

Everglades University

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University Catalog

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GENERAL INFORMATION

Mission Statement

The mission of Everglades University is to provide quality education to adult learners of diverse backgrounds in a collaborative environment where each individual has the opportunity to achieve personal growth. The University seeks to accomplish its mission by combining small class sizes and innovative programs with traditional academic values. The University supports the academic endeavor through research, scholarly contribution, and service, to deliver graduate and undergraduate programs both on campus and online.

Philosophy

In today's society, there is a need for a university that offers its students a quality education in an atmosphere of personalized attention. Everglades University's goal is to train the career-minded individual and offer an education that will provide an employable and skilled person. Everglades University graduates will be prepared with the professional skills necessary to meet the needs of our society. Inherent in the goals established for Everglades University is the belief that the learning process takes place in a variety of ways. For this reason our curriculum is flexible, individualized, and incorporates previous knowledge and skills.

Everglades University offers graduate and undergraduate degree programs that will prepare students to enter and advance in their desired fields of study. The faculty of Everglades University believes that instruction is an art as well as a science and is a dynamic process that develops both the skill and the intellect of career-minded individuals.

Everglades University's education is an interactive process. Our graduates will become professionals in their chosen fields and play a critical role in the future economic growth and competitiveness of our society. Everglades University affirms that all members of the academic faculty share the responsibility for establishing, implementing, and evaluating its educational programs. Further, Everglades University believes that members of industry must also participate in this process, and to that end, it has assembled advisory boards comprised of professionals, employers, and educators. It is also the philosophy of Everglades University that an individual shall not be denied admission to any program because of race, color, national origin, handicap, religion, gender, sexual orientation, or marital status.

Goals and Objectives

The following goals are integral to the mission of the University:

1. To continually change, improve, and ensure the effectiveness of the University's programs in preparing students for successful careers.
2. To engage and maintain a competent, qualified faculty that possesses current technical and professional knowledge and experience, engages in ongoing professional development, and has the ability to convey this knowledge to students.
3. To improve students' written and verbal competencies as well as analytical and technical skills prior to graduation.
4. To provide facilities that support educational programs and enable students to develop profession specific skills.
5. To engage and maintain a staff that is caring and provides support for students and meets their educational goals and objectives.
6. To attract qualified students of diverse backgrounds.
7. To provide a collegiate academic atmosphere that encourages open exchange of ideas.
8. To offer comprehensive distance learning programs to more fully meet the educational and training needs of citizens and industry.
9. To engage graduate faculty in research that serves to improve teaching and learning.
10. To engage in programs and activities that provide community service aligned with the University's mission.

History of Everglades University

Corporate History

In August of 1998, Arthur and Belinda Keiser purchased American Flyers College (American Flyers, Inc. now Everglades University). In the fall of 1999, the College's name was changed to Everglades College and it was relocated to Fort Lauderdale, FL. In January of 2000, the Keisers created Everglades College, Inc. which was incorporated as a not-for-profit corporation in the State of Florida.

In August of 2002, the US Department of the Internal Revenue Service recognized Everglades College, Inc. as a not-for-profit 501 (c) (3) corporation and Everglades College, Inc. became independently operated by a Board of Trustees. On September 1, 2002, Dr. Arthur Keiser donated the value of the stock of American Flyers, Inc. to the corporation (Everglades College, Inc.).

Academic History

In September 1990, American Flyers College (now Everglades University) was founded in Fort Lauderdale, Florida. American Flyers College became a nationally accredited college under the standards of the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) and was licensed by the Florida State Board of Independent Colleges and Universities (SBICU) to award Associate of Science Degrees. In 1997, American Flyers College moved to the Pompano Air Park to better serve its student body. Later in 2000, to better serve the needs of the community, Everglades College added Bachelor of Science Degrees with majors in Business Administration, Information Technology, Applied Management, Aviation Management, and Professional Aviation.

In the fall of 2002, Everglades College became one of the first colleges in the country to offer a Bachelor of Science Degree with a major in Alternative Medicine.

In January 2003, the State of Florida, Department of Education, Commission for Independent Education granted approval to open the Sarasota Branch Campus of Everglades College. In May of 2003, Everglades College received approval to offer Master's Degrees in Business Administration, Information Technology, and Aviation Science. In December of 2003, Everglades College officially changed its name to Everglades University and also received approval to offer a Bachelor of Science Degree in Aviation Technology.

In April 2004, the Main Campus of Everglades University relocated to Boca Raton, Florida. In August 2004, the State of Florida, Department of Education, Commission for Independent Education granted approval to open the Orlando Branch Campus of Everglades University. In August 2005, Everglades University was granted approval to offer the Bachelor of Science Degree with a major in Construction Management.

Effective January 2010, Everglades University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelors and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Everglades University.

In January 2011, Everglades University was granted approval to offer the Bachelor of Science Degree with a major in Alternative and Renewable Energy Management. Furthermore, in June 2011, Everglades University was granted approval to offer the Master's Degree in Entrepreneurship.

In September 2011, Everglades University was granted approval to offer the Bachelor of Science Degree with a major in Crisis and Disaster Management.

Accreditation and Approvals

Everglades University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award bachelor's and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Everglades University.

Everglades University is included per the Legislature of the State of Florida, Florida Department of State which adopted Senate Memorial 1654, which notifies the Federal Government of colleges and universities in Florida which are authorized to operate educational programs beyond the secondary level. Everglades University is exempt from licensure by the Commission for Independent Education, Florida Department of Education per Chapter 1005 Nonpublic Postsecondary Education Part I General Provisions Section 1005.06C. Additional information regarding this institution may be obtained by contacting the Commission for Independent Education, Florida Department of Education at 325 West Gaines St., Suite # 1414, Tallahassee, FL 32399; toll-free (888) 224-6684; fax (850) 245-3234.

This school is authorized under Federal law to enroll nonimmigrant students.

Everglades University is approved for veterans' training.

Memberships

Everglades University holds membership in:

- Florida Association of Bursars and Student Accounting Administrators (FABSAA)
- Association of Private Sector Colleges and Universities (APSCU)
- Florida Association of Student Financial Aid Administrators
- Southern Association of Colleges and Employers
- National Association of Colleges and Employers
- The Greater Boca Raton Chamber of Commerce
- NAFSA: Association of International Educators
- Florida Career Professionals Association
- American Library Association (ALA)
- Tampa Bay Library Consortium (TBLC)
- University Aviation Association (UAA)
- Broward County Chamber of Commerce
- Seminole County Regional Chamber of Commerce
- Florida Airports Council (FAC)
- Florida Association of Postsecondary Schools and Colleges (FAPSC)
- Association of College and Research Libraries (ACRL)
- Human Resource Association of Broward County

- Society of Human Resource Management
- Associated Builders and Contractors: Florida East Coast Chapter, Florida Gulf Coast Chapter, Central Florida Chapter
- Orlando Regional Chamber of Commerce
- The Greater Sarasota Chamber of Commerce
- Manatee Chamber of Commerce
- The Greater Sanford Regional Chamber of Commerce
- Lakewood Ranch Business Alliance
- Southeast Florida Library Information Network (SEFLIN)
- Aviation Accreditation Board International (AABI)
- Gulf Coast Builders Exchange
- Northeast Florida Library Information Network (NEFLIN)
- Winter Park Chamber of Commerce
- Florida Health Sciences Library Association (FHSLA)
- Florida Library Association (FLA)
- Career Directors International (CDI)
- Economic Development Corporation-Sarasota County
- Construction Management Association of America, West Central Florida Chapter
- U.S. Green Building Council (USGBC)

Articulation Agreements

Everglades University maintains articulation agreements with various institutions of higher learning. In an effort to make the transition from institutions as effortless as possible, Everglades University maintains articulation agreements with the following institutions:

- Keiser University
- Keiser Career College
- St. Thomas University
- Broward College
- Life University
- University of Bridgeport
- State College of Florida: Manatee-Sarasota
- Hocking College

Please contact your Dean of Academic Affairs or Department Chair for additional information.

Advisory Committees

In an effort to meet the changing requirements of the industry, Everglades University seeks the advice of industry and educational representatives. Everglades University's Advisory Committees represent the Aviation, Business, Construction Management, Alternative and Renewable Energy Management, Crisis and Disaster Management, Entrepreneurship, and Allied Health industries. Every effort is made to incorporate the advice received from the Advisory Committees to constantly modify, update, or add to the curriculum to ensure it remains relevant and dynamic.

Governance

Everglades University is a not-for-profit 501 (c) (3) corporation incorporated in the State of Florida. Everglades University is managed and controlled by the Everglades University Board of Trustees, which is the legal entity responsible for policy and procedure promulgation, review, and amendment.

Board of Trustees

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President/CEO

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Vice President of Academic Affairs

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Regional Director of Financial Aid

Marci Tully, M.A.

Regional Director of Enrollment Management and Community Relations

Christina Oakley

Assistant Director of Marketing and Advertising

Campus

The Main Campus of Everglades University is located in Boca Raton, which is conveniently accessed by both the Palm Beach and Broward business communities. The Online Division of Everglades University is located on the second floor of the Boca Raton Main Campus. The University building encompasses over 37,000 square feet of air-

conditioned and well-lit offices, classrooms, computer labs, a library and student lounge. The University provides ample free parking and is easy to get to by I-95, Tri-Rail, and public bus service. All equipment used at the University is compatible with industry standards and effectively meets the program objectives of the students.

The Sarasota Branch Campus of Everglades University is located in a spacious three-story building just off I-75 and University Parkway in Sarasota. The building has over 75,000 square feet of which the university occupies approximately 36,000 square feet of space. This includes well-lit offices, 36 classrooms, 2 computer labs, 2 student lounges and a student career center. The Sarasota Campus shares a spacious library with a relaxing study area and a large auditorium with state-of-the-industry technology with Keiser University. The campus is surrounded by a beautiful landscape of 20 plus acres bordered by Lake Osprey.

The Orlando Branch Campus of Everglades University is located in a spacious 20,000 square-foot building on the corner of East Altamonte Drive (SR 436) and Newburyport Avenue. The facility houses well-lit offices, classrooms, a computer lab, a library, and a student lounge. The campus is conveniently located close to I-4, Orlando International Airport, Altamonte Mall, Florida Hospital, and Altamonte Springs City Hall.

Everglades University Library

Everglades University has 3 campus libraries, each with significant holdings and under the care of a professional librarian. Each library has a comprehensive electronic collection that is available to online and on campus students, faculty, and staff. All libraries are members of various library networks and consortia, which provide students and faculty with access to virtually limitless information. Library policies and procedures are tailored towards the particular needs of students and faculty.

The Everglades University Boca Raton Main Campus Library serves as a central support for the faculty and students of the University. The library maintains convenient hours for its users and provides a collection of print and electronic resources. Students have access to computer workstations with Internet access and Microsoft Office applications, free printing, a photocopier, TVs with DVD/VCR combination stations, wireless access, a flight simulator, and study tables. A computer lab adjacent to the library houses computers connected to the campus network. All students will have instruction using the various resources and may seek reference assistance from the librarians. Students and faculty have cooperative borrowing privileges offered through the library cooperative SEFLIN (Southeast Florida Library Information Network).

The Everglades University Sarasota Branch Campus Library is a shared facility with Keiser University's Sarasota Campus and jointly offers resources for users of both institutions. The Sarasota campus library collection contains resources significant to the programs offered, both print and electronic. The library provides computer workstations, free printing, a photocopier, wireless access, study tables, and a comfortable seating lounge area. Students and faculty have interlibrary loan privileges offered through the library cooperative TBLC (Tampa Bay Library Consortium).

The Everglades University Orlando Branch Campus Library collection includes books, audiovisual materials, serials, and access to online resources. The library provides computer workstations, TVs and DVD/VCR combination stations, free printing, a photocopier, and wireless access. Students and faculty have interlibrary loan privileges offered through the library cooperative NEFLIN (Northeast Florida Library Information Network).

ON CAMPUS RESOURCES

- Print collections at each campus
- Full-time librarians
- Computer and audiovisual resources
- Internet access on all computers
- Microsoft Office applications (Word, Excel, PowerPoint, and Access)
- Reference materials
- Periodicals
- Newspapers: *Wall Street Journal*, *USA Today*, *South Florida Business Journal*, local dailies
- Southeast Florida Library Information Network (SEFLIN) Associate Member
- Tampa Bay Library Consortium (TBLC)
- Northeast Florida Library Information Network (NEFLIN)
- Wireless access, free computer printing, coin-operated photocopier

ELECTRONIC LIBRARY RESOURCES

- AGen VERSO™: online library catalog
- Ask-a-Librarian Service (live chat, text, and 24-hour email)
- Aviation Week Intelligence Network (AWIN)
- BuildingGreen Suite
- ebrary (electronic book collection)
- EBSCO A-to-Z
- EBSCOhost: Business Source Complete, CINAHL, MEDLINE, Regional Business News, Alt HealthWatch, Energy & Power Source, Entrepreneurial Studies Source, GreenFILE, Health Source: Nursing/Academic Edition, and Business Continuity and Disaster Recovery Reference Center
- LexisNexis Academic
- Library's Blog: <http://eulibraries.wordpress.com>
- Westlaw (Librarian Access)
- Salem Health

- Interlibrary loan
- Flight simulator

- LIRN: LIRNSearch, InfoTrac, ProQuest, eLibrary, Bowker's Books in Print, Credo Reference
- Natural Standard
- Salem Historical Encyclopedia of American Business

Administrative Hours of Operation*

ALL CAMPUSES

Monday– 8:30 a.m. to 8:00 p.m.

Tuesday– 8:30 a.m. to 8:00 p.m.

Wednesday– 8:30 a.m. to 8:00 p.m.

Thursday– 8:30 a.m. to 8:00 p.m.

Friday– 8:30 a.m. to 5:00 p.m.

Saturday– 9:00 a.m. to 5:00 p.m.

Sunday– Closed

* *The administrative and library hours at some campuses are extended for the convenience of the student body. Please contact the campus or refer to the student handbook for more information.*

Americans with Disabilities Act

Everglades University complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act must disclose special needs at time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information.

For physically challenged students, Everglades University campuses are either located on ground level or have appropriate elevator service with ramps and designated parking to facilitate easy entry. Restrooms are equipped with wide doorways and bars to ensure wheelchair accessibility.

The following individual is Everglades University's Section 504 Coordinator:

Dr. Jayne Moschella, Vice President of Academic Affairs

Everglades University

5002 T-Rex Avenue, Suite 100, Boca Raton, FL 33431

Telephone (561) 912-1211; Toll-free (888) 772-6077; Fax (561) 912-1191

Email: jmoschella@evergladesuniversity.edu

Equal Opportunity Statement

Everglades University admits students of any race, color, and national or ethnic origin. The University's policy of equal opportunity employment and affirmative action, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status, or belief, be excluded from any training, be denied the benefit of, or be subjected to discrimination in any hiring practice or activity at the University.

Student Body Diversity

Annually the University updates and reports the diversity of its student body to the Integrated Postsecondary Education Data System (IPEDS). For additional information please visit <http://nces.ed.gov/ipeds/>

Catalog

Everglades University's catalog is published yearly (or more frequently as required) and contains information about the degrees, administrative policies, financial assistance programs, and the University's academic calendar. At the time of printing, this catalog reflected the current policies and requirements. However, prospective and current students should verify the policies and requirements with an admissions counselor or with the University President or Vice President. Students enrolled under a program which has been modified effective with the publication of this catalog may continue under the previously published catalog if appropriate courses are still available.

Everglades University reserves the right to change regulations, policies, fees, and calendars, and to revise curricula as deemed necessary. Everglades University reserves the right to increase the cost per credit hour on an annual basis. Since the information herein is subject to change, this catalog should not be considered a contract between Everglades University and the student. Students must be familiar with the requirements and policies which they are expected to follow during their course of study. Everglades University discloses to its enrolled students any and all policy changes via a catalog addendum, which is available on the University website and at all campus locations. Students can contact campus administration for additional information.

ALLIED HEALTH DEPARTMENT PROGRAM OF STUDY

Bachelor of Science Degree with a Major in Alternative Medicine

The Bachelor of Science Degree with a major in Alternative Medicine will prepare freshman students for entry-level careers in the alternative medicine environment such as chiropractic, acupuncture, physical therapy, rehabilitation, hospitals, wellness centers, and spas. Students entering this program with previous vocational or technical training, or with an Associate's Degree, will gain the knowledge necessary for advancement in the alternative medicine environment.

Bachelor of Science Degree with a Major in Alternative Medicine Description:

The curriculum is designed to allow the student to gain the knowledge necessary to work in the alternative medicine environment. The degree will enable students to incorporate a holistic approach into their careers and be successful in a variety of industries such as healthcare, sports, rehabilitation, management, spas, leisure and the beauty industries. This degree requires no Externship/Internship and no licensing or certifications will be awarded.

Program Objectives:

Everglades University's Bachelor of Science Degree with a major in Alternative Medicine program provides alternative medicine major courses combined with general education courses to enable the graduate to understand the integration of the mind, body, and spirit within both traditional and alternative healthcare environments. Graduates will understand the connection between nutrition and physical health, mental health, and wellness. The program encompasses several disciplines: Health Science, Biological Science, Nutrition, Clinical Psychology, Chemistry, and Physics. The Bachelor of Science Degree with a major in Alternative Medicine program is consistent with Everglades University's mission to provide quality education to adult learners.

Program Outline:

To receive a Bachelor of Science Degree with a major in Alternative Medicine, students must complete 123 credit hours as described below. The length of this program is approximately 41 months (this will vary if a student transfers in credits).

Bachelor of Science Degree Alternative Medicine Courses

GENERAL EDUCATION COURSES (30 CREDIT HOURS)

ENGLISH (6 CREDIT HOURS)

ENC 1101	English Composition I	3 credit hours
ENC 2102	English Composition II	3 credit hours

COMPUTER (3 CREDIT HOURS)

CGS 1060C	Introduction to Computer Applications	3 credit hours
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COMMUNICATIONS (3 CREDIT HOURS)

SPC 1017	Speech	3 credit hours
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HUMANITIES/FINE ARTS (3 CREDIT HOURS)

AML 1000	American Literature	3 credit hours
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MATH (6 CREDIT HOURS)

MAC 1105	College Algebra	3 credit hours
MGF 2106	College Math	3 credit hours
	(or Math courses equivalent or higher)	

SOCIAL SCIENCE (3 CREDIT HOURS)

POS 1041	Political Science	3 credit hours
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NATURAL SCIENCE (3 CREDIT HOURS)

BSC 1005	General Biology	3 credit hours
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BEHAVIORAL SCIENCE (3 CREDIT HOURS)

PSY 1012	Introduction to Psychology	3 credit hours
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LOWER DIVISION REQUIRED COURSES (33 CREDIT HOURS)

HSC 2617	Introduction to Chiropractic	3 credit hours
HUN 1204	Fundamentals of Nutrition	3 credit hours
BSC 1085	Anatomy and Physiology	3 credit hours
BSC 2086	Advanced Anatomy and Physiology	3 credit hours

INTERDISCIPLINARY STUDIES*

IDS 1021	Interdisciplinary Study 1	3 credit hours
IDS 1022	Interdisciplinary Study 2	3 credit hours
IDS 1023	Interdisciplinary Study 3	3 credit hours
IDS 1024	Interdisciplinary Study 4	3 credit hours
IDS 1025	Interdisciplinary Study 5	3 credit hours
IDS 1026	Interdisciplinary Study 6	3 credit hours
IDS 1027	Interdisciplinary Study 7	3 credit hours

(OR) CHOOSE ALTERNATIVE MEDICINE TRACK

CLP 2310	Health Psychology	3 credit hours
HSC 1520	History of Medicine	3 credit hours
HSC 1619	Exercise Science and Sports	3 credit hours
HSC 2173	Women's Health	3 credit hours
HSC 2732	Health Science Research Methods	3 credit hours
HSC 2180	Alternative Consultative and Diagnostic Procedures	3 credit hours
HUN 2120	International Nutrition	3 credit hours

(OR) CHOOSE SCIENCE TRACK

BSC 2006	Advanced Biology	3 credit hours
CHM 1020	General Chemistry	3 credit hours
CHM 120L	General Chemistry Lab	1 credit hour
CHM 2021	Advanced Chemistry	3 credit hours
CHM 221L	Advanced Chemistry Lab	1 credit hour
CHM 2210	Organic Chemistry I	3 credit hours
CHM 210L	Organic Chemistry Lab	1 credit hour
CHM 2211	Organic Chemistry II	3 credit hours
PHY 1001	General Physics	3 credit hours

** The IDS courses allow credit for appropriate prior learning. Allied Health, Natural Science, Physical Science, and Health Services Administration are commonly accepted disciplines for transfer credit into this degree major. Additional courses may be evaluated and accepted at the discretion of the Dean of Academic Affairs or Department Chair.*

UPPER DIVISION REQUIRED COURSES (60 CREDIT HOURS)

HUN 3381	Herbology and Botany	3 credit hours
HSC 3186	Introduction to Homeopathy	3 credit hours
HUN 3472	Nutrition and Aging	3 credit hours
HUN 3205	Dietary Influences on Disease	3 credit hours
HSC 3189	Alternative Approaches to Arthritis, Cancer, and Heart Disease	3 credit hours
HSC 3613	Manual Therapies: Massage, Reflexology, and Acupressure	3 credit hours
HSC 3127	Feng Shui	3 credit hours
HSC 3102	The Meaning of Health	3 credit hours
HSC 4188	Detoxification and Healing	3 credit hours
HSC 3191	Ayurvedic Medicine	3 credit hours
HSC 3652	Clinical Decision Making	3 credit hours
HSC 3614	Body Awareness and Physical Movement	3 credit hours
HSC 3187	Traditional Chinese Medicine	3 credit hours
HSC 4123	Principles of Acupuncture	3 credit hours
CLP 3183	Stress Reduction and Relaxation	3 credit hours
HSC 4183	Miasms and Constitutional Treatment	3 credit hours
HUN 4361	Antioxidants	3 credit hours
HUN 4382	The Herbal Medicine Chest	3 credit hours
HSC 4182	Naturopathy	3 credit hours
HSC 4922	Alternative Medicine Capstone Course	3 credit hours

TOTAL CREDITS REQUIRED AS DESCRIBED ABOVE 123 CREDITS

AVIATION DEPARTMENT PROGRAMS OF STUDY

Master's Degree in Aviation Science

The Master's Degree in Aviation Science will offer aviation professionals such as flight crewmembers, air traffic controllers, flight dispatchers, maintenance technicians, and airport and airline management personnel the opportunity to significantly enhance their knowledge of the aviation community and aerospace industry and help them to pursue exciting and more challenging careers. This degree will prepare the student for a beyond entry-level career in aviation.

Master's Degree in Aviation Science Description:

Designed for aviation professionals, the Master's Degree in Aviation Science offers a rigorous, broad-based curriculum for students to gain a mastery of the aviation field. Students will complete technical aviation coursework that will include intensive analysis of airway transportation systems, airport operations, aerospace communication systems, aerospace logistics, aircraft simulation, advanced crew resource management procedures, aerospace systems safety, and advanced security and safety program management. Students of the Master's Degree in Aviation Science will apply the knowledge and skills learned throughout the program by completing a required Capstone Project in the last semester.

Program Objectives:

The Master's Degree in Aviation Science provides a unique learning experience for aviation industry professionals. By combining a variety of aviation and aerospace courses, the program will enable graduates to broaden their knowledge of the aviation industry, and understand relevant theories and principles of aerospace and their application to real-world situations in the aviation industry. Graduates will be skilled in advanced research and formal writing techniques and will become more versatile within the aviation industry.

Program Outline:

To receive a Master's Degree in Aviation Science students must complete 36 credit hours as described below. The length of the program is approximately 12 months or 48 weeks (this will vary if a student transfers in credits).

Master's Degree in Aviation Science Courses

AVIATION SCIENCE COURSES (36 CREDITS)

ASC 6520	Aerospace Technology Development	3 credit hours
ASC 6335	Aerospace Communication Systems	3 credit hours
ASC 6390	The Airway Transportation System	3 credit hours
ASC 6475	Aviation Human Factors and Psychology	3 credit hours
ASC 6660	Aerospace Simulation Systems	3 credit hours
AVM 6130	Aviation Logistics Management	3 credit hours
AVM 6670	Aviation Safety Program Management	3 credit hours
AVM 6412	Airfield Operations and Management	3 credit hours
AVM 6445	Security for the Aviation Industry	3 credit hours
ASC 6931	Contemporary Issues and Trends in Aviation	3 credit hours
AVM 6517	Airline Operations and Management	3 credit hours
ASC 6955	Aviation Graduate Capstone Course	3 credit hours
TOTAL CREDITS REQUIRED AS DESCRIBED ABOVE		36 CREDITS

Bachelor of Science Degree with a Major in Aviation Management

The curriculum is designed to allow the student to acquire a Bachelor of Science Degree with a major in Aviation Management, as well as to prepare him/her for an entry-level career in Aviation Management. This aviation education focuses on the management skills and business knowledge required for the changing environment of the aviation and aerospace industry.

Bachelor of Science Degree with a Major in Aviation Management Description:

The Bachelor of Science Degree with a major in Aviation Management provides instruction in aviation management skills. The degree prepares graduates for careers as managers in the aviation and aerospace industry. Emphasis is placed on communication skills, global awareness, management skills, organizational behavior, critical thinking, and FAA regulations and requirements. Graduates will be prepared for management positions at airports, airlines, aerospace/aviation companies, and state, local, and federal government agencies.

Program Objectives:

The Bachelor of Science Degree with a major in Aviation Management provides students with a broad-based knowledge of the aviation industry combined with a solid general education and extensive training in business and management applications relevant to the aviation industry. Graduates will be skilled in research and writing on aviation topics. Graduates of the program will be prepared for productive management careers in the aviation industry.

Program Outline:

To receive a Bachelor of Science Degree with a major in Aviation Management, students must complete 123 credit hours as described below. The length of the program is 41 months (this will vary if a student transfers in credits).

Bachelor of Science Degree Aviation Management Courses

GENERAL EDUCATION COURSES (30 CREDIT HOURS)

ENGLISH (6 CREDIT HOURS)

ENC 1101	English Composition I	3 credit hours
ENC 2102	English Composition II	3 credit hours

COMPUTER (3 CREDIT HOURS)

CGS 1060C	Introduction to Computer Applications	3 credit hours
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COMMUNICATIONS (3 CREDIT HOURS)

SPC 1017	Speech	3 credit hours
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HUMANITIES/FINE ARTS (3 CREDIT HOURS)

AML 1000	American Literature	3 credit hours
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MATH (6 CREDIT HOURS)

MAC 1105	College Algebra	3 credit hours
MGF 2106	College Math	3 credit hours
(or Math courses equivalent or higher)		

SOCIAL SCIENCE (3 CREDIT HOURS)

POS 1041	Political Science	3 credit hours
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NATURAL SCIENCE (3 CREDIT HOURS)

BSC 1005	General Biology	3 credit hours
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BEHAVIORAL SCIENCE (3 CREDIT HOURS)

PSY 1012	Introduction to Psychology	3 credit hours
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LOWER DIVISION REQUIRED COURSES (33 CREDIT HOURS)

ACG 2001	Accounting Principles I	3 credit hours
ACG 2011	Accounting Principles II	3 credit hours
ASC 1010	History of Aviation	3 credit hours
ASC 1100	Introduction to Aeronautics	3 credit hours



“At Everglades University the class subject materials were first rate, and the instructors were leaders in their fields, providing firsthand experience. My interaction with other students was fantastic, and I found myself learning a great deal from their fresh ideas and insights. Thanks EU for the wonderful, enlightening experience.”

– Les Weaver,
2009 Graduate, Boca Raton Campus

ASC 2320	Aviation Law and Regulations	3 credit hours
AVM 2120	Air Cargo	3 credit hours
AVM 2301	General Aviation Marketing Management	3 credit hours
AVM 2410	Airport Management	3 credit hours
ECO 2013	Macroeconomics	3 credit hours
MAN 1021	Principles of Management	3 credit hours
STA 2014	Statistics	3 credit hours

UPPER DIVISION REQUIRED COURSES (60 CREDIT HOURS)

AVS 3472	Aviation Human Factors	3 credit hours
ASC 4050	Introduction to Space	3 credit hours
AVM 3240	Aviation Insurance and Risk Management	3 credit hours
AVM 3110	Fixed Base Operations and Flight School Management	3 credit hours
AVM 4470	Aviation Maintenance Management	3 credit hours
AVM 4451	Airport Planning	3 credit hours
AVM 4630	Aviation Labor Relations	3 credit hours
AVM 4675	Aviation Safety Programs	3 credit hours
AVM 4530	Corporate Aviation Operations	3 credit hours
AVM 3516	Airline Management	3 credit hours
ENC 3213	Writing for Managers	3 credit hours
FIN 3400	Principles of Financial Management	3 credit hours
ACG 3301	Managerial Accounting and Financial Analysis	3 credit hours
MAN 4301	Human Resources Management	3 credit hours
MAN 4583	Project Management	3 credit hours
MAN 4602	International Business	3 credit hours
MAN 4633	Global Strategy and Policy	3 credit hours
MAR 3023	Marketing Management	3 credit hours
PHI 3601	Ethics	3 credit hours
AVM 4914	Aviation Capstone Course	3 credit hours

TOTAL CREDITS REQUIRED AS DESCRIBED ABOVE **123 CREDITS**

Bachelor of Science Degree with a Major in Aviation Technology

The curriculum of Everglades University is designed to give students the opportunity to acquire a Bachelor of Science Degree with a major in Aviation Technology. The program provides the aviation professional with an extensive academic background to compliment his/her aviation background whether it is in Air Traffic Control, Aviation Maintenance, Flight Operations, Dispatch Operations, Military Aviation Operations, or as a Professional Pilot. This program provides a solid foundation for a variety of aviation careers in corporate, commercial, military, and other state, local, and federal government agencies. The program provides a solid general education combined with a wide range of specialized aviation courses, and a strong line-up of management courses.

Bachelor of Science Degree with a Major in Aviation Technology Description:

The Bachelor of Science Degree with a major in Aviation Technology combines an aviation technical specialty with general education, extensive aviation academics, and management courses. The degree prepares graduates for entry into and advancement within the diverse field of aviation. Graduates will be prepared to meet the challenges of the dynamic aviation industry.

Program Objectives:

The Bachelor of Science Degree with a major in Aviation Technology provides the opportunity for employees and professionals of the aviation industry to gain a solid education and broaden their knowledge of the aviation industry. Graduates will be skilled in research and writing on aviation topics and will have gained valuable management training relevant to the aviation industry combined with a solid general education.

Program Outline:

To receive a Bachelor of Science Degree with a major in Aviation Technology, students must complete 123 credit hours as described below. The length of the program is 41 months (this will vary if a student transfers in credits).

Bachelor of Science Degree Aviation Technology Courses

GENERAL EDUCATION COURSES (30 CREDIT HOURS)

ENGLISH (6 CREDIT HOURS)

ENC 1101	English Composition I	3 credit hours
ENC 2102	English Composition II	3 credit hours

COMPUTER (3 CREDIT HOURS)

CGS 1060C	Introduction to Computer Applications	3 credit hours
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COMMUNICATIONS (3 CREDIT HOURS)

SPC 1017	Speech	3 credit hours
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HUMANITIES/FINE ARTS (3 CREDIT HOURS)

AML 1000	American Literature	3 credit hours
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MATH (6 CREDIT HOURS)

MAC 1105	College Algebra	3 credit hours
MGF 2106	College Math	3 credit hours
(or Math courses equivalent or higher)		

SOCIAL SCIENCE (3 CREDIT HOURS)

POS 1041	Political Science	3 credit hours
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NATURAL SCIENCE (3 CREDIT HOURS)

BSC 1005	General Biology	3 credit hours
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BEHAVIORAL SCIENCE (3 CREDIT HOURS)

PSY 1012	Introduction to Psychology	3 credit hours
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LOWER DIVISION REQUIRED COURSES (33 CREDIT HOURS)

ASC 1010	History of Aviation	3 credit hours
ASC 2320	Aviation Law and Regulations	3 credit hours
ASC 1100	Introduction to Aeronautics	3 credit hours
MAN 1021	Principles of Management	3 credit hours
INTERDISCIPLINARY STUDIES*		
IDS 1021	Interdisciplinary Study 1	3 credit hours
IDS 1022	Interdisciplinary Study 2	3 credit hours
IDS 1023	Interdisciplinary Study 3	3 credit hours
IDS 1024	Interdisciplinary Study 4	3 credit hours
IDS 1025	Interdisciplinary Study 5	3 credit hours
IDS 1026	Interdisciplinary Study 6	3 credit hours
IDS 1027	Interdisciplinary Study 7	3 credit hours
(OR)		
ASC 2310	Federal Aviation Regulations	3 credit hours
AVM 2120	Air Cargo	3 credit hours
AIT 2820	Air Traffic Control	3 credit hours
AVM 2301	General Aviation Marketing Management	3 credit hours
AVM 2410	Airport Management	3 credit hours
PHY 1001	General Physics	3 credit hours
STA 2014	Statistics	3 credit hours

** The IDS courses allow credit for appropriate prior learning. FAA Certifications and Ratings, Aviation, Management, Physical Science, Statistics, and Marketing are commonly accepted disciplines for transfer credit into this degree major. Additional courses may be evaluated and accepted at the discretion of the Dean of Academic Affairs or Department Chair.*

UPPER DIVISION REQUIRED COURSES (60 CREDIT HOURS)

ASC 3211	Meteorology	3 credit hours
ASC 3611	Aircraft Engines	3 credit hours
ASC 3471	Physiology of Flight	3 credit hours
AVS 3472	Aviation Human Factors	3 credit hours
ASC 3551	Aerodynamics	3 credit hours
ASC 3612	Aircraft Systems	3 credit hours
ASC 4050	Introduction to Space	3 credit hours
AVM 3110	Fixed Base Operations and Flight School Management	3 credit hours
AVM 3516	Airline Management	3 credit hours
AVM 3240	Aviation Insurance and Risk Management	3 credit hours
AVM 4451	Airport Planning	3 credit hours
AVM 4470	Aviation Maintenance Management	3 credit hours
AVM 4530	Corporate Aviation Operations	3 credit hours
AVM 4630	Aviation Labor Relations	3 credit hours
AVM 4675	Aviation Safety Programs	3 credit hours
MAN 4602	International Business	3 credit hours
MAN 4583	Project Management	3 credit hours
MAN 4633	Global Strategy and Policy	3 credit hours
PHI 3601	Ethics	3 credit hours
AVM 4914	Aviation Capstone Course	3 credit hours

TOTAL CREDITS REQUIRED AS DESCRIBED ABOVE 123 CREDITS

BUSINESS DEPARTMENT PROGRAMS OF STUDY

Master's Degree in Entrepreneurship

The curriculum is designed to allow the student to acquire a Master's Degree in Entrepreneurship as well as prepare him/her for a career as an Entrepreneur. The program leading to the Master's Degree in Entrepreneurship focuses on the behaviors and attributes required to operate successfully within the entrepreneurial environment. Entrepreneurs are the driving force in the U.S. and World Economies and this program helps develop entrepreneurial leaders.

Master's Degree in Entrepreneurship Description:

The Master's Degree in Entrepreneurship provides a challenging learning environment with an emphasis on entrepreneurial theories and practice for students of diverse backgrounds. This program provides students with the skills needed to understand the risks and rewards associated with developing a working model from which to start an innovative business venture.

Program Objectives:

The Master's Degree in Entrepreneurship is designed to prepare students for the application of theories and concepts needed to start innovative business ventures. Graduates will understand entrepreneurial concepts and business strategies. Graduates of the Master's Degree in Entrepreneurship will be able to analyze various models and demonstrate effective decision making practices.

Program Outline:

To receive a Master's Degree in Entrepreneurship students must complete 36 credit hours as described below. The length of the program is approximately 12 months or 48 weeks (this will vary if a student transfers in credits).

Master's Degree in Entrepreneurship Courses

ENTREPRENEURSHIP COURSES (36 CREDITS)

ENT 6006	Entrepreneurship	3 credit hours
MAN 5147	Leadership Skills for Managers	3 credit hours
MAR 5416	Strategic Sales and Marketing Management	3 credit hours
MAN 5244	Advanced Organizational Behavior	3 credit hours
ENT 6417	Accounting for Entrepreneurs	3 credit hours
GEB 6896	Business Strategy for Competitive Advantage	3 credit hours
MAR 5158	Marketing Management	3 credit hours
CGS 6037	Entrepreneurial Innovation and Technology	3 credit hours
FIN 5409	Managerial Finance	3 credit hours
GEB 6118	New Venture Creation	3 credit hours
ENT 6706	Global Business Ventures	3 credit hours
ENT 6900	Entrepreneurship Capstone Course	3 credit hours
TOTAL CREDITS REQUIRED AS DESCRIBED ABOVE		36 CREDITS



Master's Degree in Business Administration

The curriculum is designed to allow the student to acquire a Master's Degree in Business Administration as well as prepare him/her for a career in business. This degree will prepare the student for a career beyond entry-level in business or management.

The program leading to the Master's Degree in Business Administration (MBA) has been designed to provide students with the opportunity to apply advanced theoretical concepts and knowledge from all functional areas of business through an analytical, decision-making process which focuses on solving practical problems. Students in the MBA program acquire new knowledge and use this knowledge to efficiently access and retrieve information through technology. The MBA program promotes the use of networking, leadership, and interpersonal competencies to develop and sustain effective relationships with peers, and to create an appreciation for the value of a diverse workforce.

Master's Degree in Business Administration Description:

The MBA curriculum provides a challenging and creative learning environment with an intensive program of study that has a broad-based administrative emphasis. Recognizing that the management methods of tomorrow may bear little resemblance to methodologies in current use, the program emphasizes sound general principles and decision-making techniques that provide a base for continued learning and professional development rather than upon business procedures which are subject to obsolescence.

Program Objectives:

The Master's degree in Business Administration seeks to provide students with a well-rounded view of the purpose, operation, and management of business entities. Graduates will be able to understand how analytical tools apply to business policy and decision making as well as be able to understand management theory and organizational behavior. Graduates with a Master's Degree in Business Administration will possess the skills to explain how economic and financial events impact business decision making.

Program Outline:

To receive a Master's Degree in Business Administration students must complete 36 credit hours as described below. The length of the program is approximately 12 months or 48 weeks (this will vary if a student transfers in credits).

Master's Degree in Business Administration Courses

BUSINESS ADMINISTRATION COURSES (36 CREDITS)

ACG 5075	Accounting for Decision Makers	3 credit hours
CIS 5026	Information Technology Applications in Decision Making	3 credit hours
GEB 5898	Applied Managerial Statistics	3 credit hours
MAN 5305	Human Resource Management	3 credit hours
FIN 5409	Managerial Finance	3 credit hours
MAR 5158	Marketing Management	3 credit hours
ECP 6702	Economics for Strategic Thinking	3 credit hours
MAR 5416	Strategic Sales and Marketing Management	3 credit hours
MAN 5147	Leadership Skills for Managers	3 credit hours
MAN 5244	Advanced Organizational Behavior	3 credit hours
GEB 5895	Business Policy and Decision Making	3 credit hours
GEB 6936	Graduate Business Capstone Course	3 credit hours
TOTAL CREDITS REQUIRED AS DESCRIBED ABOVE		36 CREDITS

Bachelor of Science Degree with a Major in Alternative and Renewable Energy Management

The curriculum is designed to allow the student to acquire a Bachelor of Science Degree with a major in Alternative and Renewable Energy Management, as well as to prepare him/her for an entry-level career in Alternative and Renewable Energy Management. This Alternative and Renewable Energy Management degree focuses on the management skills and business knowledge required for the continually changing environment of the energy industry in construction management.

Bachelor of Science Degree with a Major in Alternative and Renewable Energy Management Description:

The Bachelor of Science Degree with a major in Alternative and Renewable Energy Management provides instruction in management skills and alternative and renewable energy specific technical and occupational subjects, such as Alternative and Renewable Energy Management, energy storage, and safety in construction. This degree program prepares graduates for a productive career in the alternative and renewable energy industry as a manager. Emphasis is placed on communication skills, global awareness, management skills, critical thinking, codes and standards, and construction and environmental regulations and requirements.

Program Objectives:

The Bachelor of Science Degree with a major in Alternative and Renewable Energy Management provides students with a broad based knowledge of the sustainable energies industry combined with a general education foundation and business and management applications. Graduates of this program will be prepared for productive management careers in the alternative and renewable energy environment.

Program Outline:

To receive a Bachelor of Science Degree with a major in Alternative and Renewable Energy Management, students must complete 123 credit hours as described below. The length of this program is approximately 41 months (this will vary if a student transfers in credits).

Bachelor of Science Degree Alternative and Renewable Energy Management Courses

GENERAL EDUCATION COURSES (30 CREDIT HOURS)

ENGLISH (6 CREDIT HOURS)

ENC 1101	English Composition I	3 credit hours
ENC 2102	English Composition II	3 credit hours

COMPUTER (3 CREDIT HOURS)

CGS 1060C	Introduction to Computer Applications	3 credit hours
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COMMUNICATIONS (3 CREDIT HOURS)

SPC 1017	Speech	3 credit hours
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HUMANITIES/FINE ARTS (3 CREDIT HOURS)

AML 1000	American Literature	3 credit hours
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MATH (6 CREDIT HOURS)

MAC 1105	College Algebra	3 credit hours
MGF 2106	College Math	3 credit hours
(or Math courses equivalent or higher)		

SOCIAL SCIENCE (3 CREDIT HOURS)

POS 1041	Political Science	3 credit hours
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NATURAL SCIENCE (3 CREDIT HOURS)

BSC 1005	General Biology	3 credit hours
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BEHAVIORAL SCIENCE (3 CREDIT HOURS)

PSY 1012	Introduction to Psychology	3 credit hours
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LOWER DIVISION REQUIRED COURSES (33 CREDIT HOURS)

STA 2014	Statistics	3 credit hours
ACG 2001	Accounting Principles I	3 credit hours
ACG 2011	Accounting Principles II	3 credit hours
MAN 1021	Principles of Management	3 credit hours
INTERDISCIPLINARY STUDIES*		
IDS 1021	Interdisciplinary Study 1	3 credit hours
IDS 1022	Interdisciplinary Study 2	3 credit hours
IDS 1023	Interdisciplinary Study 3	3 credit hours
IDS 1024	Interdisciplinary Study 4	3 credit hours
IDS 1025	Interdisciplinary Study 5	3 credit hours
IDS 1026	Interdisciplinary Study 6	3 credit hours
IDS 1027	Interdisciplinary Study 7	3 credit hours
(OR)		
ECO 2013	Macroeconomics	3 credit hours
BCT 1767	OSHA Standards	3 credit hours
BCT 2040	MEP Plans and Specifications	3 credit hours
GEB 1011	Principles of Business	3 credit hours
MAN 2345	Principles of Supervision	3 credit hours
BCN 2793	Project Management for Construction	3 credit hours
FIN 2001	Financial Management	3 credit hours

* The IDS courses allow credit for appropriate prior learning. Construction, Business Administration, Management, Accounting, Macroeconomics, Finance, Management Information Systems, International Business, and Human Resource Management are commonly accepted disciplines for transfer credit into this degree major. Additional courses may be evaluated and accepted at the discretion of the Dean of Academic Affairs or Department Chair.

UPPER DIVISION REQUIRED COURSES (60 CREDIT HOURS)

BCN 3762	Codes and Standards	3 credit hours
BCN 3764	Building Codes and Quality Control	3 credit hours
GEB 3934	Critical Thinking in Business	3 credit hours
BCN 4612	Construction Cost Estimating	3 credit hours
BCN 3550	Energy and the Environment	3 credit hours
BCN 3551	Alternative Energy Equipment	3 credit hours
BCN 3552	Alternative Energy - Residential	3 credit hours
BCN 3553	Alternative Energy - Commercial	3 credit hours
BCN 3731	Alternative Energy Safety	3 credit hours
BCN 3555	Energy Storage and the Hydrogen Economy	3 credit hours
BCN 3556	Energy Policy	3 credit hours
BCN 4557	Managing an Alternative Energy Project	3 credit hours
BCN 3571	Solar Energy and Photovoltaics	3 credit hours
BCN 3572	Nuclear Energy	3 credit hours
BCN 4573	Wind Energy	3 credit hours
BCN 4574	Propane and Natural Gas	3 credit hours
BCN 4575	Hydroelectric Energy	3 credit hours
BCN 4576	Geothermal Energy	3 credit hours
BCN 4577	Biomass	3 credit hours
BCN 4799	Alternative and Renewable Energy Management Capstone Course	3 credit hours

TOTAL CREDITS REQUIRED AS DESCRIBED ABOVE 123 CREDITS

Bachelor of Science Degree with a Major in Crisis and Disaster Management

The curriculum is designed to allow the student to acquire a Bachelor of Science Degree with a Major in Crisis and Disaster Management, as well as to prepare him/her for an entry-level career in Crisis and Disaster Management. This Crisis and Disaster Management degree focuses on the management skills, business knowledge and associated critical thinking/decision making involved in planning, management, relief, and recovery from public crises and disasters.

Bachelor of Science Degree with a Major in Crisis and Disaster Management Description:

The Bachelor of Science Degree with a major in Crisis and Disaster Management provides instruction in management skills and crisis and disaster management specific technical and occupational subjects, such as Crisis and Disaster Management, Terrorism and Homeland Security, and Emergency Preparedness and Response. This degree program prepares graduates for a productive career in the crisis and disaster management field. Emphasis is placed on communication skills, global awareness, management skills, critical thinking, theory, planning, management, response, relief, recovery and specific cases associated with public emergencies, disasters, and catastrophes. Included in the curriculum are natural, technical, and human-induced crises.

Program Objectives:

The Bachelor of Science Degree with a major in Crisis and Disaster Management provides students with a broad based knowledge of crisis and disaster management combined with a general education foundation and business and management applications. Graduates of this program will be prepared for productive management careers in the crisis and disaster management environment.

Program Outline:

To receive a Bachelor of Science Degree with a major in Crisis and Disaster Management, students must complete 123 credit hours as described below. The length of this program is approximately 41 months (this will vary if a student transfers in credits).

Bachelor of Science Degree Crisis and Disaster Management Courses

GENERAL EDUCATION COURSES (30 CREDIT HOURS)

ENGLISH (6 CREDIT HOURS)

ENC 1101	English Composition I	3 credit hours
ENC 2102	English Composition II	3 credit hours

COMPUTER (3 CREDIT HOURS)

CGS 1060C	Introduction to Computer Applications	3 credit hours
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COMMUNICATIONS (3 CREDIT HOURS)

SPC 1017	Speech	3 credit hours
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HUMANITIES/FINE ARTS (3 CREDIT HOURS)

AML 1000	American Literature	3 credit hours
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MATH (6 CREDIT HOURS)

MAC 1105	College Algebra	3 credit hours
MGF 2106	College Math	3 credit hours
(or Math courses equivalent or higher)		

SOCIAL SCIENCE (3 CREDIT HOURS)

POS 1041	Political Science	3 credit hours
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NATURAL SCIENCE (3 CREDIT HOURS)

BSC 1005	General Biology	3 credit hours
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BEHAVIORAL SCIENCE (3 CREDIT HOURS)

PSY 1012	Introduction to Psychology	3 credit hours
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LOWER DIVISION REQUIRED COURSES (33 CREDIT HOURS)

STA 2014	Statistics	3 credit hours
ACG 2001	Accounting Principles I	3 credit hours
ACG 2011	Accounting Principles II	3 credit hours
MAN 1021	Principles of Management	3 credit hours

INTERDISCIPLINARY STUDIES*

IDS 1021	Interdisciplinary Study 1	3 credit hours
IDS 1022	Interdisciplinary Study 2	3 credit hours
IDS 1023	Interdisciplinary Study 3	3 credit hours
IDS 1024	Interdisciplinary Study 4	3 credit hours
IDS 1025	Interdisciplinary Study 5	3 credit hours
IDS 1026	Interdisciplinary Study 6	3 credit hours
IDS 1027	Interdisciplinary Study 7	3 credit hours
(OR)		
ECO 2013	Macroeconomics	3 credit hours
BCT 1767	OSHA Standards	3 credit hours
GEB 1011	Principles of Business	3 credit hours
MAN 2163	Customer Relationship Management	3 credit hours
FIN 2001	Financial Management	3 credit hours
ECO 1023	Microeconomics	3 credit hours
MAN 2345	Principles of Supervision	3 credit hours

** The IDS courses allow credit for appropriate prior learning. Business Administration, Management, Accounting, Macroeconomics, Finance, Management Information Systems, Information Security, International Business, and Human Resource Management are commonly accepted disciplines for transfer credit into this degree major. Additional courses may be evaluated and accepted at the discretion of the Dean of Academic Affairs or Department Chair.*

UPPER DIVISION REQUIRED COURSES (60 CREDIT HOURS)

GEB 3934	Critical Thinking in Business	3 credit hours
CGS 3302C	Management Information Systems	3 credit hours
CGS 3362C	Organization and Technology of Information Systems	3 credit hours
MAN 4301	Human Resources Management	3 credit hours
MAN 3151	Relationship Management	3 credit hours
ENC 3213	Writing for Managers	3 credit hours
CDM 300	Introduction to Crisis and Disaster Management	3 credit hours
PSY 305	Crisis and Disaster Psychology	3 credit hours
CDM 340	Community Disaster Mitigation and Recovery	3 credit hours
CDM 305	Emergency Preparedness and Response	3 credit hours
CDM 310	Emergency Management and Public Policy	3 credit hours
CDM 325	Hazardous Analysis and Risk Assessment	3 credit hours
CDM 420	Emergency Operations Center (EOC) Operations and Design	3 credit hours
CDM 440	Crisis and Disaster Management and Public Outreach	3 credit hours
CDM 480	Terrorism and Homeland Security	3 credit hours
SYG 405	Disaster and Society	3 credit hours
CDM 426	Disaster Health Management	3 credit hours
CDM 375	Basic Emergency Planning	3 credit hours
GEB 476	Business Continuity Planning and Management	3 credit hours
CDM 499	Crisis and Disaster Management Capstone Course	3 credit hours

TOTAL CREDITS REQUIRED AS DESCRIBED ABOVE

123 CREDITS



Bachelor of Science Degree with a Major in Business Administration

The curriculum is designed to allow the student to acquire a Bachelor of Science Degree in Business Administration as well as prepare him/her for an entry-level career in business. This program provides the theoretical foundation for the student to successfully accomplish business objectives by the effective management of resources: capital, human, physical, and intellectual. The program focuses on information as a resource and a manager's role in collecting, analyzing, and presenting that information in the decision making process. Students are prepared to work in a variety of industries such as business, healthcare, hospitality, telecommunications, finance, government, education, or the not-for-profit sector.

Bachelor of Science Degree with a Major in Business Administration Description:

The Bachelor of Science Degree with a major in Business Administration provides instruction in business administration skills. Students in this program will use a computer and software applications necessary in a business environment. This program of study will prepare graduates for managerial employment positions such as managers, assistant managers, supervisors, and other related administrative positions in the business environment.

Program Objectives:

The Bachelor of Science Degree with a major in Business Administration seeks to provide students with a well-rounded view of the purpose, operation, and management of business entities combined with a solid general education. Graduates will be knowledgeable in management principles and able to use quantitative methods to solve management problems while combining these skills to develop a marketing plan.

Program Outline:

To receive a Bachelor of Science Degree with a major in Business Administration, students must complete 123 credit hours as described below. The length of the course is approximately 41 months (this will vary if a student transfers in credits).

Bachelor of Science Degree Business Administration Courses

GENERAL EDUCATION COURSES (30 CREDIT HOURS)

ENGLISH (6 CREDIT HOURS)

ENC 1101	English Composition I	3 credit hours
ENC 2102	English Composition II	3 credit hours

COMPUTER (3 CREDIT HOURS)

CGS 1060C	Introduction to Computer Applications	3 credit hours
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COMMUNICATIONS (3 CREDIT HOURS)

SPC 1017	Speech	3 credit hours
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HUMANITIES/FINE ARTS (3 CREDIT HOURS)

AML 1000	American Literature	3 credit hours
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MATH (6 CREDIT HOURS)

MAC 1105	College Algebra	3 credit hours
MGF 2106	College Math	3 credit hours
(or Math courses equivalent or higher)		

SOCIAL SCIENCE (3 CREDIT HOURS)

POS 1041	Political Science	3 credit hours
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NATURAL SCIENCE (3 CREDIT HOURS)

BSC 1005	General Biology	3 credit hours
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BEHAVIORAL SCIENCE (3 CREDIT HOURS)

PSY 1012	Introduction to Psychology	3 credit hours
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“As a full time mom, soldier, and military spouse, school wasn’t impossible, but it was difficult. Everglades gave me the flexibility to remain committed to my life’s responsibilities and attain a solid education at the same time!”

–Kelly Marie Hunte
2008 Graduate, Boca Raton Campus

LOWER DIVISION REQUIRED COURSES (33 CREDIT HOURS)

ACG 2001	Accounting Principles I	3 credit hours
ACG 2011	Accounting Principles II	3 credit hours
ACG 2450	Accounting Information Systems	3 credit hours
MAR 1011	Introduction to Marketing	3 credit hours
ECO 2013	Macroeconomics	3 credit hours
GEB 1011	Principles of Business	3 credit hours
MAN 1021	Principles of Management	3 credit hours
STA 2014	Statistics	3 credit hours
MAN 2345	Principles of Supervision	3 credit hours
ECO 1023	Microeconomics	3 credit hours
MAN 2163	Customer Relationship Management	3 credit hours

UPPER DIVISION REQUIRED COURSES (60 CREDIT HOURS)

MAN 3025	Introduction to Management and Organizational Behavior	3 credit hours
ENC 3213	Writing for Managers	3 credit hours
MAN 4301	Human Resources Management	3 credit hours
MAN 4602	International Business	3 credit hours
CGS 3302C	Management Information Systems	3 credit hours
CGS 3362C	Organization and Technology of Information Systems	3 credit hours
GEB 3934	Critical Thinking in Business	3 credit hours
MAR 3023	Marketing Management	3 credit hours
STA 3060	Research and Statistical Analysis	3 credit hours
MAN 3504	Operations Management	3 credit hours
QMB 3600	Quantitative Methods in Administration	3 credit hours
ACG 3301	Managerial Accounting and Financial Analysis	3 credit hours
MAR 4613	Marketing Strategy	3 credit hours
MAN 4507	Operations Management Applications	3 credit hours
MAN 4045	Effective Team Management	3 credit hours
FIN 3400	Principles of Financial Management	3 credit hours
MAN 4633	Global Strategy and Policy	3 credit hours
MAN 4583	Project Management	3 credit hours
MAN 3151	Relationship Management	3 credit hours
GEB 4999	Business Capstone Course	3 credit hours

TOTAL CREDITS REQUIRED AS DESCRIBED ABOVE 123 CREDITS

Bachelor of Science Degree with a Major in Applied Management

The curriculum is designed to allow the student to acquire a Bachelor of Science Degree in Applied Management as well as prepare him/her for an entry-level career in management. This program provides the foundation for the student to successfully study and apply management techniques. The program focuses on operational management, financial management, human resource management, and critical thinking. These resources are utilized and analyzed to assist the student in making decisions to effectively manage in a variety of industries. Students are prepared to manage in such industries as business, healthcare, hospitality, telecommunications, finance, government, education, or the not-for-profit sector.

Bachelor of Science Degree with a Major in Applied Management Description:

The Bachelor of Science Degree with a major in Applied Management provides instruction in management skills. Students in this program will use a computer and software applications necessary in a business environment. This program of study will prepare graduates for managerial employment positions such as managers, assistant managers, supervisors, and other related administrative assignments in the business environment.

Program Objectives:

The Bachelor of Science Degree with a major in Applied Management seeks to provide students with a well-rounded view of the purpose, operation, and management of business entities combined with a solid general education. Graduates will be able to understand organizational behavior, to use quantitative methods to solve problems, and will be able to develop a strategy to increase sales.

Program Outline:

To receive a Bachelor of Science Degree with a major in Applied Management, students must complete 123 credit hours as described below. The length of this program is approximately 41 months (this will vary if a student transfers in credits).

Bachelor of Science Degree Applied Management Courses

GENERAL EDUCATION COURSES (30 CREDIT HOURS)

ENGLISH (6 CREDIT HOURS)

ENC 1101	English Composition I	3 credit hours
ENC 2102	English Composition II	3 credit hours

COMPUTER (3 CREDIT HOURS)

CGS 1060C	Introduction to Computer Applications	3 credit hours
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COMMUNICATIONS (3 CREDIT HOURS)

SPC 1017	Speech	3 credit hours
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HUMANITIES/FINE ARTS (3 CREDIT HOURS)

AML 1000	American Literature	3 credit hours
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MATH (6 CREDIT HOURS)

MAC 1105	College Algebra	3 credit hours
MGF 2106	College Math	3 credit hours
(or Math courses equivalent or higher)		

SOCIAL SCIENCE (3 CREDIT HOURS)

POS 1041	Political Science	3 credit hours
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NATURAL SCIENCE (3 CREDIT HOURS)

BSC 1005	General Biology	3 credit hours
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BEHAVIORAL SCIENCE (3 CREDIT HOURS)

PSY 1012	Introduction to Psychology	3 credit hours
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LOWER DIVISION REQUIRED COURSES (33 CREDIT HOURS)

ACG 2001	Accounting Principles I	3 credit hours
ACG 2011	Accounting Principles II	3 credit hours
ECO 2013	Macroeconomics	3 credit hours
STA 2014	Statistics	3 credit hours
INTERDISCIPLINARY STUDIES*		
IDS 1021	Interdisciplinary Study 1	3 credit hours
IDS 1022	Interdisciplinary Study 2	3 credit hours
IDS 1023	Interdisciplinary Study 3	3 credit hours
IDS 1024	Interdisciplinary Study 4	3 credit hours
IDS 1025	Interdisciplinary Study 5	3 credit hours
IDS 1026	Interdisciplinary Study 6	3 credit hours
IDS 1027	Interdisciplinary Study 7	3 credit hours
(OR)		
MAN 2345	Principles of Supervision	3 credit hours
ECO 1023	Microeconomics	3 credit hours
MAN 2163	Customer Relationship Management	3 credit hours
MAR 1011	Introduction to Marketing	3 credit hours
ACG 2450	Accounting Information Systems	3 credit hours
MAN 1021	Principles of Management	3 credit hours
GEB 1011	Principles of Business	3 credit hours

** The IDS courses allow credit for appropriate prior learning. Business Administration, Marketing, Management, Accounting, Economics, Finance, Management Information Systems, International Business, Human Resource Management, Health Services Administration, and Statistics are commonly accepted disciplines for transfer credit into this degree major. Additional courses may be evaluated and accepted at the discretion of the Dean of Academic Affairs or Department Chair.*

UPPER DIVISION REQUIRED COURSES (60 CREDIT HOURS)

MAN 3025	Introduction to Management and Organizational Behavior	3 credit hours
ENC 3213	Writing for Managers	3 credit hours
MAN 4301	Human Resources Management	3 credit hours
MAN 4602	International Business	3 credit hours
CGS 3302C	Management Information Systems	3 credit hours
CGS 3362C	Organization and Technology of Information Systems	3 credit hours
MAN 3151	Relationship Management	3 credit hours
GEB 3934	Critical Thinking in Business	3 credit hours
MAR 3023	Marketing Management	3 credit hours
STA 3060	Research and Statistical Analysis	3 credit hours
MAN 3504	Operations Management	3 credit hours
MAR 4613	Marketing Strategy	3 credit hours
MAN 4507	Operations Management Applications	3 credit hours
QMB 3600	Quantitative Methods in Administration	3 credit hours
ACG 3301	Managerial Accounting and Financial Analysis	3 credit hours
PHI 3601	Ethics	3 credit hours
FIN 3400	Principles of Financial Management	3 credit hours
MAN 4633	Global Strategy and Policy	3 credit hours
MAN 4583	Project Management	3 credit hours
GEB 4999	Business Capstone Course	3 credit hours

TOTAL CREDITS REQUIRED AS DESCRIBED ABOVE 123 CREDITS

Bachelor of Science Degree with a Major in Construction Management

The curriculum is designed to allow the student to acquire a Bachelor of Science Degree with a major in Construction Management, as well as to prepare him/her for an entry-level career in Construction Management. This construction management degree focuses on the management skills and business knowledge required for the continually changing environment of the construction industry.

Bachelor of Science Degree with a Major in Construction Management Description:

The Bachelor of Science Degree with a major in Construction Management provides instruction in management skills and construction industry specific technical and occupational subjects, such as construction planning, design, and safety. This degree program prepares graduates for a productive career in the construction industry as a manager, project manager, or property manager. Emphasis is placed on communication skills, global awareness, management skills, organizational behavior, critical thinking, codes and standards, and regulations and requirements.

Program Objectives:

The Bachelor of Science Degree with a major in Construction Management provides students with a broad-based knowledge of the construction industry combined with a solid general education and extensive training in business and management applications. Graduates of this program will be prepared for productive management careers in the construction business with knowledge in construction ethics, estimating, and contracts.

Program Outline:

To receive a Bachelor of Science Degree with a major in Construction Management, students must complete 123 credit hours as described below. The length of this program is approximately 41 months (this will vary if a student transfers in credits).

Bachelor of Science Degree Construction Management Courses

GENERAL EDUCATION COURSES (30 CREDIT HOURS)

ENGLISH (6 CREDIT HOURS)

ENC 1101	English Composition I	3 credit hours
ENC 2102	English Composition II	3 credit hours

COMPUTER (3 CREDIT HOURS)

CGS 1060C	Introduction to Computer Applications	3 credit hours
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COMMUNICATIONS (3 CREDIT HOURS)

SPC 1017	Speech	3 credit hours
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HUMANITIES/FINE ARTS (3 CREDIT HOURS)

AML 1000	American Literature	3 credit hours
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MATH (6 CREDIT HOURS)

MAC 1105	College Algebra	3 credit hours
MGF 2106	College Math	3 credit hours
(or Math courses equivalent or higher)		

SOCIAL SCIENCE (3 CREDIT HOURS)

POS 1041	Political Science	3 credit hours
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NATURAL SCIENCE (3 CREDIT HOURS)

BSC 1005	General Biology	3 credit hours
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BEHAVIORAL SCIENCE (3 CREDIT HOURS)

PSY 1012	Introduction to Psychology	3 credit hours
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LOWER DIVISION REQUIRED COURSES (33 CREDIT HOURS)

BCN 1251C	Building Construction Drawing	3 credit hours
BCT 1770	Construction Estimating	3 credit hours
BCT 1767	OSHA Standards	3 credit hours
BCT 1706	Construction Documents	3 credit hours

INTERDISCIPLINARY STUDIES*

IDS 1021	Interdisciplinary Study 1	3 credit hours
IDS 1022	Interdisciplinary Study 2	3 credit hours
IDS 1023	Interdisciplinary Study 3	3 credit hours
IDS 1024	Interdisciplinary Study 4	3 credit hours
IDS 1025	Interdisciplinary Study 5	3 credit hours
IDS 1026	Interdisciplinary Study 6	3 credit hours
IDS 1027	Interdisciplinary Study 7	3 credit hours
(OR)		
ECO 2013	Macroeconomics	3 credit hours
BCN 2560	Mechanical/Electrical Systems	3 credit hours
BCT 2040	MEP Plans and Specifications	3 credit hours
BCN 1272	Building Construction Plans	3 credit hours
BCN 2798	Managing a Construction Business	3 credit hours
BCN 2793	Project Management for Construction	3 credit hours
FIN 2001	Financial Management	3 credit hours

** The IDS courses allow credit for appropriate prior learning. Construction, Business Administration, Management, Accounting, Macroeconomics, Finance, Management Information Systems, International Business, and Human Resource Management are commonly accepted disciplines for transfer credit into this degree major. Additional courses may be evaluated and accepted at the discretion of the Dean of Academic Affairs or Department Chair.*

UPPER DIVISION REQUIRED COURSES (60 CREDIT HOURS)

BCN 3762	Codes and Standards	3 credit hours
BCN 3223	Foundations and Equipment	3 credit hours
BCN 3423	Formwork and Timber Design	3 credit hours
BCN 3500	Mechanical Systems: Plumbing and Piping	3 credit hours
BCN 3521	Electrical Systems	3 credit hours
BCN 3027	Construction Ethics	3 credit hours
BCN 3461	Concrete Masonry Design in Construction	3 credit hours
BCN 3708	Construction Contracts	3 credit hours
BCN 4612	Construction Cost Estimating	3 credit hours
BCN 4703C	Managing a Construction Project	3 credit hours
BCN 3224C	Construction Techniques of Superstructures	3 credit hours
BCN 3764	Building Codes and Quality Control	3 credit hours
BCN 3753	Financial Control of Construction Organizations	3 credit hours
BCN 4510	Mechanical Systems: Heating and Cooling	3 credit hours
BCN 4720	Construction Scheduling	3 credit hours
BCN 4284C	Construction Layout Planning	3 credit hours
BCN 4730	Construction Safety	3 credit hours
BCN 4714	Operations Management in Construction	3 credit hours
BCN 4740	Construction Law	3 credit hours
BCN 4709C	Construction Management Capstone Course	3 credit hours

TOTAL CREDITS REQUIRED AS DESCRIBED ABOVE

123 CREDITS



COURSE DESCRIPTIONS

ACG 2001 Accounting Principles I 3 credit hours

This course defines objectives of accounting and their relationship to business. It includes theories of debits and credits, classification of accounts, journalizing, preparation of financial statements, and the use of the trial balance.

ACG 2011 Accounting Principles II 3 credit hours

This course presents the accounting principles and concepts applicable for purchases, sales, inventory, prepaid expenses, plant assets, and accounting for sole proprietorships, partnerships, and corporations. Accrual method accounting procedures are discussed with end-of-year procedures and the financial statements.

(Prerequisite: ACG 2001)

ACG 2450 Accounting Information Systems 3 credit hours

This course presents the accounting principles and concepts applicable for purchases, sales, inventory, prepaid expenses and accounting for sole proprietorships. Accrual method accounting procedures are discussed with end of year procedures and the financial statements. Peachtree and Excel accounting software are integrated to prepare fixed asset schedules, and to set up entire companies. All common transactions are entered through use of the computer. (Prerequisite: ACG 2011)

**ACG 3301 Managerial Accounting and
Financial Analysis 3 credit hours**

Covers the basic principles of accounting and financial management as related to managerial decision making. Financial statement and annual report analysis, cash budgeting, capital management, long-term financing and financial forecasting are some of the topics covered. (Prerequisite: ACG 2011)

ACG 5075 Accounting for Decision Makers 3 credit hours

A study in decision-making, planning, controlling and organizational operations through account management and information. Through in-depth analysis of case studies, current literature and projects, students will explore accounting-based decision making processes from management perspectives.

AMH 1010 American History Pre 1876 3 credit hours

This course examines American history from 1492 to 1876 by focusing on political, economic and diplomatic events.

AMH 1020 American History Post 1876 3 credit hours

This course examines American history since 1876 by focusing on political, economic and diplomatic events.

AML 1000 American Literature 3 credit hours

This course explores selected major works of American literature. Encompassing a wide range of time, the course includes works by Dickinson, Frost, Morrison and Pynchon. Historical background and social forces that shape literature are emphasized, and literary genres and elements are explored.

ASC 1010 History of Aviation 3 credit hours

A survey of aviation from its beginnings, from myths to balloon flights, gliders to powered flight, through the jet age, and into the space age. Students will be introduced to the effects of wars on the development of civil and military aircraft and will learn about significant achievements and contributors to the advancement of aviation with emphasis on the development of aviation in the United States.

ASC 1100 Introduction to Aeronautics 3 credit hours

An introduction to aviation designed to provide students with a basic understanding of flight theory, aircraft components, navigation concepts, communication procedures, airports, airspace, and air traffic in the United States. Students will also be introduced to the missions of the FAA, NTSB, and NASA.

ASC 2310 Federal Aviation Regulations 3 credit hours

A course designed to familiarize students with the federal regulatory processes that govern aviation activities in the United States. Students will learn to access regulations pertaining to pilots, aircraft operations and maintenance, air carriers, and airport operations.

ASC 2320 Aviation Law and Regulations 3 credit hours

Insight pertinent to federal governing bodies and current local, federal, and international laws forming the present structure of aviation law.

- ASC 3211 Meteorology 3 credit hours**
 A study of the concepts of meteorology, temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, fog, and an analysis and use of weather data. Includes interpretation of the U.S. Weather Bureau maps, reports and forecasts. (Prerequisite: ASC 1100)
- ASC 3471 Physiology of Flight 3 credit hours**
 An in-depth study of aeromedical factors significant to flight crews and passengers. Students learn the causes, symptoms, prevention and emergency treatment of potential physical ailments of an airborne environment. (Prerequisite: ASC 1100)
- ASC 3551 Aerodynamics 3 credit hours**
 A study of the aerodynamic principles of flight, stability, control, and performance. Students will study airfoil design, and the characteristics of subsonic, transonic, and supersonic flight. (Prerequisites: ASC 1100 and MGF 2106 or MAC 1105)
- ASC 3611 Aircraft Engines 3 credit hours**
 This course covers aircraft engine types and theory, materials, construction and structure, electrical, fuel, pressurization, anti-icing, heating, performance diagnosis, and power sources. Reciprocating and turbine engine characteristics are reviewed. (Prerequisite: ASC 1100)
- ASC 3612 Aircraft Systems 3 credit hours**
 A detailed study of aircraft systems, their various sources of power, and the functional application of mechanisms operated by these systems. Topics include environmental, ignition, lubrication, hydraulic, calculations, and theory of operations. (Prerequisite: ASC 1100)
- ASC 3871 Aviation Safety 3 credit hours**
 The course includes examinations of case studies of excerpts from NTSB reports from aircraft accidents resulting from a variety of causes including pilot/crew errors, runway incursions, weather, midair collisions, maintenance errors, and mechanical failures. (Prerequisites: ASC 1100 and ASC 2310 or ASC 2320)
- ASC 4050 Introduction to Space 3 credit hours**
 This course introduces students to space. Students develop an understanding of astronautics, space exploration, various space programs and the space environment. They study the basics of orbits, launch and orbiting vehicles and orbit predictions. (Prerequisites: ASC 1010 and ASC 3611)
- ASC 4460 Crew Resource Management 3 credit hours**
 Develops knowledge of interpersonal relationships, skills and organizational behavior of professional flight and ground crews. Situational awareness and psycho-motor skills as they relate to safe flight operations will be studied. Includes role playing and group discussions. (Prerequisite: ASC 1100)
- ASC 6335 Aerospace Communication Systems 3 credit hours**
 A detailed examination of past, current and future developments and trends in airspace control. The course examines the latest plans for improvements to the national airspace control systems and includes an in-depth study of the evolution of current national policies, plans and objectives.
- ASC 6390 The Airway Transportation System 3 credit hours**
 A study of air transportation as part of a global transportation system. The course reviews the evolution of national and global airway systems. Effects of airline deregulation, energy crisis, governmental restraints, and trends in the aviation industry are examined.
- ASC 6475 Aviation Human Factors and Psychology 3 credit hours**
 A complex study of human factors in aviation that draws on human psychology, basic learning and behavioral theories, flight safety, and crew training. The course studies human behavior as it relates to human psychology acclimatization to aviation and flight environments.
- ASC 6520 Aerospace Technology Development 3 credit hours**
 A synopsis of technological advances for the aerospace industry. Included in the course is an in-depth review at the processes involved with the development of aircraft and spacecraft. Students will be introduced to futuristic concepts for the civil and military air and space vehicles.

ASC 6660 Aerospace Simulation Systems 3 credit hours

A study of aerospace simulation systems that includes historical and current developments. The course focuses on the use of flight and other aviation simulator applications throughout the aerospace industry. Applications of simulation in civil, military, private and general aviation are examined.

ASC 6915 Research Methods in Aviation 3 credit hours

An in-depth study of current research methods including problem identification, hypothesis formulation, design and use of data gathering tools, and data analysis. Students will develop, and submit for approval, a formal proposal for the Graduate Thesis.

**ASC 6931 Contemporary Issues and Trends
In Aviation 3 credit hours**

Students will analyze and discuss current topics and issues relevant to various aspects of the aerospace industry.

ASC 6955 Aviation Graduation Capstone Course 3 credit hours

In this final course, students will demonstrate the knowledge, skills, and competencies acquired throughout the graduate program by completing a capstone project, using available resources and a practical approach based on sound methodologies.

ASC 6970 Aviation Graduate Thesis 6 credit hours

Under the supervision of a thesis committee comprised of faculty members, the student writes, submits, and defends the Graduate Thesis, which takes the form of a conceptual basis combined with empirical research. The student demonstrates the ability to conduct research using available resources and develops a practical approach to research based on a sound methodology.

ATT 2820 Air Traffic Control 3 credit hours

This course introduces students to the national air traffic control system including ARTCC's, TRACON's, and control towers. Students will learn the basics of ATC communications, radar approach procedures, and nonradar operations. (Prerequisite: ASC 1100)

AVM 2120 Air Cargo 3 credit hours

This course explores the basic principles of several modes of transportation; air, sea, rail, highway and pipeline. The importance of each mode along with their benefits and limitations will be studied. The competition between the different modes, the future of the modes, and their interaction with each other will be explored.

**AVM 2301 General Aviation Marketing
Management 3 credit hours**

Students are introduced to basic marketing concepts and procedures involved in the sale of aircraft and components to private, business, and government sectors. Emphasis is placed on transportation needs assessment and management of general aviation aircraft. Students study the varied uses of aircraft and are introduced to the role of the fixed base operator.

AVM 2410 Airport Management 3 credit hours

Students are introduced to the major functions of airports and the principles of airport management. Students learn about the history of airports in the United States and are introduced to the basics of airport planning and land use, airport capacity, airport operations, and airport administration. (Prerequisite: ASC 1100)

**AVM 3110 Fixed Base Operations and Flight
School Management 3 credit hours**

A study of the factors involved with running an FBO and FAA approved Part 141 Flight School. Students study aircraft evaluation and selection, training programs, in-house vs. outsourced maintenance programs, scheduling procedures, budgeting and Certified/Chief Flight Instructor qualifications. (Prerequisite: ASC 2310 or ASC 2320)

**AVM 3240 Aviation Insurance and
Risk Management 3 credit hours**

A study of insurance and risk management as they apply to the aviation industry. Students review the aviation industry as it applies to various aviation markets. (Prerequisite: ASC 2310 or ASC 2320)

AVM 3516 Airline Management 3 credit hours

An insight relative to the business policies and the functions of management in airline operations. The course involves various internal managerial facets and the impact of external regulatory and economic implications. A comprehensive review of the commercial, corporate, and private aviation environment is made. (Prerequisite: ASC 2310 or ASC 2320)

AVM 4451 Airport Planning 3 credit hours

Covers principles of airport layout and design. Topics include geometric design, airport drainage, runway/ramp design, parking garages, passenger/cargo terminal layout, and highway accessibility. Examines government regulations and funding at all levels, airport capacity/future growth and community relations/interaction. (Prerequisite: ASC 2310 or ASC 2320)

AVM 4470 Aviation Maintenance Management 3 credit hours

A study of the structure and management of aircraft maintenance programs. Students will analyze the quality control and production control procedures and management for both general aviation and air carrier maintenance operations. (Prerequisite: ASC 2310 or ASC 2320)

AVM 4530 Corporate Aviation Operations 3 credit hours

A study of the many factors involved with running a corporate aviation department. Students will study corporate aircraft evaluation and selection, flight operations, maintenance programs, scheduling procedures, budgeting, and crew training options. (Prerequisite: ASC 2310 or ASC 2320)

AVM 4630 Aviation Labor Relations 3 credit hours

A comprehensive analysis of labor and management relationships in the aviation industry. Includes historical development of the airlines, unions, collective bargaining, labor contracts, government regulations/intervention, grievance procedures, and conflict resolution. Also examines current contemporary issues and problems facing the industry. (Prerequisite: ASC 2310 or ASC 2320)

AVM 4675 Aviation Safety Programs 3 credit hours

A study of aviation safety program development and principles. Emphasis is placed on accident prevention within aviation organizations. Students study existing safety programs and learn the functions and importance safety managers in aviation organizations. (Prerequisite: ASC 2310 or ASC 2320)

AVM 4914 Aviation Capstone Course 3 credit hours

Through completion of a capstone project and presentation relevant to current and future issues in the aerospace/aviation industry students will demonstrate knowledge learned throughout their aviation degree program and apply this information to the real world. Students also complete a capstone examination that covers topics and learning objectives from previous aviation courses. (Prerequisite: Completion of all major courses.)

AVM 6130 Aviation Logistics Management 3 credit hours

A study of the organization, inventory, warehousing, distribution and quality control principles of aviation logistics. Transportation methods, just-in-time inventories, life cycle cost analysis, computerized problem solving and logistical economics are studied.

AVM 6412 Airfield Operations and Management 3 credit hours

A study of day-to-day operations and management of public use airports. Topics include management of airport facilities including terminal, ramp, taxiway and runway operations, pertinent Federal Aviation Regulations and Advisory Circulars, environmental impacts of airports, public relations, economics and financing.

AVM 6445 Security for the Aviation Industry 3 credit hours

A study of the history, evolution, current state and future of airport and airline security. Plans and strategies for the future of aviation security are analyzed and discussed. Students are introduced to the government agencies and laws controlling airport and airline passenger security.

AVM 6517 Airline Operations and Management 3 credit hours

A study of airline operations, management and regulation of domestic and international air carriers. Topics include airline structure, strategic planning and organization, scheduling, finance and revenues, labor relations and maintenance.

AVM 6670 Aviation Safety Program Management 3 credit hours

A study of the concepts and principles used in the development and management of an effective aviation program. Course emphasis is placed on management and supervisory perspectives of educating and training of safety for aviation personnel.

AVS 3472 Aviation Human Factors 3 credit hours

An in-depth analysis of how humans interact physiologically and psychologically within the aviation environment. The course includes study of ergonomics as it applies to all aspects of the aviation field. (Prerequisite: ASC 1100)

BCN 1251C Building Construction Drawing 3 credit hours

Presentation of construction drawing which includes basic drafting techniques. A strong emphasis is placed on the use of applicable software for preparing construction drawings.

BCN 1272 Building Construction Plans 3 credit hours

This course provides an overview of construction plans and specifications. The student learns to read and interpret working drawings with an emphasis on site, architectural and structural details. An introduction to mechanical and electrical plans is given.

BCN 2560 Mechanical/Electrical Systems 3 credit hours

Covers the mechanical/ electrical equipment commonly required in high-rise residential and commercial buildings. Presents the fundamentals of Heating, Ventilation and Air Conditioning; electrical systems; communication systems; safety systems.

BCN 2793 Project Management for Construction 3 credit hours

The fundamentals of project management specific to the construction industry will be covered with a strong utilization of leading software. Project organization, planning, scheduling, monitoring and controlling will be comprehensively presented. (Prerequisites: It is recommended that this course be taken after 12 credits have been completed.)

BCN 2798 Managing a Construction Business 3 credit hours

This course introduces the entrepreneurial aspects of starting and building a construction business. Company organization and structure, licensing, finance, accounting, policies and procedures, business development and operations are topical areas covered.

BCN 3027 Construction Ethics 3 credit hours

Covers professional ethics and responsibilities as related to the stakeholders in the construction industry processes. This includes considerations of personnel safety, training, and conduct, as well as the relationships among the various organizations, public and private, involved in the construction process.

BCN 3223 Foundations and Equipment 3 credit hours

A study of the construction processes used for foundations, including soil analysis, types of foundations and materials and equipment utilized in all phases. (Prerequisite: BCN 1251C)

**BCN 3224C Construction Techniques of
Superstructures 3 credit hours**

This course presents a comprehensive study in the vertical construction process including wooden frame, cast-in-place and pre-cast concrete, and steel erection methods. Interior and exterior finishes, as well as roof structures are included. (Prerequisite: BCN 1251C)

BCN 3423 Formwork and Timber Design 3 credit hours

This course is designed to familiarize students with material properties, design procedures and code requirements for formwork and timber. (Prerequisite: BCN 1251C)

**BCN 3461 Concrete Masonry Design in
Construction 3 credit hours**

The course covers the materials, designs and construction methods used in concrete and masonry. (Prerequisite: BCN 1251C)



BCN 3500 Mechanical Systems: Plumbing and Piping 3 credit hours

A study of the principles of hydraulics as applied to piping and plumbing systems in residential and commercial buildings. Consideration is given to the materials of construction and the pumping equipment used, as well as applicable code requirements.

BCN 3521 Electrical Systems 3 credit hours

A study of the principles and layout of electrical systems in commercial building construction. A consideration is given to the materials of construction and the applicable code requirements.

BCN 3550 Energy and the Environment 3 credit hours

This course will focus primarily on policies, regulations, and management systems associated with alternative energy sources. In addition, the course will explore the issue of how to best ensure an adequate and sustainable energy supply while protecting the environment.

BCN 3551 Alternative Energy Equipment 3 credit hours

This course will address the various types of equipment used for alternative energy in the global environment including the costs, availability, and limitations associated with each alternative. The primary focus will be on management's responsibility to evaluate each of the alternatives to determine the best alternative energy equipment for a project.

BCN 3552 Alternative Energy- Residential 3 credit hours

This course will focus on the various types of alternative energy used specifically in residential construction and the role of management to evaluate each of the alternatives to determine and communicate the best alternative energy system for a residential project.

BCN 3553 Alternative Energy- Commercial 3 credit hours

This course will focus on the various types of alternative energy used specifically in commercial construction and the role of management to evaluate each of the alternatives to determine and communicate the best alternative energy system for a commercial project. (Prerequisite: BCN 3552)

BCN 3555 Energy Storage and the Hydrogen Economy 3 credit hours

This course will focus on current energy storage technology and its future applications in the construction industry. Evaluation criteria discussed will include such items as efficiency measures, capacity, and cost. In addition, this course will examine hydrogen as a renewable energy source and the barriers to a hydrogen economy including safety issues.

BCN 3556 Energy Policy 3 credit hours

This course will review the principles of various types of fuel cell technologies that may be used in the construction industry including fuel cell performance, cost, stability and future applications. In addition, hydrogen utilization will also be explored as a sustainable energy source..

BCN 3571 Solar Energy and Photovoltaics 3 credit hours

This course will look at the history, regulations, codes and developing technology of solar energy and photovoltaics including environmental concerns, efficiency, and cost as it relates to the impact on the construction industry.

BCN 3572 Nuclear Energy 3 credit hours

This course will look at the history, regulations, and developing technology of nuclear energy including efficiency, cost, and safety concerns as it relates to the impact on the construction industry.

BCN 3708 Construction Contracts 3 credit hours

A comprehensive study of the contracting practices and instruments used in the construction industry. Liability and risk factors are included.

BCN 3731 Alternative Energy Safety 3 credit hours

This course will address various safety regulations and concerns associated with different types of alternative energy methods. In addition, the course will focus on management's role and responsibilities in ensuring proper safety standard compliance. (Prerequisite: BCN 3550)

BCN 3753 Financial Control of Construction Organizations 3 credit hours

Standard financial practices for construction operations: direct costs; overhead costs; burden; capital investments; cash flow management; taxes; profit and loss analysis; work-in-progress.

BCN 3762 Codes and Standards 3 credit hours

A study of building codes required by local, county and state departments and OSHA regulations as related to the construction industry. Construction safety awareness, procedures and practices are covered.

BCN 3764 Building Codes and Quality Control 3 credit hours

A study of building codes required by local, county and state departments and how construction quality control is related.

BCN 4284C Construction Layout Planning 3 credit hours

This course focuses the students on the planning process for building layout. Covers the methods used for controlling lines, grades, elevations and levels of multistory buildings. (Prerequisite: BCN 1251C)

BCN 4510 Mechanical Systems: Heating and Cooling 3 credit hours

An advanced study of the principles and practices of air conditioning systems for commercial and industrial buildings with a focus on preventive maintenance and service. Large scale costs are covered, as well as applicable code considerations.

BCN 4557 Managing an Alternative Energy Project 3 credit hours

This course will focus on current energy storage technology and its future applications in the construction industry. Evaluation criteria discussed will include such items as efficiency measures, capacity, and cost. In addition, this course will examine hydrogen as a renewable energy source and the barriers to a hydrogen economy including safety issues. (Prerequisite: BCN 4612)

BCN 4573 Wind Energy 3 credit hours

This course will look at the history, regulations and developing technology of wind energy including environmental concerns, efficiency, and cost as it relates to the impact on the construction industry.

BCN 4574 Propane and Natural Gas 3 credit hours

This course will look at the regulations, codes and developing technology of using natural gas and propane as alternative energy sources including environmental concerns, efficiency, and cost as it relates to the impact on the construction industry.

BCN 4575 Hydroelectric Energy 3 credit hours

This course will look at the history, regulations and developing technology of using hydroelectric energy as an alternative energy source including environmental concerns, efficiency, and cost as it relates to the impact on the construction industry

BCN 4576 Geothermal Energy 3 credit hours

This course will look at the history, regulations and developing technology of using geothermal energy as an alternative energy source including environmental concerns, efficiency, and cost as it relates to the impact on the construction industry.

- BCN 4577 Biomass 3 credit hours**
 Biomass can be understood as regenerative (renewable) organic material that can be used to produce energy. This course will look at the history, regulations, codes and developing technology of biomass including environmental concerns, efficiency, and cost as it relates to the impact on the construction industry. (Prerequisite: BCN 3550)
- BCN 4612 Construction Cost Estimating 3 credit hours**
 An advanced study of cost estimating, bid proposals, schedule of values, percentage of completion and close-out practices typical in the construction industry. Standard practices for work-in-progress as pertaining to the contracted estimate is covered. (Prerequisite: BCT 1770 or ACG 2011)
- BCN 4703C Managing a Construction Project 3 credit hours**
 The student learns the aspects of managing and administrating a construction project by a comprehensive case study exercise. (Prerequisite: BCT 1770)
- BCN 4709C Construction Management 3 credit hours**
Capstone Course
 Capstone course for all construction majors. Students will demonstrate knowledge learned throughout the program and apply these theories to real work issues. (Prerequisite: Completion of all major courses.)
- BCN 4714 Operations Management in 3 credit hours**
Construction
 This course focuses on the operations of a construction business. Operations functions and activities encompass two-thirds of a construction business' endeavors. These include personnel and labor relations, fiscal asset management, equipment, materials and inventory management, and physical assets management.
- BCN 4720 Construction Scheduling 3 credit hours**
 Utilization of advanced computerized scheduling software for planning, scheduling and controlling construction operations and processes.
- BCN 4730 Construction Safety 3 credit hours**
 The impact of safety policy and procedures on cost controls, administration, inspection, prevention and loss control is covered. The impact on workers compensation insurance considerations is also included.
- BCN 4740 Construction Law 3 credit hours**
 A study of construction contracts, mechanics lien law, bonds, labor law and other statutes impacting the legal relationships among parties involved in a construction project. (Prerequisite: BCT 1706)
- BCN 4799 Alternative and Renewable Energy Management 3 credit hours**
Capstone Course
 Capstone course is for all Alternative and Renewable Energy Management major students. Student will demonstrate knowledge learned throughout the program and apply these theories to real world issues (Prerequisite: Completion of all major courses).
- BCT 1706 Construction Documents 3 credit hours**
 The course provides the students with a thorough understanding of the principle documents used in building construction: plans and specifications (Construction Specifications Institute's 16 Divisions); contracts; permits; change orders; the relationship of documentation with each phase of construction.
- BCT 1767 OSHA Standards 3 credit hours**
 The course places an emphasis on OSHA regulations as related to the construction industry. Construction safety awareness, procedures and practices are covered.
- BCT 1770 Construction Estimating 3 credit hours**
 The course develops the students' ability to perform material, labor, subcontract and equipment take-off quantities from construction drawings and specifications. The student is required to perform quantity takeoffs of materials, labor, equipment and subcontractors using a standard set of plans and specifications. Both manual and electronic take-off procedures are covered, beginning with a residential structure. (Prerequisite: BCN 1251C)
- BCT 2040 MEP Plans and Specifications 3 credit hours**
 This course covers the plans and specifications of mechanical, electrical and plumbing systems and develops the students' skills to read and interpret working drawings.

- BSC 1005 General Biology 3 credit hours**
An introduction to elementary cell chemistry, structure, metabolism, and reproduction. Includes the study of energy capture and transfer by cells, DNA, structure, replication and function, the nature of heredity and the genetic basis of speciation, and theories on the origin of life and evolution.
- BSC 105L General Biology Laboratory 1 credit hour**
Consists of practical applications of theories and concepts presented in BSC 1005 (General Biology).
- BSC 1085 Anatomy and Physiology 3 credit hours**
Human anatomy and physiology includes the study of the structure and function of specific systems of the body to include cell structure, tissues, integumentary system, skeletal system, articular system, muscular system and nervous system.
- BSC 185L Anatomy and Physiology Laboratory 1 credit hour**
Consists of practical applications of theories and concepts presented in BSC 1085 (Anatomy and Physiology).
- BSC 2006 Advanced Biology 3 credit hours**
Introduces the principles of classification and briefly surveys the five kingdoms of living organisms, then compares the body plans of plants and animals and their mechanisms for nutrient procurement and processing, gas exchange, transport, osmotic regulation and waste removal, movement, reproduction and development, integration, homeostasis and response to the environment. Patterns of interaction of organisms with each other and with their environment are also investigated. (Prerequisite: BSC 1005)
- BSC 206L Advanced Biology Laboratory 1 credit hour**
Consists of practical applications corresponding to the theories and concepts presented in BSC 2006 (Advanced Biology).
- BSC 2086 Advanced Anatomy and Physiology 3 credit hours**
Human anatomy and physiology includes the study of the structure and function of specific systems of the body to include endocrine, blood, cardiovascular, lymphatic, digestive, respiratory, urinary and reproductive systems. (Prerequisite: BSC 1085)
- BSC 286L Advanced Anatomy and Physiology 1 credit hour**
Laboratory
Consists of practical applications of theories and concepts presented in BSC 2086 (Advanced Anatomy and Physiology).
- BUL 4421 Business Law 3 credit hours**
Covers contracts, agency, sales, and negotiable instruments.
- CDM 300 Introduction to Crisis and Disaster 3 credit hours**
Management
This course is an introduction to the management of natural, technological, and man-caused crises and disasters. The course will also explore hazard mitigation, preparedness, response, and recovery systems in addition to roles and responsibilities of government, non-governmental organizations, business, and industry. (Prerequisites: MAN 1021)
- CDM 305 Emergency Preparedness and Response 3 credit hours**
Reviews FEMA guidelines and information regarding management of resources during emergency operations. Topics include warning systems, emergency operations centers, and incident command systems.
- CDM 310 Emergency Management and 3 credit hours**
Public Policy
This course will explore the creation and execution of public policy in relation to emergency management. It also examines how disasters have shaped political processes at all levels of government, nationally and internationally.
- CDM 325 Hazard Analysis and Risk Assessment 3 credit hours**
This course introduces the process of identifying potential hazards and their disaster dynamics, to include impact on population, infrastructure and the economy. It also includes the disaster management cycle and hazard monitoring systems.

CDM 340 Community Disaster Mitigation and Recovery 3 credit hours

This course presents a theoretical examination and practical application of pre-disaster management and planning. The integration of mitigation, preparedness and recovery activities is critical to protecting communities from major impacts. Students will discuss strategies for effective planning that gains political and public support. (Prerequisite: CDM 300)

CDM 375 Basic Emergency Planning 3 credit hours

This course introduces students to the basic emergency planning concepts for federal, state and local governments and businesses. The course also demonstrates the importance of hazard risk assessments and exercising plans for refinement. (Prerequisite: CDM 300)

CDM 420 Emergency Operations Center (EOC) Operations and Design 3 credit hours

This course discusses the operational philosophies and importance of an emergency operations center. The course will discuss EOC staffing, activation levels, and logistics and will allow students to participate in designing the "Perfect EOC."

CDM 426 Disaster Health Management 3 credit hours

The course explores how to effectively plan and prepare for a localized or national public health emergency. Topics include all-hazards planning, bioterrorism, pandemic influenza, natural disasters, the emergency medical system for medical emergencies, and other health-related disasters. (Prerequisites: CDM 305)

CDM 440 Crisis and Disaster Management and Public Outreach 3 credit hours

Students will analyze and discuss current topics and issues relevant to how emergency managers communicate with the public and other organizations prior to, during and after an incident, event or disaster.

CDM 480 Terrorism and Homeland Security 3 credit hours

An introduction to the field of terrorism and homeland security operations for managers. This course focuses on issues in terrorism, prevention, and critical thinking in security operations. It reviews how new forms of terrorism affect the post-9/11 security environment. The characteristics, availability, and dangers of specific types of WMD, are explained through case studies that associate theory with practice. (Prerequisite: CDM 300)

CDM 499 Crisis and Disaster Management Capstone Course 3 credit hours

Capstone course for all Crisis and Disaster Management majors. Students will demonstrate knowledge learned throughout the program and apply these theories to real world issues. (Prerequisite: Completion of all major courses.)

CGS 1060C Introduction to Computer Applications 3 credit hours

An introduction to the fundamentals of operating personal computer equipment including the basics of word processing, database management, electronic spreadsheets and presentation graphics. Experience with computers and selected software packages are stressed.

CGS 3302C Management Information Systems 3 credit hours

Covers management of information systems resources; information systems in the organization; social implications; use and evaluation of common microcomputer software packages. (Prerequisite: CGS 1060C)

CGS 3362C Organization and Technology of Information Systems 3 credit hours

Prepares students for professional involvement with computer and information systems through an understanding of the organization and management aspects of such systems. Includes management information software; gathering, sorting and distributing information and data; and evaluating software and hardware. (Prerequisite: CGS 1060C)

CGS 6037 Entrepreneurial Innovation and Technology 3 credit hours

This course focuses on achieving a competitive advantage by examining entrepreneurial strategies to nurture innovation and cultivate technology development. Other topics include the role of information and information technology in business. The course also focuses on the importance of technology and innovation in today's competitive environment.

CHM 1020 General Chemistry 3 credit hours

Introduction to chemical principles including atomic structure, chemical bonding, gases, liquids and solids, solutions, reaction rates and equilibrium, acids and bases, and an introduction to organic chemistry.

CHM 120L General Chemistry Laboratory 1 credit hour

Consists of practical applications of theories and concepts presented in CHM 1020 (General Chemistry).

CHM 2021 Advanced Chemistry 3 credit hours

Asurveyofthemolecularstructure,nomenclatureandreactionsofthemajorclassesoforganiccompounds;an introduction to the main categories of biological molecules; and an overview of biochemical processes in living organisms, including digestion, biochemical energetics, molecular genetics and key biosynthetic pathways.(Prerequisite: CHM 1020)

CHM 221L Advanced Chemistry Laboratory 1 credit hour

Consists of practical applications of theories and concepts presented in CHM 2021 (Advanced Chemistry).

CHM 2210 Organic Chemistry I 3 credit hours

Study of the chemistry of carbon compounds. Emphasis is placed upon organic functional groups and their chemical properties, nomenclature, and molecular structure.

CHM 210L Organic Chemistry I Laboratory 1 credit hour

Consists of practical applications of theories and concepts presented in CHM 210 (Organic Chemistry I).

CHM 2211 Organic Chemistry II 3 credit hours

An extension of Organic Chemistry I. Continued study of organic functional groups and their chemical properties and molecular structures. Emphasis is placed upon reaction mechanisms and spectroscopic methods of analysis of organic molecules. (Prerequisite: CHM 2210)

CHM 211L Organic Chemistry II Laboratory 1 credit hour

Consists of practical applications of theories and concepts presented in CHM 211 (Organic Chemistry II).

CIS 5026 Information Technology Applications in Decision Making 3 credit hours

This course serves as an introduction to the fundamental information systems concepts and techniques. The primary focus is to bridge the gap between business needs and information systems solutions through an understanding of management information systems issues, concepts and underlying theory.

CLP 2310 Health Psychology 3 credit hours

The course will review the scientific study of behaviors and cognitive processes related to health states. It addresses the mind/body connection, the influence of social and physical environments on our health, cognitive processing of health information, health belief models, and the link between personality traits and health.

CLP 3183 Stress Reduction and Relaxation 3 credit hours

The definition, causes, and effects of stress are reviewed in this course along with various relaxation techniques used to counter the negative effects stress can have on the human body.

ECO 1023 Microeconomics 3 credit hours

This course stresses microeconomic theories. Topics studied include the theory and application of supply and demand elasticity, the theory of consumer demand, utility, and indifference curve analysis; law of diminishing returns in production ranging from pure competition to pure monopoly; production theory and the theory of income distribution; comparative advantage, trade policies, exchange rates and balance of payments.

ECO 2013 Macroeconomics 3 credit hours

A study of the basic economic concepts emphasizing the various parts that the US plays in the global economy. The foundations of economic theory are presented using topics from television news and the mass media. Fundamental concepts of GDP, National Income Accounting, US fiscal policy, and economic growth are introduced through case studies.

ECP 6702 Economics for Strategic Thinking 3 credit hours

This course analyzes the ways in which economic concepts form the framework for decision-making in organizations. Using economic theory, it examines how managers and entrepreneurs can motivate individuals and teams to make choices that increase the value of the organization.

ENC 0001 Basic English 3 credit hours

Presents basics of grammar, punctuation, spelling, vocabulary, reading comprehension and writing skills, preparing students for English Composition I. Students who feel they are likely to encounter difficulties in ENC 1101 can request to take this college preparatory course as a foundation for the required course. This course is taken as Pass/Fail and is not required for graduation and/or calculated in the student's CUM GPA. Credit is granted for this course but does not count towards graduation requirements.

ENC 1101 English Composition I 3 credit hours

This course is designed to develop students' writing skills to achieve career goals. These skills include writing clear, well-developed paragraphs, essays, and research papers. Teaches the principles of pre-writing, organizing, drafting, revising, and editing paragraphs and essays. Includes basic research and documentation methods.

ENC 2102 English Composition II 3 credit hours

This course teaches the principles of the writing process; emphasizing academic and business report writing. It includes basic research and documentation methods. (Prerequisite: ENC 1101)

ENC 3213 Writing for Managers 3 credit hours

Prepares students to write professionally in support of management objectives for audiences within and outside a corporation or non-profit enterprise. Proofreading skills stressed. (Prerequisite: ENC 2102)

ENL 1000 English Literature 3 credit hours

Explores select British literary texts. Historical background and social forces that shape literature are emphasized. Literary genres and elements are explored.

ENT 6006 Entrepreneurship 3 credit hours

This course presents a study of entrepreneurship theory and an overview of entrepreneurship concepts through the use of case studies and research.

ENT 6417 Accounting for Entrepreneurs 3 credit hours

This course prepares students to use the language of business accounting. Students learn to examine financial statements and accounting data to make entrepreneurial business decisions.

ENT 6707 Global Business Ventures 3 credit hours

This course focuses on global awareness and how institutions, organizations, and culture shape uniqueness in business practices within their local community and extending far beyond. Students are exposed to the functioning of global organizations that shape the global business climate. Global business topics are explored in depth and in context through real-world case studies. Students analyze the success and failure of international business ventures across a wide range of industries, developing their critical thinking skills.

ENT 6900 Entrepreneurship Capstone Course 3 credit hours

This final course emphasizes entrepreneurship practices and research. Students explore the risks and rewards of business ventures through contemporary entrepreneurial theories learned throughout the program. The course culminates in the program-level project designed to incorporate theoretical knowledge into the development of an innovative business plan.

FIN 2001 Financial Management 3 credit hours

The study of corporate finances through organizational structure, practices, and policies. Ratio analysis, leverage, cash budgeting, and capital structure are topics to be covered; NPV, the CAPM, and valuation concepts are also explored. Students will be taught to analyze financial statements.

- FIN 3400 Principles of Financial Management 3 credit hours**
Survey of financial management concepts, including capital budgeting, cost of capital and financial analysis.
- FIN 5409 Managerial Finance 3 credit hours**
A study of theoretical and practical approaches to effective financial management. Students will analyze the principles behind planning and controlling investments. Short and long term investments, budgeting, risk, diversification, asset liability, options and international financing are examined for decision-making purposes.
- GEB 476 Business Continuity Planning and Management 3 credit hours**
Students will analyze business survival planning methodologies for business disruption including natural disasters; hardware and communications failures; internal or external sabotage or acts of terrorism; and the failures of supply chain and sales affiliate organizations. Topics include: risk identification, business impact analysis, and the adoption of alternative recovery methods for critical processes. (Prerequisites: CDM 300)
- GEB 1011 Principles of Business 3 credit hours**
Presents current business issues with a customer-driven orientation. Underlying this approach are a focus on customer diversity and multiculturalism in the workplace, cross-functional cooperation among departments, globalization, and other challenges facing managers in the rapidly evolving environment today and into the next century.
- GEB 3934 Critical Thinking in Business 3 credit hours**
This course focuses on the thinking process and provides students the opportunity to become more clear, insightful and creative thinkers through systematic study and guided practice. Topics include problem solving, perception, beliefs, language and thought, relationships and constructing arguments as related to business.
- GEB 4999 Business Capstone Course 3 credit hours**
Capstone course for all business majors. Students will demonstrate knowledge learned throughout the program and apply these theories to real world issues. (Prerequisite: Completion of all major courses.)
- GEB 5215 Graduate Business Communication Applications 3 credit hours**
An in-depth study of the way people within organizations communicate. The course is intended to improve the student's understanding of the communication processes and organizational methods. Emphasis is placed on the incorporation of new technologies in business communications.
- GEB 5895 Business Policy and Decision Making 3 credit hours**
A broad-based study of managerial decision-making based on the business disciplines studied throughout the MBA program. This course expands on the mastery of business skills and knowledge that students gained from the other core courses. Through in-depth analysis of case studies, current literature and projects, students will explore the long-term business strategies, planning and management tools used in many corporations.
- GEB 5898 Applied Managerial Statistics 3 credit hours**
This course is an advanced look at the mathematical and statistical quantitative analysis techniques used in the decision-making process in business. Students will study current concepts of descriptive research, probability theories, sampling theories, hypothesis formulation and testing, and correlation and regression analyses.
- GEB 5972 Business Graduate Thesis 6 credit hours**
Under the supervision of a thesis committee comprised of faculty members, the student writes, submits, and defends the Graduate Thesis, which takes the form of a conceptual basis combined with empirical research. The student demonstrates the ability to conduct research using available resources and develops a practical approach to research based on a sound methodology.
- GEB 6118 New Venture Creation 3 credit hours**
This course focuses on achieving a competitive advantage by examining entrepreneurial strategies to nurture. This course will explore entrepreneurial concepts and processes that apply to startup enterprises as well as those that are well-established with an innovative focus or entrepreneurial spirit. Topics will include the emerging trend of business organizations utilizing their resources and innovations to enhance society. Students apply these concepts to real-world situations.

GEB 6896 Business Strategy for Competitive Advantage 3 credit hours

This course focuses on the development and implementation of business strategies that enable competitive advantage. Students will understand the current environment in which the organization competes and predict possible environmental changes.

GEB 6936 Graduate Business Capstone Course 3 credit hours

Under the supervision of a thesis committee comprised of faculty members, the student writes, submits, and In this final course, students will demonstrate knowledge, skills, and competencies that have been acquired and learned throughout the MBA program and apply these concepts and methodologies to a variety of real world situations. Various applications, activities, exercises, and case studies facing today's organizations will be utilized in great detail.

HSC 1520 History of Medicine 3 credit hours

This course will review the social, intellectual, and cultural history of medicine from the 18th century to the present. Emphasis is on the result of Western political-economic and institutional structures, cultural values, and the rise and complexities of "scientific medicine." The course will include medical terminology.

HSC 1619 Exercise Science and Sports 3 credit hours

Students will explore historical and developing issues in the science of exercise, sports and fitness. Issues such as youth fitness, youth sports, and geriatric fitness will be covered.

HSC 2173 Women's Health 3 credit hours

This course is designed to help students understand the historical changes in society's attitudes toward women and to gain a deeper understanding of women's health needs. The course focuses on the cause and prevention of diseases and health problems that affect women specifically.

HSC 2180 Alternative Consultative and Diagnostic Procedures 3 credit hours

This course will expose students to the concepts and issues that are central to aspects of the alternative practitioner's routine office visits. The student will learn skills of communication, diagnostic procedures, and how this knowledge correlates to common alignments.

HSC 2617 Introduction to Chiropractic 3 credit hours

An overview of the principles and philosophy of Chiropractic, its application and development, basic sciences, clinical applications, and treatment approaches. (Prerequisite: BSC 1085)

HSC 2732 Health Science Research Methods 3 credit hours

This course explores the implications and limitations of conducting useful research. The course incorporates a systematic approach to medical terminology, enabling the student to use this specialized language in a professional health care environment and in scholarly and professional writing.

HSC 3102 The Meaning of Health 3 credit hours

Covers a combination of current and traditional studies on how both internal and external factors may affect the various systems of the body and negatively impact a person's physical or mental well being.

HSC 3127 Feng Shui 3 credit hours

A study of Feng Shui as a scientific discipline will be evaluated in this course. The ancient tradition of utilizing Feng Shui to position oneself in the natural order of the universe as a tool for creating harmony, good health, and peace of mind is explored.

HSC 3186 Introduction to Homeopathy 3 credit hours

An overview of the principles and philosophy of homeopathy, its application and development, and the history of the conflict between homeopathy and allopathic medicine.

HSC 3187 Traditional Chinese Medicine 3 credit hours

An introduction to the traditional medicine used by the Chinese. This course will explore the philosophy, techniques, and practices used in Chinese medicine.

HSC 3189 Alternative Approaches to Arthritis, Cancer, and Heart Disease 3 credit hours

Course covers the fundamental known causes of three very common disorders of the body and non-allopathic approaches to prevention and treatment. In addition current research studies are discussed.

HSC 3191 Ayurvedic Medicine 3 credit hours

The study of ayurvedic medicine, India's traditional natural system of medicine. This course addresses the science, traditions, principles and treatments of Ayurveda.

HSC 3613 Manual Therapies: Massage, Reflexology, and Acupressure 3 credit hours

An introduction to manual therapies including massage, reflexology, and acupressure. The course provides an overview of each therapy, the principles used in each therapy and the indications and contraindications of each therapy.

HSC 3614 Body Awareness and Physical Movement 3 credit hours

The study of movement as it relates to physical well being. This course will address posture, the cause of various sports related injuries, strain and counterstrain, the physiology of pain and the biomechanics of specific movements. (Prerequisite: BSC 1085)

HSC 3652 Clinical Decision Making 3 credit hours

Clinical decision making is the study of issues in clinical healthcare and provides a structured approach for identifying, analyzing, and resolving issues in clinical healthcare through the use of case-study and critical thinking exercises.

HSC 4123 Principles of Acupuncture 3 credit hours

A comprehensive review of the theory and practices of acupuncture. The course explores the philosophy, techniques, and practices used in Chinese medicine. (Prerequisite: HSC 3187)

HSC 4182 Naturopathy 3 credit hours

The history, concepts, and principles of naturopathy are traced from Hippocrates through the 20th century. Fundamental principles of this healing art are discussed in depth. (Prerequisite: BSC 1085)

HSC 4183 Miasms and Constitutional Treatment 3 credit hours

This course explores the practical application of the principles and philosophy of homeopathy to various diseases and disorders of the body. (Prerequisite: HSC 3186)

HSC 4188 Detoxification and Healing 3 credit hours

Introduces the various techniques and approaches to detoxification, principles and uses for, and indications and contraindications to detoxification in the healing and treatment process. (Prerequisite: BSC 2086)

HSC 4922 Alternative Medicine Capstone Course 3 credit hours

Students will demonstrate knowledge learned throughout the program by taking case studies and transforming them into usable information in an appropriate format. (Prerequisite: Completion of all major courses.)

HUN 1204 Fundamentals of Nutrition 3 credit hours

An introduction to nutrition, essential nutrients and supplements and the impact nutrition has on the human body. Discussion on how diet is linked to various diseases.

HUN 2120 International Nutrition 3 credit hours

This course examines the role of nutrition and how it affects overall health in various countries. Cultural and religious aspects are explored as well as the problems associated with hunger and disease in developing countries.

HUN 3205 Dietary Influences on Disease 3 credit hours

A course focusing on how nutrition and diet can influence, cause and/or prevent various disorders and diseases of the human body. (Prerequisites: BSC 1085 and HUN 1204)

HUN 3381 Herbology and Botany 3 credit hours

An introduction to the study of herbs, ranging from weeds to culinary flavoring, to medicines. It includes the principles of herbal medicine, the properties of herbs and indications for use of selected herbs.

HUN 3472 Nutrition and Aging 3 credit hours

An in depth review of the aging process and the effects aging has on the systems of the body. Strategies for maintaining and improving mental and physical function in later years through proper nutrition and diet. (Prerequisites: BSC 1085 and HUN 1204)

HUN 4361 Antioxidants 3 credit hours

This course will define antioxidants and discuss how antioxidants are used to counteract disease, slow various aging processes and assist in providing essential ingredients needed for optimum health. (Prerequisite: HUN 1204)

HUN 4382 The Herbal Medicine Chest 3 credit hours

An advanced study of the practical application of herbology for various medical conditions, methods for first aid and home care. (Prerequisite: HUN 3381)

IDS 1021 Interdisciplinary Studies 1 3 credit hours

Interdisciplinary study courses are accepted as transfer credits from the student's associate or lower division courses completed at other institutions. The IDS courses allow credit for appropriate prior learning. (*See Degree Program Outlines for commonly accepted disciplines for transfer credit by major.*)

IDS 1022 Interdisciplinary Studies 2 3 credit hours

Interdisciplinary study courses are accepted as transfer credits from the student's associate or lower division courses completed at other institutions. The IDS courses allow credit for appropriate prior learning. (*See Degree Program Outlines for commonly accepted disciplines for transfer credit by major.*)

IDS 1023 Interdisciplinary Studies 3 3 credit hours

Interdisciplinary study courses are accepted as transfer credits from the student's associate or lower division courses completed at other institutions. The IDS courses allow credit for appropriate prior learning. (*See Degree Program Outlines for commonly accepted disciplines for transfer credit by major.*)

IDS 1024 Interdisciplinary Studies 4 3 credit hours

Interdisciplinary study courses are accepted as transfer credits from the student's associate or lower division courses completed at other institutions. The IDS courses allow credit for appropriate prior learning. (*See Degree Program Outlines for commonly accepted disciplines for transfer credit by major.*)

IDS 1025 Interdisciplinary Studies 5 3 credit hours

Interdisciplinary study courses are accepted as transfer credits from the student's associate or lower division courses completed at other institutions. The IDS courses allow credit for appropriate prior learning. (*See Degree Program Outlines for commonly accepted disciplines for transfer credit by major.*)

IDS 1026 Interdisciplinary Studies 6 3 credit hours

Interdisciplinary study courses are accepted as transfer credits from the student's associate or lower division courses completed at other institutions. The IDS courses allow credit for appropriate prior learning. (*See Degree Program Outlines for commonly accepted disciplines for transfer credit by major.*)

IDS 1027 Interdisciplinary Studies 7 3 credit hours

Interdisciplinary study courses are accepted as transfer credits from the student's associate or lower division courses completed at other institutions. The IDS courses allow credit for appropriate prior learning. (*See Degree Program Outlines for commonly accepted disciplines for transfer credit by major.*)

ISC 1141 Environmental Science 3 credit hours

Studies the interplay between human populations and the ecosystems of which they are a part. The goal of this course is to aid the student in understanding current environmental issues and realistically evaluating courses of action which have been proposed to deal with them.

MAC 1105 College Algebra 3 credit hours

Prepares the student for disciplines involving quantitative calculations. Covers set theory, operations with algebraic expressions, radicals, exponents, linear and quadratic equations with applications, graphing, and inequalities.

MAN 1021 Principles of Management 3 credit hours

Covers a combination of current and traditional views of management organized around a functional and process approach to the study of the field. Develops the skill and knowledge requirements demanded in today's competitive business environment.

MAN 2163 Customer Relationship Management 3 credit hours

This course introduces the concept of customer relationship management (CRM) from a management perspective and covers how managers develop a customer focus in order to remain competitive in today's market. It includes how CRM links people, process and technology to optimize an enterprise's revenue and profit and provide maximum customer satisfaction.

MAN 2345 Principles of Supervision 3 credit hours

Covers fundamental supervision principles and techniques. It emphasizes the role of supervision in organizations through proper handling of human relations with employees, other supervisors, and higher management. Issues include employee morale, absenteeism, motivation, and related behavioral topics.

MAN 3025 Introduction to Management and Organizational Behavior 3 credit hours

An introduction to managerial principles including planning, organizing, staffing, leadership and control techniques. A behavioral science foundation of individual needs, motivation and group processes is utilized.

MAN 3065 Business Ethics 3 credit hours

This course is intended to increase students' awareness, understanding and ability to deal responsibly with ethical issues in business. The aim is to enhance students' understanding of potential ethical issues facing managers and the ethical dilemmas that can present themselves in modern organizations and explore ways to effectively deal with them.

MAN 3151 Relationship Management 3 credit hours

Covers the evolution of management theory from scientific to the present day, focusing on the concept of complexity theory. Discusses the importance of human-oriented management styles today. Looks at various levels of relationships in the workplace (self, coworkers, clients) and discusses effective management styles at each level.

MAN 3504 Operations Management 3 credit hours

A descriptive and introductory course in the fundamentals of operations management. Introduces basic concepts and techniques of managing operations both in manufacturing and non-manufacturing sectors. Includes product and process design, demand forecasting, facilities layout and location, materials management, inventory management, production planning and quality assurance. Highlights international aspects of operations wherever appropriate, as is the role of management information systems in operations management.

MAN 4045 Effective Team Management 3 credit hours

Examines team building, two way communication and feedback; participative management techniques concerning motivation, small group processes, and group decision support; attracting and retaining quality personnel. Also covers skills in writing employee evaluations, responsibility, authority, accountability, initiative, creativity, communicating upward and downward, people management strategies, and recognition and reward.

MAN 4301 Human Resources Management 3 credit hours

Consideration of current theories and research concerning the development of individual managers and business organizations. Will include readings from original sources and discussion of cases illustrating developmental methods.

MAN 4507 Operations Management Applications 3 credit hours

The application of management systems, quantitative principles and techniques to the effective planning and utilization of resources in the operations of manufacturing, research and services. (Prerequisite: MAN 3504)

MAN 4583 Project Management 3 credit hours

Focuses on the essentials of effective project management. Three phases of the project are studied: identification, development and implementation. (Prerequisite: MAN 1021)

MAN 4602 International Business 3 credit hours

International dimensions of American enterprise. Examination of businesses, overseas organizations, operations, and problems of conducting international business. (Prerequisite: GEB 1011)

MAN 4633 Global Strategy and Policy 3 credit hours

Explores the competitive environment on a global basis, examines all external factors that affect the firm domestically and globally, and provides solutions that include globalization as a strategic option. (Prerequisite: GEB 1011)

MAN 5147 Leadership Skills for Managers 3 credit hours

This course studies the interaction between leaders, followers, and situations. Students will discover new ideas for leading, motivating, and empowering staff members toward achieving the company goals, mission, and vision. Topics include, followership, communications skills, empowerment, credibility and integrity, developing company alignment, visionary leadership, management vs. leadership, team leadership, situational leadership styles, and transformational leadership.

MAN 5244 Advanced Organizational Behavior 3 credit hours

This course studies human behavior in organizations. A dynamic, holistic, systems approach to understanding and facilitating work relationships is examined. Conceptual frameworks, case discussions, and skill-oriented activities are applied to course topics which include: employee motivation and job satisfaction, employee attitudes and values, learning and development, team building and group dynamics, conflict management, leadership, communication, power and influence, change, diversity, organizational design, and organizational culture.

MAN 5305 Human Resource Management 3 credit hours

The course presents a systematic framework for analyzing and understanding the human resource management functions within an organization. Students learn to create competitive advantage by maximizing employee effectiveness and efficiency. Topics include attracting, selecting and retaining exceptional job candidates; training and developing employees to meet current and future organizational needs; managing and improving performance; and building high-performance work teams. Research requires analysis and resolution of human resource challenges facing today's organizations.

MAN 5640 Research Methods 3 credit hours

An in-depth study of current research methods including problem identification, hypothesis formulation, design and use of data gathering tools, and data analysis. Students will develop, and submit for approval, a formal proposal for the Graduate Thesis.

MAR 1011 Introduction to Marketing 3 credit hours

A survey of the principles and functions of marketing will provide an understanding of its role in the business environment. Utilization of the guiding principle of relationship building in order to establish and maintain trust and confidence in 'the firm's products and services.

MAR 3023 Marketing Management 3 credit hours

Covers channels of distribution, price policies, promotion, consumer demand, product planning, the role of government in marketing, and the social evaluation of marketing. (Prerequisite: MAR 1011)

MAR 4613 Marketing Strategy 3 credit hours

The application of marketing concepts and analytic techniques to develop skills in solving strategic marketing problems of selecting customer targets and making marketing mix decisions. (Prerequisite: MAR 1011)

MAR 5158 Marketing Management 3 credit hours

A study in marketing management including the development, implementation and control of marketing strategies. The course emphasizes the strategic marketing process from the global viewpoint of the international business environment. Strategic marketing analysis and decision-making are incorporated with the objective of achieving consumer satisfaction while sustaining a competitive advantage.

MAR 5416 Strategic Sales and Marketing Management 3 credit hours

This course focuses on the development and implementation of sales and marketing strategies essential to the achievement of business development goals and increasing sales revenues and profitability. Topics include sales staff selection and motivation, goal setting, sales team management and leadership, creating a successful and cohesive sales culture, customer-centered sales and strategic account management.

- MAT 0020 Basic Math (Basic Algebra) 3 credit hours**
Reviews basic arithmetic operations and introduces algebra. Topics include whole numbers, fractions, decimals, percents, prime factorization, greatest common factor, order of operations, exponentiation, absolute value, arithmetic operations of signed numbers, averages, simplifying and valuating algebraic expressions, solving linear equations and proportions. Students who feel they are likely to encounter difficulties in MAC 1105/MGF 2106 can request to take this college preparatory course as a foundation for the required course. This course is taken as Pass/Fail and is not required for graduation and/or calculated in the student's CUM GPA. Credit is granted for this course but does not count towards graduation requirements.
- MAT 1033 Intermediate Algebra 3 credit hours**
This course covers topics such as factoring; operations with rational expressions, absolute value; exponents, radicals and roots, linear and quadratic equations, linear inequalities and graphs.
- MGF 2106 College Math 3 credit hours**
An overview of applications of mathematics as they relate to the fields of set theory, logic, informal geometry, probability, and statistics.
- PHI 3601 Ethics 3 credit hours**
An introduction to the major philosophical theories of moral conduct, thought and choice. Begins with the consideration of a traditional model of ethical thought, moves on to a general appraisal of a variety of ethical theories, and concludes with an inquiry of concrete moral problems of our own day and age.
- PHY 1001 General Physics 3 credit hours**
Covers basic principles of physics; introduces the phenomena, concepts, and theories of classical physics; details Newtonian mechanics, kinematics, dynamics, statics, momentum, energy, and heat energy.
- PHY 101L General Physics Laboratory 1 credit hour**
Consists of practical applications of theories and concepts presented in PHY 1001 (General Physics).
- PHY 2002 Advanced Physics 3 credit hours**
Continues the basic principles of physics. Covers the phenomena, concepts, and theories of classical and modern physics; includes electricity and magnetism, optics, and selected topics from modern physics.
(Prerequisite: PHY 1001).
- PHY 202L Advanced Physics Laboratory 1 credit hour**
Consists of practical applications of theories and concepts presented in PHY 2001 (Advanced Physics).
- POS 1041 Political Science 3 credit hours**
A study of how democratic America has evolved from an agrarian to a post-industrial society. Particular attention is paid to the Constitution and to the three branches of government.
- POS 3043 American Government 3 credit hours**
An examination of the American system of government with emphasis on the growing importance of global affairs in American life. Philosophical and historical perspectives are provided to show how institutions and processes have evolved to their present state. Comparative perspective is provided so that students may contrast the American system with other contemporary forms of government.
- PSY 305 Crisis and Disaster Psychology 3 credit hours**
Presents non-traditional approaches to disaster recovery and rebuilding communities, the different ways various societies have experienced disasters, learned from them, and revised their thinking about building community preparedness and resiliency pre- and post-disaster, including sociological and political considerations.
(Prerequisites: PSY 1012, CDM 300)
- PSY 1012 Introduction to Psychology 3 credit hours**
A fundamental study of behavior, animal and human, with emphasis placed on human behavior. Students will become acquainted with concepts such as learning, perception, intelligence measurement, personality structure, behavior disorders, human development, social pressures and research methods.



“The Construction Management program at Everglades University gave me the confidence to work with other professionals in the field, and gave me the necessary tools, ability and knowledge to become a better, more productive Construction Project Manager.”

– Adrian Castillo
2010 Graduate, Sarasota Campus

QMB 3600 Quantitative Methods in Administration 3 credit hours

Introduction to basic mathematical and statistical methods and models for administrative problem solving and decision making. Includes decision making under conditions of risk, inventory theory, linear programming, networks and queuing.

SPC 1017 Speech 3 credit hours

Preparation and delivery of various types of speeches, as well as techniques to improve interpersonal communication skills, with emphasis on job interviewing and working in teams. Online students taking this course will need access to a webcam and microphone.

STA 2014 Statistics 3 credit hours

An introductory course in statistics for the social sciences and business. Topics include descriptive statistics, probability, binomial and normal distributions, sampling distributions and hypothesis tests, and sampling procedures.

STA 3060 Research and Statistical Analysis 3 credit hours

Introduces the methods and tools of general research including application of the research process to problem solving, types of research and appropriate means of conducting them. Secondary source research through bibliographic methods and on-line resources via the Internet is included. Descriptive statistics and inferential statistics, including frequency distribution, variability, regression, and correlation will be discussed.

(Prerequisite: STA 2014)

SYG 405 Disaster and Society 3 credit hours

How social structures, groups and institutions and their react to the loss of social function as a result of natural, technological, or sociopolitical events. This course explores social effects of disaster, using social theories of organizational behavior, political sociology, community development, religion, urban planning, and rural sociology. (Prerequisite: PSY 305)

SYG 1000 Sociology 3 credit hours

A study of human society with emphasis on customs, groups, organizations, institutions, classes, and social processes.

SYG 3014 Sociology of Cultural Differences 3 credit hours

An exploration of issues related to cultural diversity including ethnocentricity, cross cultural communication, the origins of prejudice and oppression and the significance of cultural identity.



Boca Raton Main Campus and Online Division



Sarasota Branch Campus



Orlando Branch Campus

ADMISSIONS

The admissions policies of Everglades University were developed to ensure that all students have a reasonable expectation to complete their chosen degrees. In order for Everglades University to provide career education in highly technological fields, applicants should demonstrate to the University both the ability and motivation to succeed.

Admissions Procedures

Students desiring to enter the University should contact the Admissions Office or log on to our website at www.EvergladesUniversity.edu to submit an application. Students should submit their applications well in advance of the date they desire to enter the University to permit proper scheduling and assure availability. Local applicants are encouraged to visit the University in person. The University uses a rolling admissions policy. Applicants will be notified of their acceptance or rejection to the University. All admissions services are conducted on an equal opportunity/equal access basis.

Our Admissions Offices are open throughout the week during the following hours: Monday through Thursday, 9:00am- 8:00pm; Friday, 9:00am- 5:00pm; and Saturday, 9:00am-5:00pm and by appointment.

Admissions Requirements for Undergraduate Students

In order to be considered for enrollment at Everglades University, all applicants must:

- Complete an application for admission

AND

- Provide verification of high school graduation or verification of GED completion

OR

- Graduation from an accredited college or university

OR

- Provide verification of graduation from a foreign institution comparable to a U.S. secondary school or university

AND

- Provide a non-refundable fifty dollar application fee

AND

- A student should make arrangements to take Everglades University's entrance examination or provide results of a Scholastic Aptitude Test (SAT) or American College Testing exam (ACT). The University's requirements for admission are a score of at least 40 on the University's entrance exam, or a combined score of 800 on the SAT, or a composite score of 17 on the ACT. Students taking the SAT after March 2005 are

required to have a combined score of 1200. Florida's CLAST exam is also acceptable with passing scores or exempt scores (997,998,999) in computation and reading. Any student entering the University with an earned college degree is not required to take an entrance examination. Everglades University reserves the right to accept ten percent of its applicants who do not meet the appropriate entrance test score requirements.

Home-School Applicants

Applicants must hold a High School Diploma or GED equivalency.

International Students Undergraduate Admissions

Everglades University is proud of the international character of its student body and welcomes students from other nations. All international students must be fluent in English. Applicants may be asked to furnish proof that they can read, write, and speak English fluently. This school is authorized under Federal law to enroll nonimmigrant students.

International student applicants must meet all admissions requirements for undergraduate students and the following requirements for admission to Everglades University:

- Successful completion of a secondary school program equivalent to high school in the United States or graduation from a college or university found to be equivalent to graduation from a college or university in the United States.

All documents submitted in evidence of high school graduation or the equivalent and college credits must be notarized and accompanied by a certified translation if not originally issued in English. Acceptable certified translations may be issued by one of the following organizations: official national government entity such as Ministry of Foreign Relations or Ministry of Education, American Embassy, a U.S. National Cultural Center, or other authorized translator.

- Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.

(And when determination is made by the Director of Admissions)

- TOEFL (Test of English as a Foreign Language) score of 500 or higher on the paper TOEFL; or 173 or higher on the computer TOEFL if a student's primary language is not English.

Applications for international students can be obtained through the Admissions Office or by visiting the University website at www.EvergladesUniversity.edu. Students should apply at least two to four months prior to the start of the program to allow time for processing especially if a student visa is needed. **International students are required to pay for each semester (period of financial obligation), including tuition, books, and education fees, prior to the start of each semester. International students attending Everglades University on a student visa must be enrolled as full-time students.**

Admissions Requirements for Graduate Students

In order to be considered for enrollment for a Master's Degree level program at Everglades University, all applicants must:

- Complete an application for admission.
- Provide verification (official transcript) of an earned Bachelor Degree from a college accredited by an agency recognized by the U.S. Department of Education.
- Have a cumulative grade point average of 2.0 at the baccalaureate level.
- Earn a minimum score of 500 on the GMAT or 1000 on the GRE.*
- Complete any necessary prerequisite courses.
- Provide a non-refundable fifty dollar application fee.

* *Applicants with a cumulative grade point average of 2.5 and above at the baccalaureate level will not be required to complete an entrance examination.*

Prerequisite Graduate Admissions Requirements

- Prerequisite courses required for MBA students are: ACG 2001 (Accounting Principles I); ACG 2011 (Accounting Principles II); and STA 2014 (Statistics).
- Prerequisite courses required for MAS students are: ASC 1100 (Introduction to Aeronautics); ASC 1010 (History of Aviation); and ASC 2320 (Aviation Law and Regulations).
- Effective as of January 1, 2012, Prerequisite courses required for ME students are: ACG 2001 (Accounting Principles I); ACG 2011 (Accounting Principles II); and FIN 2001 (Financial Management).

Admissions Waiver Requirements

Students not meeting all of the undergraduate or graduate admissions requirements may be granted a waiver. If accepted for admission, a student must maintain satisfactory academic progress per the University policy. Everglades University reserves the right to accept ten percent of its applicants who do not meet the minimum entrance test score requirements, taking into account other factors that may indicate a student's qualifications for admission.

International Students Graduate Admissions

Applicants to a Master's Degree program, whose native language is not English, are required to demonstrate English language proficiency before they can be admitted. This school is authorized under Federal law to enroll nonimmigrant students. International student applicants must meet all admissions requirements for graduate students. Additionally, international students who have not attended a high school, college, or university in the United States are required to adhere to the following procedures:

- Successful completion of a secondary school program equivalent to high school in the United States and graduation from a college or university found to be equivalent to graduation from an undergraduate program at a college or university in the United States.

All documents submitted in evidence of high school graduation or the equivalent and college credits must be notarized and accompanied by a certified translation if not originally issued in English. Acceptable certified translations may be issued by one of the following organizations: official national government entity such as Ministry of Foreign Relations or Ministry of Education, American Embassy, a U.S. National Cultural Center, or other authorized translator.

- Certification of financial ability to meet tuition and other necessary expenses or ability to qualify for financial aid as an eligible non-citizen.

(And when determination is made by the Director of Admissions)

- TOEFL (Test of English as a Foreign Language) score of 500 or higher on the paper TOEFL; or 173 or higher on the computer TOEFL if a student's primary language is not English.

Applications for international students can be obtained through the Admissions Office or by visiting the University website at www.EvergladesUniversity.edu. Students should apply at least two to four months prior to the start of the program to allow time for processing especially if a student visa is needed. **International students are required to pay for each semester (period of financial obligation), including tuition, books, and education fees, prior to the start of each semester. International students attending Everglades University on a student visa must be enrolled as full-time students.**

TRANSFER STUDENTS AND CREDITS

For students enrolling at Everglades University, transfer credits will be subject to approval by the University. These courses must be similar in content and duration to those offered in the program for which the student has applied. The University will consider unofficial transcripts, but official transcripts must be mailed directly from other institutions to Everglades University in order to be officially transferred. Students are responsible for having official transcripts sent to Everglades University from transfer institutions. Official transcripts should be received by Everglades University within the student's first semester.

Undergraduate Degrees

Everglades University requires that the student must complete the last thirty-three credits for a B.S. degree at Everglades University. Undergraduate transfer credits are granted only for courses in which a letter notation of "C" or higher was earned (2.0 on a 4.0 scale).

Graduate Degrees

Upon acceptance into the graduate degree programs, the maximum transfer credits allowed cannot exceed six credits as the final thirty credits must be completed at Everglades University for a Master's Degree. Graduate transfer credits are granted only for those graduate courses in which a letter notation of "B" or better was earned (3.0 on a 4.0 scale). Everglades University will only accept for transfer graduate-level courses which are applicable to the chosen major.

Transfer from Regionally Accredited Institutions

Everglades University accepts transfer credits applicable to an applicant's program of study from regionally accredited institutions. Everglades University accepts transfer of associate degrees that, upon evaluation, include

the appropriate major course distribution without time limitations. Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by an Everglades University faculty member.

Transfer from Non-Regionally Accredited Institutions

Credit for courses from non-regionally accredited institutions which are substantially equivalent in content to Everglades University courses and are applicable to an applicant's program of study may be granted on a course-by-course basis. The acceptance of courses from non-regionally accredited institutions is contingent upon appropriate faculty credentials and applicable course content of the course to be transferred. Prior to granting transfer of credit for any course, the University reserves the right to test applicants or request that they successfully pass an examination administered by an Everglades University faculty member.

Advanced Placement Policy

Everglades University participates in the Advanced Placement Program agreement administered by high schools through the College Entrance Examination Board (CEEB). Under this system, a student entering Everglades University presents a nationally graded examination as evidence of his/her completion of a college-level course taken in high school. To be eligible for an award of credit, a student must present official score reports with a valid score of 3, 4, or 5. Consult the Dean of Academic Affairs for specific credit awards.

Transfer from International Institutions

Credit from non-U.S. colleges/universities will be evaluated and granted on a course equivalency basis upon receipt of an official transcript. The transcript must be translated into English and evaluated by an approved translation/evaluation service.

Transfer of Credits from Everglades University

Students who are interested in continuing their education should first inquire at the college they plan to attend to determine the credits and requirements needed for entrance to that college. Transferability of credits is at the discretion of the receiving institution. Everglades University cannot guarantee transferability of credits. Everglades University does participate in Florida's Statewide Course Numbering System. Consult the Vice President of Academic Affairs, Dean of Academic Affairs, or Department Chair for specific information.

Veteran Transfer of Credits

A Veterans Administration benefit recipient has responsibility to report all previous education and training to Everglades University. The University evaluates the information and grants appropriate credit, with training time and tuition reduced proportionally. The veteran student and the Veterans Administration are notified.

Policy for Awarding Credit for Military Training and Experience and Federal Aviation Administration (FAA) Certificates and Ratings

Everglades University will evaluate for transfer credit prior military training and experience that is relevant to a student applicant's program of study using official transcript of military training and experience (Community College of the Air Force, Army ACE Registry Transcript, Sailor and Marine ACE Registry Transcript, or Coast Guard Institution Transcript). Students who possess FAA certificates and ratings prior to enrolling in Everglades University's undergraduate aviation programs may be awarded appropriate credit only where applicable within a student's chosen undergraduate degree program. Credit is not awarded at the graduate level for FAA certificates and ratings or prior military training and experience.

Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and 25 participating non-public institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online Statewide Course Numbering System to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at <http://scns.fldoe.org>.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that

purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the Statewide Course Numbering System (SCNS). The list of course prefixes and numbers, along with their generic titles, is referred to as the “SCNS taxonomy.” Descriptions of the content of courses are referred to as “statewide course profiles.”

Example of Course Identifier

PREFIX	LEVEL CODE (FIRST DIGIT)	CENTURY DIGIT (SECOND DIGIT)	DECADE DIGIT (THIRD DIGIT)	UNIT DIGIT (FOURTH DIGIT)	LAB CODE
ENC	1	1	0	1	
English Composition	Lower (Freshman) Level at this institution	Freshman Composition	Freshman Composition Skills	Freshman Composition Skills I	No Laboratory component in this course

General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exception to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 56 different postsecondary institutions. Each institution uses “ENC_101” to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, “ENC” means “English Composition,” the century digit “1” represents “Freshman Composition,” the decade digit “0” represents “Freshman Composition Skills,” and the unit digit “1” represents “Freshman Composition Skills I.”

In the sciences and certain other areas, a “C” or “L” after the course number is known as a lab indicator. The “C” represents a combined lecture and laboratory course that meets in the same place at the same time. The “L” represents a laboratory course or the laboratory part of a course, having the same prefix and course number without a lab indicator, which meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at the community college is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent.

NOTE: Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on semester-term systems. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or sub-category of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses

are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include varying topics courses that must be evaluated individually, or applied courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

- A. Courses not offered by the receiving institution.
- B. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
- C. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses and Dissertations.
- D. College preparatory and vocational preparatory courses.
- E. Graduate courses.
- F. Internships, apprenticeships, practica, clinical experiences and study abroad courses with numbers other than those ranging from 900-999.
- G. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g. portfolio, audition, interview, etc.).

Courses at Nonregionally Accredited Institutions

The Statewide Course Numbering System makes available on its home page (<http://scns.fl DOE.org>) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the Statewide Course Numbering System and appeals regarding course credit transfer decisions should be directed to Everglades University's Deans of Academic Affairs, Department Chairs, Vice President of Academic Affairs or the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the Statewide Course Numbering System office at (850) 245-0427 or via the internet at <http://scns.fl DOE.org>.

College Level Examination Program (CLEP)

Everglades University welcomes students from a wide variety of backgrounds and learning experiences. Many students come to our institution with a firm grounding in a particular discipline. We recognize their prior learning by accepting a full range of College-Level Examination Program® (CLEP®) exams, which measure mastery of college-level, introductory course content. Students who achieve required credit-granting scores on these exams can earn the credits and course exemptions listed below. Our institution will grant a total of 18 credits for successful performance on CLEP examinations.

All CLEP for credit exams should be completed by the end of the student's first semester.

Procedure

Students are responsible for having official score reports sent to Everglades University in order to be officially transferred. CLEP credits are subject to approval based on the scores listed.

CLEP EXAMINATION	CREDIT-GRANTING SCORE	CREDIT HOURS GRANTED	EQUIVALENT COURSE
<u>COMPOSITION AND LITERATURE</u>			
American Literature	50	6 hrs	AML 1000 — American Literature
Analyzing and Interpreting Literature	50	6 hrs	AML 1000 — American Literature
College Composition	50	3 hrs	ENC 1101 — English Composition OR ENC 2102 — English Composition II
College Composition Modular	50	3 hrs	ENC 1101 — English Composition OR ENC 2102 — English Composition II
English Literature	50	6 hrs	ENL 1000 — English Literature
Humanities	50	6 hrs	AML 1000 — American Literature ENL 1000 — English Literature
<u>HISTORY AND SOCIAL SCIENCES</u>			
American Government	50	3 hrs	POS 1041 — Political Science
History of the United States I: Early Colonization to 1877	50	3 hrs	AMH 1010 — American History Pre 1876
History of the United States II: 1865 to the Present	50	3 hrs	AMH 1020 — American History Post 1876
Human Growth and Development	50	3 hrs	PSY 1012 — Introduction to Psychology
Introductory Psychology	50	3 hrs	PSY 1012 — Introduction to Psychology
Introductory Sociology	50	3 hrs	SYG 1000 — Sociology
Principles of Macroeconomics	50	3 hrs	ECO 2013 — Macroeconomics
Principles of Microeconomics	50	3 hrs	ECO 1023 — Microeconomics
<u>SCIENCE AND MATHEMATICS</u>			
Biology	50	6 hrs	BSC 1005 — General Biology BSC 2006 — Advanced Biology
Calculus	50	3 hrs	MAC 1105 — College Algebra OR MGF 2106 — College Math
Chemistry	50	6 hrs	CHM 1020 — General Chemistry CHM 2021 — Advanced Chemistry
College Algebra	50	3 hrs	MAC 1105 — College Algebra
College Mathematics	50	6 hrs	MAC 1105 — College Algebra MGF 2106 — College Math
Natural Sciences	50	6 hrs	BSC 1005 — General Biology BSC 2006 — Advanced Biology
<u>BUSINESS</u>			
Financial Accounting	50	3 hrs	ACG 2001 — Accounting Principles I OR ACG 2011 — Accounting Principles II
Information Systems and Computer Applications	50	3 hrs	CGS 1060C — Introduction to Computer Applications
Introductory Business Law	50	3 hrs	BUL 4421 — Business Law
Principles of Management	50	3 hrs	MAN 1021 — Principles of Management
Principles of Marketing	50	3 hrs	MAR 1011 — Introduction to Marketing

STUDENT SERVICES

Orientation

The student orientation program is designed to facilitate the transition to college, to familiarize new students with the organization, staff, and operation of the University. During the orientation, students are introduced to the mission and traditions of the University, rules and regulations, study techniques, and academic standards. Accordingly, all new and transfer students are encouraged to attend the orientation.

Online students are encouraged to schedule a telephone orientation prior to starting.

Academic Advising

While the student is ultimately responsible for planning his/her own academic success, the University assigns each student an Academic Advisor. Students are encouraged to meet with their advisor every semester. Courses required for the completion of the degree, CUM GPA, attendance, and progress reports will be discussed. Academic Advisors are available to meet with their students in person, via phone, or by email.

Scheduling an appointment in advance is recommended.

Placement

It is the policy of Everglades University to assist students in finding a career upon graduation. Prior to and after graduation, the administration will advise the student in career development skills and assist the students in finding employment in their chosen career fields. This service is available to both online and on campus students.

Everglades University utilizes a national web-based placement service at www.collegecentral.com/evergladesuniversity to further assist students in their job search. Students are required to provide the University with a current résumé to retain their placement privilege. Although Everglades University provides employment placement assistance, it does not promise or guarantee employment.

Housing

Everglades University does not offer housing; however, our Student Services Department has information available on housing options. Average rent for a single bedroom apartment in Florida is approximately between \$700- \$1,050 per month depending upon geographic location. Students are responsible for securing off-campus housing.

Transportation

Transportation costs will vary by campus location and mode of transportation. Options for student transportation on and around each campus consist of the following:

- Bus Service: All campuses are accessible via bus transportation.
- Tri-Rail Service: The Boca Raton campus is adjacent to a Tri-Rail station.
- Automobiles: Parking spaces and parking stickers are provided for student automobiles.
- Bicycles: Students may ride bicycles to campus; however, they are not permitted in the building.
- Air Transportation: The Boca Raton Campus is centrally located approximately thirty minutes from the Fort Lauderdale-Hollywood International Airport and Palm Beach International Airport. In addition, Miami International Airport, with convenient worldwide connections, is less than one hour away. The Sarasota Campus is located approximately fifteen minutes from the Sarasota/Bradenton International Airport and less than one hour away from the Tampa International Airport. The Orlando Campus is about twenty minutes from Orlando International Airport. Flights to and from most major U.S. cities occur daily from any of these airports.

Student Lounge

For on-campus students, student lounges are available. Student lounges provide a relaxing atmosphere and include vending machines and a microwave for those who would like to bring their meals. In addition, students can refer to the Student Handbook for a list of nearby restaurants.

Special Courses, Workshops, and Seminars

Special courses, workshops and seminars may be held throughout the year for various interest groups including business and industry. The fee for this type of course will be published as far in advance as practical and is non-refundable.

Parking

Since Everglades University is primarily a commuter university, parking and traffic regulations must be maintained for the protection of all. Students must park in authorized spaces and have an Everglades University parking decal on their vehicle. Parking permits are free of charge and are available through the Student Services

Department. All students are advised to have a parking permit on their vehicle prior to starting classes. Students must not park in handicapped spaces (unless possessing the appropriate licensure), on sidewalks, and in “no parking areas”. Violators are subject to being towed without prior warning or formal notification.

Field Trips

Students may be taken on field trips by their instructors at appropriate times during the classroom training period. These trips are designed to supplement the curriculum and to introduce the student to situations which cannot be reproduced in the classroom. Students will be notified in advance of any trips. Everglades University’s code of conduct applies during field trips.

Guest Lecturers

Everglades University believes that speakers from the business and professional world in which graduates will be entering can enhance students’ education. Guest lecturers are invited to speak to students on a variety of relevant subjects.

Health Services/Insurance

All students are encouraged to have adequate health insurance coverage. Students should either be included in their parents’ plan or have their own policy. Insurance is also available through commercial sources. Everglades University focuses on the emotional, psychological, and physical well being of its students. Specific telephone numbers of several health facilities and services within the community are available to students through the Student Services Department.

Vaccinations

Everglades University’s curriculum does not require specific vaccinations/immunizations for enrollment.

Voter Registration

Annually on Constitution Day, all campus and online students are encouraged to register to vote. Voter registration forms are available at all campus locations through the Student Services Department.

POLICIES

Grading Policy

Students in all programs are awarded letter grades for work completed at Everglades University. Academic work is evaluated and grades are assigned at the end of each class (month) in order to indicate a student’s level of performance. The individual criteria upon which the student’s performance are evaluated are distributed to students at the beginning of each course. Grades are based on the quality of a student’s work as shown by recitation, written tests, lab assignments, class projects, and homework/outside assignments. The meaning of the grade notations is based on a four-point scale:

<u>LETTER GRADE</u>	<u>INTERPRETATION</u>	<u>QUALITY POINT</u>	<u>NUMERIC GRADE</u>
A	Excellent	4.0	89.5-100%
B	Good	3.0	79.5-89.4%
C	Average	2.0	69.5-79.4%
D	Poor	1.0	59.5-69.4%
F	Failing	0.0	Up to 59.4%
AU	Audit	Not Computed	
*I	Incomplete	Not Computed	
W	Withdrew	Not Computed	(To 50% of course completion)
WNA	Withdrew—No Attendance	Not Computed	
P	Pass	Not Computed	
T	Transfer Credit	Not Computed	

* Students receiving an Incomplete grade (I) in any subject will meet with the instructor to discuss satisfactory arrangements to fulfill the department’s requirements to receive a letter grade. These arrangements must be completed within a stated time frame from the end of the course. Failure to make such arrangements, without administrative approval, will result in a failing grade “F”.

Grades and reports of a student’s progress may be mailed, posted, or given to the student at the end of each semester. Students may request an unofficial copy of their grade history at any time.

Graduate students must receive a grade of “C” or above in all courses needed toward degree completion. A graduate course in which a “D” or “F” has been earned must be repeated until a satisfactory letter grade (e.g., “A”, “B”, “C”) has been achieved.

Undergraduate Scholastic Honors

The Dean’s List is published at the end of each semester and lists students who have earned six or more credits and maintained a grade point average of 3.75 - 4.00. The Honor Roll is published at the end of each semester and lists all students who have earned at least six credit hours and maintained a grade point average of 3.50 - 3.74.

General Education Courses

General education is a component of each Everglades University undergraduate degree program. Everglades University’s general education curriculum is designed to emphasize the ability to think and read critically, to communicate effectively both in writing and in speech, and to understand quantitative data. Instead of focusing narrowly on skills, techniques and procedures specific to a particular occupation or profession, these courses help students to develop a critical appreciation of both the value and the limitations of methods of inquiry and analysis. General education courses provide an opportunity for students to achieve a collegiate level of literacy in the humanities, the social and behavioral sciences, and the natural sciences and mathematics.

At Everglades University, general education includes the knowledge, skills and perspectives that become part of an educational experience of all undergraduates regardless of major. A college education helps students begin a career. It should also help students become well-rounded individuals. Upon completing the general education curriculum, undergraduate students are required to complete the ETS Proficiency Profile.

Make-Up Work Policy and Repeating Courses

Students who are unable to complete required work by the end of a term may be granted an Incomplete grade (I) with the instructor’s approval. This make-up work policy is granted on a case-by-case basis. Arrangements must be completed within a stated time frame from the end of the course. Failure to make such arrangements, without administrative approval, will result in a failing grade. Graduate students must receive a grade of “C” or above in all courses needed toward degree completion. A graduate course in which a “D” or “F” has been earned must be repeated until a satisfactory letter grade (e.g., “A”, “B”, “C”) has been achieved.

A course in which a letter grade of “D” or “F” has been earned may be repeated for grade point average purposes. No course may be repeated more than two times. A student wishing to repeat a course more than two times has the right to file a complaint/grievance as disclosed in the Student Disciplinary/Complaint/Grievance Procedures section of the catalog (*pages 82-87*). When a student repeats a course because of failure, both the original and the subsequent grades are recorded on the official university transcript; however, only the passing grade is included in the grade point calculation at Everglades University. A course in which a satisfactory letter grade (e.g., “A”, “B”, “C”) has been earned may not be repeated for grade point average purposes. No courses may be repeated for grade point average purposes after graduation. Students are financially responsible to pay for all courses repeated.

Plagiarism Policy

- The first occurrence of an assignment containing plagiarized material will result in the student receiving an automatic “F” for that assignment.
- The first occurrence of a student copying an entire paper and turning it in as his/her own work will result in the student receiving an automatic “F” in the course.
- The second occurrence of an assignment containing plagiarized material will result in the student receiving an automatic “F” for the course.
- The second occurrence of a student downloading an entire paper and turning it in as his/her own work will result in the student being automatically suspended from the University for one semester.
- The third occurrence of an assignment containing plagiarized material will result in the student being automatically suspended from the University for one semester.
- The fourth occurrence of an assignment containing plagiarized material will result in the student being automatically dismissed from the University.

Everglades University believes strongly that each student, against whom the University is forced to take action, has a right to procedural due process where the student has notice and an opportunity to be heard. If the administration must take disciplinary measures against a student or other action relating to the student, the student may appeal the decision to the Grievance Committee. The procedures for the grievance are found in the University Catalog.

Instructors are advised to report all cases of plagiarism to the Dean of Academic Affairs or Vice President of Academic Affairs.

Class Size

The average number of students in a typical on campus class is less than 25, with a maximum of 60 students. The average number of students in a typical online class is less than 22, with a maximum of 35 students. The philosophy and practice at Everglades University is to provide maximum individual attention and quality instruction for every student.

Attendance and Tardiness

At Everglades University, satisfactory attendance is considered a vital part of each student's performance. Absences in excess of twenty-five (25) percent of class hours for any subject may cause a student to be ineligible to take the final examination in that subject. A student may be reinstated to classes following an evaluation of his/her abilities and performance by an instructor, Dean of Academic Affairs, or Department Chair. Such determinations are made on a case-by-case basis. Excessive absences may also result in the following administrative actions: academic warning, probation, student suspension, student termination and cancellation or termination of student financial aid. In an emergency which causes a student to be absent, it is the student's responsibility to make arrangements with the instructor to complete missed work. Faculty members may establish more rigorous attendance standards for their individual classes.

Habitual tardiness or excessive absences, excused or unexcused, will result in a reduction of the final grade or dismissal if unsatisfactory progress is evident. Students who are tardy to class are docked for the time they were not in class. This amount will accrue towards the maximum absentee amount allowed of (25) percent.

Satisfactory Academic Progress- Undergraduate Students

Students at Everglades University are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard.

The qualitative standard requires that a student achieve a minimum grade point average of 1.7 after completing his/her first semester at Everglades University. All students must achieve a minimum grade point average of 2.0 for the second semester and must maintain a cumulative grade point average of at least 2.0 in order to graduate from Everglades University.

A student whose cumulative grade point average falls below 2.0 is placed on financial aid warning for the next semester. While on financial aid warning, a student remains eligible for Title IV financial aid funds. A student on financial aid warning who brings his/her cumulative grade point average to 2.0 is removed from financial aid warning. A student who earns a 2.0 grade point average for a semester without attaining a cumulative 2.0 while on financial aid warning is allowed to remain in school. (A student may continue on financial aid warning even though his/her cumulative grade point average is below 2.0 as long as he/she meets the minimum standards each semester.) While on financial aid warning, a student not earning a 2.0 grade point average by the end of the semester is dismissed from Everglades University.

Everglades University students are entitled to fair processes and procedures. Dismissed students have the right to appeal this decision by filing a Student Satisfactory Academic Progress Grievance as disclosed in the Student Disciplinary/Complaint/Grievance Procedures section of the catalog (*pages 82-87*). A student must submit a written request with appropriate documentation to the Grievance Panel as described in the Student Disciplinary/Complaint/Grievance Procedures section of the catalog. The student appeal must be based on mitigating circumstances. These include serious illness or injury of a student or serious illness, injury or death of a student's immediate family member, or other special circumstances. The appeal must also include an explanation as to what has changed in the student's situation that will allow him/her to make satisfactory academic progress in the returning semester. If an appeal is granted, the student may be placed on one payment period of Financial Aid Probation and must meet Satisfactory Academic Progress by the end of the payment period of Financial Aid Probation unless the student can demonstrate progress in an agreed upon Academic Plan. Students may receive Title IV aid while on Financial Aid Probation.

A student returning on Financial Aid Probation following an appeal must minimally meet the qualitative standard of a 2.0 cumulative grade point average at the end of the returning semester. A student returning from Financial Aid Probation, who fails to meet the qualitative standard of a 2.0 cumulative grade point average at the

end of the returning semester, becomes ineligible for Title IV aid and is dismissed from the University with the status of Financial Aid Dismissal.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours that meet degree requirements are considered in the determination of this 150% normal time frame, although not in computation of grade point average. The normal timeframe is measured in credit hours attempted (rather than semesters) to accommodate schedules of full-time and part-time students.

In order to ensure completion of a program within the maximum timeframe, Everglades University requires students to successfully complete 67% of credit hours attempted the first academic year and each semester thereafter. Academic year is two semesters. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory academic progress. All students must have completed a minimum of 67% of credit hours attempted in order to graduate within 150% of the normal timeframe.

A student whose cumulative completion rate falls below 67% at the end of the first academic year or any subsequent semester is placed on financial aid warning for the next semester. While on financial aid warning, a student remains eligible for Title IV financial aid funds.

A student who completes 67% of credit hours attempted in a semester while on financial aid warning is allowed to remain in school. A student may continue on financial aid warning even though his/her cumulative completion rate is below 67% as long as he/she meets the minimum standards for each semester. A student on financial aid warning who brings his/her completion rate to 67% is removed from financial aid warning. A student on financial aid warning who does not complete 67% of the credits attempted by the end of the semester is dismissed from Everglades University.

Everglades University students are entitled to fair processes and procedures. Dismissed students have the right to appeal this decision by filing a Student Satisfactory Academic Progress Grievance as disclosed in the Student Disciplinary/Complaint/Grievance Procedures section of the catalog (*pages 82-87*). A student must submit a written request with appropriate documentation to the Grievance Panel as described in the Student Disciplinary/Complaint/Grievance Procedures section of the catalog. The student appeal must be based on mitigating circumstances. These include serious illness or injury of a student or serious illness, injury or death of a student's immediate family member, or other special circumstances. The appeal must also include an explanation as to what has changed in the student's situation that will allow him/her to make satisfactory academic progress in the returning semester. If an appeal is granted, the student may be placed on one payment period of Financial Aid Probation and must meet Satisfactory Academic Progress by the end of the payment period of Financial Aid Probation unless the student can demonstrate progress in an agreed upon Academic Plan. Students may receive Title IV aid while on Financial Aid Probation.

A student returning on Financial Aid Probation following an appeal must minimally meet the quantitative standard of completing 67% or more of credit hours attempted at the end of the returning semester. A student returning from Financial Aid Probation who fails to meet the quantitative standard of completing 67% or more of credit hours attempted at the end of the returning semester, becomes ineligible for Title IV aid and is dismissed from the University with the status of Financial Aid Dismissal.

A course that receives a grade of "W" for a course withdrawal or a grade of "I" for an incomplete will be evaluated as a non-completed course. These non-completed courses will be calculated into the quantitative Satisfactory Academic Progress standards. A course that receives a failing grade of "F" will be calculated into both the qualitative and quantitative Satisfactory Academic Progress standards. When a student repeats a course because of failure, both the original and the subsequent grades are recorded on the official university transcript; however, only the passing grade is included in the grade point calculation, both grades are counted towards the cumulative completion or quantitative standard. A course that receives a grade of "WNA" for a course withdrawal-no attendance will be evaluated as a non-completed course and will not be calculated into either the qualitative or quantitative Satisfactory Academic Progress standards.

These standards apply to all students (those receiving veterans' benefits, those receiving financial aid and cash-paying students). The Veterans' Administration is notified of unsatisfactory progress of a veteran student who remains on financial aid warning beyond two consecutive semesters. At that point, Veterans Benefits can be terminated. A student terminated from Veterans Benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 2.0 cumulative grade average.

Satisfactory Academic Progress- Graduate Students

Students at Everglades University are expected to maintain satisfactory academic progress and to make ongoing progress toward graduation. There are two standards that must be met: a qualitative standard and a quantitative standard.

The qualitative standard requires that a student achieve a minimum grade point average 3.0 for the first semester and must maintain a cumulative grade point average of at least 3.0 in order to graduate from Everglades University.

A student whose cumulative grade point average falls below 3.0 is placed on financial aid warning for the next semester. While on financial aid warning, a student remains eligible for Title IV financial aid funds. A student on financial aid warning who brings his/her cumulative grade point average to 3.0 is removed from financial aid warning. A student who earns a 3.0 grade point average for a semester without attaining a cumulative 3.0 while on financial aid warning is allowed to remain in school. (A student may continue on financial aid warning even though his/her cumulative grade point average is below 3.0 as long as he/she meets the minimum standards each semester.) While on financial aid warning, a student not earning a 3.0 grade point average by the end of the semester is dismissed from Everglades University.

Everglades University students are entitled to fair processes and procedures. Students have the right to appeal this decision by filing a Student Satisfactory Academic Progress Grievance as disclosed in the Student Disciplinary/Complaint/Grievance Procedures section of the catalog (*pages 82-87*). A student must submit a written request with appropriate documentation to the Grievance Panel as described in the Student Disciplinary/Complaint/Grievance Procedures section of the catalog. The student appeal must be based on mitigating circumstances. These include serious illness or injury of a student or serious illness, injury or death of a student's immediate family member, or other special circumstances. The appeal must also include an explanation as to what has changed in the student's situation that will allow him/her to make satisfactory academic progress in the returning semester. If an appeal is granted, the student may be placed on one payment period of Financial Aid Probation and must meet Satisfactory Academic Progress by the end of the payment period of Financial Aid Probation unless the student can demonstrate progress in an agreed upon Academic Plan. Students may receive Title IV aid while on Financial Aid Probation.

A student returning on Financial Aid Probation following an appeal is eligible for Title IV aid and must minimally meet the qualitative standard of a 3.0 cumulative grade point average at the end of the returning semester. A student returning from Financial Aid Probation, who fails to meet the qualitative standard of a 3.0 cumulative grade point average at the end of the returning semester, becomes ineligible for Title IV aid and is dismissed from the University with the status of Financial Aid Dismissal.

The quantitative standard requires students to complete their program of study within 150% of the normal timeframe allotted for completion of the program. Transfer credit hours that meet degree requirements are considered in the determination of this 150% normal time frame, although not in computation of grade point average. The normal timeframe is measured in credit hours attempted (rather than semesters) to accommodate schedules of full-time and part-time students.

In order to ensure completion of a program within the maximum timeframe, Everglades University requires students to successfully complete 67% of credit hours attempted the first academic year and each semester thereafter. Academic year is two semesters. If a student withdraws from a course, the credit hours of that course are included in determining the quantitative standard of satisfactory academic progress. All students must have completed a minimum of 67% of credit hours attempted in order to graduate within 150% of the normal timeframe.

A student whose cumulative completion rate falls below 67% at the end of the first academic year or any subsequent semester is placed on financial aid warning for the next semester. While on financial aid warning, a student remains eligible for Title IV financial aid funds.

A student who completes 67% of credit hours attempted in a semester while on financial aid warning is allowed to remain in school. A student may continue on financial aid warning even though his/her cumulative completion rate is below 67% as long as he/she meets the minimum standards for each semester. A student on financial aid warning who brings his/her completion rate to 67% is removed from financial aid warning. A student on financial aid warning who does not complete 67% of the credits attempted by the end of the semester is dismissed from Everglades University.

Everglades University students are entitled to fair processes and procedures. Students have the right to

appeal this decision by filing a Student Satisfactory Academic Progress Grievance as disclosed in the Student Disciplinary/Complaint/Grievance Procedures section of the catalog (*pages 82-87*). A student must submit a written request with appropriate documentation to the Grievance Panel as described in the Student Disciplinary/Complaint/Grievance Procedures section of the catalog. The student appeal must be based on mitigating circumstances. These include serious illness or injury of a student or serious illness, injury or death of a student's immediate family member, or other special circumstances. The appeal must also include an explanation as to what has changed in the student's situation that will allow him/her to make satisfactory academic progress in the returning semester. If an appeal is granted, the student may be placed on one payment period of Financial Aid Probation and must meet Satisfactory Academic Progress by the end of the payment period of Financial Aid Probation unless the student can demonstrate progress in an agreed upon Academic Plan. Students may receive Title IV aid while on Financial Aid Probation.

A student returning on Financial Aid Probation following an appeal is eligible for Title IV aid and must minimally meet the quantitative standard of completing 67% or more of credit hours attempted at the end of the returning semester. A student returning from Financial Aid Probation who fails to meet the quantitative standard of completing 67% or more of credit hours attempted at the end of the returning semester, becomes ineligible for Title IV aid and is dismissed from the University with the status of Financial Aid Dismissal.

A course that receives a grade of "W" for a course withdrawal or a grade of an "I" for an incomplete will be evaluated as a non-completed course. These non-completed courses will be calculated into the quantitative Satisfactory Academic Progress standards. A course that receives a non-passing grade of "D" or "F" will be calculated into both the qualitative and quantitative Satisfactory Academic Progress standards. When a student repeats a course because of failure, both the original and the subsequent grades are recorded on the official university transcript; however, only the passing grade is included in the grade point calculation, both grades are counted towards the cumulative completion or quantitative standard. A course that receives a grade of "WNA" for a course withdrawal-no attendance will be evaluated as a non-completed course and will not be calculated into either the qualitative or quantitative Satisfactory Academic Progress standards.

These standards apply to all students (those receiving veterans' benefits, those receiving financial aid and cash-paying students). The Veterans' Administration is notified of unsatisfactory progress of a veteran student who remains on financial aid warning beyond two consecutive semesters. At that point, Veterans Benefits can be terminated. A student terminated from Veterans Benefits due to unsatisfactory progress may be recertified for benefits upon attaining a 3.0 cumulative grade average.

Maximum Time for Program Completion

Students are expected to complete all courses leading to a degree as they are scheduled in sequence. Under unusual circumstances, the University President or Vice President may authorize additional time to allow a student the opportunity to satisfy graduation requirements. Under no condition will a student be allowed to extend the time needed to graduate beyond the maximum time frame of one-and-one-half times the standard program length (150%). Students who fail to meet this educational objective will be ineligible for financial aid and all financial disbursements must be terminated.

Student Appeal of Unsatisfactory Progress

A student has the right to appeal a determination of unsatisfactory progress through the Student Satisfactory Academic Progress or Grade Complaint as disclosed in the Student Disciplinary/Complaint/Grievance Procedures section of the catalog (*pages 82-87*).

Academic Year

Everglades University recognizes that two semesters of class attendance (32 weeks) constitutes an academic year.

Course Load

A typical undergraduate full-time course load is 12 credit hours. To have the status of full-time undergraduate student, a student must be enrolled in at least twelve credit hours of college courses for the duration of a semester.

Undergraduate students who have completed at least one semester at Everglades University and have a CUM GPA of 3.0 or higher may request to take up to eighteen credits per semester with approval from the Department Chair, Dean of Academic Affairs, or Vice President of Academic Affairs. Courses in excess of 12 credits in a semester are charged on a per course basis. All students seeking approval to take more than 12 credit hours per semester must be in good standing academically and financially with the university.

A typical course load for graduate students at Everglades University is up to 12 credit hours. To have the status of a full-time graduate student, a student must be enrolled in at least 6 credit hours of college courses for the duration of a semester.

Definition of Terms

For the purpose of this catalog, the following apply:

1. Academic Year: Minimum of two semesters, 32 weeks in duration.
2. Semester: A term of instruction 16 weeks in duration.
3. Period of Enrollment or Period of Financial Obligation = One semester.
4. Semester Credit Hours:
 - Undergraduate Programs- One semester hour equals sixteen clock hours of classroom contact.
 - Graduate Programs- One semester hour equals fifteen clock hours of classroom contact.
 - One semester hour equals thirty clock hours of laboratory class contact.
5. Undergraduate Student:
 - Full-time student: Student enrolled for a minimum of 12 semester credit hours.
 - Three-quarter time student: Student who is enrolled in 9 semester credit hours.
 - Part-time student: Student who is enrolled in fewer than 9 semester credit hours.
6. Graduate Student:
 - Full-time student: Student enrolled in 6-12 semester credit hours.

Course Load Change

In order to avoid being charged for an entire semester, students must notify the University prior to the start of their semester should they need to drop a class and/or take an academic interruption during the four month semester. All schedule changes must occur no later than the first 20% of the semester in order to not incur ALL semester tuition charges.

Written notification must be submitted to the University and signed (electronic signature is acceptable) by the student for all academic interrupts and leaves of absence.

Assessment Testing

As part of Everglades University's ongoing commitment to student learning outcomes, the Department of Institutional Effectiveness facilitates the administration of nationally recognized examinations to students. These tests include, but are not limited to the ETS Proficiency Profile, which is an integrated test of general education skills and is mandatory for all undergraduate students and the ETS Major Field Test taken by graduate and undergraduate business students. These tests and assessments enable Everglades University's faculty the ability to evaluate and improve the quality of education Everglades University's students are receiving.

FINANCIAL SERVICES

General Information

The Financial Services Department at Everglades University provides students with assistance in applying for financial aid in order to pay tuition for their educational expenses while attending the University. The Financial Services Department has established procedures which assure fair and consistent treatment of all applicants.

Everglades University believes that the primary responsibility for educational costs rests with the student and his/her family. However, financial aid is available to meet the difference between a personal student's resources and his/her actual needs. Everglades University examines the total cost associated with attending the University including, but not limited to, tuition and fees, room and board, books and supplies, personal and allowable travel expenses, and other miscellaneous expenses.

Everglades University uses the Free Application for Federal Student Aid (FAFSA) to document and collect information used in determining a student's eligibility for financial aid. You must complete your FAFSA Applications online at www.fafsa.ed.gov. Your Application is confidential and is through the Department of Education website.

Everglades University maintains a full-time Financial Services Department at each campus to meet student needs. Students are encouraged to make appointments with a Financial Services Administrator to ensure that they obtain the funding needed for their University investment. The United States Department of Education has determined that Everglades University is an institution eligible to participate in Federal Title IV financial

aid programs. Everglades University is also approved to participate in the Florida State Grant and Scholarship Programs.

Disbursement Procedures

Federal Regulations allow a school to disburse Title IV Financial Aid to students up to ten days before the start of the semester. The Institution has a policy to disburse all financial aid one week before the first day of the semester for all new and continuing students. The exceptions to this policy are first year, first time borrower students borrowing under the Direct Loan Program. The first disbursement of their Direct Loan until after was in class for 30 days from student's first day of class. For students who are returning to school from a Leave of Absence or who are re-enrolling after being withdrawn from school should be scheduled for one week delay to ensure their return to classes and then their disbursement will be made.

Cost of Attendance Budget

The cost of attendance (or cost of education) is frequently referred to as the student's "budget" and takes into consideration expenses that are related to the student's education includes:

- Tuition and Fees
- Room and Board
- Books and Supplies
- Transportation
- Miscellaneous personal expenses
- Loan Fees (if applicable)
- Dependent care (if applicable)
- Expenses related to a disability (if applicable)

The cost of attendance is not a constant figure, it varies by the type of institution and the costs associated with attending that institution. The cost of attendance is used to determine a student's eligibility for campus-based aid or student loans. The cost of attendance used to determine a student's Federal Pell Grant eligibility is always based on the costs for a full-time student attending school for a full academic year (2 semesters/32 weeks/8 months). In addition, the expected family contribution (EFC) on page one of the student's ISIR (top right-hand corner). The 9 month EFC is always used in determining the student's Pell Grant Award. However, the student's enrollment status and remaining time in school are taken into consideration when the student's Pell Grant disbursements are being calculated.

Types of Financial Aid

Everglades University has the following federal aid, state aid and institutional programs available to students who qualify (subject to availability of funds). The amount of aid a student receives at Everglades University is based on the cost of attendance minus the expected family contribution (EFC) equals the unmet need. Student enrollment status (full time, 3/4 time, 1/2 time, 1/4 time) and the length of attendance within the academic year is taking into consideration as to how the student is being packaged for financial aid within the academic period of obligation.

Grants

Grants are awarded to undergraduate students based on substantial financial need. Grants do not have to be repaid unless a student becomes ineligible. Students must maintain satisfactory academic progress as defined in the Everglades University Satisfactory Academic Progress Policy.

Federal Pell Grant:

A Federal Pell Grant is an award to assist needy undergraduate students in paying for their education. Pell Grants do not have to be repaid unless a student becomes ineligible. Students who have achieved a bachelor's degree are not eligible for a Federal Pell Grant. Eligibility for a Federal Pell Grant is based on several factors. The student completes a Free Application for Federal Student Aid (FAFSA) and this generates an Expected Family Contribution (EFC) number. Using the EFC number and other criteria, the amount of award is determined. For the 2011-2012 award year Pell Grants provided to eligible students range from \$0- \$5,550 per award year.

The William L. Boyd, IV, Florida Resident Access Grant (FRAG):

The grant program provides tuition assistance to Florida undergraduate students attending an eligible private non-profit Florida college or university. To be considered for the Florida Resident Access Grant the

applicant must meet Florida's residency requirements for receipt of state student financial aid and must enroll for a minimum of 12 credit hours per semester along with the other eligibility requirements.

Federal Supplemental Educational Opportunity Grant (FSEOG):

The Federal SEOG provides additional grant assistance to undergraduate students. Funds are given to Pell eligible students with exceptional financial need. Federal SEOG awards do not have to be repaid unless a student becomes ineligible. Students with a bachelor's degree are not eligible for Federal SEOG. For the 2011-2012 award year FSEOG Grants provided to eligible students range from \$0- \$400 per semester.

Florida Student Assistance Grant (FSAG):

The FSAG program is funded by the State of Florida and granted to needy students enrolled in bachelor degree or associate degree programs. To be considered for an FSAG Grant, applicants must meet Florida's residency requirements for receipt of state student financial aid and must enroll for a minimum of 12 credit hours per semester. They must complete a Free Application for Federal Student Aid which must be processed and contain a valid Expected Family Contribution (EFC) by the cutoff date set by the University for each of the Fall and Winter terms.

Loans

Everglades University offers a variety of low interest loans that enable students to meet their educational costs. Educational loans **MUST BE PAID BACK**. Interest charges vary with the type of loan, and a minimum monthly payment may be required.

Federal Direct Subsidized Loan:

You must have a financial need to receive a subsidized loan. The U.S. Department of Education will pay the interest that accrues on the Federal Direct Subsidized Loan during certain periods. The loan has a variable interest rate that is determined each year by the government. If an undergraduate student qualifies, the maximum amount of a Subsidized Loan is \$3,500 for first-year students, \$4,500 for second-year students and \$5,500 for third-year and fourth-year students. As of July 1, 2012, graduate and professional degree students are no longer to apply for Federal Direct Subsidized Loans.

Federal Direct Unsubsidized Loan:

Unsubsidized loans are non-need based loans to students who meet the qualifications. The loan is based on the cost of attendance less any other financial aid a student receives. The interest is charged through the life of the loan.

If an undergraduate student qualifies, the maximum amount of an Federal Direct Unsubsidized Loan is \$6,000 for first and second year students, \$7,000 for third and fourth year students. If a graduate student qualifies, the maximum amount of a Federal Direct Unsubsidized Loan is \$20,500.

Federal Direct Plus Loan:

The Plus Loan program provides non-need based loans to parents of dependent students. The Plus loan eligibility is based on the cost of attendance less any other financial aid a student receives. Parents of dependent students and students pursuing a graduate degree can borrow from the Plus Graduate Professional Loan program. Everglades University Financial Aid Department can provide additional instructions and details on applying for a Plus Loan. The applicant must not have an adverse credit history. The fixed interest rate is 7.9 percent. A Plus Loan made to the parent cannot be transferred to the student. The parent is responsible for repaying the Plus loan (see repayment options listed below). Applicants for these loans are required to complete the Free Application for Federal Student Aid (FAFSA).

Federal Perkins Loan (formerly NDSL):

The Federal Perkins Loan, formerly called the National Direct Student Loan, is a fixed 5% interest loan that assists needy undergraduate and graduate students in paying their educational costs. Funds are limited and eligibility is based on financial need and funds availability.

Federal Work Study (FWS)

The Federal Work Study program gives part-time employment to undergraduate and graduate students who need income to help meet the costs of postsecondary education. When available, Everglades University provides

part-time jobs for needy students through the FWS program. Generally, students work fifteen to twenty hours per week. Part of this program is community service programs.

Scholarships

Everglades University's Scholarship Programs

Everglades University offers a variety of scholarships ranging from academic to active military scholarships for students who meet the criteria set by the University.

- Everglades University Academic Scholarship
- Everglades University Financial Scholarship
- Everglades University Graduate Scholarship
- Keiser University Graduate Scholarship
- Keiser Career College Graduate Scholarship
- Southeastern Institute Graduate Scholarship
- Accredited Massage School Graduate Scholarship
- Associated Builders and Contractors (ABC) Scholarship
- Active Military Scholarship
- Frione Scholarship*

Information and applications for the abovementioned scholarships are available through the Financial Services Department. Scholarships are non-renewable and are subject to availability. Students must meet Satisfactory Academic Progress. Scholarships are used only for tuition charges and are limited.

* *Everglades University works with the following organizations to award the Frione Scholarships at all campuses: The Haven (Boca Raton Main Campus); Florida Sberiff's Youth Ranch (Sarasota Branch Campus); and The Village (Orlando Branch Campus).*

Private Scholarships

Outside scholarships are awarded to students who meet the specific criteria of the scholarship benefactors. Scholarship committees usually choose scholarship recipients who have high grade point average, large financial need and/or superior academic qualities. A partial list of scholarships includes but is not limited to:

- Florida Bright Future Scholarship
- Florida Association of Postsecondary Schools and Colleges Scholarship
- Association of Private Sector Colleges and Universities Scholarship

The Financial Services Department can provide a listing of websites for additional scholarship benefactors. Applicants can contact agencies located in their community for more information.

Student Eligibility Requirements

Any applicant for admission who indicates on his/her application that financial assistance is needed for education must complete a [Free Application for Federal Aid](#) at www.fafsa.ed.gov.

Federal Financial Aid is not available to international students unless they are eligible non-citizens. Eligible non-citizens must provide current documentation of immigration status prior to applying for financial aid.

To be eligible to receive most need-based aid, a student must meet the following requirements:

- Show financial need.
- Be enrolled in an eligible degree program.
- Have a high school diploma or a GED.
- Be a U.S. Citizen or eligible non-citizen.
- Have a valid Social Security Number.
- Maintain Satisfactory Academic Progress.
- Comply with requirements of the Anti-Drug Abuse Act.
- Not be in default on a Federal Perkins Loan (or National Direct Student Loan), Federal Subsidized and/or Unsubsidized Loan, or Federal Plus Loan.
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant (FSEOG).
- Agree to use any Federal student aid received solely for educational purposes.
- Be enrolled at least half-time (for most programs).

- Sign a Statement of Educational Purpose/Certification on refunds and default.
- Sign a statement of updated information certifying that certain items on their [Institutional Student Information Record](#) are correct.
- Sign a Statement of Registration Status if required to register with the Selective Service.

Policies and Procedures for Verification

In accordance with 34 CFR 668.53, Everglades University has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

1. Only those students selected for verification by the U.S. Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a signed U.S. Income Tax Return from the prior year. Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No Federal Pell Grant, Federal Campus Based Aid, or Federal Direct Loan funds will be disbursed prior to the completion of verification.
3. A Federal Direct Loan will not be originated until all verification has been completed.
4. Students eligible to receive a Pell Grant, Campus Based aid or a Federal Direct Loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around the end of September) whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due, or risk termination from the school. After the aforementioned period, all financial aid that might have been due is forfeited.
5. All students will be notified on a timely basis if they were selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify the student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by U.S. Department of Education
6. If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the school will refer the case to U.S. Department of Education for resolution. Unless required by U.S. Department of Education, no further Federal Financial Aid will be disbursed to the student.
7. The financial aid file must be documented with the date that verification is completed.

Financial Aid Procedure

Prospective Everglades University students must complete a [Free Application for Federal Student Aid](#) form. Many funds are limited and are awarded on a first-come-first-serve basis to those students who have the greatest need. Students must complete a FASFA and an appointment must be made with the Financial Services Department.

During a student's financial aid interview, a computerized need analysis will be completed. This need analysis indicates what the amount a family is expected to contribute to the educational cost, as well as the amount of financial aid the student can expect to receive. After the [Free Application for Federal Student Aid](#) is processed, the University receives an electronic [Institutional Student Information Report \(ISIR\)](#) and the student receives a [Student Aid Report \(SAR\)](#) from the U.S. Department of Education within 30 days.

If verification is required, requested documentation must be produced by student, spouse, and/or parent (whichever is applicable). The Financial Services Department will explain the verification procedure if the situation arises.

The Financial Services Administrator submits the relevant paperwork to the appropriate lenders/agencies and follow up to ensure that the financial aid file is complete and accurate. Financial Services is the liaison between the lenders/servicing agencies and the student. The Director of Financial Services works to see that students are aware of their responsibilities, that student tuition is paid, that the lender obtains the correct paperwork, and that all documents are executed and tracked correctly.

Financial Services is dedicated to helping the students understand and comply with the forms and paperwork that the financial aid application process entails. Students must re-apply for financial assistance each year.

NOTE: *A student's financial aid is solely the responsibility of the student. Each student is responsible for correctly completing all applications and processing paperwork in a timely manner. If student aid is not received by the University while the student is in school, the student is responsible for all tuition and fees due to the University.*

Student Rights and Responsibilities

Student Rights

All Everglades University students have the right to:

- Know when they will receive their financial aid.
- A copy of the documents describing the University accreditation or licensing.
- Information about Everglades University programs, instructional and other physical facilities, and faculty.
- Information relating to job placement rates.
- Information concerning the cost of attendance.
- Information on the refund policy for students who withdraw.
- Information about Federal Work-Study jobs:
 - What kind of job it is
 - What hours a student must work
 - What job duties are
 - What the rate of pay is
 - How and when payroll is issued
- Reconsideration of their aid package if the student believes a mistake has been made or if enrollment or financial circumstances have changed.
- Information on how the University determines whether a student is making satisfactory progress, and if not, the nature of the procedures.
- Information concerning special facilities and services that are available under the Americans with Disabilities Act.
- Information as to what financial assistance is available, including information on all federal, state, local, private, and institutional financial aid programs.
- Information as to who Financial Services personnel are, where they are located, and how to contact them.
- Information concerning the procedures and deadlines for submitting applications for each available financial aid program.
- Information concerning how financial aid recipients are selected for various programs.
- Information concerning how a student's financial aid eligibility is determined.
- Information on how much of the financial need, as determined by the University, has been met.
- Information concerning each type and amount of assistance in each student's financial aid package.
- Information concerning the interest rate on any student loan a student has, the total amount which must be repaid, the length of time to repay, when repayment must begin, and what cancellation or deferment (postponement) provisions apply.
- Know their academic advisor.
- Information concerning the University's policies regarding attendance, dress, tardiness, and testing.
- Fair, equal non-discriminatory treatment from all University personnel.
- Information concerning the University's academic and administrative policies.
- Access to their student records.
- Freedom of academic expression.

Student Responsibilities

It is the responsibility of each Everglades University student to:

- Abide by Everglades University student code of conduct.
- Read, understand, and keep copies of all forms they are given.
- Review and consider all information about the University's program prior to enrollment.
- Pay special attention to the [Free Application for Student Financial Aid](#), complete it accurately, and submit it on time to the right place. (Errors can delay or prevent receiving aid).
- Know and meet all the deadlines for applying or reapplying for aid.

- Provide all documentation, corrections, and/or new information requested by either the Financial Services Department or the agency to which the application was submitted.
- Notify the University of any information that has changed since the student's initial application for financial aid.
- Repay all student loans.
- Complete an entrance and exit interview if the student has a Federal Perkins Loan, Federal Subsidized and/or Unsubsidized Loans, or Federal PLUS Loan.
- Notify the University and lender (if student has a loan) of any changes in the student's name, address, or attendance status (half-time, three quarter-time, or full-time).
- Satisfactorily perform the work agreed upon in a Federal College Work-Study Program, if the student has been granted one.
- Understand the University's refund policy which is clearly stated on the enrollment agreement and in this catalog.
- Read the contents of the Application for Admission carefully.
- Purchase or otherwise furnish books and supplies.
- Maintain University property in a manner that does not deface, destroy or harm it.
- Return library books in a timely manner and pay any fines that may be imposed.
- Obtain required educational and financial clearances prior to graduation.
- Comply with all parking regulations.

TUITION AND FEES

Fee Schedule

The tuition for undergraduate courses at Everglades University has been calculated on a credit basis of \$530 per credit hour, charged on a semester basis of (\$530 x 12 credits) \$6,360 per semester and is subject to annual review and modification. The tuition for graduate courses at Everglades University has been calculated on a credit basis of \$546 per credit hour, charged on a semester basis of (\$546 x 12 credits) \$6,552 per semester and is subject to annual review and modification. A semester is sixteen weeks or approximately four months long beginning upon the student's start date.

Undergraduate students maintaining a 3.0 or higher cum GPA are eligible to take up to 18 credits per semester, subject to approval of the Department Chair, Dean of Academic Affairs or Vice President of Academic Affairs. This may only be granted to students whose accounts are current and up to date.

Undergraduate students maintaining a 3.0 cum GPA or higher may take additional credits, beyond 12 but not to exceed 18 credits, at a charge of \$1,590 per 3 credit course. Undergraduate students electing to take a course that includes a lab will be charged \$530 per one credit course.

Fee Policy

Payment of all fees, or arrangement for the payment of all fees, must be made at the time of registration and are subject to change without notice. Students taking courses on an audit basis pay the same fee as those students taking courses for academic credit. All financial obligations owed to Everglades University must be paid, or arrangements for payment must have been made, before a student may re-register, receive transcripts or graduate.

The University reserves the right to increase the cost per credit, registration fee and/or education fees on an annual basis.

Students can access the University's Net Price Calculator on the University's website at www.EvergladesUniversity.edu/eu-NetPriceCalculator/mpcalc.htm

The current fee schedule is as follows:

Application Fee (one-time)	\$50	(non-refundable)
Registration Fee (one-time)	\$145	
Education Fee for Online Students (per semester)	\$800	
Education Fee for On campus Students (per semester)	\$400	
Administrative Fee (Withdrawal)	\$100	
Re-Entry Fee	\$150	
Change of Start Date Fee	\$75	
Handling Fee (per shipment)	\$5	

Textbooks for Undergraduate Students (estimated per semester)	\$500
Textbooks for Graduate Students (estimated per semester)	\$600
Transcript Request Fee (See page 76*)	<i>varies by university and number of transcript requests sent</i>
Rush Transcript Request (See page 76*)	<i>varies by destination</i>
Shipping	<i>varies by weight and destination</i>

Miscellaneous Fees/Bank Charges: The University reserves the right to charge a student's account for bank fees incurred by the University for a student's check being returned due to non-sufficient funds. In addition, should the student request expedited stipend checks and/or stop payments to be placed on stipend checks, bank fees incurred by the University as a result are the student's responsibility.

Estimated Total Degree Program Cost

The following are estimated total degree program costs for tuition, books, and fees. The total estimated costs do not take in to account transfer credits that may be accepted by Everglades University upon evaluation of prior official transcript(s), which may reduce the estimated total degree program cost.

Estimated Total Online Degree Program Cost

Undergraduate Degree Program tuition is based on 123 credit hours.

Tuition	\$65,190
Books	\$5,125 (estimated \$500 per semester)
Fees	\$8,200 (\$800 per semester)
Total Estimated Cost	\$78,515

Graduate Degree Program tuition is based on 36 credit hours.

Tuition	\$19,656
Books	\$1,800 (estimated \$600 per semester)
Fees	\$2,400 (\$800 per semester)
Total Estimated Cost	\$23,856

Estimated Total On Campus Degree Program Cost

Undergraduate Degree Program tuition is based on 123 credit hours.

Tuition	\$65,190
Books	\$5,125 (estimated \$500 per semester)
Fees	\$4,100 (\$400 per semester)
Total Estimated Cost	\$74,415

Graduate Degree Program tuition is based on 36 credit hours.

Tuition	\$19,656
Books	\$1,800 (estimated \$600 per semester)
Fees	\$1,200 (\$400 per semester)
Total Estimated Cost	\$22,656

The total tuition estimate does not include tuition credited by prior credits completed by the student accepted for transfer by Everglades University. This total tuition cost is based upon estimated book fees and subject to an annual tuition increase.

Texts, Supplies, and Special Fees

Textbooks for students in the programs offered may be purchased from the Everglades University Bookstore. Students are also required to furnish their own personal school supplies such as pencils, pens, erasers, notebooks, calculators, dictionaries, and tape recorders, if permitted. Textbooks are estimated to cost \$500 per semester for undergraduate students and \$600 per semester for graduate students. If books are shipped, the student is responsible to pay the related shipping fees which will vary by destination and the weight of the textbook. In addition, for each book shipment there is a \$5 handling fee charged.

Upon request from the student, any other documents or forms can be sent overnight via UPS. It is the student's responsibility to pay shipping costs which may vary by weight and destination.

A current listing of University textbooks and textbook fees are located on the University website at <http://www.EvergladesUniversity.edu/pdf/MASTERBOOKLIST.pdf>

Educational fees charged to online students include the following educational services to enhance the student's educational experience: 24-hour platform, 24-hour hotline helpdesk, access to electronic databases, secure third-party server and other electronic student support services.

Educational fees charged to on-campus students include the following educational services to enhance the student's educational experience: campus technology, campus security, campus facility maintenance, campus special events, campus and electronic library resources, and additional student support services.

Interrupt

There will be no refund of tuition, fees, charges or any other payment made to the University in the event the operation of the University is suspended at any time as a result of any "Act of God", strike, riot, disruption, or for any other reasons beyond the control of the University.

Student Withdrawals

It is the responsibility of all students upon withdrawal from Everglades University to return library books, pay all fines, fees and monies that are owed to the University.

CANCELLATION AND REFUND POLICY

Tuition and Fee Disclosure

Tuition is computed on the assumption that a student remains throughout the academic year. Since a place in class has been reserved for each student, tuition is refunded in accordance with the University refund policy. A student withdrawing from the University must comply with proper clearance procedures as outlined in the catalog. Reductions in indebtedness are made solely at the discretion of the University for withdrawals necessitated by conditions beyond a student's control such as an emergency acceptable to the University. Refunds or reductions in indebtedness are processed after all required approvals are documented on a withdrawal form. Students are obligated for all charges (tuition/fees/books/supplies) for the semester they are currently attending plus any prior account balance. A semester of sixteen (16) weeks consists of four (4) consecutive four (4) week terms of instruction. A \$100 administrative fee is charged when a student withdraws prior to the end of a semester. A student who has withdrawn and wishes to re-enter is charged a \$150 reentry fee. Students who change their start date after signing an enrollment agreement may be charged a \$75 change of start date fee.

Return of Title IV Funds

A pro-rated portion of any Federal Title IV Funds received will be returned to the appropriate program for students who withdraw on or before completing 60% of the semester (period of financial obligation).

The formula for Return of Title IV Funds (section 484B of the Higher Education Act) also specifies the order in which funds are to be returned to the financial aid programs.

The return of Title IV funds under the Federal Refund Policy, follow a specific order.

- (1) Unsubsidized Loan; (2) Subsidized Loan; (3) Perkins Loan; (4) PLUS/Grad PLUS Loan;
- (5) Pell Grant; (6) FSEOG; (7) Other Title IV program (no FWS).

Refunds are made within thirty days from the date of determination of a student's withdrawal.

Cancellation/Withdrawal Calculation

Cancellation at any time from the date of a student's registration to the day before the first scheduled day of a semester – 100% refund of tuition and education fees. (The University retains the \$50 application fee).

- Withdrawal at any time during the first week of the semester – 90% refund of tuition only.
- Withdrawal at any time during the second week of the semester – 85% refund of tuition only.
- Withdrawal at any time during the third week of the semester – 80% refund of tuition only.
- Withdrawal at any time during the fourth week of the semester – no refund.

Any funds paid for supplies, books or equipment which can be and are returned to the University, are refunded to a student who withdraws prior to the start of a semester, providing the student returns said items that can be resold. The University reserves the right to determine if above-mentioned items are returnable. All registration fees are refunded if a student is not accepted into his/her particular program. Students must notify the University of cancellation by contacting their Academic Advisor in writing or orally when written communication is not possible.

All monies paid by an applicant are refunded if cancellation occurs within three business days after signing the University's Application for Admission and making an initial payment. If cancellation occurs after three business days from the signing of the University's Application for Admission, all application and registration fees in excess of \$100 are refunded to the student. Refunds are made within thirty days from the date of determination of a student's withdrawal. All balances owed the University due to the return of Title IV funds or withdrawal calculation or a balance due at time of graduation are billed to the student. No official academic transcript is issued to any student who owes a balance to the University at the time of the request. Upon payment of an outstanding debt, a transcript may be issued.

Veterans Refund Policy

The refund of the unused portion of tuition, fees, and other charges for Veterans or eligible persons who fail to enter a course or withdraw or discontinue prior to the completion will be made for all amounts paid which exceed the approximate pro rata portion of the total charges that the length of the completed portion of the course bears to the total length of the course. The refund will be determined on the ratio of the number of days or hours of instruction completed by the student to the total number of instructional days or hours in the course. Upon determination of withdrawal, all refunds will be made within a thirty-day period.

ADMINISTRATIVE POLICIES

University policies have been formulated in the best interests of the student and the University. The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the University.

Out of necessity, Everglades University reserves the right to change any provision or requirement, including fees, contained in the catalog at any time— with or without notice. The University further reserves the right to require a student to withdraw at any time under appropriate procedures. Everglades University also reserves the right to impose probation on any student whose conduct, attendance, or academic standing is unsatisfactory. Any admission on the basis of false statements or documents is void when the fraud is discovered and the student may be terminated on such grounds. In such cases, the student may not be entitled to any credit for work that he/she may have completed at the University.

Admission of a student to Everglades University for any academic term does not imply or otherwise guarantee that student will be re-enrolled in any succeeding academic year.

The University also reserves the right to cancel any classes which do not have a minimum number of students enrolled.

Intellectual Property Policy

Everglades University defines intellectual property as a product of the intellect that has commercial value, including copyrighted property such as literary or artistic works, and ideational property, such as patents, software, appellations of origin, business methods and industrial processes. Any intellectual property developed as a direct result of regular duties of faculty members, staff members or students, or developed by a faculty member, staff member or a student as a result of research done in connection with regular duties or assignments, is the exclusive property of the University. Such property is the exclusive property of an employee if no University funds, space, facilities or time of faculty members, staff members or students were involved in the development. Software development by faculty members, staff members or students as part of normal duties or assignments is considered "work-for-hire" and is property of the University. Courseware (syllabi, lecture notes, class handouts and other such materials) whether in paper or web formats are property of the University. All work completed or submitted toward fulfillment of course requirements by students is the property of Everglades University. Everglades University reserves the right to utilize any work so submitted in any way it believes appropriate.

Communication and Computer Use

All computers, computer files, fax machines, e-mail systems, software applications and other electronic media or communication devices (herein collectively "equipment") which are made available to employees during the course of their employment is the exclusive property of Everglades University and is intended for student use. No reasonable expectation of privacy exists in connection with the use of any equipment. Everglades University reserves full rights to inspect the equipment at any time, with or without the presence or consent of an employee, in order to monitor the use of its equipment and for other business purposes.

Students are prohibited from using Everglades University's equipment in any way that is illegal or which may be disruptive or offensive to others, including but not limited to, the transmission of sexually explicit messages,

cartoons, jokes, ethnic or racial slurs or anything that may be construed as offensive by a reasonable person or showing disrespect for others.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

Acceptable Data Network Use Policy

All University data and data networks are to be used in an ethical, legal, and approved manner. No corporate information or corporate resource may be used in such a way as to harm the company image, reputation, competitive edge, or financial interests. Any person or persons not complying with this Acceptable Data Network Use Policy may be subject to disciplinary action or criminal charges.

Prohibited Use

- Accessing files for which you are not authorized.
- Accessing other student's files without their express permission or sharing files with other students.
- Illegal reproduction of software which would constitute copyright violation.
- Any intentional action which could potentially cause harm to the University's data, information, or resources.
- Unauthorized distribution of copyrighted data.
- Conducting any activity considered illegal or which may harm the reputation of the company.

Email Usage

University electronic mail usage that is considered prohibited but not limited to, any of the following actions:

- Pornographic, offensive, malicious, racist, or other offensive material.
- Illegal information which violates state or local law.
- The dissemination of any information which is considered intellectual property or could be harmful to the company in any way.
- Browsing any website the University deems unacceptable.

Internet Usage

University Internet access that is considered prohibited but not limited to, any of the following actions:

- Browsing pornographic, offensive, malicious, or hate web sites.
- Browsing any web site that the company has classified as unacceptable.

Computer crimes are a violation of the University's disciplinary standards, the commission of computer crimes may result in felony criminal charges. The Florida Computer Crimes Act, Chapter 815, Florida Statutes, addresses the unauthorized modification, destruction, disclosure or taking of information resources.

Drug Policy

Drug and Alcohol Abuse Prevention Programs

As required by CFR 86.100 Everglades University publishes and distributes to all current students and employees its Drug and Alcohol Abuse Prevention Program. Below are the details related to this important subject matter. The University's Drug and Alcohol Abuse Prevention Program is reviewed annually as part of the Crisis Response Team's review of campus crime statistics and drug and alcohol offenses to determine its effectiveness and to implement changes if they are needed.

Drug and Alcohol Abuse Prevention

Drug abuse affects all aspects of American life. It threatens the workplace, our homes, our schools and our community. The U.S. Department of Education requires institutions of higher education to implement a drug prevention and awareness program for their students and employees through the Safe and Drug Free Schools and Communities Act. All students are expected to conduct themselves as mature adults and as members of an academic community. The consumption of alcohol or drugs while attending class is prohibited and may be subject to disciplinary action.

Standards of Conduct

The University community must adhere to a code of conduct that recognizes the unlawful manufacture, sale, delivery, unauthorized possession or use of any illicit drug is prohibited on property owned or otherwise controlled by Everglades University. If an individual associated with the University is apprehended for violating any drug-or alcohol-related law when on University property, or participating in a University activity, the University will fully cooperate with all law enforcement agencies. Underage possession or consumption of alcoholic beverages is not permitted on property owned or controlled by the University and the state laws will

be enforced. Intentionally or knowingly selling, or intentionally or knowingly furnishing alcoholic beverages to persons under the age of 21, or to persons obviously inebriated, is not permitted on property owned or controlled by the University.

Health Risks Associated with the use of Illicit Drugs and the Abuse of Alcohol

Moderate to high doses of alcohol cause marked impairments in higher mental functions and the loss of memory. High doses of alcohol can cause respiratory depression and death. Long-term consumption, particularly when combined with poor nutrition, can also lead to dependence and permanent damage to vital organs such as the brain and the liver. Physical effects of drugs include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. The use of drugs may impair or reduce short-term memory and comprehension, alter sense of time, and reduce the ability to perform tasks requiring concentration and coordination. Motivation and cognition may also be altered making the acquisition of new information difficult. As you can see from the above there are major health risks associated with the use of illicit drugs and the abuse of alcohol.

Pell Grant

Federal guidelines state the grantee must certify that he or she will not engage in unlawful activities related to controlled substances during the period covered by the grant.

Federal Financial Aid Penalties for Drug Violations

Federal guidelines focus strongly on illicit drug use and distribution. The Higher Education Opportunity Act states students convicted of an illicit drug violation can be denied federal financial aid for a specific period, in addition to other legal penalties. The Free Application for Federal Student Aid (FAFSA) asks students if they have been convicted of a drug-related offense: "Have you ever been convicted of possessing or selling illegal drugs?" If you answer "yes," the University will send a worksheet in the mail to determine if your conviction affects your eligibility for aid. Failure to answer the question automatically disqualifies students from receiving federal financial aid. Answering this question falsely could result in fines up to \$20,000, imprisonment or both.

More information about federal penalties and sanctions is located at <http://www.justice.gov/dea/agency/penalties.htm>

Penalties for Drug Convictions

If the student was convicted of both possessing and selling drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

Possession of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for one year from the date of conviction.
- For a second offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a third offense and subsequent offenses, a student has indefinite ineligibility for federal financial aid from the date of conviction.

Sale of Illegal Drugs

- For a first offense, a student loses eligibility for federal financial aid for two years from the date of conviction.
- For a second offense and subsequent offenses, a student has indefinite ineligibility from the date of conviction.

How to Regain Eligibility

A student can regain eligibility for federal student aid funds the day after the period of ineligibility ends or upon successful completion of a qualified drug rehabilitation program that must:

- Include at least two unannounced drug tests;

AND

- Have received or be qualified to receive funds directly or indirectly under a federal, state or local government program.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program, passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record.

In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. The student is responsible to certify that a rehabilitation program was successfully completed. As with the conviction question on the FAFSA, the University is not required to confirm the reported information unless conflicting information is determined.

Convictions During Enrollment

Federal regulations require enrolled students convicted of a drug offense after receiving federal financial aid to notify Everglades University immediately. The student will then become ineligible for further federal financial aid and must repay federal financial aid received after the conviction.

Drug and Alcohol Counseling

Available to all students is the 211 Helpline Center. Students can call 211 to receive referrals to local resources and support to individuals who need drug and alcohol counseling.

Institutional Sanctions for Alcohol and Drug Violations

Any member of the University community found consuming or selling drugs on University property shall be subject to discipline on a case-by-case basis.

- Discipline will be based on the seriousness of the situation.
- A case may result in dismissal from the University.
- In all cases, the University will abide by local, state and federal sanctions regarding unlawful possession of drugs and the consumption of alcohol.
- Additional state penalties and sanctions may also apply.
- The University has adopted a zero-tolerance policy regarding underage drinking.

Weapon Policy

In instances in which an Everglades University student who is a Florida law enforcement officer, duly trained and certified as a Florida law enforcement officer and currently employed as such, attends class in uniform, Everglades University recognizes and supports that, that officer will possess his/her service weapon in full view.

In instances in which an Everglades University student who is a Florida law enforcement officer, duly trained and certified as a Florida law enforcement officer and currently employed as such, attends class out of uniform in plain clothes capacity, Everglades University recognizes and supports that, that officer will possess his/her service weapon. In these instances, Everglades University recommends that the plain clothes law enforcement officer cover their weapon.

This policy acknowledges that service weapons carried by plain clothes officers in full view is a routine, accepted part of law enforcement work, but provides an uncommon environment for fellow students. For this reason Everglades University understands all students who are certified Florida law enforcement officers will carry their service weapon, but asks plain clothes Florida law enforcement officers to cover their service weapon.

It should be noted, certified Florida law enforcement officers are the only people permitted to possess a gun or weapon of any kind on any Everglades University campus. Any other possession of a weapon of any kind for any reason by anyone on an Everglades University campus is strictly prohibited. The above stated policy provides an exception only in the case of Everglades University students who are certified Florida law enforcement officers currently employed by a recognized Florida law enforcement agency. There are no other exceptions to this policy.

Campus Security Safety Act and Campus Crime Statistics

Everglades University maintains open, well-lit buildings with appropriate well-lit parking areas. Any and all incidents, including damage to personal property or suspicious persons, should be promptly reported to University administration. Students wishing a copy of the number of crimes committed on the campus can request this information from the administrative offices or see the university website at www.evergladesuniversity.edu/safety-and-security-annual-security-report.asp.

Annual Security Report

In compliance with the 34 CFR 668.41 and 34 CFR 668.46 2008 federal regulation amendments, please find the electronic address at which the respective Annual Security report is posted www.evergladesuniversity.edu/safety-and-security-annual-security-report.asp. The annual security report describes the institutional security policies and crime statistics. Upon request, the institution will provide a paper copy of the report.

Campus Safety and Security

Everglades University takes campus security seriously and believes that providing a healthy, safe, and secure environment is conducive to learning. An Emergency Exit Plan has been established for each Everglades University Campus. In the event that a situation requires an emergency evacuation, Emergency Exit Plans are posted in the classrooms, offices, computer labs, libraries, student lounges, employee lounges and at additional locations throughout each campus and provide the building occupants with the nearest emergency exit.

Student Must Know Emergency Information

The campus takes various precautionary measures to protect the students, staff, faculty and campus visitors. Nevertheless, unavoidable emergencies may occur in extreme situations. Therefore, each campus has a Campus Response Team (CRT) that implements and oversees the campus response to a crisis situation. The CRT receives training in dealing with crisis situations and will primarily direct the immediate response to a crisis situation until the arrival of law enforcement and emergency response personnel.

In order to make this program effective, please familiarize yourself with the following emergency procedures.

***** In case of emergency - dial 911*****

Student Emergency Response

Emergency Evacuation

Evacuation is the movement of campus occupants from a dangerous or potentially dangerous location to a safe location. There are two types of evacuation; fire evacuation and non-fire evacuation:

Fire Evacuation

- Evacuation is mandatory when a fire alarm is activated.
- Follow CRT instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so.

Non-Fire Evacuation

- A non-fire evacuation will be initiated by campus CRT.
- Follow CRT instructions if given.
- Do not use the elevators.
- Assist people with disabilities if possible.
- Do not attempt to reenter the facility unless directed to do so.

Emergency Lockdown

Emergency Lockdown is used to dramatically and rapidly enhance the level of security of the campus. By locking all exterior, interior and class doors, staff can make it more difficult for dangerous person(s) in the vicinity or in the campus to gain access to staff and students.

- Lock or barricade doors of classroom and internal student areas of congregation.
- Close blinds, turn off lights.
- Remain quiet and out of sight.
- If gunshots are heard, lay on the floor and try to use available capabilities for additional cover and concealment.
- If you are outside when a lockdown is declared, seek shelter away from the danger.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Do not open the door for people claiming to be public safety personnel unless you have an opportunity to view photo identification or are instructed to do so by a staff member whom you recognize.

External Lockdown

External lockdown creates a physical layer of security between the internal and external dimensions of the campus. This lockdown allows staff and students to continue with productive activities while maintaining access control to the campus and remain in an elevated state of security.

- Remain in classroom.
- Follow faculty and staff instructions.
- Remain attentive to any change in status.

Shelter in Place

Shelter in place procedures are traditionally utilized when:

1. A tornado has been spotted.
2. There has been a chemical or biological incident outside of, but in proximity to a campus and available information indicates that there is no adequate time to evacuate building occupants to a safe location before the dangerous contaminants reach the facility.

- Follow faculty and staff instructions.
- Assist people with disabilities if possible.
- Seek an interior room or hallway with no windows.
- Close windows and doors- do not lock doors.
- Remain in shelter until an all clear is given.

Antihazing Policy

Everglades University adheres to a strict antihazing policy. Hazing of any sort will not be tolerated nor does the school condone such behavior. Students found hazing will automatically be terminated from the University.

Graduation and Retention Rates

Everglades University discloses the most recent Student-Right-to-Know cohort graduation rate on the University's website at <http://www.EvergladesUniversity.edu/consumerinfo/grad-rate.asp>. For additional information please visit the Integrated Postsecondary Education Data System (IPEDS) website at <http://nces.ed.gov/ipeds/>.

Student Records

FAMILY EDUCATION RIGHTS AND PRIVACY ACT - 1974 (Public Law 93-380)

In compliance with the law, certain policies and procedures have been established at Everglades University concerning student records. The following offices maintain general student records, including academic and financial files:

- Registrar's Office (general student records)
- Financial Services Office (financial aid records)
- Bursar's Office (student accounts records)

FERPA Disclosure

Directory information is considered public and may be released without written consent unless specifically prohibited by the student concerned. Students wishing to opt out must provide a formal written request to the Dean of Academic Affairs. Data defined as directory information includes: student name, address, telephone number, email address, major field of study, student participation in officially recognized activities, dates of attendance, enrollment status (full-, half-, part-time; undergraduate or graduate), degrees and awards received, and the most recent educational agency or institution the student has attended.

Access, Review, and Challenge of Records

Student account records are maintained by the University in permanent files. As a result of section 438 of the General Provision Act (Title IV of Public Law 90-247), students aged 18 or over have access to their personal records kept by the University. One transcript of the student's grades is provided free of charge after graduation.

Additional transcripts will be supplied per written request. Appropriate fees will apply.

All authorized university and/or school officials and third-parties who meet the definition of a school official may be granted access to student records for official purposes only. A student (or in some cases eligible parents) may have access to the student's record within a reasonable time after submitting a written request to the custodian in possession of that record. If the content of any record is believed to be in error, inaccurate, discriminatory, misleading, in violation of student rights, or otherwise inappropriate, it may be challenged and a written explanation included in the record. The student's right to due process allows for a hearing, which may be held at a reasonable time and place, at which time evidence may be presented to support the challenge. (Please see Student Disciplinary/Complaint/Grievance Procedures, *pages 82-87*.)

Student information will only be released to any person, agency or legal authority as required by subpoena/legal process or by consent of the student (or eligible parent). Information will only be released on a consent basis where the student or eligible parent has provided written consent, signed, dated and specifying the information to be released, the reason for release and name(s) of persons to whom the information is to be released.

EU Official and Prior Institution Transcript Request*

Students will receive one official transcript at the time of graduation. Additional requests will be at a charge of \$5 per transcript and must be requested in writing. A written request, signed by the student, should be made a minimum of two (2) weeks before the transcript is required and include the \$5 charge. The University reserves

the right to charge additional fees when the transcript fee exceeds \$5 and/or when multiple college transcripts are requested. The full address of the person/place to which the transcript is to be sent must be included. An official transcript bearing the University seal will be forwarded directly to other colleges, prospective employers, or other agencies at the request of the student. Typically, colleges only consider a transcript "official" if forwarded directly from the sending institution. Students may also obtain unofficial copies of their transcripts at the Registrar's Office. Rush transcripts may be requested as described above. A fee for overnight shipping costs will be charged for rush transcripts. Please note that students are responsible for any fees associated with transcript requests from prior institutions. **NOTE: All financial obligations to the University must be paid before transcripts are released.**

Sexual Harassment

Sexual harassment, like racial, religious or ethnic intimidation, in an educational setting creates a psychologically harmful atmosphere. Employers have a duty to ensure that the workplace is free from discrimination in any form and to ensure compliance with Affirmative Action guidelines. Everglades University has policies that ensure that no employee, faculty member or guest of the University engages in any improper conduct. Additionally, Everglades University employees will endeavor to prevent students from sexually harassing other students, employees and faculty members.

Course Schedules/Changes

It is the University's goal that courses are taken in an appropriate sequence, 1000 and 2000 lower division courses prior to 3000 and 4000 upper division courses. The student's Academic Advisor will create the student's schedule. A student may request a schedule change by contacting their Academic Advisor.

The Department Chair or Dean of Academic Affairs will assist students registering for a class that is cancelled as well as those having scheduling errors. Dates and times for schedule changes will be posted as far in advance as possible. Scheduling exceptions must be approved by the Vice President of Academic Affairs.

Course Waivers/Substitutions

A prerequisite may be waived or a course may be substituted upon recommendation by the Department Chair/Dean of Academic Affairs subject to approval of the Vice President of Academic Affairs. The document must then be placed in the student's file.

Academic and Administrative Dismissal

A student may be dismissed from Everglades University for disregarding administrative policies. Causes for dismissal include:

- Failure to meet minimum educational standards
- Failure to meet student responsibilities as enumerated elsewhere in this catalog
- Disruptive or otherwise inappropriate conduct (whether directed at another student or University representative)
- Continued inappropriate personal appearance
- Continued unsatisfactory attendance
- Non-payment for services rendered by the University
- Failure to comply with policies listed in current University catalog
- Conduct prejudicial to the class, program or University
- Participation in hazing activities
- Any behavior deemed inappropriate by the University President

Standards of Conduct

Commensurate with the academic atmosphere that prevails throughout the University, all students are expected and required to conduct themselves in keeping with the highest standards. Any behavior which tends to distract other students or disrupt classes will not be tolerated. Such conduct will be considered just cause for dismissal from the University. Specific behaviors that may cause dismissal from the University include:

- Willful destruction or defacement of University or student property
- Improper or illegal conduct
- Use or possession of alcoholic beverages, firearms or illegal drugs on campus
- Being under the influence of alcoholic beverages or illegal drugs while on campus
- Cheating and plagiarism

- Theft of any personal or University property
- Disruptive or otherwise inappropriate behavior
- Misuse of University information technology
- Unauthorized distribution of copyrighted material

Re-admittance Policy

A student must apply for re-admittance to the University after being withdrawn or dismissed. This policy also applies to students who have been on an approved Leave of Absence that extended beyond the date granted, resulting in automatic withdrawal. The re-admittance policy is as follows:

1. The student must have fulfilled all financial obligations to the University.
2. The student must also complete a new enrollment agreement, pay a re-entry fee of \$150.00, and re-enroll under the current tuition charges and catalog.
3. The student must re-apply for financial aid or set up a payment schedule.
4. It may be necessary for the student to submit a written request detailing reasons why the University should re-admit the student.

Standards of Appearance

Proper professional dress and appearance is one of the first facets upon which an employer evaluates a candidate. Therefore, proper dress and appearance is expected at the University. Each student must maintain proper personal appearance, wear approved attire, and at all times display current student ID.

Students in Everglades University's programs should dress appropriately. Students are not permitted to wear tops that expose the stomach or waist or wear extremely short skirts to class.

Students displaying inappropriate dress after warning may be asked to leave the classroom to change. Students will be readmitted upon displaying appropriate attire. Everglades University firmly believes that the development of proper work habits will assist students in obtaining their career objectives, and professional dress will elevate the general level of professionalism in the classroom, thus enhancing the educational experience.

Active duty, Reservist, National Guard and ROTC members may attend class in military uniform provided they meet the standards and regulations of their respective branch of service.

Honor Code

Everglades University has adopted an honor code for its students. Career-oriented individuals must function independently of direct supervision. Therefore, enrollment in Everglades University and the completion of the enrollment agreement represents the student's pledge to respect the rights and property of the University and all fellow students as well as to adhere to general principles of academic honesty.

Leave of Absence

A student may request a leave of absence in writing in cases of emergency, illness or extenuating circumstances. A leave of absence cannot exceed a period of one hundred twenty (120) days unless approved by the President or Vice President, but it can never exceed one hundred eighty (180) days. The request for a leave of absence must be in writing and signed by the student (electronic signature is acceptable). If a student's leave of absence continues past the date granted, the student will be automatically withdrawn from the University and his/her financial aid will be calculated according to the Department of Education Return to Title IV Policy and/or the University's withdrawal policy. Students withdrawn from the University will go into immediate loan payment status per the federal requirement. Leaves of absence must be approved by the Department Chair, Dean of Academic Affairs, or the Vice President.

Academic Interrupt

Academic interrupts are granted in special circumstances when a student will have a break in their semester schedule. Academic Interrupts are not granted for students who demonstrate unsatisfactory academic progress. All Academic interrupts must be approved by the appropriate Department Chair, Dean of Academic Affairs, or Vice President and signed by the student (electronic signature is acceptable).

Academic interrupts granted during a semester will not automatically result in a change in the tuition charged for the current semester. Students are obligated for tuition charges even when an Academic interrupt is granted.

Withdrawal Policy

When a student withdraws from Everglades University, oral or written notice should be given to the Dean of Academic Affairs or the Campus Vice President by the student, parent or guardian. Such notice should contain the reason for the withdrawal. The student has a responsibility to notify the University of their intent to withdraw and indicate the date of the withdrawal. If the student plans to return to school, this should be indicated to the Dean of Academic Affairs or the Campus Vice President during this process.

A student who withdraws and does not notify the University of their intent to return must be withdrawn within 14 days of the last date of attendance. In addition, any student who has not attended class within 14 days must be withdrawn. The above policy will affect the student's grade based on the following:

- Withdrawal prior to 50% completion of the course, a grade of W will be assigned.
- Withdrawal after 50% completion of the course, a grade of F will be assigned.

Loan Repayment

The U.S. Department of Education's National Student Loan Data System (NSLDS) provides information on your federal loans including loan types, disbursed amounts, outstanding principal and interest, and the total amount of all your loans. To access NSLDS, go to www.nsls.ed.gov.

If you are not sure who your loan servicer is, you can access your information by visiting www.nsls.ed.gov or call the Federal Student Aid Information Center at 1-800-4-FED-AID (1-800-433-3243; TTY 1-800-730-8913). To see a list of Federal Student Aid servicers for the Direct Loan Program and former FFEL Program Loans purchased by the U.S. Department of Education, go to <http://studentaid.ed.gov/PORTALSWebApp/students/english/FSALoanServicers.jsp>

When do I start paying back my student loans?

Borrower Grace Periods:

After you graduate, leave school, or drop below half-time enrollment status, there is a set period of time called a "grace period" that gives you time to get financially settled and select your repayment plan. After your grace period, you must begin repayment on your loan(s).

- Federal Stafford Loan (Direct Loan Program or Federal Family Education Loan (FFEL) Program) -the grace period will be six months.
- Federal Perkins Loans -the grace period will be nine months.
- Active Military -if you are called to duty for more than 30 days, the grace period will be delayed.
- Direct Plus Loans-there is no grace period on this loan; borrowers can defer repayment on this loan for six months. Go to www.studentaid.ed.gov/repaying for more information. The repayment period begins when the loan is fully disbursed, and they first payment is due 60 days after the final disbursement. Parent PLUS Loan borrowers whose loans were first disbursed on or after July 1, 2008, may choose to have repayment deferred while the student for whom the parent borrowed is enrolled at least half-time and for an additional six months after that student is no longer enrolled at least half-time. Interest that accrues during these periods will be capitalized if not paid by the parent during the deferment.

How much time do I have to repay my student loans?

Depending on the types of loans you have and repayment plan you choose, you can have from 10 to 30 years to repay your loans. Go to www.studentaid.ed.gov/repaying for more information.

How much will I have to repay each month?

Your monthly repayment amount will depend on the type of loan you have, the size of your debt, the length of your repayment period, and the repayment plan you choose.

What Repayment Plans are available?

You have a choice of several repayment plans that are designed to meet the different needs of individual borrowers. If you do not choose a repayment plan when you first begin repayment, you will be placed under the Standard Repayment Plan (with fixed payments for up to 10 years). The amount you pay and the length of time to repay your loans will vary depending on the repayment plan you choose.

- Payments were calculated using a fixed interest rate of 6.8% for Direct Subsidized and Unsubsidized Loans disbursed on or after July 1, 2006.
- Assumes a 5% annual income growth (Census Bureau).

- HOH is Head of Household. Assumes a family size of two.
- Payments are calculated using the maximum interest rate for consolidation loans, 8.25%.

Information contained on this page reflects the most current data in the NSLDS database. The data contained on this site is for general information purposes and should not be used to determine eligibility, loan payoffs, overpayment status, or tax reporting. Please consult the financial aid officer at your school or the specific holder of your debts for further information.

For more information and examples of repayment amounts go to www.studentaid.ed.gov/repaying (repayment plans and interactive calculators are available) to calculate your estimated repayment amount under each of the different plans.

If you have specific questions about repaying FFEL, Direct, or Perkins Loans, contact your loan servicer. In the case of Perkins Loans, your servicer will be the school that made the loan. If you don't know who your loan servicer is, go to www.nsls.ed.gov to find out.

What if I'm having trouble repaying my loans?

You can change repayment plans to suit your financial circumstances.

How do I keep track of how much money I'm borrowing and the type of aid I have?

Student can access the National Student Loan Data System (NSLDS) at www.nsls.ed.gov to see details of your loan(s) by using your PIN number.

Posting Loan Repayment:

Under certain circumstances, you can receive periods of deferment or forbearance that allow you to postpone loan repayment. These periods do not count toward the length of time you have to repay your loan. You cannot get a deferment or forbearance for a loan that is already in default.

Applying for a Deferment or Forbearance:

Receiving deferment or forbearance is not automatic. You must apply for it by contacting the servicer of your loan(s). If you're not sure who your service is you can go to NSLDS at www.nsls.ed.gov and use your PIN to access all your federal student loan information, including contact information for your loan servicer. For Perkins Loan, you will need to contact the school you receive the Perkins loan through.

To find out about the types of deferment and forbearance options, go to www.studentaid.ed.gov/repaying. *You must continue making payments on your student loan until you have been notified that your request for deferment has been granted. If you do not continue making payments and your deferment is not approved, you may become delinquent and therefore go into default on your student loan.*

Consolidating Your Loans:

What is loan consolidation?

Borrowers can combine one or more of federal student loans with various repayment schedules into one Direct Consolidation Loan with one single monthly payment. You could lose borrower benefits if you consolidate, you should carefully review your consolidation options before you apply. Talk to your loan servicer to get more information before you consolidate or go to www.studentaid.ed.gov/repaying.

When can I consolidate my loans?

You can consolidate during your grace period, once you've entered repayment, and during periods of decrement or forbearance.

Loan Cancellation:

Is it ever possible to have my federal student loan canceled?

Under certain circumstances, you can have all or part of your loan canceled. For more information, go to www.studentaid.ed.gov/discharges or contact your servicer for more information.

ESTIMATED MONTHLY PAYMENTS FOR DIRECT LOAN PROGRAM AND FFEL PROGRAM LOANS

Non-Consolidation Borrowers¹

Debt When Loan Enters Repayment	Standard		Extended Fixed		Extended Graduated		Graduated	
	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>
\$5,000	\$58	\$6,904	N/A	N/A	N/A	N/A	\$40	\$7,275
10,000	115	13,809	N/A	N/A	N/A	N/A	79	14,550
25,000	288	34,524	N/A	N/A	N/A	N/A	198	36,375
50,000	575	69,048	347	104,109	284	112,678	396	72,749
100,000	1,151	138,096	694	208,217	568	225,344	792	145,498

Debt When Loan Enters Repayment	Income Contingent ² Income = \$25,000				Income-Based ² Income = \$25,000			
	Single		Married/HOH ³		Single		Married/HOH ³	
	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>
\$5,000	\$37	\$8,347	\$36	\$11,088	N/A	N/A	\$39	\$8,005
10,000	75	16,699	71	22,158	110	13,672	39	16,081
25,000	186	41,748	178	55,440	110	45,014	39	60,754
50,000	247	93,322	189	122,083	110	109,623	39	92,704
100,000	247	187,553	189	170,153	110	118,058	39	97,020

Consolidation Borrowers⁴

Debt When Loan Enters Repayment	Standard		Extended Fixed		Extended Graduated		Graduated	
	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>
\$5,000	\$61	\$7,359	N/A	N/A	N/A	N/A	\$38	\$7,978
10,000	97	17,461	N/A	N/A	N/A	N/A	69	19,165
25,000	213	51,123	N/A	N/A	N/A	N/A	172	55,491
50,000	394	118,264	394	118,264	344	126,834	344	126,834
100,000	751	270,452	788	236,528	688	253,660	688	286,305

Debt When Loan Enters Repayment	Income Contingent ² Income = \$25,000				Income-Based ² Income = \$25,000			
	Single		Married/HOH ³		Single		Married/HOH ³	
	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>	<i>Per Month</i>	<i>Total</i>
\$5,000	\$40	\$9,414	\$38	\$12,294	N/A	N/A	\$39	\$7,818
10,000	80	18,828	77	24,587	110	17,638	39	22,414
25,000	201	47,069	189	61,588	110	59,451	39	52,725
50,000	247	106,630	189	137,766	110	91,388	39	78,816
100,000	247	187,553	189	170,153	110	117,343	39	97,020

1 Payments were calculated using a fixed interest rate of 6.8% for Direct Subsidized and Unsubsidized Loans disbursed on or after July 1, 2006.

2 Assumes a 5% annual income growth (Census Bureau).

3 HOH is Head of Household. Assumes a family size of two.

4 Payments are calculated using the maximum interest rate for consolidation loans, 8.25%.

Military Deployment Policy

Military students must provide a copy of orders to request a withdrawal for Military Duty. No academic penalty will be given for deployment; if a student attended class, they will receive a grade of “W”. The student has the option to complete class if 70% or more coursework has been completed. Student can request an “Incomplete” grade. Students will have 14 days to complete all course work. Extensions are possible given mitigating circumstances. Extension requests will be evaluated on a case-by-case basis. If the withdrawal is during the semester, no withdrawal fee will be charged. Upon re-entry, admissions re-entry fees will be waived with copy of military orders. All other admissions and academics requirements will be applicable.

Testing and Make-Up Work Policy

Class assignments and homework policies are at the discretion of the instructor. All tests will be announced in advance. Tests will be given periodically during the course. The student is responsible for making arrangements to complete any missed tests and/or assignments. Students must check with the instructor about material missed during their absence.

STUDENT DISCIPLINARY/COMPLAINT GRIEVANCE PROCEDURES

Student Complaint Procedures

Everglades University’s primary objective is to help its students meet their career goals. Occasionally, students have concerns or problems that need to be addressed. Students can confidentially discuss their problems at any time with instructors, the Student Services Department, or any staff member. Additionally, the University President, Vice President, Vice President of Academic Affairs, Dean of Academic Affairs, and Department Chairs maintain an open-door policy regarding students’ problems.

All students are entitled to fair processes and procedures. The University has procedures that allow its students to be heard, convey to the administration concerns they may have and provide a fair hearing for students. The University will retain permanent records concerning formal complaints for a period of five years.

STUDENT COMPLAINT GENERAL

The University is committed to its students and would like to know about student concerns. Students may voice concerns through normal administrative procedures which include meeting with the Student Services Department, or any staff member. Additionally, the University President, Vice President, Vice President of Academic Affairs, Dean of Academic Affairs, and Department Chairs maintain an open-door policy regarding students’ problems.

A student who would like to file a written complaint about any issue can do so through the Student Services Department. These procedures apply only to student complaints received in writing.

- A written complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be clearly dated.
- All written student complaints will be acknowledged by the University within 10 business days of receipt of the complaint. The date of receipt should be marked on the complaint.
- Within 15 business days after acknowledging receipt of the complaint, the appropriate administrative office of the University will inform the complainant regarding the institutional response to the complaint.
- Students have the right to appeal the University’s decision in the event they are not satisfied with the University’s response.

The steps to request an appeal are as follows:

Appeal Policy and Procedures

Introduction

The Appeal Committee Panel is a standing committee that meets as needed. The voting members of the committee/panel consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel should be non-biased participants. The Director of Student Services is the facilitator of the appeal hearing and is a non-voting member of the proceedings.

Purpose

The Appeal Committee Panel exists as a mechanism to provide a fair hearing for students. The goal of the Panel is to ascertain if Everglades University’s action was fair and appropriate. The Panel will hear evidence, ask

questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the President, will become binding upon the administration as well as the student who filed the appeal.

Request for Appeal

The "Request for an Appeal Committee" form may be obtained from the Director of Student Services at any time during normal business hours. The request form contains the name of the student requesting the appeal process, the date, space for a narrative explanation of the problem/reason for the appeal, name and relation of anyone that will be attending the appeal process with the student and a signature blank.

All "Requests for an Appeal Committee" by a student should be submitted to the Director of Student Services.

Appeal Process and Procedures

- Complete a "Request for an Appeal Committee" form. The form must be signed and dated with a full explanation of the problem/reason for the appeal concerning the student. The form must include the names and relation of any additional people to be there on behalf of the student. The student may bring legal counsel to the hearing but legal counsel cannot speak on behalf of the student. The student must represent them self and present his/her case to the panel.
- The "Request for an Appeal Committee" form must be submitted to the Director of Student Services.
- Upon receipt of the "Request for an Appeal Committee," the Director of Student Services will schedule the hearing within 10 business days of receipt of the request.
- The Director of Student Services will return a copy of the Request form to the student with the bottom portion completed to indicate date, place, and time of the hearing.
- On the day of the appeal the Director of Student Services will present a brief introduction of the student requesting the appeal as well as members of the panel who will hear the issues. The Director of Student Services will also provide a brief overview of the nature and chronology of the proceedings.
- The student will have ten (10) minutes in which to present his/her views, documentation, and/or other evidence in opposition to the position or action taken by the University.
- During the presentation of the student, members of the panel will have the opportunity to ask questions and view any documentation provided by the student.
- A representative of the University will have ten (10) minutes in which to present the position of the University and/or the basis for the action taken by the University.
- Following the conclusion of the presentation by the University representative, both the student and the representative of the University will have the opportunity for a three (3) minute rebuttal. The student will be permitted to rebut first and the University second.
- Following the rebuttal, the Director of Student Services will ask for final questions.
 - a) The student will be instructed as to the date that they can expect notification of the Appeal Panel's decision.
 - b) Then the student and the University representative will be excused.
- The members of the panel will deliberate. This decision will be forwarded to the President for approval. Absent extenuating circumstances, the student requesting the hearing will be notified of the decision within seventy-two (72) hours (3 Business Days).

STUDENT SATISFACTORY ACADEMIC PROGRESS APPEAL

The University's Satisfactory Academic Progress Policy is detailed in the catalog on pages 58-61.

Everglades University students are entitled to fair processes and procedures. Students have the right to appeal Satisfactory Academic Progress decisions by filing a Student Satisfactory Academic Progress Appeal.

- A Satisfactory Academic Progress Appeal is submitted in person, by U.S. mail, or by fax to the Dean of Academic Affairs. A Satisfactory Academic Progress Appeal may not be submitted by email. The student appeal must be based on mitigating circumstances. These include serious illness or injury of a student or serious illness, injury or death of a student's immediate family member, or other special circumstances. The appeal must also include an explanation as to what has changed in the student's situation that will allow him/her to make satisfactory academic progress in the returning semester. Enclose supporting documentation from medical doctors, advisors, psychologists, death notices, separation notices, divorce decree, accident reports, etc.
- All written student Satisfactory Academic Progress Appeals will be acknowledged by the University within 10 business days of receipt of the grievance. The date of receipt should be marked on the appeal.

- The Satisfactory Academic Progress Appeal Panel consisting of the Campus Vice President, Financial Aid Director, Dean of Academic Affairs, and Faculty member will meet to review the grievance and make a decision to grant or deny the appeal.
- Within 15 business days after acknowledging receipt of the grievance, the Dean of Academic Affairs will inform the student regarding the institutional response to the appeal. One of two actions can be taken: Deny Reinstatement of Student; or Reinstate Student on Financial Aid Probation.
- If the decision is to reinstate the student on Financial Aid Probation, the response will include an academic plan.
- The student can request a meeting as part of the appeal process and must inform the University of additional people who will be in attendance on their behalf. The student may bring legal counsel to the meeting but legal counsel cannot speak on behalf of the student. The student must represent them self and present his/her case.
- The decision of the panel is final.

STUDENT GRADE APPEAL COMPLAINT

The University provides all students with a course syllabus at the beginning of each course. The course syllabus includes the grading policy for the course. The University faculty members follow the grading policy stated on the syllabus and in the University catalog in order to award fair grades to all students.

A student who feels their grade has been incorrectly calculated may file a grade appeal complaint. A grade appeal complaint should be submitted to the Dean of Academic Affairs in the Academic Department. These procedures apply only to student grade appeal complaints received in writing. Students wishing to file a complaint regarding a faculty member would do so under the general student complaint policy procedures.

Grade appeal complaints are to determine that grade calculations have been completed per the syllabus and University catalog.

- A grade appeal complaint is submitted in person, by U.S. mail, or by fax. Grade appeal complaints may not be submitted by email. Grade appeal complaints should be dated and the reason for the grade appeal should be clearly stated.
- All written student grade appeal complaints will be acknowledged by the University within 10 business days of receipt of the grade appeal. The date of receipt should be marked on the grade appeal.
- The Dean of Academic Affairs will meet with the faculty member to review the grading policy and grade books to determine if an error exists.
- Within 15 business days after acknowledging receipt of the grade appeal complaint, the Dean of Academic Affairs will inform the complainant regarding the institutional response to the grade appeal complaint.
- Students have the right to appeal the decision of the Dean of Academic Affairs by submitting a written appeal request and supporting documentation to the Vice President of Academic Affairs within 10 days of the decision. The student can request a meeting as part of the appeal process and must inform the University of additional representatives who will be in attendance on their behalf. The student may bring legal counsel to the meeting but legal counsel cannot speak on behalf of the student. The student must represent them self and present his/her case.
- The Vice President of Academic Affairs will acknowledge the written request for appeal within 10 business days of receipt and will schedule a meeting date and time if so requested.
- The Vice President of Academic Affairs will review the documentation, syllabus, faculty records and University grading policy to determine if an error exists.
- Within 15 business days after acknowledging receipt of the written request for the appeal, the Vice President of Academic Affairs will inform/meet with the complainant regarding the University's decision regarding the grade appeal. This decision shall be binding.

EQUAL OPPORTUNITY/AMERICANS WITH DISABILITIES ACT/FERPA COMPLAINTS

Everglades University admits students of any race, color, and national or ethnic origin. The University's policy of equal opportunity employment and affirmative action, consistent with Federal policy, is that no person shall, on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation, sexual orientation, marital status, or belief, be excluded from any training, be denied the benefit of, or be subjected to discrimination in any hiring practice or activity at the University.

Everglades University complies with the Rehabilitation Act of 1973 (Section 504) requiring that no qualified handicapped person will be excluded by reason of the handicap from enrolling in a course of instruction. Students wishing to avail themselves of special adjustments/accommodations under the Americans with Disabilities Act must disclose special needs at time of enrollment. Accordingly, every effort is made to make reasonable adjustments/accommodations. Certain programs may require manual dexterity. Please consult campus Admissions Offices for further information.

Everglades University complies with the Family Education Rights and Privacy Act-1974 (Public Law 93-380) concerning student records. Student information will only be released to any person, agency or legal authority as required by subpoena/legal process or by consent of the student (or eligible parent). Information will only be released on a consent basis where the student or eligible parent has provided written consent, signed, dated and specifying the information to be released, the reason for release and the name(s) of persons to whom the information is to be released.

A student who feels they have not been treated fairly under the University's stated federal policies has the right to file a written complaint. A complaint should be submitted to the Vice President of the University. These procedures apply only to complaints received in writing.

- A complaint is submitted in person, by U.S. mail, or by fax. Complaints may not be submitted by email. Complaints should be dated.
- All written complaints will be acknowledged by the University within 10 business days of receipt of the complaint. The date of receipt should be marked on the complaint.
- Within 15 business days after acknowledging receipt of an Equal Opportunity, Americans with Disabilities, or FERPA complaint, the Vice President will inform the complainant regarding the institutional response to the written complaint.
- Students have the right to file a grievance with the University in the event they are not satisfied with the University's response.

The steps to request a grievance are as follows:

Grievance Policy and Procedures

Introduction

The Grievance Committee Panel is a standing committee that meets as needed. The voting members of the committee/panel consist of two (2) faculty members, two (2) staff members, and one (1) student. The voting members of the committee/panel should be non-biased participants. The Director of Student Services is the facilitator of the grievance hearing and is a non-voting member of the proceedings.

Purpose

The Grievance Committee/Panel exists as a mechanism to provide a fair hearing for students. The goal of the Panel is to ascertain if Everglades University's policy has been adhered to. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the President, will become binding upon the administration as well as the student who filed the grievance.

Request for Grievance Committee

The "Request for a Grievance Committee" form may be obtained from the Director of Student Services at any time during normal business hours. The request form contains the name of the student requesting the grievance process, the date, space for a narrative explanation of the problem/reason for the grievance, name and relation of anyone that will be attending the grievance process with the student and a signature blank.

All "Requests for a Grievance Committee" by a student should be submitted to the Director of Student Services.

Grievance Process and Procedures

- Complete a "Request for a Grievance Committee" form. The form must be signed and dated with a full explanation of the problem/reason for the appeal concerning the student. The form must include the names and relation of any additional people to be there on behalf of the student. The student may bring legal counsel to the hearing but legal counsel cannot speak on behalf of the student. The student must represent them self and present his/her case to the panel.
- The "Request for a Grievance Committee" form must be submitted to the Director of Student Services.
- Upon receipt of the "Request for a Grievance Committee," the Director of Student Services will schedule the hearing within 10 business days of receipt of the request.

- The Director of Student Services will return a copy of the Request form to the student with the bottom portion completed to indicate date, place, and time of the Hearing.
- On the day of the appeal the Director of Student Services will present a brief introduction of the student requesting the appeal as well as members of the panel who will hear the issues. The Director of Student Services will also provide a brief overview of the nature and chronology of the proceedings.
- The student will have ten (10) minutes in which to present his/her views, documentation, and/or other evidence in opposition to the position or action taken by the University.
- During the presentation of the student, members of the panel will have the opportunity to ask questions and view any documentation provided by the student.
- A representative of the University will have ten (10) minutes in which to present the position of the University and/or the basis for the action taken by the University.
- Following the conclusion of the presentation by the University representative, both the student and the representative of the University will have the opportunity for a three (3) minute rebuttal. The student will be permitted to rebut first and the University second.
- Following the rebuttal, the Director of Student Services will ask for final questions.
 - a) The student will be instructed as to the date that they can expect notification of the Grievance Panel's decision.
 - b) Then the student and the University representative will be excused.
- The members of the panel will deliberate. This decision will be forwarded to the President for approval. Absent extenuating circumstances, the student requesting the hearing will be notified of the decision within seventy-two (72) hours (3 Business Days).

STUDENT DISCIPLINARY PROCEDURES

When a student violates Everglades University's standards of conduct in the classroom, the faculty member is the first level of discipline. If the situation demands further action, the second level of discipline would be the Department Chair or Dean of Academic Affairs, and finally the Vice President of Academic Affairs. In the absence of the Dean of Academic Affairs, the University President, Vice President, or Vice President of Academic Affairs would determine the disciplinary actions. If the student has a serious objection to the disciplinary action imposed, he/she has the right to file a grievance.

When a student violates Everglades University's standards of conduct outside the classroom, but on campus, the Dean of Academic Affairs or Department Chair should immediately be contacted as the first level of discipline. The next level would be the University Vice President, Vice President of Academic Affairs, and then the University President. If the student is dissatisfied with the disciplinary action imposed, the student has the right to file a grievance.

Grievance Policy and Procedures

Introduction

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Purpose

The Grievance Committee/Panel exists as a mechanism to provide a fair hearing for students. The goal of the Panel is to ascertain if Everglades University's policy has been adhered to. The Panel will hear evidence, ask questions, review the catalog/handbook policies, deliberate and render an advisory ruling that, upon approval by the President, will become binding upon the administration as well as the student who filed the grievance.

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- A representative of the University will have ten (10) minutes in which to present the position of the University and/or the basis for the action taken by the University.
- Following the conclusion of the presentation by the University representative, both the student and the representative of the University will have the opportunity for a three (3) minute rebuttal. The student will be permitted to rebut first and the University second.
- Following the rebuttal, the Director of Student Services will ask for final questions.
 - a) The student will be instructed as to the date that they can expect notification of the Appeal/Grievance Panel's decision.
 - b) Then the student and the University representative will be excused.
- The members of the panel will deliberate. This decision will be forwarded to the President for approval. Absent extenuating circumstances, the student requesting the hearing will be notified of the decision within seventy-two (72) hours (3 Business Days).

Enrollment Agreement Disputes/Arbitration Policy

The University's enrollment agreement is the legal binding document between the student and the University. It is agreed that in the event the parties to this enrollment agreement are unable to amicably resolve any dispute, claim or controversy arising out of or relating to this agreement, or if a claim is made by either against the other or any agent or affiliate of the other, the dispute, claim or controversy shall be resolved by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules. If this chosen forum or method of arbitration is unavailable, or for any reason cannot be followed, a court having jurisdiction hereunder may appoint a panel of arbitrators pursuant to section 682.04, F.S. The expenses and fees of the arbitrator(s) incurred in the conduct of the arbitration shall be split evenly between the parties to the arbitration; however, if Everglades University prevails in the arbitration proceeding, Everglades University will be entitled to any reasonable attorney's fees incurred in the defense of the student claim. Venue for any proceeding relating to arbitration of claims shall be in the county wherein the institution is located. This agreement cannot be modified except in writing by the parties.

GRADUATION REQUIREMENTS

All students must complete the general graduation requirements as prescribed by the University, as well as all degree requirements specified in the degree being pursued. Students meeting these requirements will be issued a Master's Degree or a Bachelor of Science Degree.

Students should request an exit interview in order to graduate. Accordingly, students must contact their Department Chair, Dean of Academic Affairs, or the Vice President to schedule an appointment and/or make arrangements to complete the necessary paperwork.

Only those students who have completed all degree requirements are allowed to participate in the commencement exercises. Students will not be issued a degree or transcript of their records until all debts and



“Everglades University has provided me with the tools I needed to obtain my 4-year degree, while continuing to work full time. I feel my education has been very valuable to me, and that I am prepared to work in the field of aviation. I would recommend Everglades University to anyone that’s ready to finish their degree, and I’m so glad my husband referred them to me.”

– Lorelei Benmasar
2009 Graduate, Boca Raton Campus

obligations owed to the University have been satisfied. Students will not be issued a degree unless they are in good standing according to University policies and regulations. The student must not be on disciplinary probation.

Master’s Degree

Everglades University offers Master’s Degrees in:

- Entrepreneurship
- Business Administration
- Aviation Science

Students pursuing one of the aforementioned Master’s Degrees will have successfully completed thirty-six credit hours of study as prescribed in the catalog.

Requirements for Master’s Degree

To be eligible for a Master’s Degree the student must:

- Be admitted and granted degree seeking status.
- Complete a designated course of study that includes at least 36 semester hours of credit. All required courses in a program must be completed, and a minimum of 24 semester credits must be earned in the technical field for which the degree is awarded.
- Achieve a minimum cumulative GPA of 3.0 in all college work attempted. An “I” received in the term where the student is scheduled to graduate will be calculated as a “U” grade for purposes of computing the student’s GPA for graduation. If the course work is completed, and results in a passing grade, the student’s transcript will be amended and a final GPA re-calculated.

- Graduate students must receive a grade of “C” or above in all courses needed toward degree completion. A graduate course in which a “D” or “F” has been earned must be repeated until a satisfactory letter grade (e.g., “A”, “B”, “C”) has been achieved.
- The master’s degree coursework must include only those courses numbered 5000 and above.
- Complete the last thirty semester hours of credit at Everglades University.
- Any additional requirements imposed by the graduate program coordinator in the student’s major department or by the student’s supervisory committee must be satisfied. A master’s degree student usually takes some work outside the major department. The graduate program coordinator in the major department or the student’s supervisory committee determines the requirements for the minor or supporting courses.
- A student must satisfy the requirements for the degree that are in force at the time the degree is to be awarded.
- Complete an exit interview with all departments.
- Resolve all financial obligations to the University.

Bachelor of Science Degree

Everglades University offers Bachelor of Science Degrees with Majors in:

- | | |
|---|---------------------------|
| • Business Administration | • Construction Management |
| • Applied Management | • Aviation Technology |
| • Crisis and Disaster Management | • Aviation Management |
| • Alternative and Renewable Energy Management | • Alternative Medicine |

Students pursuing Everglades University’s Bachelor of Science Degree will have successfully completed at least one hundred twenty-three semester credit hours of study including the prescribed general education and major course work.

Requirements for the Bachelor of Science Degree

To be eligible for a B.S. degree the student must:

- Be admitted and granted degree seeking status.
- Complete a designated course of study that includes at least 123 semester hours of credit. All required courses in a program must be completed.
- Achieve a cumulative GPA of 2.0 or higher in all college work attempted. An “I” received in the term where the student is scheduled to graduate will be calculated as an “F” grade for purposes of computing the student’s GPA for graduation. If the course work is completed, and results in a passing grade, the student’s transcript will be amended and a final GPA re-calculated.
- Complete the last thirty-three semester hours of credit at Everglades University.
- Must complete a minimum of 40 credit hours in upper division (3000 and 4000 level) courses. Credits transferred from other institutions will be accepted at the level designated by the institution offering the course, unless the course has been evaluated by Everglades University as equivalent to a specific Everglades University course.
- Complete an exit interview with all departments.
- Resolve all financial obligations to the University.

DISTANCE LEARNING

Distance Learning Objectives

Everglades University understands and supports the educational needs of adult learners and those who cannot attend on campus classes. Toward that end, a distance learning program has been developed.

It is important to understand what online classes are and what they are not. Online classes are not easy substitutes for on campus classes. In fact, students find online classes as rigorous and demanding as on campus classes. Students are expected to attend the virtual classroom a specified number of times per week. All attendance is monitored. The times are flexible and dictated by the students’ personal schedules; but nonetheless their presence is required and recorded and counts toward the final grades.

An online student is expected to be computer-literate and familiar with the Internet. An orientation course is available to help students improve these skills.



“Everglades University has given me the direction that I needed in my life. All of the staff and professors I have worked with have been the most wonderful, positive people. My life has changed in such an extreme way. EU was my light at the end of the tunnel.”

– Kristin Troesch,
2007 Graduate, Boca Raton Campus

An online class is convenient and flexible. It allows students to work on assignments and participate in class discussions as their schedules permit within reasonable timeframes. Learning is achieved through individual inquiry, collaborative processes (student/student and student/faculty) and personal synthesis of ideas into an understanding of the topic. Outcomes are determined by qualitative analysis of student input, subjective and objective tests, including pre- and post-tests, group and individual projects and case studies.

Distance Learning Programs and Courses of Study

The following programs are available through the distance education program at Everglades University:

- **Master’s Degree in Entrepreneurship**
- **Master’s Degree in Business Administration**
- **Master’s Degree in Aviation Science**
- **Bachelor of Science Degree in Business Administration**
- **Bachelor of Science Degree in Applied Management**
- **Bachelor of Science Degree in Construction Management**
- **Bachelor of Science Degree in Crisis and Disaster Management**
- **Bachelor of Science Degree in Alternative and Renewable Energy Management**
- **Bachelor of Science Degree in Alternative Medicine**
- **Bachelor of Science Degree in Aviation Management**
- **Bachelor of Science Degree in Aviation Technology**

Expected learning outcomes and completion requirements for these programs are identical to those in the on campus program.

Prerequisites for Participation in Distance Learning

Admissions requirements for distance learning programs are identical to on campus programs. Additionally, students must demonstrate the ability to succeed in an online web-based educational environment. An assessment is given during the admissions process to evaluate the student's abilities in such areas as motivation, self-discipline, computer literacy, and the requirements for successful completion of an online class. In addition, an online orientation and assessment is given to online students by an online trainer to assess computer skills and proficiency. Students receiving a low proficiency score from the online trainer are referred to a Department Chair, Dean of Academic Affairs, or Vice President for further review prior to starting their program.

Distance Learning Faculty/Student Interaction

Given the unique nature of online learning, faculty/student interaction is critical for success. Online classes offer several opportunities for interaction, both faculty/student and student/student interaction. Some methods of interaction include online lectures, email, document sharing, threaded discussions and chat rooms. Students are required to log in and participate in the online class a specified number of times per week. Faculty log in daily to review, respond and reply to students. Faculty respond within a 24-hour time period. More traditional methods of contact are also available, including phone (toll free for those out of area), fax, and office visits, if feasible.

Distance Learning Facilities and Equipment

Everglades University has computer labs with Internet access that are available for student use. Everglades University provides technical services and training through its online platform. Online students must also have the following hardware and software:

PC users need the following:

- Windows 2000, XP, Vista or later version
- Office 2000 Premium, Office XP Professional or later version
- 233 MHz Pentium Processor (minimum) to 733 MHz Pentium Processor
- Sound Card
- 64 MB of RAM
- 56.6 kbps Modem or better (DSL or cable recommended)
- Speakers

Mac users need the following:

- Mac Os 9.1 or later
- Power PC Processor (604 PowerPC minimum)
- 64 MB of RAM or more
- Speakers
- 56.6 kbps Modem or better (DSL or cable recommended)
- Sound Card

Students are required to have an Internet Service Provider (ISP), an email account, a Java capable browser, and Adobe Acrobat Reader. A high-speed (ISP) connection is recommended with webcam capability.

Distance Learning Services

Student services can be provided in the following three ways: electronically, via the telephone, or in person. Adequate personnel are provided by the University to meet your student service needs. Specifically, the University offers the following student services to all online students. Everglades University's distance learning activities are a one-on-one activity. The faculty member will provide you with the appropriate tutoring based upon your individual needs. Each faculty member can be contacted twenty-four hours a day, seven days a week via his or her email account. Response time per student request is within twenty-four hours. If the student needs help in understanding electronic platforms or utilization of the University's website, service is provided by the Help Desk twenty-four hours a day, seven days a week via a toll free phone number or via email.

Distance Learning Academic Advising

All students will be assigned an Academic Advisor. Academic Advisors will be available to assist students with any concerns, whether academic or personal, to assure successful completion of the program.

Distance Learning Delivery of Books

The University's bookstore will automatically ship books for your online classes. The books will be delivered to your house. Students who wish to order their books independently should notify the University's bookstore.



“The MBA program at Everglades University was the perfect fit. Each of the instructors has a depth and breadth of real world experience that give life to the information found in the textbooks. I now feel I have the tools necessary to produce and succeed in today’s tough market.”

— Larry Bostrom
2010 Graduate, Sarasota Campus

Distance Learning Placement Assistance

Placement assistance for graduates is available to students through the Student Services Department. The Student Services Department can be contacted either by email, telephone or in-person to request placement assistance. Although the University assists students in identifying placement opportunities, it cannot guarantee employment. Online learners are encouraged to visit the Online Career Center at www.collegecentral.com/evergladesuniversity. Students can display a current résumé, search job openings, and receive job placement assistance.

Distance Learning Student Services

The University provides a sincere and friendly staff to assist in your personal needs. The University is equipped with a variety of resources and referrals to community services. Please contact the Student Services Department for further details.

Distance Learning- Library Resources

Students have access to a comprehensive online library which includes the Library Information Resources Network (LIRN) database. Included in this database are LIRNSearch, InfoTrac, ProQuest, eLibrary, Credo Reference, and Bowker’s Books in Print. Additionally, students have access to Ask-a-Librarian, Aviation Week Intelligence Network, BuildingGreen Suite, ebrary (electronic book collection), EBSCO A-to-Z, Alt HealthWatch, Business Source Complete, Westlaw (librarian access), CINAHL, MEDLINE, Energy & Power Source, Entrepreneurial Studies Source, GreenFILE, Health Source: Nursing/Academic Edition, Business Continuity and Disaster Recovery Reference Center, Regional Business News, LexisNexis Academic, Natural Standard, Salem Health, and Salem Historical Encyclopedia of American Business.*

An orientation is provided to all students early in their programs of study on how to maximize their effectiveness in using online library resources. The online library is accessible through all online classes. Online students have access to the Everglades University library resources, including a large collection of electronic books.

* For a complete listing of the electronic resources available from the online library, please refer to page 7.

In compliance with 34 CFR Section 668.43(b) for a complete list of our accreditors and for the State approval entities for distance learning in the United States, please refer to the Everglades University website at <http://www.evergladesuniversity.edu/online-degree-programs.asp>.

STAFF AND FACULTY

Staff

Office of the President

President/CEO: Kristi L. Mollis

M.B.A. Nova Southeastern University
B.S. Baldwin-Wallace College

Vice President of Academic Affairs: Jayne Moschella

D.C. Palmer College
B.S. Bloomfield College
Fellow of Medical Acupuncture,
International Academy of Medical Acupuncture

Regional Director of Financial Aid: Seeta Singh-Moonilall

B.S. Everglades University
A.S. Berkeley College

Regional Director of Enrollment Management and**Community Relations:** Marci Tully

M.A. University of South Florida
B.A. University of Florida

Chief Financial Officer: Joseph C. Berardinelli

B.S. Lemoyne College

Director of Financial Services: Frederick A. Pfeffer

B.A. Keiser University
A.A. Keiser University

Director of Institutional Effectiveness: Chee Piong

M.I.B.A. Nova Southeastern University
B.S. Embry-Riddle Aeronautical University
A.S. Embry-Riddle Aeronautical University

Assistant Director of Marketing and Advertising:

Christina Oakley

Boca Raton Campus and Online Division**Vice President for Residential Campus:** Carla A. Sanoir

B.S. Florida A & M University

Dean of Academic Affairs for Residential Campus:

Kevin N. Shriner

Ed.D. Nova Southeastern University
M.E. University of Arkansas
M.A. University of Arkansas
B.S. Kansas State University

Assistant Dean for Online Campus: Jared Bezet

M.A. Florida Atlantic University

Director of Library Services for Residential Campus and**Online Division:** Amanda Sarra

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B.A. University of Florida

Librarian for Residential Campus and Online Division:

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B.A. University of Central Florida

Registrar for Online Division:

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B.S. Florida Metropolitan University

Tanecia Natto

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B.B.A. Florida International University

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M.S. Kaplan University

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B.S. University of Phoenix

Samantha Isaac

B.S.B.A. Barry University

Bursar/Bookstore Manager for Residential Campus:

Jason Snifeld

B.S. Belhaven University

Bookstore Manager for Online Division: Pamela Peterson**Director of Admissions for Online Division:**

Jennyfer Estiverne

M.B.A. Kaplan University
B.A. Florida Atlantic University

Senior Admissions Counselor for Online Division:

Morgan Easton

B.S. Florida Atlantic University

Admissions Counselors for Residential Campus:

Joyce Amilcar

B.A. Florida State University

Sidney Gay

B.S. Wayne State University

Shelley Little

B.Ed. University of Miami

Admissions Counselors for Online Division:

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B.S. American International College

Luis Garcia

B.A. Florida Atlantic University

Terryanne Hunte

B.A. University of Florida

Emma Jean-Philippe

B.A. Florida Atlantic University

Aisha Lewis

B.A. Everest University

Max St. Juste

B.S. Florida State University

Re-Entry Supervisor: Rubeena Barrat

A.A. Broward Community College

Financial Aid Officers for Online Division:

Nicolette Davis

B.A. American Intercontinental University

Debora Medici

B.S. Kaplan University

Assistant Financial Aid Director for Residential Campus:

Anne Rodne

Assistant Financial Aid Director for Online Division:

Fatima Flores

B.A. Florida Atlantic University

Director of Students Services for Residential Campus:

LaTrista Funches

B.S. Louisiana State University

Director of Student Services for Online Division:

Daneweise Jean-Joseph

M.S. Kaplan University
B.A. Florida Atlantic University

Student Services Coordinator for Online Division:

Casi Haskins
B.S. Capitol College

Online Trainer for Online Division: Ronnie Abukhalaf

M.S. Embry-Riddle Aeronautical University

Receptionists for Online Division:

Kristha Burney
Lucy Corbett

Receptionist for Residential Campus:

Barbara Bockiaro
Kurt Poulin

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Dean of Academic Affairs: Melissa DeGeso

Psy.D. Argosy University
M.S. Argosy University
B.A. University of South Florida

Librarian: Sara Gonzalez

M.L.I.S. Florida State University
M.N.M. University of Central Florida
B.A. University of Central Florida

Assistant Librarian: D. Blake DeWitt

M.A. Reformed Theological Seminary
B.A. University of Central Florida

Registrar: Jennifer Williams

B.A. University of Florida

Bursar/Bookstore Manager: Mabel Rasmussen

B.S.N. University of Michigan

Director of Admissions: Jayhea Mathews

M.B.A. Belhaven University

Admissions Counselors:

Tiffany Nealy
B.S. Florida A&M University

Financial Aid Director: Anthony Chambers

B.S. University of Central Florida

Financial Aid Officer: Camille Rosa

B.S. University of Phoenix

Director of Student Services:

Kayli Lewis
B.S. University of North Florida

Receptionists:

Lauren Adams
Tammy Rothstein
B.A. St. Leo University

Sarasota Campus

Vice President: Caroline King
B.F.A. Maryland Institute College of Art

Dean of Academic Affairs: Christine B. Graham

Ed.D Pepperdine University
M.P.A. California State University
B.S. California State University

Librarian: Ellen Turner

M.L.I.S. University of Rhode Island
B.A. University of Massachusetts

Registrar: Donna Baranowski

M.S. Utah State University

Bursar/Bookstore Manager: Anita Wendzel**Admissions Counselors:**

Barbara Liu Beasley
B.A. Avila University

Sharon DeVeto
M.A. Barry University

Michael Thompson
B.S. University of Maryland

Eric Wells
B.A. University of Nevada

Financial Aid Director: Courtney Robertson

B.S. University of South Florida

Receptionists:

Lucy Alfonso
Mary Buckley

Faculty

Vicki Ramos, *Department Chair of Aviation, Aviation Science*

M.S. Embry-Riddle Aeronautical University

William Fluellen, *Department Chair of Construction Management, Construction Management*

M.S. Florida International University

David Smith, *Business Department Academic Advisor, Business and Management*

M.A. Webster University

Cathy Salazar, *Assistant Department Chair of Allied Health, Health Science*

M.S. Liberty University

M.S. South Baylo University

Linda Abbott, *Health Science*

D.C. Life Chiropractic College

Ronnie Abukhalaf, *Aviation Science*

M.S. Embry-Riddle Aeronautical University

Aziz Alakan, *Construction Management*

M.S. University of Central Florida

Jennifer Ares, *History and English*

M.A. East Tennessee State University

Wendy Achilles, *Business and Management*

Ph.D. Virginia Commonwealth University

Karen Agugliaro, *Health Science*

M.S. Oriental Medicine, Florida College of Integrative Medicine

Desiree Auchey, *Business and Management*

M.B.A. Averett College

Ryan Avenall, *Mechanical Systems*

M.S. University of Florida

Albert Bach, *Aviation Science*

M.S. Embry-Riddle Aeronautical University

Frank Baily, *Aviation Science*

M.S. Embry-Riddle Aeronautical University

Donna Baranowski, *Mathematics and Statistics*

M.S. Utah State University

Robert Baron, *Aviation Science*

Ph.D. Capella University

M.S. Embry-Riddle Aeronautical University

Andrea Barsky, *English*

M.A. Georgia State University

Jill Barton, *Psychology*

Psy.D. Nova Southeastern University

Michael Batisto, *Construction Management*

M.S. Florida International University

Jeanne Bedell, *Accounting*
D.B.A. Argosy University

William Befort, *Business and Management*
M.S. Nova Southeastern University

Patricia Bentley, *Economics*
M.B.A. Baurch College

Carren Bersch, *Literature*
M.A. George Mason University

Anthony Biduck, *Philosophy*
M.A. New School for Social Research

Charlene Blackwood, *Construction Management*
M.S. University of Florida

Roger Blair, *Business and Management*
D.B.A. Nova Southeastern University

David Bougie, *Health Science*
D.C. Northwestern College

Orfilio Borrego, *Construction Management*
M.B.A. Nova Southeastern University

Benjamin Shane Boutty, *Construction Management*
J.D. University of Florida

Abbe Breiter, *Nutrition*
M.S. Florida International University

William Brown, *Aviation Science*
M.S. Embry-Riddle Aeronautical University

Rene Butyn, *Construction Management*
M.A. University of Florida

Vural Buyukozturk, *Construction Management*
Ph.D. University of Pennsylvania

Keith Bycholski, *Economics*
Ph.D. University of Georgia

Jose Calcano, *Statistics*
M.S. Iowa State University

Cyrus Callum, *Aviation Science*
M.S. Delta State University

Elizabeth Camp, *Health Science*
N.D. Southwest College of Naturopathic Medicine

Brent Campbell, *Speech*
M.A. Barry University

Lili Carpenter, *Biology*
Ph.D. University of Memphis

Penny Carr, *Health Science*
D.C. Life University

Mark J. Cervasio, *Aviation Science*
M.B.A. Embry-Riddle Aeronautical University

David Charak, *Biology*
M.A.T. Brooklyn College

Ali Choudhry, *Mathematics and Business*
Ph.D. Touro University International

Jim Clark, *Computer Science and Information Technology*
Ed. S. Nova Southeastern University

Katherine Clements, *Health Science*
N.D. Bastyr University

Cathy Colford, *Construction Management*
M.S. University of Central Florida

Stephanie Colman, *Aviation Science*
M.S. Texas A & M University

Thomas Cook, *Computer Science and Information Technology*
M.S. State University of New York

Gregory Conde, *English*
M.S. Illinois State University

Phil Copare, *Construction Management*
M.S. Rollins College

Heather Crider, *Health Science*
N.D. National College of Naturopathic Medicine

Eric Crumpler, *Chemistry*
Ph.D. Northwestern University

Mike Cullinan, *Aviation Science*
M.S. Southeastern Oklahoma State University

Steven Cuono, *Health Science*
D.C. Palmer College of Chiropractic

Michael Dausel, *Aviation Science*
M.S. Embry-Riddle Aeronautical University

Nan Deardorff-McClain, *Health Science*
N.D. Bastyr University

Robert Deer, *Business and Management*
M.B.A. St Peter's College

Richard Deering, *Construction Management*
J.D. George Washington University

Rick Deucker, *Mathematics*
M.A. Bowling Green State University

Gustavo Diaz, *Mathematics, Statistics, and Computer Science*
Ph.D. (c) North Central University
M.S. Penn State University

Marlene Diaz, *Speech*
M.A. University of Central Florida

Boris Djokic, *Statistics*
Ph.D. University of Belgrade

Deborah Donnelly-McLay, *Aviation Science*
M.S. Embry-Riddle Aeronautical University

Gretchen Dreimiller, *English and Literature*
M.A. Boston College

Scott Drinkall, *English and Literature*
M.A. Hardin-Simmons University

Gerald Evans, *Aviation Science*
M.B.A. Embry-Riddle Aeronautical University

Juli Evans, *Business and Management*
M.S. University of Florida

Tarek Fahmy, *Construction Management*
M.S. North Dakota State University
M.S. Eastern Michigan University
M.B.A. University of Michigan

Diane Ferel, *Nutrition*
M.S. Florida State University

Susan Ferrell, *Business and Accounting*
M.B.A. Rockford College

Courtney Fichter, *Business and Management*
M.B.A. Louisiana State University

John Fitzgerald, *Marketing*
D.B.A. University of Sarasota

Rodney Floyd, *Health Science*
D.C. Palmer College of Chiropractic

Tammy Fogarty, *Nutrition*
M.S., R.D., L.D. Florida International University

Acie Forrer, *Management*
M.S. Troy State University

James Forst, *Psychology*
Ph.D. Texas Christian University

- Conrad Francis, *Finance*
D.B.A. Nova Southeastern University
- Ewa Frankel, *Chemistry*
M.S. Florida Atlantic University
- Julie Gaddy, *Meteorology*
M.S. University of Oklahoma
- Camilo Gil, *Alternative and Renewable Energy Management*
Ph.D. University of Central Florida
- Gloria Goldfaden, *Speech*
Ph.D. University of Maryland
- Andrea Goldstein, *Health Science*
Psy.D. Miami Institute of Clinical Psychology
- Tammy Good, *Construction Management*
M.S. Florida International University
- Pamela Goll, *Health Science*
D.C. Cleveland Chiropractic College
- Mona Greenberg, *Speech*
M.A. University of Nevada, Las Vegas
- Keith Groninger, *Construction Management*
M.S. University of Florida
- David Grove, *Chemistry*
Ph.D. University of California
- Maya Guruswami, *Health Science*
N.D. Canadian College of Naturopathic Medicine
- David Gutierrez, *Business and Management*
M.I.M. Thunderbird School of Global Management
- Andrea Halkin, *English*
M.A. Illinois State University
- Michael Hall, *Health Science*
N.D. National College of Natural Medicine
- Gomini Halli, *Mathematics*
M.S. California State University
- Walter Hamm, *Construction Management*
M.A. University of Florida
- Michael Harstad, *Construction Management*
M.B.A. University of Florida
- Daniel Hdlaky, *Business Administration*
Ph.D. North Central University
- Harry Henderson, *Business and Management*
D.B.A. Nova Southeastern University
- Krista Henley, *Aviation Science*
M.B.A. Embry-Riddle Aeronautical University
- Miriosh Higgs, *Mathematics*
M.S. University of Massachusetts
- Dave Hinkes, *Business and Management*
D.B.A. Nova Southeastern University
- Aaron Hochanadel, *Business Administration*
M.B.A. University of Phoenix
- Cathleen Hochanadel, *Business and Management*
M.B.A. Rockhurst University
- Gery Hochanadel Jr., *Business and Management*
M.B.A. Mid-America Nazarene University
- Angelica Hotiu, *Physics*
M.S. Florida Atlantic University
- Azhar Hussain, *Aviation Science*
Ed.D. Nova Southeastern University
- Roger Ignatius, *Business and Management*
Ph.D. University of North Texas
- Stephen Ippolito, *Mathematics*
M.S. Florida Atlantic University
- Cesar Irizarry, *Health Science*
D.C. Life University
- Elka Ivanova, *Mathematics*
M.S. St. K. Ohridski University
- Julie Jackson, *Statistics*
M.S. Auburn University
- Dan Jenkins, *Business*
M.B.A. University of South Florida
- Mishka Jett, *Political Science*
M.A. Southern Illinois University
- Claudia Johnson, *Chemistry*
M.S. Florida Atlantic University
- Tibe Jordan, *Speech*
M.A. Florida Atlantic University
- Harrychand (David) Kalicharan, *Marketing, Business and Management*
D.B.A. University of Sarasota
- Deidre Keeler, *Health Science*
N.D. University of Bridgeport
- Zane Kelleher, *Aviation Science*
J.D. Nova Southeastern University
- Ross Kerievsky, *Health Science*
M.S. Embry-Riddle Aeronautical University
- D.C. Palmer College of Chiropractic
- Gary Kersey, *Health Science*
D.C. National College of Chiropractic
- Mahmoud Khaial, *Business and Management*
Ph.D. Lynn University
- Frank Kinslow, *Health Science*
D.C. Life Chiropractic College
- Greta Kishbaugh, *Management*
Ph.D. Capella University
- Timothy Klahs, *Business*
M.B.A. University of Pennsylvania
- Catherine Klingler, *Business and Management*
Ph.D. The Union Institute
- Shana Koh, *English and Business*
Ph.D. Claremont Graduate University
- Lawrence Klosky, *Health Science*
D.C. New York Chiropractic College
- George Krajcsik, *Mathematics*
Ph.D. New York University
- Arvind Kumar, *Computer Science*
M.S. Long Island University
- Arthur Kurpit, *Mathematics*
M.A. Queens College
- Mohiddin Kwaja, *Aviation Science*
M.B.A. Embry-Riddle Aeronautical University
- Nicholas LaHood, *Health Science*
D.C. Palmer College of Chiropractic
- Jeffrey LaPoint, *Aviation Science*
Ed.D. University of Phoenix
- M.S. Embry-Riddle Aeronautical University
- Brett Lieberman, *Health Science*
N.D. National College of Naturopathic Medicine
- Jessica Lipham, *Health Science*
N.D. National College of Naturopathic Medicine

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M.S. Everglades University

Victor Malo, *Economics*
M.B.A. University of Phoenix
M.P.P. University of Michigan

Stephanie Marcusky, *Construction Management*
M.B.A. University of Southern Mississippi

David Mark, *English and Literature*
M.Phil. City University of New York

Patricia Martinez, *Accounting*
M.S. University of St. Thomas

Jeffrey Matthews, *Construction Management*
M.S. University of Oklahoma

Pablo Matos, *Mathematics*
M.S. University of Central Florida

Katie McCarthy Marousis, *English and Literature*
M.A. University of Florida

Ross McCloud, *Aviation Science*
M.S. Embry-Riddle Aeronautical University

Lou McNally, *Aviation Science*
Ph.D. University of Maine

Monica McPherson, *Health Science*
Ph.D. Cornell University

Scott McWilliams, *Business, Management, and Marketing*
M.B.A. University of Connecticut

Michelle Menard, *Health Science*
M.S. Florida College of Integrative Medicine

Walter Mendivil, *Computer Science and Information Technology*
M.S. American Intercontinental University

Robert Menke, *Aviation Science*
M.S. Embry-Riddle Aeronautical University

Marvin Merritt, *Health Science*
D.C. Life Chiropractic College

Jennifer Miller, *Construction Law*
J.D. University of the District of Columbia

Maria Miller, *Construction Management*
M.S. Oklahoma University

Albert Mixner, *Construction Management*
M.S. Rollins College

Guillermo Morales, *Construction Management*
M.S. University of Florida

Wayne Morgan, *Business and Management*
D.B.A. Nova Southeastern University

Wayne Morris, *Chemistry*
M.S. Texas A&M University

Michael Myers, *Accounting, Business and Management*
M.B.A. Wright State University

Martin Nemeroff, *Biology*
Ph.D. State University of New York, University at Buffalo

Rami Omar, *Business and Management*
M.A. Webster University

Jon Orlando, *Construction Management*
M.S. University of Florida

Amy Palladino, *Health Science*
D.C. University of Bridgeport

Natasha Patterson, *Speech*
M.A. University of Florida

Bradley Paluch, *Aviation Science*
M.S. Embry-Riddle Aeronautical University

Lynn Paredes-Manfredi, *Political Science*
M.A. University of Central Florida

Clayton Percle, *Aviation Science*
M.S. Embry-Riddle Aeronautical University

Clinton Percle, *Aviation Science*
M.S. Embry-Riddle Aeronautical University

Johanna Perez, *Health Science*
M.S. Oriental Medicine, Atlantic Institute of Oriental Medicine

Juan Perez, *Management*
M.S. Troy State University

Charles Peters, *Construction Management*
M.B.A. Florida Gulf Coast University

Richard Petrucci, *Information Technology*
M.S. U. S. Naval Postgraduate School

Joseph Polzak, *Business and Management*
J.D. Stetson University

Robert Polzak, *Business Ethics*
J.D. Hamline University

Rosendo Prieto, *Construction Management*
M.S. Florida International University

Arthur Raggio, *Health Science*
D.C. Life University

Barry Rainwater, *Business Administration*
D.B.A. Nova Southeastern University

Richard Raguso, *Health Science*
D.C. New York College of Chiropractic

Joann Raphael, *Economics*
Ph.D. University of Houston

Judith Reardon, *Speech and Communications*
M.A. Auburn University

Natalie Reid, *English and Literature*
M.Ed. City University of New York, Queens College

Phyllis Rhodes, *Computer Science and Information Technology*
M.S. Nova Southeastern University

Jose Rosario, *Accounting and Construction Management*
M.S. University of Central Florida

Nilda I. Rosario, *Health Science*
M.S. Capella University

Donna Rossi, *Speech*
M.A. State University of New York

Michael Runci, *Business and Management*
M.B.A. Boston University

Denise Santiago, *Construction Management*
M.S. Florida International University

Thomas Santucci, *Health Science*
M.S. Oriental Medicine, Acupuncture and Massage College

Thomas Schulte, *Aviation Science*
M.S. Embry-Riddle Aeronautical University

Alexander Schuster, *Physics*
Ph.D. Swiss Federal Institute of Technology, Lausanne

David Sconyers, *History*
Ph.D. University of Pennsylvania

Karen Scotti, *Health Science*
D.C. New York Chiropractic College

Jaichand Sewkarran, *Business and Management*
Ph.D. Capella University

Lee Shaffer, *Health Science*
D.C. Logan College of Chiropractic

Kalina Shannon, *Health Science*
M.S. Bastyr University

Toney A. Sharpe, *Aviation Science*
M.S. Embry-Riddle Aeronautical University

Eva Shoop-Shafor, *English*
Ph.D. Auburn University

Kevin Shriner, *History*
M.A. University of Arkansas

Derek Smith, *Business and Management*
M.S.I.B. D'Youville College

Graeme Smith, *Biology*
Ph.D. Rutgers University

Victor Smith, *Construction Management*
M.B.A. Liberty University

Alan Soli, *Chemistry*
Ph.D. University of Wisconsin

Patricia Sperano, *Computer Science and Business*
Ph.D. Nova Southeastern University

Ronald Sperano, *Computer Science and Business*
Ph.D. Nova Southeastern University

Marcus Stafford, *Biology*
M.S. Southern Connecticut State University

George Stalliard, *Business and Management*
D.S.H.R.M. Nova Southeastern University

John Sullivan, *Construction Management*
J.D. Regent University School of Law

John J. Sullivan, *Business and Management*
Ph.D. Capella University

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N.D. Southwest College of Naturopathic Medicine

Amy Tafcen, *Health Science*
D.C. Western States Chiropractic College

Benjamin Taylor, *Physics*
Ed.D. University of Central Florida

Judith Thompson, *Health Science and Nutrition*
N.D. National College of Naturopathic Medicine

Audeliz Torres, *Aviation Science*
M.S. Embry-Riddle University

Leonard Townsend, *Construction Management*
J.D. Fordham University

Cesar Tristancho, Jr., *Economics*
M.A. University South Florida

George Trivoli, *Economics*
Ph.D. University of Virginia

Richard Trotter, *Political Science*
M.A. Wayne State University

Janis Turner, *Health Science*
D.C. New York Chiropractic College

Gary Voelkl, *Sociology*
Ph.D. Purdue University

Walter Walker, *Mathematical Sciences*
Ph.D. Clemson University

Kirk Webster, *Aviation Science*
M.S. Embry-Riddle Aeronautical University

Elizabeth Wedman-St. Louis, *Nutrition*
Ph.D. The Union Institute

Mary Lynn Wieber, *Health Science*
M.S. Oriental Medicine, Florida College of Integrative Medicine

Mary Williams, *Speech and Communications*
M.A. Central Missouri University

Walter Brent Wilson, *Chemistry*
M.S. University of North Carolina

David Witte, *Health Science*
M.S. Oriental Medicine, Atlantic Institute of Oriental Medicine

Edward A. Wood, *Construction Management*
M.B.A. Colorado Technical University

Paul Worrell, *Construction Management*
M.S. University of Colorado, Denver

Raef Yassin, *Electrical Systems*
M.S. Florida Atlantic University

Mary Yockel, *Psychology*
M.A. Argosy University

Mario Zaino, *Business and Management*
D.B.A. Business School Lausanne, Switzerland
M.B.A. Adelphi University

Frank Zaremba, *Business and Management*
M.A. Nova Southeastern University

Dan Zhou, *Computer Science and Information Technology*
Ph.D. Syracuse University

David Zimet, *Economics*
Ph.D. University of Florida

Ivan Zimmerman, *Business and Management*
M.B.A. Jacksonville University

ACADEMIC CALENDAR 2011-2012

Term Calendar 2011

2011, Semester I*

01/01/11	New Years Day
01/03/11-01/29/11	Classes Begin-End: Term A**
01/17/11	Martin Luther King Jr. Day
01/18/11	Return to Class
01/31/11-02/26/11	Classes Begin-End: Term B
02/21/11	President's Day
02/22/11	Return to Class
02/28/11-03/26/11	Classes Begin-End: Term C**
03/28/11-04/23/11	Classes Begin-End: Term D
04/24/11-05/01/11	Spring Break

2011, Semester II*

05/02/11-05/28/11	Classes Begin-End: Term A**
05/30/11	Memorial Day
05/31/11	Return to Class
05/30/11-06/25/11	Classes Begin-End: Term B
06/27/11-07/23/11	Classes Begin-End: Term C**
07/04/11	Independence Day
07/05/11	Return to Class
07/25/11-08/20/11	Classes Begin-End: Term D
08/21/11-08/28/11	Summer Break

2011, Semester III*

08/29/11-09/24/11	Classes Begin-End: Term A**
09/05/11	Labor Day
09/06/11	Return to Class
09/26/11-10/22/11	Classes Begin-End: Term B
10/24/11-11/19/11	Classes Begin-End: Term C**
11/21/11-12/17/11	Classes Begin-End: Term D
11/24/11-11/26/11	Thanksgiving Break
11/28/11	Return to Class
12/18/11-1/01/12	Holiday Break

Term Calendar 2012

2012, Semester I*

01/01/12	New Years Day
01/02/12	New Years Day Observed
01/03/12	Return to Class
01/02/12-01/28/12	Classes Begin-End: Term A**
01/16/12	Martin Luther King Jr. Day
01/17/12	Return to Class
01/30/12-02/25/12	Classes Begin-End: Term B
02/20/12	President's Day
02/21/12	Return to Class
02/27/12-03/24/12	Classes Begin-End: Term C**
03/26/12-04/21/12	Classes Begin-End: Term D
04/06/12-04/09/12	Easter Break
04/10/12	Return to Class
04/22/12-04/29/12	Spring Break

2012, Semester II*

04/30/12-05/26/12	Classes Begin-End: Term A**
05/28/12	Memorial Day
05/29/12	Return to Class
05/28/12-06/23/12	Classes Begin-End: Term B
06/25/12-07/21/12	Classes Begin-End: Term C**
07/04/12	Independence Day
07/05/12	Return to Class
07/23/12-08/18/12	Classes Begin-End: Term D
08/19/12-08/26/12	Summer Break

2012, Semester III*

08/27/12-09/22/12	Classes Begin-End: Term A**
09/03/12	Labor Day
09/04/12	Return to Class
09/24/12-10/20/12	Classes Begin-End: Term B
10/22/12-11/17/12	Classes Begin-End: Term C**
11/19/12-12/15/12	Classes Begin-End: Term D
11/22/12-11/24/12	Thanksgiving Break
11/26/12	Return to Class
12/16/12-01/06/13	Holiday Break

* Please note holidays will not affect access to online courses. Online students have 24 hour access to their courses during the term.

** Graduate student start dates



ACADEMIC CALENDAR 2013-2014

Term Calendar 2013

2013, Semester I*

01/01/13	New Years Day
01/07/13-02/02/13	Classes Begin-End: Term A**
01/21/13	Martin Luther King Jr. Day
01/22/13	Return to Class
02/04/13-03/02/13	Classes Begin-End: Term B
02/18/13	President's Day
02/19/13	Return to Class
03/04/13-03/30/13	Classes Begin-End: Term C**
03/29/13-04/01/13	Easter Break
04/02/13	Return to Class
04/01/13-04/27/13	Classes Begin-End: Term D
04/28/13-05/05/13	Spring Break

2013, Semester II*

05/06/13-06/01/13	Classes Begin-End: Term A**
05/27/13	Memorial Day
05/28/13	Return to Class
06/03/13-06/29/13	Classes Begin-End: Term B
07/01/13-07/27/13	Classes Begin-End: Term C**
07/04/13	Independence Day
07/05/13	Return to Class
07/29/13-08/24/13	Classes Begin-End: Term D
08/25/13-09/01/13	Summer Break

2013, Semester III*

09/02/13-09/28/13	Classes Begin-End: Term A**
09/02/13	Labor Day
09/03/13	Return to Class
09/30/13-10/26/13	Classes Begin-End: Term B
10/28/13-11/23/13	Classes Begin-End: Term C**
11/25/13-12/21/13	Classes Begin-End: Term D
11/28/13-12/01/13	Thanksgiving Break
12/02/13	Return to Class
12/22/13-1/05/14	Holiday Break

Term Calendar 2014

2014, Semester I*

01/01/14	New Years Day
01/06/14-02/01/14	Classes Begin-End: Term A**
01/20/14	Martin Luther King Jr. Day
01/21/14	Return to Class
02/03/14-03/01/14	Classes Begin-End: Term B
02/17/14	President's Day
02/18/14	Return to Class
03/03/14-03/29/14	Classes Begin-End: Term C**
03/31/14-04/26/14	Classes Begin-End: Term D
04/18/14-04/21/14	Easter Break
04/22/14	Return to Class
04/27/14-05/04/14	Spring Break

2014, Semester II*

05/05/14-05/31/14	Classes Begin-End: Term A**
05/26/14	Memorial Day
05/27/14	Return to Class
06/02/14-06/28/14	Classes Begin-End: Term B
06/30/14-07/26/14	Classes Begin-End: Term C**
07/04/14	Independence Day
07/07/14	Return to Class
07/28/14-08/23/14	Classes Begin-End: Term D
08/24/14-08/31/14	Summer Break

2014, Semester III*

09/01/14-09/27/14	Classes Begin-End: Term A**
09/01/14	Labor Day
09/02/14	Return to Class
09/29/14-10/25/14	Classes Begin-End: Term B
10/27/14-11/22/14	Classes Begin-End: Term C**
11/24/14-12/20/14	Classes Begin-End: Term D
11/27/14-11/30/14	Thanksgiving Break
12/01/14	Return to Class
12/21/14-01/04/15	Holiday Break

* Please note holidays will not affect access to online courses. Online students have 24 hour access to their courses during the term.

** Graduate student start dates



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