceptual building blocks. Appreciation of the multi-disciplinary approach needed for systems analysis and design is learned through an understanding of information systems project sizing, structure, transaction analysis, user participation, performance criteria, and topologies and protocols required for a successful information systems project are discussed. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.

MBA 674 Technology and Innovation
This course introduces students to the knowledge and skills needed to manage technology organizations in an increasingly competitive global environment through the successful use of innovation and creativity. The course provides a consistent process for the formulation, implementation, and assessment of technology business strategy and presents a framework for the birth, growth, maturation, and decline of business innovation. Students will analyze technology issues in various business sectors throughout the course and develop findings and recommendations. 3.00 semester credit hours. Prerequisite: MBA 606 Research and Decision Making. Corequisite: None.
MBA 690 Strategic Planning
This course focuses on how mission, vision, and values come together to inform the strategic planning process in an organization. The dynamic global environment that modern businesses operate in requires managers to master the art of thinking globally and to utilize frameworks for acting locally. Students will analyze the environment at a number of levels in order to develop a concise strategic plan. 3.00 semester credit hours. Prerequisites: MBA 520 Finance and Accounting for Managers (or equivalent prior coursework), MBA 530 Economic and Statistical Analysis (or equivalent prior coursework), MBA 540 Management and Marketing (or equivalent prior coursework), and MBA 606 Research and Decision Making. Corequisite: None.

MBA 691 Graduate Capstone Project
This course is designed as the final capstone project, where students will demonstrate application, analysis, integration, and evaluation in a real-world project or simulation. The capstone experience gives each student the opportunity to demonstrate his/her ability to utilize what he/she has learned in the program. 3.00 semester credit hours. Prerequisite: Final semester. Corequisite: None.

(NU) MASTER OF SCIENCE IN NURSING

NU 500 Theoretical Foundations for Nursing
The theoretical foundations for this nursing course focus on exposing the advanced practice nurse to a wide range of theory. The course will provide students with the basis for understanding, constructing, formulating, applying, and evaluating theory. It will also examine the role that theory plays in providing the scientific basis for nursing praxis. Selected theories and conceptual framework will be studied and critiqued for their utilization in terms of nursing knowledge development as they relate to practice and research. 3.00 semester credit hours. Prerequisites/Corequisites: None.

NU 510 Advanced Physical Assessment
This course is an examination of the process of holistic assessment (physical, psychosocial, and cultural) of individuals across the lifespan. Students will focus on critical thinking and decision-making skills relating to the application of assessment skills in the role of the nurse manager and nurse educator. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 515 Advanced Pharmacology
This course examines pharmacotherapeutics and pharmacodynamics principles applicable to frequently used prescription and nonprescription medications. Implications of age, gender, and ethnicity are explored. Students will focus on critical thinking and decision-making skills related to nursing diagnoses, planned interventions, and evaluation. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 525 Technology and Nursing Informatics in Advanced Practice
This course provides an overview of the integration of technology and nursing informatics in various healthcare environments. Legal, ethical, and cultural issues directing use of technology are examined. The influence of technology on patient outcomes will be explored. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 530 Organizational Systems and Behaviors
This course examines organizations from a systems perspective, addressing the concepts of leadership, motivation, and behavior. Strategic planning, fiscal responsibility, legal and ethical issues, and performance improvement are explored. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 560 Research Methods and Evidence-Based Practice
This course will teach research methods and designs, knowledge-based research techniques, evidence-based practice, outcome evaluation, and evaluation of research processes. Grant writing and national guidelines regarding human subject research will be covered. Students will be exposed to the critique of qualitative and quantitative research methods. Ethical issues in research and the value of nursing and healthcare research will be critically explored. In addition, students will be able to develop a research proposal or carry out a utilization review project. 3.00 semester credit hours. Prerequisite: None. Corequisite: NU 500 Theoretical Foundations for Nursing.

NU 580 Health Promotion Across the Life Span
This course presents an array of clinical case studies that give the graduate student the opportunity to assess and intervene in healthcare problems across their lifespan at the primary, secondary, and tertiary levels of healthcare. Key concepts such as healthy lifestyles, self-care, holisms, healing therapeutics, caring communication, critical thinking, diversity, healthcare technology, and nursing leadership and
education will be addressed. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 600 Teaching/Learning Strategies
This course focuses on the fundamentals of teaching and learning by examining a variety of teaching, learning, and instructional designs and strategies. General principles, theories, and methodologies related to learning and instructional development will be addressed. Issues of learners’ engagement and the process of incorporating best practices into the classroom will be examined. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 609 Advanced Health Assessment
This course is an examination of the process of holistic assessment (physical, psychosocial, and cultural) of individuals across the lifespan. Focus is critical thinking and decision making related to the role of the advanced practice nurse in a primary care setting. 4.00 credits hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 615 The Nurse Educator Roles
This course is designed to assist graduate students in synthesizing knowledge, skills, research, technology, and experiences from previous teaching courses in relation to implementing the role of the nurse educator. Theories of effective teaching and the theoretical principles and concepts that apply to nursing education will be analyzed. Students will have the opportunity to assume the role of educator within a selected area of nursing or healthcare education. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 621 Advanced Pathophysiology
The course examines scientific concepts of pathophysiology essential to diagnostic reasoning and clinical management of common disease states. The dilemma of cost and need for laboratory and radiographic evidence to support diagnosis is examined. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 623 Adult Healthcare
The focus of this clinical course is on synthesizing theoretical, scientific, and contemporary knowledge for the assessment and management of both health and illness states in adults with attention to gender, age, and ethnic variations. 4.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing, NU 560 Research Methods and Evidence-Based Practice, NU 609 Advanced Health Assessment, NU 621 Advanced Pathophysiology, and NU 633 Management of Pharmacotherapeutics in Advanced Practice. Corequisite: None.

NU 624 Women and Infant Healthcare
The focus of this clinical course is on synthesizing theoretical, scientific, and contemporary knowledge for the assessment and management of both health and illness states in women and infants. 4.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing, NU 560 Research Methods and Evidence-Based Practice, NU 609 Advanced Health Assessment, NU 621 Advanced Pathophysiology, and NU 633 Management of Pharmacotherapeutics in Advanced Practice. Corequisite: None.

NU 625 Children and Adolescent Healthcare
The focus of this clinical course is on synthesizing theoretical, scientific, and contemporary knowledge for the assessment and management of both health and illness states in the pediatric and adolescent populations. 4.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing, NU 560 Research Methods and Evidence-Based Practice, NU 609 Advanced Health Assessment, NU 621 Advanced Pathophysiology, and NU 633 Management of Pharmacotherapeutics in Advanced Practice. Corequisite: None.

NU 626 Roles for Nurse Practitioners
This course examines the expanded roles of the advanced practice nurse in various primary care settings. Details of specific state and federal regulations are explored. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 627 Geriatric Healthcare
The focus of this clinical course is on synthesizing theoretical, scientific, and contemporary knowledge for the assessment and management of both health and illness states in the geriatric population. 4.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing, NU 560 Research Methods and Evidence-Based Practice, NU 609 Advanced Health Assessment, NU 621 Advanced Pathophysiology, and NU 633 Management of Pharmacotherapeutics in Advanced Practice. Corequisite: None.
NU 630 Resources Management for Nurse Managers
This course will expose students to unique contemporary concepts essential to the management of individuals and corporate financial human resource issues. Concepts such as staffing, healthcare finance, insurance policies, labor relations, personnel and organizational management, employee benefits, business and management ethics, staff development and training, and risk management will be addressed. Clinical and administrative perspectives and theories will be explored as they relate to the role of a nurse manager in collaboration with providers. Framework for transition from first-line manager to executive positions will be discussed. Finally, students will critically examine several healthcare budget proposals. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 631 Healthcare of Women across the Lifespan
The focus of this clinical course is on integrating theoretical knowledge, evidence-based guidelines and contemporary practice in the assessment and management of health and disease states specific to women across the lifespan. Personal, family, cultural, community, and societal influences are analyzed for their impact on the physical and emotional health of women. Health risk identification, health promotion, health maintenance, and treatment alternatives are examined. 4.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing, NU 560 Research Methods and Evidence-Based Practice, NU 609 Advanced Health Assessment, NU 621 Advanced Pathophysiology, and NU 622 Management of Pharmacotherapeutics in Advanced Practice. Corequisite: None.

NU 632 Healthcare of Infants, Children and Adolescents
The focus of this clinical course is on synthesizing theoretical knowledge, evidence-based guidelines and contemporary practices in assessment and management of health and disease states in the pediatric population from birth through adolescence. The context of family-centered care in relation to individual child growth and development, safety, and cultural practices is explored. Health risk identification, health promotion, health maintenance, and treatment alternatives are applied to individuals, families, and populations. 4.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing, NU 560 Research Methods and Evidence-Based Practice, NU 609 Advanced Health Assessment, NU 621 Advanced Pathophysiology, and NU 622 Management of Pharmacotherapeutics in Advanced Practice. Corequisite: None.

NU 633 Management of Pharmacotherapeutics in Advanced Practice
This course is designed to advance the student’s knowledge of pharmacokinetics, pharmacodynamics, and pharmacotherapeutics in the management of health and disease states. Major categories of pharmacological agents are examined in the context of the life span, culture, and health and disease states. State and federal regulation related to purchase, possession, administration and patient education about controlled substances, pharmacologic agents and non-pharmacologic agents used as medications are examined. Emphasis is placed on the use of current practice, state, and federal guidelines in prescribing appropriate medication regimens for patients and populations. 4.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 635 Curriculum Development and Evaluation
This course explores the praxis, philosophies, principles, theories, and strategies in planning, development, implementation, and evaluation of curriculum. Students will define, analyze, and design a mock curriculum model for an institution or for an organization that requires staff development. The model curriculum will be reviewed and critiqued to provide the student with an opportunity to appreciate curriculum development, evaluation, and revision. Other issues that will be addressed include accreditation, program review, course and class objective, course and program evaluation, and valid and reliable tools for learner’s measurement of outcomes. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

NU 636 Assessment, Evaluation and Outcomes
This course implements theoretical approaches to assessment, evaluation and outcomes measurement in diverse learner populations. Experiential exercises in selected academic, clinical and community settings allow the student to integrate classroom theory with practice in creating, evaluating and selecting assessments for selected populations. 3.00 semester credit hours. Prerequisites/Corequisites: None.

NU 640 The Nurse Manager and Leadership Role
This course will focus on effective management technique and exposes the students to various leadership styles and models. Organizational and decision-making techniques will be covered. The role of the nurse as a change agent and in the management and administration of various healthcare organizations and providers will be addressed. The student will also examine the role of the nurse manager or administrator within the nursing administrative system, the healthcare or institutional system, our multicultural environment, and in society at large. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.
**NU 645 Finance**
An understanding of financial statements, expense and income recognition, matching expenses and income, financial projections, auditing requirements, working capital management, ratio analysis, reporting and disclosures for outside users, oversight and accountability, and regulatory responsibilities are covered in this course. The students also gain knowledge about how financial statements are derived from income and expense data in the organization as well as related compliance requirements that affect corporations today. Application of these principles in real-life business situations are used throughout the course. 3.00 semester credit hours. Prerequisites: NU 500 Theoretical Foundations for Nursing and NU 560 Research Methods and Evidence-Based Practice. Corequisite: None.

**NU 680 Graduate Onsite Practicum in Management**
The capstone/clinical experience is the culminating experience of the graduate nursing program and provides the student with the opportunity to synthesize and apply knowledge and competencies acquired from the core and track courses. All students enrolled in the NU program management track are required to complete a final capstone practicum to exhibit mastery and expertise as a nurse manager. The student in the onsite practicum course will complete a clinical practicum with a mentor in an approved healthcare setting. **Note: Online students in some states may not be allowed to take this practicum due to state restrictions.** 3.00 semester credit hours. Prerequisite: Final course. Corequisite: None.

**NU 682 Graduate Onsite Practicum in Education**
The capstone/clinical experience is the culminating experience of the graduate nursing program and provides the student with the opportunity to synthesize and apply knowledge and competencies acquired from the core and track courses. All students enrolled in the NU program education track are required to complete a final capstone practicum to exhibit mastery and expertise as a nurse educator. The student in the onsite practicum course will complete a clinical practicum with a mentor in an approved nursing education or staff development setting. **Note: Online students in some states may not be allowed to take this practicum due to state restrictions.** 3.00 semester credit hours. Prerequisite: Final course. Corequisite: None.
ACCURACY OF INFORMATION STATEMENT

The Herzing University Catalog is the official policy of the University. Students should seek clarification from the Catalog if they are told or read any information inconsistent or contradictory with the official policy of the Catalog. Students should not rely on oral or unofficial information in determining the official policy of the institution, the availability of a program on a particular campus, or the accreditation status (programmatic or regional) of a particular program or campus. Only the official catalog of Herzing University states official policy. Herzing University is committed to offering a robust, current, and relevant curriculum. All content in the Catalog including, but not limited to, curriculum, policies, and other matters discussed herein are subject to change at the discretion of the University. However, curriculum changes will not require existing students to take more credits to graduate than their original degree program. Changes will be reflected in an addendum to this catalog and will then be considered an integral part of this publication.
Changes to Academic Calendar
• Changes made to the academic calendar for Summer Semester 2018 and Summer Semester 2019.

Changes to Graduate Policies
• Higher Learning Commission Website: New website link provided for the Higher Learning Commission.
• University Information: Changes to the System Administrators, Campus Administrators, and Undergraduate Faculty listings.
• University Information: State Approval changes for Minnesota ground campus and online.
• University Information: Changes to State Contact Information.
• Admissions Information: Removed language regarding Multiple Graduate Certificates and Post-Masters Certificates.
• Academic Information: Added Clinical Use of Paid Clinical Preceptor Services policy to Grading Policies.
• Academic Information: Changes to Dual Credit Policies (previously titled Dual Enrollment).
• Academic Information: Changes to the Graduate Standards of Satisfactory Academic Progress policy.

Program Offerings by Campus:
Changes have been made to programs and campus offerings. Please see the Program Offering Chart in this catalog or on the Herzing website at www.herzing.edu/career-programs/downloads.

Programs No Longer Offered
• None

Revised Programs
• None

Programs With Name Changes
• None

New Courses
• None

Courses With Prerequisite/Corequisite or Title Changes
• None

Discontinued Courses
• None